

LANCASTER UNIVERSITY

Cartmel College Constitution

1. The College

- 1.1 Cartmel 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:
 - 1.2.1 to enhance the academic and professional lives of its members;
 - 1.2.2 to provide a welcoming, supportive community for students, to help them gain the maximum opportunities from their student experience;
 - 1.2.3 to provide study facilities for College members;
 - 1.2.4 to encourage and maintain contact with College Alumni;
 - 1.2.5 to provide a setting within which the management of student residences can be carried out in a friendly and efficient manner;
 - 1.2.6 to provide support for communal activities for junior members through the elected Junior Common Room Executive;
 - 1.2.7 to further the development of an active academic, sporting, social and cultural community within the University.

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 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 who have a connection to the College, where deemed appropriate by 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 set out in Appendix I.
- 3.1.3 The powers and duties of the Syndicate shall be to discuss University business and to make recommendations thereon to the Senate, and to provide for the governance and good order of the College.
- 3.1.4 There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business, including the conditions of service, remuneration or dismissal of any College Officer.
- 3.1.5 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.
- 3.1.6 The Syndicate shall be chaired by the College Principal and serviced by the Syndicate Secretary.
- 3.1.7 The Syndicate may appoint standing, special and advisory committees from time to time.
- 3.1.8 The operational management of the College shall be delegated by the Syndicate to *College Council, Appendix III*.
- 3.1.9 The Syndicate will appoint to the Senate members of the Syndicate as determined by the appropriate University Ordinance.
- 3.1.10 The College Principal shall appoint two senior members, not being members of the Senate, as Syndicate representatives on the University Court.

4. College Officers

- 4.1 The College shall have a Principal, Dean, and Senior Advisor as a minimum.
- 4.2 Officers of the College other than Assistant Deans must be senior members of the College.
- 4.3 The College Principal is appointed by the University Council on the recommendation of the Syndicate, and will normally serve for a term of three years, renewable once at the discretion of the Syndicate.

- 4.4 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.
- 4.5 The College Dean is responsible to the Principal for the College disciplinary affairs and for the appointment of Assistant Deans.
- 4.6 The Senior Advisor is responsible to the Principal for the College Welfare and Advisory system and for the appointment and duties of the Assistant Senior Advisor.
- 4.7 Each College Officer shall have a job description as set out in Appendix II.
- 4.8 The method of electing candidates for appointment as College Officers, and the tenure of office, shall be as defined in the Standing Orders for the conduct of College business.
- 4.9 The Syndicate may appoint other Officers from time to time as required.
- 4.10 There may be other officers of the College who will exercise particular responsibilities delegated to them by the Principal.
- 4.11 College Officers are expected to play an active role in ensuring the effective operation of the College's general business.

5. Discipline

- 5.1 All College members are required to comply with the University Rules and College Rules. College rules and disciplinary procedures shall be approved by Syndicate and set out in the College Handbook.
- 5.2 The College Disciplinary Procedures shall comply with the University Disciplinary Procedures.

6. Constitutional amendments

- 6.1 Amendments to the College Constitutions shall be made by the Syndicate and shall be subject to approval by the Senate.
- 6.2. The Constitution of the College can be amended by a two-thirds majority vote of Syndicate, provided that a majority of Senior and Junior members present are also in favour.
- 6.3 Proposals for amendment can be submitted by the College Council. Amendments from any individual member of the College must be submitted to the College Council in the first instance.

Appendix I

Membership of College Syndicate

- All Senior members of the College will be members of Syndicate.
- The Junior members of Syndicate will consist of all elected members of the JCR Executive plus 10 additional Junior members elected by a secret ballot of Junior members.
- The Syndicate Secretary will maintain a list of members of the Syndicate

Appendix II

Job Descriptions of College Officers

College Principal

College Principals provide strategic leadership and management of a fundamental aspect of the Lancaster experience. They steer each College in the vigorous pursuit of its individual objectives, ensuring the uniqueness of each College alongside the parity of collegiate experience across the institution. Responsible to the Council and the Senate for maintaining the effective working and good order of their College, and managed by the Provost for Student Experience, Colleges and the Library, Principals are appointed by Council following consultation with the College for three years, renewable. They manage the College in accordance with policies agreed by Council, Senate or a delegated officer, including the proper use of allocated public funds.

