

CONSTITUTION OF THE DARWIN COLLEGE STUDENTS' ASSOCIATION

Approved by the College Council on 2nd May 2018.

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Preamble

The Darwin College Students' Association (hereinafter, the "DCSA") is a statutory association created by the Statutes of Darwin College. In accordance with the Darwin College Ordinances, and in the manner prescribed therein, the DCSA has drawn up and recommends to the College Council the adoption of this.

CONSTITUTION

1. Interpretation

1.1 This Constitution shall, insofar as possible, be read harmoniously with the Statutes of Darwin College and the Darwin College Ordinances, as amended from time to time. Where no harmonious interpretation is possible, this Constitution shall be subject to the Statutes of Darwin College and the Darwin College Ordinances, as amended from time to time. Terms used in this Constitution (along with their cognates) shall have the same meaning as identical terms (and their cognates) used in the Statutes of Darwin College and the Darwin College Ordinances, as amended from time to time.

2. Aims and Objectives

- 2.1 The DCSA shall pursue, without distinction of race, gender, nationality, disability, religion, sexual orientation and independent of any political party or religious body, the following aims and objectives:
 - a. To promote the interests and welfare of the Students of the College; and
 - b. To work in co-operation with relevant student organisations on issues of relevance to DCSA members.
 - c. To allocate the funds received from the College for the purpose of fulfilling the objects of the DCSA, and to administer them in accordance with clause I(C)(5) of the Darwin Ordinances, in a fair and reasonable manner.

3. Membership

- 3.1 The primary membership of the DCSA shall consist of students of the college as listed on the register maintained by the Student Registry.
- 3.2 In addition, fellows of Darwin College, former members, persons with dining rights and all present employees of Darwin College shall be associate members of the DCSA. Spouses of primary members and associate members shall also be associate members of the DCSA. Associate members shall not pay any subscription, nor have any voting rights. Associate members may use DCSA facilities as part of a club or society affiliated to the DCSA as long as they are an authorised member of that society and the society's 25% allocation of non-primary membership is not exceeded.

4. Officers of the DCSA

- 4.1 There shall be a DCSA Executive Committee (hereinafter, the "Executive Committee"), which will have the primary responsibility for working to achieve the DCSA's aims and objectives. It shall be subject to the instructions of, and responsible in the performance of its functions to, the DCSA, and shall be constituted by the following officers:
 - a. The DCSA Chairperson, who shall be called the President;
 - b. The DCSA Secretary;

- c. The DCSA Treasurer;
- d. Ex officio, primary members who are elected to the College Council by the primary membership of the DCSA;
- e. Ex officio, the Bar Chairperson;
- f. Ex officio, the President of the Family Society;
- g. Other persons holding the offices enumerated in the Schedule to this Constitution.

Provided that the Executive Committee shall be considered validly constituted if it has a minimum of five officers including the President, the Secretary and the Treasurer.

- 4.2 Subject to Article 7 and the provisions relating to the appointment of ex-officio members to the Committee, all officers of the Executive Committee, apart from the Bar Chairperson and the President of the Families Society, shall be elected by DCSA members. The procedure for election shall be as stipulated in Regulation A appended to this Constitution. Only primary members may vote in an election for any Executive Committee office, and only primary members may stand for election to any Executive Committee office.
- 4.3 The Executive Committee shall have the power and the duty to do the following, in the interests of the DCSA:
 - a. Bear responsibility for the day to day running of the DCSA;
 - b. Represent the DCSA or any member of the DCSA on matters relating to the objectives of the DCSA;
 - c. Draw up Regulations in the manner prescribed governing elections, finance, the conduct of General Meetings, and other matters related to the performance of its functions;
 - d. Bear responsibility for the day to day interpretation of the Constitution, the Schedule and Regulations appended thereto, and the Rules drawn up thereunder;
 - e. Carry out mandates from the DCSA and ensure that DCSA policy is implemented;
 - f. Make recommendations to General Meetings;
 - g. Appoint student members to non-statutory College committees, including appointments to fill casual vacancies;
 - h. To support the May Ball Committee by
 - i. assisting recruiting to that Committee;
 - ii. advising the outgoing May Ball President with regard to potential successors as President; and
 - iii. informing the Domestic Bursar of any concerns the Executive Committee has with regard to these duties;
 - i. Perform such other duties as they are required in this Constitution to perform.
- 4.4 In addition to the powers, duties and functions prescribed in the Statutes of Darwin College, the DCSA President shall have the duty (and corresponding powers) to do the following:
 - a. Ensure the overall co-ordination of the DCSA;
 - b. Be the spokesperson and chief representative of the DCSA to College, including at College Council meetings;

