

Bowland College Constitution

1. The College

- 1.1 Bowland College (hereinafter called “the College”) is part of Lancaster University and the Charter, Statutes and Rules of the University apply within the College.
- 1.2 The purpose of the College is to:
 - 1.2.1 create a smaller, friendly community within the wider University, providing a welcoming, supportive and safe environment for students which helps them to make the most of their opportunities at the University;
 - 1.2.2 enhance the academic, social and professional lives of all College members, making the most of its international and inter-disciplinary community;
 - 1.2.3 provide a setting within which the management of residences for College members living on campus can be carried out in a friendly and efficient manner;
 - 1.2.4 provide study facilities for all College members;
 - 1.2.5 provide support for the JCR Executive and their activities, liaising with LUSU to further the development of an active academic, sporting, social and cultural community;
 - 1.2.6 work with the University’s Student Based Services to jointly provide advice, guidance and services to enhance the student experience;
 - 1.2.7 maintain contact with College alumni and encourage continued participation in the college community
 - 1.2.8 provide opportunities for senior and junior members of the college to engage socially and academically.

2. College Membership

- 2.1 All students allocated to membership of the College under procedures laid down by the Senate shall be junior members of the College.
- 2.2 All junior members of the College shall be members of the Junior Common Room (JCR).
- 2.3 Employees of the University, appointed to the College by the University, and postgraduate students who are College Officers or Advisers, shall be senior members of the College.
- 2.4 All senior members of the College shall be members of the Senior Common Room (SCR).

- 2.5 Associate membership of the College may be given to members of the public, alumni and senior members of the College who leave the University who have a connection to or an interest in the College, where deemed appropriate by the College Syndicate. They shall be members of the SCR but shall not be members of the College Syndicate.
- 2.6 All members of the College have the right to transfer to another College, subject to procedures agreed by the University.

3. College Governance

3.1 College Syndicate

- 3.1.1 The College Syndicate is a sub-committee of the Senate and shall be the governing body of the College, as defined under Statute 14.
- 3.1.2 The membership of the College Syndicate is:
- (i) All senior members of the College
The JCR executive
Up to 10 additional junior members of the College at the discretion of the Syndicate.
- 3.1.3 The Principal can invite other (staff or student) members of the University to attend meetings of the Syndicate but they may not vote.
- 3.1.4 The Provost for Student Experience, Colleges and the Library may attend any meeting of the Syndicate ex officio but may not vote.
- 3.1.5 The powers and duties of the Syndicate shall be to:
- (i) discuss University business and make recommendations thereon to the Senate;
 - (ii) provide for the governance and good order of the College;
 - (iii) commend to Council the appointment of the Principal in accordance with procedures determined by Council;
 - (iv) appoint to Court two senior members of the Syndicate who are not members of Senate;
 - (v) offer membership of the SCR to appropriate individuals as set out in 2.5 above; and
 - (vi) make recommendations to Senate for amendments to the College Constitution.
- 3.1.6 The quorum for meetings of the Syndicate will be 15 members, of whom at least 10 should be senior members. If the number of members of the Syndicate at any meeting falls below this level, no decisions can be made although it is still permissible to consider and comment on proposals.

- 3.1.7 There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business. If the reserved business includes conditions of service for College Officers, College Officers shall not be permitted to attend the meeting.
- 3.1.8 The Syndicate shall meet at least once per academic year, and additional meetings may be called at any time, at the discretion of the Principal.
- 3.1.9 The Syndicate shall be chaired by the College Principal and serviced by the Syndicate Secretary. The College Administrator shall be the Syndicate Secretary.
- 3.1.10 The Syndicate minutes will be included in the Senate papers and published on the College and Secretariat websites.
- 3.1.11 The Syndicate may appoint standing, special and advisory committees from time to time. The College Principal is an ex officio member of every committee of the Syndicate.
- 3.1.12 The College Syndicate shall appoint two senior members, not being members of the Senate, as Syndicate representatives on the University Court.

3.2 College Management Committee

The operational management of the College shall be delegated by the Syndicate to a College Management Committee. The membership of this committee shall comprise as a minimum the following ex officio members:-

College Principal, College Administrator, College Residence Officer, College Dean, Senior Advisor (or equivalent), JCR President.

The Syndicate shall determine the name of the Committee, the full membership and its terms reference, the detail of which is attached as Appendix 1. The Committee will submit its minutes to the Syndicate.

3.3 **College Officers**

- 3.3.1 The College shall have the following Officers as a minimum:

a Principal, Dean and Senior Advisor or equivalent. The role descriptions for these Officers are attached as Appendix 2.

- 3.3.2 Officers of the College must be senior members of the College.

- 3.3.3 All appointments of College Officers must adhere to University appointments processes and be undertaken by appropriate appointing committees.
- 3.3.4. The College Principal is appointed by the University Council, following a formal appointment process approved by Council and led by the Provost for Student Experience, Colleges and the Library. The recommendation of the Search Committee will be submitted to the Syndicate for ratification, prior to consideration by the Council. He/she will normally serve for a term of three years, renewable for up to two further terms of three years.
- 3.3.5 The Principal is the chairperson of the Syndicate and is responsible to the Council and the Senate for maintaining the effective working and good order of the College. The Principal is responsible for the appointment of College Officers, but may choose to put the recommendation from the relevant appointing committee to the Syndicate for endorsement.
- 3.3.6 The College Dean is responsible to the Syndicate for the College disciplinary affairs and the management of the Assistant Deans.
- 3.3.7 The Senior Advisor (or equivalent) is responsible to the Syndicate for the College Welfare and Advisory system.
- 3.3.8 The tenure of office for College Officers (other than the Principal) shall normally be for three years, renewable for a further term of three years, subject to ratification by the Syndicate.
- 3.3.9 The Syndicate may appoint other Officers from time to time as required.

4 Discipline

- 4.1 All College members are required to comply with the University Rules and College Rules. College Rules and disciplinary procedures shall be aligned with the University Rules and shall be approved by Syndicate and set out in the College Handbook, where available.
- 4.2 The College Disciplinary Procedures shall comply with the University Disciplinary Procedures.

5. Constitutional amendments

- 5.1 Variations and additions to the College Constitutions shall be made by the Syndicate and shall be subject to approval by the Senate. The only variations to the clauses above which may be approved are to determine the size of the junior

membership of the College Syndicate up to a maximum of 10 (clause 3.1.2(i) above).