

Summary of the effect of proposed changes to the Constitution and Standing Orders:

1. Prohibition of joint tickets, which in the past had been adopted as a way of sharing the burden of an office, but often led to division of accountability.
2. The regularisation of the role of appointed representatives and Internal Officers to help the committee with its work and represent various interests.
3. Provision for a mechanism to co-opt officers for those positions unfilled after the WCSA election. This is a response to a persistent want of candidates for certain positions in the past. Now, if the core positions in the committee have been elected, they are allowed to co-opt others to fill the remaining positions.
4. Increasing the number of External Officers to two, due to that office's high levels of responsibility.
5. Reversing the relationship between the Welfare and Equality & Diversity Officers: In the past, a Welfare representative worked under the EDO, but considering the high level and range of responsibilities which the Welfare Officer has to undertake, it has been elevated to an elected Office. The Welfare Officer, however, shall appoint representatives under the system in (2) to serve various concerns and interests in the College.
6. New duties promulgated in the Standing Orders for the elected Officers, chiefly to ensure attendance of committee meetings.
7. Creating an advisory role for the president and the vice-president (Transition President and Vice-President) to help new committee get started smoothly during the transition period (Michaelmas Term only)

2019 WCSA Constitution and Standing Orders amendment

Wolfson College Students 'Association Constitution

This Constitution was formally approved and adopted on 26 June 2017.

1. Objectives

The Wolfson College Students 'Association (WCSA) shall be responsible for the provision of social, sporting and recreational activities for students of the College. WCSA shall also provide representation on bodies and Committees within the College (specifically Governing

Body, College Council and subsidiary Committees of College Council) and in the wider University.

2. Membership

Membership shall be open to all students of the College. Student Members may stand for Committee posts and may vote in WCSA elections.

All Governing Body fellows are Associate Members of WCSA which confers all the rights of membership but for the rights to vote or stand in elections to WCSA Committee.

Associate membership is also open to: other members of College, spouses of members of College, and other individuals at the discretion of the Senior Treasurer.

3. Fees

Student Members of WCSA shall pay an annual fee in advance, collected by the College on behalf of WCSA. The level of this fee shall be set by WCSA with the agreement of College Council and reviewed no less than once every three (3) years.

Associate Members may join WCSA for the same annual fee charged to Student Members; notwithstanding, Governing Body fellows are exempt from the Associate Membership fee.

4. Resignation

Any Member may resign his or her membership to WCSA during the Resignation Period. The Resignation Period shall normally commence at the start of Michaelmas Term and end by the respective Division of Term, inclusive. Resignations submitted during this term shall be refunded in full. Resignations must be renewed annually. Resignations shall not be permitted outside of the Resignation Period.

Notwithstanding, for students who join College after the start of Michaelmas Term, their respective Resignation Period shall extend for twenty-eight (28) days from the date they join the College, inclusive.

Members who have resigned may not vote in WCSA elections nor may they stand for election to WCSA Committee. Moreover, members who have resigned may not serve as executive officers of WCSA-affiliated sports clubs and societies. Members who have resigned who wish to attend WCSA events must pay any associated fees at the non-member rate.

5. Officers of WCSA

The WCSA Committee shall consist of an Executive, whose members are also members of College Council *ex officio*, and several Other Officers.

The Executive Officers of WCSA shall include:

1. the President;

2. the Vice-President; and
3. the Junior Treasurer.

Other Officers of WCSA shall include:

1. the Secretary;
2. the two (2) Entertainments Officers;
3. the **two (2)** External Officers;
4. **the Sports and Societies Officer;**
5. the Campaigns & Green Officers; and
6. ~~the Equality & Diversity Officer~~ **the Welfare Officer.**

6. Election of Officers

Elections for all Officers of WCSA Committee shall be held annually in Week 5 of Michaelmas Term.

The Returning Officer shall ordinarily be the WCSA Vice-President.

Only one person may be elected to each Office.

7. Representatives **and Internal Officers** of WCSA

In order to distribute the functions of an Office and represent various interests in the College, each Officer of WCSA may, with the approval of the Committee, appoint up to two Representatives. Recruitment for representatives should be circulated widely within the College and open to any interested members.

The President may, with the approval of the Committee, appoint or dismiss one or more Internal Officers to assist with carrying out the President's duties.