- c. Supply all other officers with information concerning issues of concern to members;
 - d. Act as Chairperson for General Meetings and Executive Committee Meetings;
 - e. Be co-signatory (with the Treasurer or Secretary) on the DCSA bank account; and
 - f. Perform such other duties as the President is required in this Constitution and the Schedule to perform.
- 4.5 The DCSA Secretary shall have the duty (and corresponding powers) to do the following:
- a. Oversee the daily administration of the Executive Committee;
 - b. Act as President if the elected President becomes incapable of functioning in office due to illness, absence or resignation;
 - c. Minute General Meetings and Executive Committee Meetings, and circulate/publish the same as required;
 - d. Maintain up-to-date files of the DCSA's affairs, minutes and policy documents;
 - e. Ensure the constitutionality of DCSA proceedings;
 - f. Provide the Senior Treasurer with up-to-date versions of this Constitution, the Schedule and Regulations appended to it, and all Rules drafted in the exercise of powers derived from it;
 - g. Be co-signatory (with the President or Treasurer) on the DCSA bank account; and
 - h. Perform such other duties as the Secretary is required in this Constitution and the Schedule to perform.
- 4.6 In addition to the powers, duties and functions prescribed in the Darwin College Ordinances, the DCSA Treasurer shall have the duty (and corresponding powers) to do the following:
- a. Be the Senior Treasurer's agent in collecting monies, keeping records and providing reports which shall be used as the basis of the Senior Treasurer's termly reports to the Council;
 - b. Oversee the finances of the DCSA;
 - c. Prepare the DCSA annual budget at the beginning of the academic year;
 - d. Manage all payments in and out of the DCSA accounts;
 - e. Be co-signatory (with the President or Secretary) on the DCSA bank account; and
 - f. Perform such other duties as the Treasurer is required in this Constitution and the Schedule to perform.
- 4.7 Subject to clause XIII of the Darwin College Statute, the College Council representatives shall endeavour to do the following:
- a. To relay the best interests and concerns of their constituents, the wider student body of the College, to the College Council and to vote on the College Council in the best interests of the College as a whole;
 - b. To assist the members of the wider student body in the interpretation of the DCSA Constitution and College Statutes and Ordinances upon request;
 - c. To perform such other duties as are required in conformity with the College Statute and Ordinance.
- 4.8 The other officers of the Executive Committee shall have duties (and corresponding powers) as enumerated in the Schedule.

5. Terms of Office

- 5.1 Notwithstanding anything contained in this Article or Article 6, the terms of office of ex officio officers shall be governed by the provisions applicable to their primary office, but hold voting rights at DCSA meetings.
- 5.2 The term of office for each officer shall be no longer than one year, although a reasonable handover period is permissible. An officer may stand for re-election, if eligible.
- 5.3 The President, Secretary and Treasurer shall serve from no later than August 1st of the year of their election (taking into account a reasonable handover period).
- 5.4 Persons holding the offices enumerated in the Schedule to this Constitution shall commence serving their offices as stipulated therein.
- 5.5 Any officer wishing to resign his/her post must put their resignation in writing to the President or Secretary.

6. Removal of Executive Committee Officer

- 6.1 Any Executive Committee officer who
 - a. fails to carry out the work allotted to their position, or
 - b. fails to attend three or more consecutive meetings without sufficient reason, or
 - c. engages in activities of a nature damaging to the financial, social or legal status of the DCSA without notifying the Executive Committee as to a satisfactory reason shall be subject to removal from office if the Executive Committee so resolves to do in a resolution passed with a two-thirds majority. In all cases, a motion for the removal of an officer must be circulated to the Executive Committee at least one week prior to the Executive Committee that considers the motion. Where such resolution is passed, the officer's removal shall take effect from the date specified in the resolution. It shall be open to any officer so removed to challenge his/her removal in any quorate General Meeting, including an Extraordinary General Meeting called for the purpose, and the General Meeting's decision shall be binding on the Executive Committee.
- 6.2 The President shall propose a motion of ratification for any resolution passed under Article 6.1 at the next General Meeting. If the motion is defeated, the officer declared removed from office shall be reinstated to office with immediate effect.

7. Co-option

- 7.1 Where an Executive Committee office remains vacant after an ordinary election, the Executive Committee may declare that it is in the interests of the DCSA that the office be filled and co-opt a primary member to the office. Co-opted officers shall hold office as if elected. Co-option can happen any time after an election until an officer is successfully voted in to office.
- 7.2 Where a casual vacancy arises in an Executive Committee office, a primary member may be co-opted to the office by the Executive Committee, and such co-opted officer shall hold office until a by-election can be held.
- 7.3 The procedure for any co-option to the Executive Committee shall be as stipulated in Regulation C appended to this Constitution.

8. Executive Committee Meetings

- 8.1 An Executive Committee meeting shall be called at least once per month and shall be conducted in accordance with the stipulations in Regulation D.
- 8.2 Quorum for an Executive Committee Meeting shall be the number of officers which at least exceeds 50% of Executive Committee officers serving, subject to there being a minimum of 5 officers present.
- 8.3 The Senior Treasurer shall be entitled to attend Executive Committee meetings and May Ball Committee Representatives may attend meetings to discuss matters related to the May Ball.
- 8.4 The minutes of Executive Committee Meetings shall be suitably publicised within the college and shall be available to all members of the DCSA.

9. General Meetings

- 9.1 The DCSA General Meetings shall be the supreme policy making body of the DCSA. All primary members shall be entitled to attend. In addition, the Executive Committee may also invite associate members and non-members to attend if their presence is deemed necessary or appropriate. All General Meetings shall be conducted in accordance with the stipulations in Regulation E.
- 9.2 Ordinary General Meetings shall be held once in each Full Term.
- 9.3 An Extraordinary General Meeting shall be called by the Executive Committee upon the receipt of a valid request for such a meeting. A valid request for an Extraordinary General Meeting shall be addressed in writing to the President or Secretary, shall state the business to be conducted at the Extraordinary General Meeting, and shall be signed by at least ten DCSA primary members. An Extraordinary General Meeting shall only conduct such business as is stated in the request on the basis of which the Extraordinary General Meeting was convened, *provided that* when more than one valid request is received for an Extraordinary General Meeting before the meeting is held, the business mentioned in each valid request may be conducted at the same Extraordinary General Meeting.
- 9.4 At least one week's notice of any General Meeting shall be given to the DCSA membership. Additionally, an Extraordinary General Meeting shall be held not later than two weeks after the receipt of a valid request for an Extraordinary General Meeting.
- 9.5 Minutes of all General Meetings shall be kept and submitted for approval at the next General Meeting. All minutes will be available on the DCSA website with a clear indication of whether they have been approved.
- 9.6 The quorum for a General Meeting shall be 10% of primary members.
- 9.7 No General Meeting shall be cancelled on account of lack of quorum. However, any resolutions adopted by a non-quorate General Meeting shall not be binding on the Executive Committee, and shall only be advisory. However, if requested by two-thirds of the primary members present at the General Meeting, the DCSA can be asked to consider holding a referendum on any submitted motion. The DCSA Executive Committee will discuss and vote on the request at the next Regular Meeting that has at least two-thirds of its members present and voting.
 - a. One week's notice must be given before polling begins, which will take place over a minimum of two days.
 - b. A two-thirds majority of primary members voting, quorum being 15% of primary members, is required for the motion to pass.

