

# CUCSA

## *Crichton University Campus Students' Association*

**1. Name.** The Name of the Association shall be Crichton University Campus Students' Association. Referred to hereinafter as the Association.

**2. Purpose.** The purposes of the association shall be :

The advancement of education

The advancement of citizenship and community development.

The advancement of the arts, heritage, culture and science

The promotion of equality and diversity

The advancement of health.

**3. Activities** In pursuance of those purposes (but not otherwise) the Association shall:

Promote volunteering activities, including opportunities to become involved with the Association and the wider community

Promote inclusivity and participation in education through the creation of a vibrant and supportive campus community.

Provide and promote opportunities for students to participate in sporting and recreational activity

Provide facilities and support for clubs and societies with an interest in the advancement of arts, heritage, culture and science.

Promote equality of opportunity amongst students and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, religion, cultural background or other such status.

Carry on any other activities which may be advantageously carried out in connection with and which further any of its purposes.

**4. Powers** The Association shall have the powers to do whatever may reasonably be required to achieve its aims. The powers of the Association shall however be limited to those consistent with charitable status and shall include the power to employ staff.

**5. Membership**  
**5(a) Full members**

All students based at Crichton campus and registered/matriculated to The University of Glasgow or The University of the West of Scotland (hereafter referred to as Crichton Campus Institutions) shall automatically be full members of the association.

Any student may opt out of membership by notifying the Association, in writing, at their registered address.

Any student who chooses to opt out of membership shall retain the opportunity to benefit from services and participate in all activities provided by the Association.

**5(b) Honorary Members**

Honorary Membership shall be open, on application, to alumni students and members of staff from the institutions at Crichton Campus with an interest in supporting the objectives of CUCSA.

Honorary membership shall also be open to other individuals from the local area with a commitment to the aims of the association.

**6. Management and Committee**

The affairs of CUCSA shall be managed by a committee (hereafter referred to as “the Committee”) which shall consist of a maximum of 22 and a minimum of four members; all committee members must be higher education students who are registered/matriculated at the Crichton Campus Institutions and based at the Crichton campus.

**7 Officers and Committee membership**

The Committee shall consist of the following :

- President
- Vice President (Glasgow)
- Vice President (The University of the West of Scotland)
- Sports, Clubs and Societies Convenor
- Social Convenor
- Postgraduate Representative
- Marketing and Press Officer

The remit of the above positions is contained in Schedule 1 to this constitution and shall be renewed annually by the committee and publicised prior to opening of nominations.

There shall be up to 15 additional (without portfolio) committee positions available. The committee has discretion to allocate non-mandatory ‘additional titled roles’ and remits to the (without portfolio) members for positions which they meet the needs of the organisation for the short term.

Such ‘additional titled roles’ must be agreed by the outgoing committee before the opening of nominations and will only exist for the coming year. Should a future committee require a non mandatory position to remain in existence for another year, this requires recorded approval of a simple majority of committee members.

**8. Committee Procedures**

(a) The committee shall hold at least 8 ordinary meetings during each financial year. One week’s notice of each meeting must be sent out to all committee members eligible to attend. A special meeting may be called at any time by the President, or by any 2 members of the committee upon not less than 1 week’s notice being given to the other members of the committee of the matters to be discussed. The

committee shall have the power to deem a meeting or part of a meeting *in camera* if discussing matters of a confidential nature. A confidential minute of any *in camera* discussion shall be agreed and stored securely.

A written report of any decisions *in camera* must be provided at the next ordinary meeting for information. (excepting those which would be under the auspices of the data protection legislation)

(b) The President shall act as chairperson at meetings of the committee. If the President is absent from any meeting, the members of the committee present shall choose one of their number to be chairperson before any other business is transacted.

(c) There shall be a quorum when at least one third of the number of members of the committee for the time-being, or 4 members of the committee (whichever is the greater), are present at a meeting. The quorum must include the President and at least one of the Vice-Presidents.

(d) Any matter where consensus cannot be reached shall be determined by a majority of votes of the members of the Committee present and voting on the question, unless matter relates to 9(a) or 11(a). In the case of equality of votes, the chairperson of the meeting shall have a second or 'casting' vote.

(e)The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee. The minutes should be stored safely and published electronically (with the exception of matters which may be excluded under data protection legislation)

f) The committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a subcommittee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

**9. Resignation or Dismissal of Officers and Committee Members**

(a)Any committee member may be removed from the committee through a majority vote of two thirds of all elected committee members. Notice of any motion to remove a committee member must be provided to all committee members in writing at least one month before the proposed meeting to remove. The proposal must state the grounds for proposed removal.

(b)Should any committee member fail to attend three consecutive meetings without submitting apologies they will be deemed to have resigned

(c)In the event of resignation or dismissal of the President, one of the Vice Presidents shall assume this role following the agreement of CUCSA committee members at a meeting called for this purpose

(d) In the event of resignation or dismissal of either Vice President, the committee shall elect a replacement from their midst.

(e) In the event of resignation or dismissal of any other CUCSA committee member, this vacancy must be advertised for a minimum of five days following which any ordinary member may be co-opted, by majority vote, into this role at a committee meeting called for this purpose.

**10 Elections**

Only registered/matriculated students of the Crichton Campus Institutions and who are based at the Crichton campus and have not chosen to opt out of membership of the Association are eligible to participate as voters or candidates in elections to the Committee.

All Elections to the Committee and Officer Positions shall be through secret ballot of full members.

**11. Membership charges**

No subscription fee shall be required for membership and the Association will seek to minimise charges to for access to events both for members and the general public.

**12. Finance**

All monies received shall be paid into a bank account in the name of Crichton University Campus Students' Association. Cheques shall be required to be signed by a minimum of two signatories before monies can be withdrawn.

The Committee shall ensure that all funds received are used only to further CUCSA's Purposes.

The financial year shall end 27<sup>th</sup> May of each year.

**13. Alterations to the Constitution**

No changes to this constitution shall be valid unless

(a) The proposed change is approved by a two thirds majority of the total of elected committee members attending a properly convened meeting called for the purpose of considering the proposed change.

**and**

(b) the proposed changes are endorsed by the governing bodies of the Crichton Campus higher education Institutions (or their delegated representative). Changes shall come into effect once approval has been received in writing.

**14. Dissolution**

Clause 13 may only be altered with the prior approval of OSCR  
In the event of the dissolution of the organisation any funds remaining shall be held by the University of Glasgow SRC for the future benefit of student events and activities within all HE institutions at Crichton Campus. Or returned to the relevant funding organisations.

Signed:

President .....

Vice President  
University of Glasgow .....

Vice President  
University of the West of Scotland .....

Events & Administration Officer .....

Date .....