Representatives and Internal Officers shall attend all meetings of WCSA and participate in discussions but may not vote on resolutions.

8. Senior Treasurer

The College Council shall appoint a member of the College Governing Body as Senior Treasurer of WCSA.

The Senior Treasurer shall assist WCSA Committee by ensuring good governance and due observance to the Constitution and Standing Orders. Moreover, the Senior Treasurer shall oversee the disbursement of the funds of WCSA in accordance with the decisions of WCSA

Committee and assist the Junior Treasurer in the preparation of accurate intermediate and end-of-year accounts.

At the Senior Treasurer's discretion, any matter of finance or governance may be referred to College Council.

~~9. Committee Vacancies~~

~~Vacancies on WCSA Committee may arise from time to time. Such vacancies may arise following elections in which no candidate stands for election to any given position on WCSA Committee, when individual officers resign voluntarily, or when officers are recalled.~~

9. Co-Option of Officers

~~For vacancies following an election or elections in which no candidate stands for election to any given position on WCSA Committee, up to three (3) positions may be filled by co-opted Officers appointed by WCSA Committee~~

~~Provided that the office of the President, Junior Treasurer and at least one other office have been filled, where a Committee office remains vacant after an election, the Committee may declare that it is in the interests of WCSA that the office be filled and co-opt a WCSA member to the office. Co-opted officers shall hold office as if elected.~~

~~Any such co-option shall be minuted and publicised to the Membership.~~

10. Resignation of Officers

Individual Officers may resign at any point during their term of office. In the case that the President resigns, the WCSA Vice-President shall serve as acting President until a bye-election can be held to fill the position of President.

Following the resignation of an Officer, ~~a member may be co-opted to the office by the Committee until a bye-election can be conducted~~ within a period determined in consultation with the Senior Treasurer.

11. Recall of Officers

Individual Officers or the entirety of WCSA Committee may be recalled.

Recall of an officer or officers may occur at the Annual General Meeting or an Extraordinary General Meeting. A recall motion must present an eligible alternative member of WCSA to any position or positions to which the recall motion applies. The resolution of a recall motion is effective immediately following the meeting at which such a resolution passes.

12. Amendments

All amendments to the Constitution shall be subject to approval from the Senior Treasurer and must be approved by a majority vote of WCSA Committee. Once approved by WCSA

Committee, proposed amendments shall be presented to the Membership of WCSA by online referendum, running for a period of not less than 48 hours. Proposed amendments must be approved by a majority of those voting. Finally, proposed amendments shall be presented to College Council for final approval.

Notwithstanding, amendments to the Constitution remedying clerical errors or which seek to enhance the clarity of the Constitution without altering its intent may be discussed with the Senior Treasurer directly and proposed directly to College Council for approval without requiring a referendum.

Wolfson College Students 'Association Standing Orders

1. Specific Duties of the Officers

The President shall:

- coordinate the affairs of WCSA and WCSA Committee;
- chair all meetings of WCSA;
- attend all meetings of the College Council, Governing Body, and Finance Committee; and
- ensure due observance of the Constitution and Standing Orders of WCSA.
- stay as Transition Officer for the full length of the Michaelmas after the end of the tenure as President, in order to attend meetings of the new WCSA committee and provide advice.

The Vice-President shall:

- deputise for the President as required;
- attend all meetings of the College Council and Governing Body;
- assume the role of President in the circumstance that the President resigns; and
- maintain a current list of WCSA membership.
- stay as Transition Officer for the full length of the Michaelmas after the end of the tenure as Vice-President, in order to attend meetings of the new WCSA committee and provide advice.

The Junior Treasurer shall:

- account for and bank all WCSA's income with the College Financial Office;

- arrange for the payment for all relevant bills and prompt reimbursement of approved expenditure by WCSA sports clubs and societies;
- submit itemised budgets of approved Societies to WCSA committee;
- attend all meetings of the College Council, Governing Body, and Finance Committee;
- maintain a full record of all WCSA income and expenditure;
- present annual accounts to College Council with a summary provided for all members; and
- present termly accounts to ~~be presented at~~ meetings of the Finance Committee.
- If the Junior Treasurer fails to present, with a week's notice, detailed accounts of WCSA spending at the last meeting of the Full Term, he is considered to have tendered his resignation to the WCSA committee, pending the committee's discretion.