- 9.9 Notwithstanding anything in this Article where the Executive Committee resolves by a three-fourths majority that in its opinion, a General Meeting whose attendance did not adequately represent the views of the entire DCSA (with its diversity of membership) has adopted a resolution on matters of special importance to the DCSA, it may require that the said resolution of the General Meeting be confirmed by referendum prior to its implementation, in accordance with the following procedure:
- a. The DCSA Executive Committee shall organise a referendum on the amendment as soon as is practicable.
 - b. The referendum must be announced at least one week before polling begins and shall take place over a minimum of two days.
 - c. If the referendum confirms the General Meeting's resolution by a two-thirds majority of primary members voting, quorum being 15% of primary members, the Executive Committee shall implement it in good faith. If the referendum does not confirm the General Meeting's resolution, then the resolution shall be put before the next General Meeting, and shall be proposed by the original proposer, or in his/her absence, the Secretary.

10. Indemnity, Accounts, Budget and May Ball Oversight

- 10.1 Every Executive Committee officer shall be entitled to be indemnified out of the assets of the DCSA against losses or liability which maybe sustained or incurred in or about the execution of their duties or otherwise in relation thereto, and no Executive Committee officer shall be liable for any loss damage or misfortune which may happen to be incurred by the DCSA, *provided that* nothing in this clause shall affect their liability for the consequences of negligence on their part.
- 10.2 The DCSA's audited accounts shall be presented annually to the Michaelmas Term General Meeting for approval.
- 10.3 A report of the status of the DCSA accounts shall be presented to the college accountant by the treasurer of the DCSA on a termly basis (Michaelmas, Lent, Easter, handover Summer).
- 10.4 The Executive Committee shall prepare the DCSA budget for the academic year in each Michaelmas Term, wherein it shall set out the allocation for each club and society. As soon as practicable, the budget shall be posted on the DCSA website, a link posted on social media, and a link to it included in the DCSA email newsletter. Within constitutional limits, proposals to change allocations made in the budget can be raised at the Ordinary Michaelmas General Meeting immediately following the publication of the budget. The proposed changes can be agreed upon during the meeting or at the Regular Meeting following the Michaelmas GM, but must be raised at the GM. Should the budget need to be altered following these meetings, the budget can be amended or altered at an Ordinary GM or at an Extraordinary General Meeting called for the purpose, providing at least one week's notice and details of the changes are given to all DCSA members. Advertisement will be via DCSA website, a link posted on social media, and a link to it included in the DCSA email newsletter.

11. Clubs and Societies

- 11.1 Every club or society that wishes, in any given academic year, to obtain funding from the DCSA and/or to include the name 'Darwin College' in their title (unless otherwise approved by College Council or Governing Body) shall submit to the Treasurer a request containing the following:
- a. A short statement of the aims and objectives of the club or society, supported by the signatures of fifteen primary members who support the creation or continuation of the club or society;

- b. The names of two primary members who will be the President and Treasurer
 - c. A signed undertaking by at least one primary member undertaking to:
 - i. be responsible to the Executive Committee, the DCSA, and the members of the club or society for organisation the activities of the club or society;
 - ii. ensure that the activities of the club or society are conducted for the primary benefit of the DCSA, without distinction of race, gender (unless stipulated by external sporting bodies, such as the university), nationality, disability, religion, or sexual orientation, and independent of any political party or religious body; and
 - iii. to account to the Executive Committee, in the manner specified in Regulation B, for any funds spent by the club or society, whether such fund are received under the DCSA's budgetary allocation or raised through membership or usage fees.
 - d. The Executive Committee may, in appropriate cases, permit a relaxation of the stipulation in Article 11.1.a as to the number of primary members who support the creation or continuation of the club or society.
- 11.2 A club or society that has been active for any of the three academic years immediately preceding the academic year in which a request under Article 11.1 is submitted shall be eligible to receive funding from DCSA funds.
- 11.3 When a request under Article 11.1 is submitted on behalf of a club or society that has not been active for the three academic years immediately preceding the academic year in which the request is submitted, the Treasurer shall, as soon as it is practicable, present the request to the Executive Committee. The Executive Committee may, at its discretion, agree to recommend to the College Council the club or society concerned for recognition as a DCSA affiliate, whereupon it shall become eligible to receive funding from DCSA funds. Where the Executive Committee decides not to recommend the club or society concerned for recognition as a DCSA affiliate, it shall record its reasons in the minutes.
- 11.4 a. Every club or society that is eligible to receive funding from DCSA funds or to include the name 'Darwin College' in its title may have associate members from other colleges, but these should not number more than 25% of the total membership, and DCSA members shall have priority in activities involving the use of DCSA funds.
- 11.4 b. The 25% membership limit of associate members does not apply to Darwin College clubs and societies that charge non-subsidised participation fees for their non-Darwin associate members.
- 11.5 When the Executive Committee recommends a new club or society for recognition as a DCSA affiliate after the publication of the budget, or when, after the publication of the budget, a club or society requires funding not sought prior to the publication of the budget, the Executive Committee may allocate such funding for the club or society as it deems appropriate and practicable. When such funding is allocated, a revised budget shall be published in the manner stipulated in Article 10.4, and any new allocation made may be amended or altered by either the Ordinary General Meeting immediately following the publication of the budget, or by any Extraordinary General Meeting called for the purpose.
- 11.6 a. No club or society shall be given and/or loaned funding of more than 15% of the annual DCSA budget in any one financial year unless upon a request made to the Executive Committee through the DCSA Treasurer, the Executive Committee is satisfied that any increase (which in no case shall exceed an additional 5% of the total budget) from the allocated 15% is necessary for the proper functioning of the clubs/societies, as far as feasible.