College Principals are expected to:

- provide leadership within and on behalf of the College;
- work closely with their JCR President and other student representatives;
- enhance student inclusion in all aspects of the College;
- encourage participation and involvement from all students;
- manage College staff effectively by:
 - (a) taking responsibility for the appointment of College Officers;
 - (b) designating their duties and remuneration;
 - (c) monitoring their work and taking appropriate steps, as necessary, including discipline procedures and removal from office;
- liaise with College and Residence Office in the appointment and management of College Residence Officers;
- ensure the College and the activities therein comply with University requirement re. Health and Safety, etc.;
- manage the College funds in accordance with delegated authority within the financial regulations, including authorisation of payments;
- oversee and engage with the College's social/commercial space;
- ensure that the College's internal governance is sound by:
 - (a) engaging students in governance structures;
 - (b) ensuring the appropriate chairing of the College Syndicate,
 - (c) ensuring the appropriate chairing of College Management meetings;
 - (d) periodically reviewing and moderating, as appropriate, the College Constitution, College Rules, etc.;
- participate in College Intro Week and other College-related activities including degree ceremonies;
- provide, as necessary, materials for handbooks, websites, etc.;
- clearly identify and record any delegations of authority to other members of the College (for example, pay authorisation);

- represent their College on Senate, the College and Student Experience Committee, and other University committees and working groups as agreed with the Provost for Student Experience, Colleges and the Library;
- work closely with the Provost for Student Experience, Colleges and the Library (particularly Facilities, Finance and Student Based Services) and other College Principals to ensure good institutional governance of the collegiate structure;
- undertake training and other professional development as required.

College Principals can expect:

- good communication with the College officers and staff;
- support from the University in terms of:
 - (a) full inclusion and engagement in decision-making processes for decisions involving the Colleges;
 - (b) both formal and informal access to the Provost for Student Experience, Colleges and the Library;
 - (c) public celebration of the Colleges' essential role in the Lancaster experience (via website, etc.);
 - (d) maintenance and upgrading of College estate and facilities in line with the Campus Master Plan;
 - (e) access to LUSI, Agresso, and other University operating systems as required;
 - (f) training and professional development as required;
 - (g) a contractual recognition of service;
- engagement with University personnel (e.g. Director of Facilities, Head of Colleges and Student Life, University Dean, Chief Administrative Officer and Secretary, etc.) as appropriate;
- access to agreed budgets with delegated authority to authorise payment;
- to be treated courteously and with respect by the students with whom they interact.

College Dean

The College Dean is the senior disciplinary officer for a College, appointed on a three year term renewable, responsible for determining breaches of College and University rules, in particular clauses in paragraphs 10, 11 and 12. They are assisted by College Assistant Deans, whom they supervise, and work closely with the College Administrator, College Residence Officer, Principal (who acts as their line manager within this context), College Porters, and the University Deanery. They are assisted by College Assistant Deans, whom they supervise, and work closely with the College Administrator and Principal (who acts as their line manager within this context), College Porters, and the University Deanery. They have delegated authority to dispense fines and other penalties to students of their College as appropriate for disciplinary breaches.

College Deans are expected to:

- work in collaboration with the University Deanery to maintain discipline and good behaviour within their College, with a clear understanding of the respective roles of themselves, their Assistant Deans, College Porters, etc.;

- approve any non-standard activities within the College which would otherwise be breaches of the rules (for example, approval of noise during quiet hours);
- possess a working knowledge of the University rules and disciplinary procedures;
- ensure that infringements of college and university rules are properly investigated and disciplinary procedures, including hearings, initiated where needed;
- dispense fines and other penalties as appropriate for disciplinary breaches;
- refer serious cases to the University Dean where appropriate;
- supervise the College Assistant Deans, including:
 - (a) managing the appointment procedures, including chairing appointing panels;
 - (b) ensuring Assistant Deans receive such training so as to be able to fulfil their duties;
 - (c) maintaining regular liaison with Assistant Deans;
 - (d) line-managing the Assistant Deans in terms of development and, as necessary, discipline and removal;
- maintain a factual record of disciplinary cases and produce an annual report to the Principal, for recording by the University Dean;
- assist, where appropriate, the College Porters and University Security in the maintenance of good order within the college;
- assist, as appropriate, the University Complaints Co-ordinator, in student complaints and appeals involving students of their College;
- understand their responsibilities regarding data protection, freedom of information and other elements related to dealing with sensitive information;
- participation in College Intro Week, College Management Meetings and College Syndicates;
- be active members of the University's Disciplinary Committee;
- agree to undertake any training requirements and/or other duties with the College Principal.