The Secretary shall:

- maintain accurate minutes of all meetings of WCSA;
- circulate timely notice of upcoming meetings
- produce the WCSA termcard and other WCSA publications;
- maintain the WCSA noticeboards;
- maintain the online presence of WCSA, including the website and social media channels; and
- administer the WCSA email list.

The Entertainments Officers shall:

- organise social activities on behalf of WCSA;
- recruit, supervise, and reimbursement Stewards and Welfare representatives; and
- present the WCSA termcard for approval at House Committee.

The Sports and Societies Officer shall:

- coordinate WCSA-affiliated sports clubs and societies (except for the Wolfson College Boat Club);
- submit to the WCSA committee proposed itemised budget of Societies before approval
- oversee the maintenance of the College gym facilities; and
- organise an annual Sports Dinner to celebrate the sporting achievements of Wolfson students and WCSA-affiliated sports clubs.

The External Officers shall:

- represent WCSA at any external bodies to which WCSA is affiliated; and
- coordinate and organise Formal Swaps.

The Campaigns & Green Officer shall:

- promote campaigns as approved and directed by WCSA Committee;
- undertake initiatives to promote sustainability at the College among members; and
- represent WCSA on all College bodies relating to sustainability.

The ~~Equality & Diversity Welfare~~ Officer shall:

- coordinate activities which promote the interests and welfare of all **students** within the College.
- Represent the interests of the diverse groups within the College;
- represent WCSA on the Health & Safety Committee;

In accordance with s.7 of the Constitution, Representatives and Internal Officers may be appointed in order to assist the Officers of the Committee in the fulfilment of their duties. WCSA Officers retain ultimate responsibility for their duties nonetheless.

2. General Duties of Officers

In addition to the specific duties of Officers, all Officers shall also:

- attend all WCSA meetings;
- attend all meetings of College bodies to which they have been appointed;
- assist with the setup and cleanup of events, such as bops; and
- perform such duties as necessary from time to time
- **Officers who miss without Notice two meetings of the committee in Full Term, are assumed to have tendered their resignation to the WCSA President, pending his acceptance. Officers who miss with Notice three consecutive meetings of the committee up until the end of the Full Easter term, are assumed to have left to the discretion of the WCSA committee, the justifiability of their Notices and whether they are imputed thereby to have resigned their positions.**

3. Meetings of WCSA Committee

Meetings of WCSA Committee shall be held not less than once every two (2) weeks during Full Term and once every four (4) weeks outside of Full Term.

The President shall not ordinarily vote except in the case of a tie, in which case he or she shall have the casting vote.

Quorum for any resolutions shall be ~~five (5)~~ **four (4)** Officers of WCSA Committee, excluding the President, **or should any Offices be vacant, quorum shall be half the number of occupied Offices, whichever number is smaller.**

Meetings of WCSA Committee must normally be open to the public though reserved business may be discussed among only Officers and Representatives of WCSA Committee as necessary.

Agendas and minutes of Meetings of WCSA Committee must be made public. Agendas shall be posted not less than **three (3) days** prior to Meetings of WCSA Committee. Minutes shall be posted not less than **three (3) days** after being approved.

4. Annual General Meeting

Once per year, during Full Lent Term, WCSA Committee shall hold an Annual General Meeting which is open to all Members. All Members of WCSA present at the Annual General Meeting shall have one single non-transferable vote.

The Annual General Meeting shall have a quorum of not less than ten percent (10%) of WCSA members.

At the Annual General Meeting, any Member of WCSA may present any motion for discussion and resolution. Resolution of any motion must pass a simple majority vote (50% +1) of all WCSA members present.

Notice of the Annual General Meeting shall be given not less than fourteen (14) days in advance and the agenda must be posted not less than seven (7) days in advance.

5. Extraordinary General Meetings

Extraordinary general meetings may be held by WCSA Committee from time to time.

Extraordinary general meetings shall be open to all Members. Extraordinary general meetings must be held during Full Term.

All Members of WCSA present at Extraordinary General Meetings shall have one single non-transferable vote.

Extraordinary General Meetings shall have a quorum of not less than ten percent (10%) of WCSA members.