- b. The abovementioned request shall be made by the Society, through its head, who shall present before the DCSA Committee, the relevant books and finances justifying such an increase from the allocated amount.
- c. All motions under clause 11.6.(a) require a quorum of 75% of the total membership of the Executive Committee; no motion under the said clause can be passed when the total Executive Committee comprises less than 10 members. A qualified majority of 75% of the total membership of the Executive Committee is required to pass a motion under clause 11.6.(a).
- d. Such discretion shall be exercised by the DCSA Committee in a fair and reasonable manner, keeping in mind the best interest of the members of the DCSA and in conformity with the Constitution of the DCSA, the Financial Regulations and the College Statute/Ordinance insofar as the allocated funds to the DCSA are concerned.
- e. Where two clubs or societies undertake the same activity but serve different genders, they shall be considered together for the purposes of this provision.

12. Power to Draw Up Rules

- 12.1 The Executive Committee may, in the exercise of its powers under Article 4.3.c, draw up Rules in the following manner:
 - a. A document containing the proposed Rules shall be posted on the DCSA notice board and webpage; and a link to it included in the DCSA email newsletter. No sooner than one week after the publication of this document and the DCSA email newsletter, the proposed Rules shall be raised for discussion at a quorate Executive Committee Meeting, which may adopt a motion rejecting them outright, or recommending them (with or without amendments) by a majority of not less than two-thirds of the officers present and voting.
 - b. If the Executive Committee recommends Rules under Article 12.1.a, it shall, as soon as is practicable, cause to be published on the DCSA notice board, webpage and the DCSA email newsletter, intimation of this decision. It shall also publish a document containing the Rules as recommended on the DCSA notice board and webpage; and ensure that a link to it is included in the DCSA email newsletter. No sooner than four days after the publication of this document and the DCSA email newsletter, the Rules as recommended shall again be raised for ratification at a quorate Executive Committee Meeting, and if the Rules are ratified by a majority of not less than two-thirds of the officers present and voting they shall come into force on the date stipulated therein, or if no such stipulation is made, with immediate effect.
- 12.2 Notwithstanding anything in Article 12.1, the DCSA may draw up Rules of the nature contemplated in Article 4.3.c simultaneously with drawing up and recommending to the Governing Body for adoption this Constitution. Any Rules so drawn up will be deemed to have been drawn up under Article 12.1, and shall come into force upon the entry into force of this Constitution.
- 12.3 In the exercise of rule-making powers, the DCSA and the Executive Committee shall be subject to the general direction of the College Council.

13. Amendments

- 13.1 Subject to the provisions of the Statutes of Darwin College and the Darwin College Ordinances, as amended from time to time, any Article in this Constitution may be amended in the following manner:

- a. Proposed amendments to the Constitution shall be raised as a motion at any quorate General Meeting, and if the motion is passed by a minimum of two-thirds of the primary members present and voting, the Executive Committee shall be required to organise a referendum on the amendment as soon as is practicable.
- b. The referendum must be announced at least one week before polling begins and shall take place over a minimum of two days.
- c. If the referendum adopts a proposed amendment by a two-thirds majority of primary members voting, quorum being 15% of the college primary members, the Executive Committee shall cause it to be placed before the College Council as soon as is practicable for approval, and the amendment shall come into force upon receipt thereof.

13.2 The Schedule and Regulations appended to this Constitution may be amended in the following manner, subject to the general direction of the College Council:

- a. A document containing the proposed amendments shall be posted on the DCSA notice board and webpage; and a link to it included in the DCSA email newsletter. No sooner than one week after the publication of this document and the DCSA email newsletter, the proposed amendments shall be raised for discussion at a quorate Executive Committee Meeting, which may reject them outright, or recommend them (with or without modification) by a majority of not less than two-thirds of the officers present and voting.
- b. If the Executive Committee recommends amendments under Article 13.2.a, it shall, as soon as is practicable, cause to be published intimation of this decision on the DCSA notice board, webpage and the DCSA email newsletter. It shall also publish a document containing the amendments as recommended on the DCSA notice board and webpage; and ensure that a link to it is included in the DCSA email newsletter. No sooner than four days after the publication of this document and the DCSA email newsletter, the amendments as recommended shall again be raised for ratification at a quorate Executive Committee Meeting, and if the motion is ratified by a majority of not less than two-thirds of the officers present and voting it shall come into force on the date stipulated therein, or if no such stipulation is made, with immediate effect.
- c. Amendments made under Article 13.2.a and Article 13.2.b may be amended or altered by either the Ordinary General Meeting immediately following the ratification of the amending motion under Article 13.2.b, or by any Extraordinary General Meeting called for the purpose.

13.3 Rules framed in the exercise of powers granted in this Constitution may be amended by following the same process as employed in drawing them up.