College Deans can expect:

- good communication with College Administrators and Principals, College Porters, and the University Deanery;
- support from the University including:
 - (a) training of the Assistant Deans;
 - (b) provision of a College Dean Orientation Handbook;
 - (c) templates for standard activities (summary disposal letter, etc.);
 - (d) provision of information and training on key elements of university discipline, including annual updates on rule changes, other adjustments to disciplinary processes;
 - (e) access to LUSI records;
 - (f) an honorarium in recognition of service;
- a LUSI-based system for inputting and maintaining disciplinary records;
- support in and respect for the delegated authority of their decision-making;
- a robust University Deanery for referral of serious cases;
- to be treated courteously and with respect by the students with whom they interact.

Senior Advisor

The College Senior Advisor is the senior pastoral officer for a College, appointed on a three year term, renewable, responsible within each College for coordinating the support for the general welfare of College students. They are assisted by College Advisers, and work closely with the College Administrator and Principal (who acts as their line manager within this context), College and Residence Officers, the Student Wellbeing Manager and other members of Student Based and other central services. They provide a high level of pastoral support to students, and ensure that students have access to the Student Wellbeing network across the campus.

College Senior Advisors are expected to:

- co-ordinate the student advisor system with the College, including:
 - (a) the recruitment of College Advisors;
 - (b) engagement in the training of College Advisors;
 - (c) supporting College Advisors as appropriate, including, as necessary, discipline and removal;
 - (d) the allocation of College Advisors to students;
 - (e) maintaining a record of College Advisors;
 - (f) maintaining a record of wellbeing casework;
- be available to students for advice and guidance, and to offer support in formal University settings (for example Standing Academic Committee);
- have a good working relationship and communication network with other areas of the University, including Academic Departments, to ensure that students are well supported;
- have an up to date knowledge of University support services, ensuring that students have access to advice and guidance relating to all aspects of their Lancaster experience;
- understand their responsibilities regarding data protection, freedom of information and other elements related to dealing with sensitive information;
- participate in College Intro Week and other induction activities, College Management meetings and College Syndicates;
- attend Senior Advisors meetings and Welfare meetings;
- agree to undertake any training and/or duties (e.g. management of hardship funds and other budgets) with the College Principal.

College Senior Advisors can expect:

- good communication with the Principal and College Administrator;
- support from the University in terms of:
 - (a) encouraging those eligible to become College Advisors;
 - (b) central support for College Advisors in terms of training and other activity as appropriate;
 - (c) provision of information on students from departments in a timely and agreed format;
 - (d) access to LUSI records;

- (e) provision of information and training on key elements of pastoral support as appropriate;
- (f) an honorarium in recognition of service;
- strong professional student support mechanisms available for referral of serious cases;
- to be treated courteously and with respect by the students with whom they interact.

Appendix III

College Council

- The College Council will be a sub-committee of the College Syndicate and will be responsible to the Syndicate for the good governance of the College.
- The College Council will consist of equal numbers of Senior and Junior members.
- The College Council will have the power to co-opt a maximum of four further members.
- The Chair of the College Council will have the power to invite other persons to be in attendance at meetings of the College Council.
- Any member of College may attend meetings of College Council as an observer on application to the Chair of the Council for the meeting concerned.
- Meetings of the College Council will be chaired alternately by a junior and a senior member of the Council.

Membership of College Council

- There will be a total of 16 members.
- The Senior members will comprise:

The Principals, Vice-Principal (if role exists), Dean, Senior Advisor will be ex officio members: in the case of any of the above offices being held by the same person and alternative Senior Member will be appointed to the College Council by the Principal. Two further College Officers will be elected to the College Council by the College Officers.

Two senior members who are not College Officers and are elected by the senior members of the College.

- The Junior members will comprise:

The President and Vice-President will be ex officio members

One holder of the Post of Welfare Officer nominated by the JCR

One holder of the post of Social Officer nominated by the JCR

Two further members of the JCR Executive elected by the JCR Executive

Two junior members who are not members of the JCR Executive elected by the junior members.

- There will be a secretary for the College Council. Such a person will only have voting rights if already a member of the College Council.
- The Secretary of the College Council will maintain a list of members of the College Council.