At Extraordinary General Meetings, any Member of WCSA may present any motion for discussion and resolution. Resolution of any motion must pass a simple majority vote (50% +1) of all WCSA members present.

Notice of Extraordinary General Meetings shall be given not less than fourteen (14) days in advance and the agenda must be posted not less than seven (7) days in advance.

6. Conduct of Elections

The Returning Officer shall advertise elections at least fourteen (14) days in advance.

Any member of WCSA may stand for any one and only one post in any given election.

Candidates shall submit a signed nomination to the returning officer seven (7) days prior to the election. This must include a manifesto and a photograph, which will be circulated to all members.

Notwithstanding, certain restrictions apply to the election of specific Officers of WCSA Committee:

- Candidates for President must be able to serve one full, contiguous calendar year;
- ~~Candidates for Entertainments Officers must be able to serve one full, contiguous calendar year;~~
- Candidates for Junior Treasurer must be able to serve one full, contiguous fiscal year.

Within five (5) days of the election, the Returning Officer must conduct a public hustings at which candidates shall present their manifestos. For positions for which no candidate has

stood for election, any WCSA member may be nominated at the public hustings. In this case, the candidate shall be added to the ballot following the hustings.

Elections shall be conducted online by secret ballot using the single transferable vote (STV) system in accordance with the University's regulations on STV.

In the event of a tie, a second ballot shall be conducted online fourteen (14) days after the initial election.

For all positions, the option of "re-open nominations" (RON) shall be added to the ballot. In cases where RON receives a majority of votes in the initial election, the post shall reopen for nomination for a further seven (7) days. After this additional nomination period, a second ballot shall be conducted seven (7) days following the end of the additional nomination period.

The Returning Officer shall announce the results within forty-eight (48) hours of the end of any election.

Officers-elect (except for the Junior Treasurer-Elect) shall take office not more than ~~seven (7)~~ **ten (10)** days following the election. The Junior Treasurer-Elect shall take office at the commencement of the subsequent WCSA fiscal year.

Officers-elect shall meet with their predecessors or designated representatives for a handover meeting prior to taking office.

The President and Vice-President shall retain an advisory position in the new committee until the end of the calendar year.

The tenure of Office of those Officers who graduate in the summer, ends on the 30th of June. Elections to fill their positions for the rest of the WCSA term are to be held no later than the end of April of the same year.

7. Affiliated Sports Clubs and Societies

Any sports club or society may apply for affiliation to WCSA through the Sports and Societies Officer. Applications for WCSA affiliation are subject to a majority vote of WCSA Committee.

Applications received during term time shall receive a response within one (1) month of submission.

Newly affiliated sports clubs and societies shall receive not less than £100 from the WCSA annual budget.

All affiliated sports clubs and societies must:

- have clearly stated aims and objectives which do not contravene the Statutes or Ordinances of the College;
- provided for the democratic election of its officers;
- provide membership to all members of WCSA free of charge;
- retain the active support of a reasonable number of members of WCSA.

To maintain affiliation, sports clubs and societies must observe all required reporting requirements as determined by WCSA.

Non-affiliated sports and societies shall not receive funding from WCSA. The affiliation of any club or society can be revoked if, at any time, WCSA Committee decides that any of the above conditions is no longer met.

8. Financial Matters

The WCSA Committee administers the funds of WCSA to fulfil WCSA's aims. No money belonging to WCSA may be allocated without the prior authorisation of a majority of WCSA Committee. If deemed necessary, WCSA Committee can refer a decision on any financial matter to a General Meeting and/or College Council. The Senior Treasurer has the authority to impose constraints on how money is spent and how expenditure is authorised.

A summary of the interim accounts must be presented by the President and Junior Treasurer at College Finance Committee meetings and a full set of accounts must be submitted at the end of the year. WCSA's financial year will run 1 December to 30 November and this is *de facto* the term of office for the Junior Treasurer.

9. Amendments

All amendments to the Standing Orders shall be subject to approval from the Senior Treasurer and must be approved by a majority vote of WCSA Committee. All proposed amendments shall be presented to College Council for final approval.

10. Conflict of terms

In the case of any conflict between the terms of these WCSA Standing Orders and the WCSA Constitution, the terms of the WCSA Constitution shall prevail.