13.4. The Chairperson shall have the casting vote.

SCHEDULE: EXECUTIVE COMMITTEE OFFICES

I) Additional Offices

The additional offices referred to in Article 4.1.g of the Constitution are as follows:

1. Two Sports and Societies Officers
2. One Events Officer
3. Two Ents Officers
4. One External Officer
5. One Communications Officer
6. One Admiral of the Punts
7. One Environmental and Ethical Affairs Officer
8. One International Officer
9. One Men's Welfare Officer, who shall be a self-defining man
10. One Women's Welfare Officer, who shall be a self-defining woman
11. One LGBT+ Officer, who shall be a self-defining LGBT+ individual

II) Responsibilities of persons holding additional offices

1. The ensuing enumeration of duties (and corresponding powers) of the persons holding the offices mentioned in Clause I of this Schedule above is not exhaustive, and in particular, it supplements the general responsibilities of DCSA Officers stipulated in the Constitution.

2. The Sports and Societies Officers shall

- i) oversee and promote sporting and any other societies' activities in College
- ii) liaise with other Colleges' sports and societies officers or their equivalent
- iii) organise the booking of sports facilities provided by the DCSA
- iv) liaise with the sports officer or equivalent of Wolfson College, Oxford and organising the Annual Darwin-Wolfson Sports Day.

3. The Events Officer shall

- i) co-ordinate, organise and promote social and entertainment activities (other than the College May Ball) including, but not limited to BOPs, for the benefit of the DCSA
- ii) to this end, liaise with other DCSA Officers to ensure the organisation of appropriate and inclusive social and entertainment activities
- iii) chair the Entertainments Committee if required, which shall include the Ents Officers, if required.

4. The Ents Officers shall

- i) organise BOPs during Full Term time in consultation with the college authorities. In particular, they shall:
 - a. ensure adequate security personnel are present on college property
 - b. arrange entertainment for BOPs and ensure that they meet college health and safety requirements and council approved noise levels.
 - c. purchase, arrange and adequately maintain equipment and decorations for BOPs and other entertainment events and activities, and ensure that they comply with health and safety and fire regulations
- ii) be members of the Entertainments Committee if required and help with other college events under the auspices thereof.

5. The External Officer shall

- i) co-ordinate Formal Hall Exchanges to other colleges
- ii) liaise with other Colleges on matters of interest to DCSA members
- iii) represent the DCSA at CUSU meetings
- iv) seek to increase the participation of the Darwin student body in GU and CUSU elections and initiatives.

6. The Communications Officer shall

- i) prepare and publish a weekly DCSA bulletin/diary in order to promote events and societies both within Darwin College and the University as a whole
- ii) represent the DCSA on the Information Services Committee
- iii) liaise with the IT Officer to maintain the DCSA Website
- iv) notify the student body of matters of particular importance or interest to the student body, including, but is not limited to DCSA elections, general college notices, and important health, safety and welfare matters.

7. The Admiral of the Punts shall

- i) be responsible for the running of the Darwin College Punt Club, and organising Punt Club activities
- ii) be responsible for the day to day running, maintenance, storage and repair of the College punts and kayaks, and all related equipment
- iii) be responsible for co-ordinating with the college and vendors for the purchase or replacement of punts, kayaks and related equipment
- iv) be responsible for maintaining the punt shed.

8. The Environmental and Ethical Affairs Officer shall

- i) be responsible for the co-ordination and implementation of environmental and ethical policies
- ii) organise college events promoting awareness of environmental and ethical issues
- iii) organise a Environmental and Ethical Affairs Committee to help implement any such policies and events
- iv) liaise with CUSU and GU on environmental and ethical issues
- v) maintain the student vegetable garden, unless delegated to a dedicated gardening society.

9. The International Officer shall

- i) be responsible for representing and furthering the needs of international members of the College
- ii) seek to get international students actively involved in College and DCSA affairs
- iii) bring to the attention of the Executive Committee and the College issues concerning the welfare and interests of international students.

10. The Men's Welfare Officer shall

- i) promote the welfare of, organise events for and provide welfare information and advice to, male DCSA members and be responsible for addressing DCSA welfare issues
- ii) be responsible for representing and furthering the needs of male DCSA members
- iii) oversee and organise the activities focusing on gender-related concerns and propose policy to the Executive and General meetings.
- iv) organise welfare-related events and provide welfare information and advice to the DCSA
- v) represent the DCSA's welfare interests to the College and at the University level.
- vi) take on (along with the Women's Welfare Officer) the duties of the International Officer and/or the LGBT+ Officer should the concerned office remain, or fall, vacant until the said office can be filled by election, by-election or co-option.
- vii) take on (along with the Women's Welfare Officer) the responsibility of representing the needs of all students and directing them to further help when required. This includes, but is not limited to, BME students, students with families, and students with disabilities.

11. The Women's Welfare Officer shall

- i) promote the welfare of, organise events for and provide welfare information and advice to, female DCSA members and be responsible for addressing DCSA welfare issues
- ii) be responsible for representing and furthering the needs of female DCSA members
- iii) oversee and organise the activities focusing on gender-related concerns and propose policy to the Executive and General meetings.
- iv) organise welfare-related events and provide welfare information and advice to the DCSA
- v) represent the DCSA's welfare interests to the College and at the University level.
- vi) take on (along with the Men's Welfare Officer) the duties of the International Officer and/or

the LGBT+ Officer should the concerned office remain, or fall, vacant until the said office can be filled by election, by-election or co-option.

vii) take on (along with the Men's Welfare Officer) the responsibility of representing the needs of all students and directing them to further help when required. This includes, but is not limited to, BME students, students with families, and students with disabilities.

