

THE CONSTITUTION OF THE COLLEGE UNION

PREAMBLE

1. In this Constitution the expression "Governing Body" shall mean the Governing Body of the College, and the expression "affiliation to an external organisation" shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.

2. (a) No alteration shall be made to the main body of the Constitution without the approval of the Governing Body.

(b) No alteration shall be made to this Constitution except in accordance with the provisions of the Education Act 1994.

3. This Constitution shall be submitted to the Governing Body for review, in accordance with the provisions of the Education Act 1994, at intervals of not more than five years.

THE UNION

4. There shall be a Queens' College Union whose functions shall be:

(a) to provide a framework for the organisation of extracurricular activities and amenities which shall from time to time be considered appropriate by the members of the Union.

(b) to act as a forum for consultation between students and Fellows.

(c) to enable the Junior Combination Room (JCR) and Middle Combination Room (MCR) to fulfil their Aims and Objectives as set out in their constitutions.

5. The Union shall have jurisdiction over College Clubs and Societies, as defined in the Appendix.

6. The Union shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

MEMBERSHIP AND SUBSCRIPTION

7. Current Fellows and students of the College shall be Members of the Union.

8. The College shall pay a subscription to the College Union on behalf of each student Member, the value of which shall be determined from time to time by the Governing Body.

9. Notwithstanding any provisions in this Constitution as to automatic membership of the Union, any person who would by virtue of those provisions be a member of the Union may in any academical year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the Union for that academical year. Such written notice shall be served on the Vice-President of the Union by the division of the Michaelmas Term.

10. A student of the College who exercises the right not to be a member of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

THE COUNCIL

11 (a) The Council of the College Union, which shall be entirely composed of members of the Union, shall be the executive authority of the Union in all matters concerning the Union, including its finances.

(b) The Council shall consist of:

(i) The JCR President.

(ii) The JCR Treasurer.

(iii) An undergraduate student of the College nominated by the JCR President.

(iv) The MCR President.

(v) The MCR Treasurer.

(vi) A graduate student of the College nominated by the MCR President.

(vii) The Vice-President of the Union, who shall be a Fellow of the College.

(viii) The Senior Treasurer of the Union, who shall be a Fellow of the College.

(ix) One other Fellow of the College.

(c) The JCR President, JCR Treasurer, MCR President and MCR Treasurer shall be elected in accordance with the Constitutions of the JCR and MCR.

(d) The Fellows sitting on the Council of the College Union shall be elected by the Governing Body.

(e) The resignation of a member of the Council shall be effective at its acceptance by the Council of the College Union.

12. Members of the JCR and MCR Committees sitting on the Council shall do so as individuals and shall not be obligated to vote in any particular way.

THE OFFICERS

13. (a) The Presidents of the JCR and MCR shall be the joint Presidents of the Union.

(b) The Treasurers of the JCR and MCR shall be the joint Junior Treasurers of the Union.

(c) The Council of the College Union shall appoint one or more of its members to act as Secretary of the Union.

14. (a) The **Senior Treasurer**, who shall be a Fellow, shall:

(i) Have responsibility for financial oversight of the College Union and reporting on financial matters to the Council of the College Union and the Governing Body.

(ii) Act on behalf of the Council on all financial matters outside Full Term and report on these at the first Council Meeting of the ensuing term.

(iii) Coordinate the registration of College Clubs and Societies.

- (b) The **Junior Treasurers** shall:
- (i) Assist the Senior Treasurer in matters which have been customary or are required of them by the Council.
 - (ii) Assist the Senior Treasurer with the registration of College Clubs and Societies.
- (c) The **Secretary** shall keep minutes of all meetings of the Council of the College Union and present for approval at each meeting the minutes of the previous meeting.

MEETINGS

15. At any meeting of the Council of the College Union a President of the Union or, in their absence, a Junior Treasurer of the Union shall take the Chair and have a vote and, in the case of equality, a casting vote.
16. The frequency and timing of meetings of the Council of the College Union are given in the Appendix.
17. Standing items on the agenda and procedures for reporting the outcomes of meetings of the Council of the College Union are given in the Appendix.

FINANCE AND ACCOUNTS

18. (a) Every new Council of the College Union shall be bound to observe the financial arrangements and policies (including funding allocations) made by the preceding Council of the College Union until the end of the Financial year.
- (b) The College Union shall give an annual grant to the JCR and the MCR to enable them to carry out their Aims and Objectives as set out in their constitutions.
- (c) The JCR and MCR must have their budgets approved by the Senior Treasurer.
- (d) The Financial Year shall run from the first day of July to the last day of June in the succeeding year.
- (e) The accounts of the Union shall be submitted annually by the Senior Treasurer to the Senior Bursar for scrutiny by the College Auditors and the Governing Body.
- (f) Details of the accounts overseen by the College Union, their financial reporting requirements and budget allocation procedures are given in the Appendix.

CLUBS AND SOCIETIES

19. (a) The Council of the College Union shall maintain a list of registered College Clubs and Societies.
- (b) The Council of the College Union shall have the power to register any Club or Society that seeks to be so registered.
- (c) With the approval of the Council of the College Union, a Club or Society may withdraw its registration, provided that there remain no consequent financial liability on the Union, and that any funds in credit to that Club or Society be returned.

(d) Every member of the Union shall have the right to become a member of a registered College Club or Society.

20. The rules and requirements for registered College Clubs and Societies, and details of the registration process, are given in the Appendix.

AFFILIATION TO ORGANISATIONS

21. (a) If the Union decides to become affiliated to any external organisation, it shall publish to all students of the College, and to the Governing Body, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.

(b) The Union shall publish annually the names of all external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organisations within the past year.

(c) Upon the request of at least three percent of its members, the Union shall submit for the approval of its members a list of the organisations to which the Union is affiliated. If at least five percent of the members so require, the question of continued affiliation to any particular organisation shall be decided by a secret ballot at which all members are entitled to vote.

MINUTES

22. The Senior Treasurer shall have the right to inspect the minutes of meetings of the Council of the College Union, the JCR, the MCR and any of the College Clubs and Societies.

GRIEVANCES

23. All students of the College or groups of such members who are dissatisfied in their dealings with the Union, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the Union, may refer a complaint to the Vice-President of the College Union. The complaint will be considered first by the Council of the College Union. If dissatisfied with the outcome, an appeal may be referred to three Fellows appointed by the President of the College, who shall have the power to provide such effective remedy, if any, as they consider appropriate when a complaint is upheld.

CHANGES TO THE CONSTITUTION

24. Changes to the Constitution or its Appendices must be approved by a two-thirds majority of all voting members of the Council of the College Union. Changes to the main body of the Constitution must also be approved by the Governing Body, as stated in the Preamble.

25. No change may be made to this constitution so as to bring it into conflict with the constitutions of the JCR or MCR, unless a corresponding amendment is made to those constitutions.

10th July 2020