12. The LGBT+ Officer shall

- i) promote the welfare of, organise events for and provide welfare information and advice to, DCSA members self-identifying as LGBT+
- ii) be responsible for representing and furthering the needs of DCSA members self-identifying as LGBT+
- iii) oversee and organise the activities focusing on gender-related concerns and propose policy to the Executive and General meetings.

III) Commencement of Service in Additional Executive Committee Offices

1. The term of office of the President, Secretary, Treasurer, Admiral of the Punts, the Men's Welfare Officer, the Women's Welfare Officer, and the College Council Representatives shall commence from no later than July 20th of the year of their election (taking into account a reasonable handover period). By standing in the election, candidates for President, Secretary, Treasurer, Admiral of the Punts, the Men's Welfare Officer, the Women's Welfare Officer, and the College Council Representatives are agreeing to be in office for one year, until that position is due to next be available for election.

2. The term of office of one Ents Officer and one Sports and Societies Officer shall commence from no later than July 20th of the year of their election (taking into account a reasonable handover period).

3. The term of office of officers holding the remaining offices mentioned in Clause I of this Schedule shall commence from no later than November 20th of the year of their election, and shall last until either: the end of one year when the position is due to next be available for election; or until the office holder ceases to be a primary member before the end of one year, which ever occurs first.

4. Should a role remain vacant after an election then candidates can be co-opted after the election as stipulated in Article 7 and Regulation C appended to this Constitution.

IV) Additional responsibilities of Constitutional officers

1. The ensuing enumeration of duties (and corresponding powers) of the President, Secretary and Treasurer is not exhaustive, and in particular, it supplements their general and specific responsibilities as stipulated in the Constitution and the Regulations appended thereto.

2. The President shall

- i) ex officio represent the DCSA on the College Council
- ii) ex officio represent the DCSA on the Strategic Planning Committee
- iii) ex officio represent the DCSA at GU and CUSU meetings

3. The Secretary shall

- i) deal with DCSA mail and enquiries, organise the booking of rooms in College and prepare promotional posters and flyers as appropriate to publicise matters of interest to the DCSA

ii) ex officio represent the DCSA on the Buildings and Grounds Committee.

iii) ex officio represent the DCSA on the Darwin Society Committee

4. The Treasurer shall

i) ex officio represent the DCSA on the College Finance Committee.

ii) ensure all clubs and societies which received DCSA funding in a given year submit an equipment and asset inventory in Michaelmas term and before the end of full Easter term.

REGULATION A: ELECTION REGULATIONS

These Regulations are subject to, and supplement Statute XVII of the Statutes of Darwin College and Article 4 of the Constitution.

I) Procedure for elections

1. The fellow appointed under the Statutes to serve as Returning Officer for elections to the DCSA Chair position shall be requested to serve as Returning Officer for elections to all elected DCSA offices. Save as otherwise provided in the Constitution or these Regulations, the statutory procedure specified for the election of the DCSA Chairperson shall apply to all elections for DCSA offices.
2. Not less than two weeks before the date fixed for the beginning of voting, the Executive Committee shall cause to be posted on the DCSA notice board and webpage; included in the DCSA email newsletter, and posted on social media, a declaration to the effect that elections are to be held for the specified offices, and setting out the schedule for submission of nominations, hustings and voting.
3. The election cannot be run by a DCSA Executive Committee member standing in the election. The DCSA Secretary will run the election. If this is not possible then the President will run the election, and if this is not possible the Treasurer will run the election.
4. All candidates will run against re-open nominations (RON). Should a second election be required for any positions, RON will not be an option and candidates from the previous election can resubmit manifestos for any positions.

II) Nominations

1. Nominations shall be submitted to the President and the Secretary no less than three days before the date fixed for the beginning of voting.
2. Nominations must contain:
 - a) The name and CRSid email of the candidate,
 - b) The Office for which the candidate is standing,
 - c) The names and CRSid emails of a proposer and a seconder, both of whom must be primary members of the DCSA.
3. By submitting a manifesto candidates are declaring they will remain a primary member until the time as stated in Regulation Clause 3.
4. Candidates can only apply for one office.

III) Hustings

1. The executive committee will arrange hustings. Candidates for all posts will answer questions from the members.
2. Should a second election be required, the Executive Committee will, within two weeks after the announcement of the results, call another election and will organise hustings.

IV) Publicity

Along with the nomination papers, each candidate shall submit a brief (no more than 200 words) manifesto. The manifestos will be made available to voters prior to and during the voting process.

V) By-elections

If a post becomes vacant, the Executive Committee shall fill the vacancy by by-election as soon as convenient. These regulations shall apply to by-elections in the same manner as they apply to regular elections.

REGULATION B: FINANCIAL REGULATIONS

These Regulations supplement and operate without prejudice to the generality of Articles 6 and 11 of the Constitution. They do not exhaustively enumerate the financial responsibilities of DCSA officers or persons responsible for DCSA clubs or societies, but merely indicate some of the responsibilities that the named persons specifically owe to the DCSA.

I) DCSA funds and the DCSA Treasurer

1. The Treasurer shall be responsible for the preparation and maintenance of all DCSA financial records, estimates and accounts; for ordering all supplies of stationary and receipts, including control and custody of unused stocks; for receipts of all monies due to the DCSA and for all payments.
2. The Treasurer shall keep detailed invoices relating to all expenditure of the DCSA, including travel and other personal expenses incurred on behalf of the DCSA.
3. Subject to the following exceptions, all payments shall be made by cheque:
 - a) The Ents Committee may maintain a petty cash reserve not exceeding £500 and may use this money to meet minor unforeseen expenses arising in connection with the organisation of DCSA Ents and Events. The Ents Committee shall, as a whole, be responsible for maintaining records of payments made out of its petty cash reserve. "Any excess of this limit shall be deposited into the DCSA bank account by the Treasurer."
 - b) The Treasurer may maintain a petty cash reserve not exceeding £100 and may use this money to meet minor unforeseen expenses arising in connection with activities organised by any DCSA officer or sub-committee. The Treasurer shall be responsible for maintaining records of payments made out of this petty cash reserve.
 - c) In exceptional cases, and for reasons to be noted in the accounts maintained by the Treasurer, the Treasurer may, with the prior consent of both the President and the Secretary, make cash payments. All such cash payments made shall be reported to the next Executive Committee meeting.
4. The Treasurer shall use the book-keeping system of monthly income and expenditure with monthly balances shown.
5. All cheques shall be signed by any two of the following Officers: the Treasurer, President, or Secretary. The cheque numbers shall be recorded on the corresponding invoices by the Treasurer and those signing cheques must also sign the invoices to acknowledge the evidence. Officer cannot sign their own cheques and if they receive a cheque it must be signed by the Domestic Bursar.
6. The Treasurer shall issue official numbered receipts for all cash received. Each receipt should indicate the services to which the cash relates.
7. Cash received shall be paid gross to the bank by the Treasurer.
8. The Treasurer shall prepare a bank reconciliation statement at regular intervals and shall complete all books and accounts for audit before the Michaelmas Term General Meeting.
9. The books and accounts of the DCSA may be inspected by the Senior Treasurer at any reasonable time, and the DCSA shall provide the Senior Treasurer and/or auditors appointed by the Senior Treasurer with all information required by them in the discharge of their functions. These audited accounts shall be presented to the Michaelmas Term General Meeting.
10. The Treasurer shall make a termly report on the state of the DCSA finances to the Executive

Committee, and shall make available to the President and Secretary for inspection all records detailed in paragraphs 2 and 8 of this rule as and when reasonably required to do so. Such records shall also be made available for the membership as and when the Senior Treasurer requires them to be made available.

11. The financial year shall run from November 1st to October 31st, with the exceptions of Freshers' fortnight, which will be allocated from September 1st from the forthcoming budget.

12. Should any club or society charge membership fees or tickets for an event they are permitted to use surplus for future budget needs, but they must declare this to the DCSA Treasurer. Clubs and societies will provide the DCSA Treasurer with the necessary paperwork to show the financial accounts regarding membership fees collected and ticket sales. Any surplus at the end of the financial year will be given back to the DCSA, unless Regulation B 13 applies.

13. Clubs and societies will only be permitted to keep any surplus made if they have a college-appointed Senior Treasurer.

II) Persons responsible for DCSA clubs or societies

1. On or before the Division of Term date for Easter Term of each academic year, the responsible person for each club or society to which the DCSA has allocated funds during a financial year, shall submit a signed inventory of the club or society's equipment and assets to the DCSA Treasurer. All inventories must be submitted before the end of full Easter term.

2. The responsible person for any club or society seeking the allocation of DCSA funds to it shall submit, along with its budget requisition form, a signed inventory of the club or society's equipment and assets as on that date. The sports and societies officers, or the DCSA officer concerned shall ensure that the responsible officer concerned has access to the information required to prepare such an inventory.

3. Prior to disposing of any assets purchased using funds allocated by the DCSA or donated to the club or society by virtue of its association with the DCSA or Darwin College, the responsible person concerned shall, in writing, state the reasons for the proposal to dispose of them to:

- a) the Sports and Societies Officers, if the club or society relates to sports or sports-related activities; or
- b) the Treasurer for any other club or society, or where for any reason the sports and societies officers are unable to perform their functions under this regulation;

and shall account to the Treasurer for any proceeds received from the disposal of these assets.

III) DCSA clubs and societies that charge non-subsidised participation fees for associate members

1. Non-subsidised participation fees for associate members:

- a) are charges that cover a reasonable estimate of the full non-subsidised membership fees or tickets for an event;
- b) shall provide a net-contribution to the society or club's budget needs;
- c) cannot be included as an expense budget line of that club or society.

2. Equipment bought from subsidised and non-subsidised participation fees shall remain property of the DCSA.

3. Participation fees shall be declared to the DCSA Treasurer who shall report it in the book-keeping system of the DCSA budget.

REGULATION C: CO-OPTION REGULATIONS

These Regulations are subject to, and supplement Articles 4 and 7 of the Constitution.

I) Offices that may be filled by Co-option

Any non-statutory elected office on the Executive Committee may be filled by co-option.

II) Procedure for Co-option by a validly constituted Executive Committee

- 1) A position shall be opened for co-option by advertising it in the DCSA email newsletter, on the DCSA website, and on social media at least one week prior to the Executive Committee meeting at which the co-option is to take place.
- 3) A candidate may propose himself/herself for co-option by informing the President/Secretary of his/her intention to stand for an open position in writing, and submitting a brief (around 200 words) manifesto, at least two days before the Executive Committee meeting at which the co-option is to take place.
- 4) The President or Secretary shall inform the Committee of all proposals for co-option at least one day before the Executive Committee meeting at which the co-option is to take place.
- 5) Each candidate shall give a presentation to the Executive Committee.
- 6) If there are two or more candidates for any post, the Committee will then vote to eliminate all but one candidate, determining the candidate with the most votes. In the event of a tie, the President will have a casting vote.
- 7) When only one candidate remains for co-option, the Executive Committee may co-opt that candidate by passing a resolution to that effect with the support of two-thirds of the officers present and voting.
- 8) Should no candidates be successfully co-opted to office then an Executive Committee Officer can apply for an additional office, but not before at least two attempts to co-opt.

III) Procedure for Co-option where there is no validly constituted Executive Committee

- 1) Where, after the Easter Term elections, it emerges that there will be no validly constituted Executive Committee once the incumbent officers step down, or where, at any other time, due to the vacation of Executive Committee Offices, the Executive Committee is no longer validly constituted, the Senior Treasurer, or in the alternative, the Returning Officer for the most recent elections shall have the power to co-opt the primary members necessary for constituting an Executive Committee that is minimally valid under Article 4.1 of the Constitution. This power shall only be exercised in terms of a recommendation made:
 - i) where the posts to be filled have remained vacant after the Easter Term election, by the President-elect; and
 - ii) in other cases, by the President, or acting President.
- 2) A recommendation under paragraph 1 of this rule shall name one willing primary member for co-option to each office remaining vacant, and shall be made:
 - i) in cases falling under paragraph 1.i of this rule, in consultation with all other primary

members elected into office in the Easter Term election, as well as all officers that are to remain in office until the Michaelmas Term election; and

ii) in cases falling under paragraph 1.ii of this rule, in consultation with all officers of the DCSA that remain in office.

3) The power under this paragraphs 1.i and 2.i of this rule may be exercised before the primary members elected to office in the Easter Term formally assume office. However, all such primary members shall exercise their power in the best interests of the DCSA.

IV) Powers of Co-opted officers

An officer co-opted to an office shall exercise the same powers as an officer elected to it.

REGULATION D: EXECUTIVE COMMITTEE MEETING REGULATIONS

These Regulations are subject to, and supplement Article 8 of the Constitution.

- I) An Ordinary Executive Committee Meeting may be called by the President or Secretary. At least 7 days notice of Ordinary meetings shall be given to the officers of the DCSA.
- II) An Extraordinary Executive Committee meeting may be called by any four officers of the Executive Committee. At least 3 days notice of Extraordinary meetings shall be given to the officers of the DCSA.
- III) Executive Committee meetings shall be chaired by the President or, in the absence of the President, the Secretary.
- IV) The Secretary shall ensure that Regular Meeting minutes are presented to the Executive Committee at least two days before approval at a Regular Meeting. The Secretary shall ensure that General Meeting minutes are presented to the student body within eight weeks of the meeting. The President shall ensure that the approved minutes of all Executive Committee meetings are placed in the DCSA minute book. The Secretary shall circulate approved minutes to the Executive Committee either in hard copy or via email, upload them to the DCSA website, and make them available to primary members of the DCSA and college officers upon request.
- V) Only Executive Committee officers may vote at Executive Committee meetings.
- VI) Unless otherwise provided in the Constitution or the Regulations appended thereto, all matters put to vote in Executive Committee meetings shall be decided by a simple majority of officers present and voting. In the event of a tie, the President will have a casting vote.
- VII) Subject to Article 8.3 of the Constitution, no persons other than the Executive Committee officers may be present at meetings, except by specific invitation of the President, or by consent of the majority of the officers present.

REGULATION E: GENERAL MEETING REGULATIONS

These Regulations are subject to, and supplement Articles 4, 6, 9, 10, 11 and 13 of the Constitution.

I) General Procedure

1. The chairperson shall have a casting vote only.
2. At the beginning of each meeting the chairperson shall appoint tellers who shall retain their voting rights.
3. The chairperson shall be responsible for keeping the meeting to order. She/he shall not participate in debate but shall ensure that all remarks are relevant to the debate and factually correct.
4. The chairperson may leave the chair to speak on any topic in which case an officer shall take the Chair.
5. If, in the opinion of the chairperson, orderly debate of the business has become impossible, the chairperson shall declare the meeting adjourned until order is restored.
6. The interpretation of the Constitution, its Schedules and Regulations during General Meetings shall be the responsibility of the Chair.

II) Motions

1. Every motion shall have a proposer and seconder, both of whom must be primary members of the DCSA. Motions must ordinarily be handed to the Secretary at least forty-eight hours prior to the commencement of the General Meeting. The Secretary may however, at his/her discretion, accept motions submitted up to two hours prior to the commencement of the General Meeting, and shall state his/her reasons for so accepting the motion to the General Meeting.
2. The Chairperson shall determine the order in which tabled motions shall be considered.
3. The proposer of each motion shall propose the motion and it shall thereafter be open for discussion.
4. At any time during the discussion of the motion, a primary member may suggest an amendment to the motion presented. Amendments which are accepted by the proposer and seconder of the amended motion shall be incorporated into the substantive motion without debate or vote.
5. If an amendment is not acceptable to the proposer of the motion, the chairperson may, if (s)he is of the opinion that doing so in the interests of the DCSA, allow the amended motion to also be placed before the General Meeting. In such a case, the proposer of the amendment becomes the holder of the amended substantive motion and shall exercise the proposer's rights in respect of that motion.
6. The proposer of the motion shall have the right to a summation speech, after which the vote shall immediately be taken.

III) Procedural Motions

The following procedural motions may be raised by any ten primary members during the General Meeting itself:

1. Vote of Censure (directed against an Officer of the DCSA for a failure to satisfactorily discharge office, though no further disciplinary action need be taken)

2. A challenge of the Chair's Ruling (culminating in the reversal of the ruling)
3. A vote of no confidence in the Chair (culminating in the removal of the chairperson by the officer recommended in the motion).

IV) Voting

1. Voting at a General Meeting shall be by show of hands.
2. A recount may be called by 10 primary members. During a recount members who did not vote in the original count may vote.
3. No votes shall be recorded on behalf of members not present.
4. The Chairperson shall have the casting vote.