

LANCASTER UNIVERSITY

Grizedale College Constitution

Pursuant to the Charter of Lancaster University, the University Council has established Grizedale College as a College of the University, which is constituted as hereinafter defined.

The objects of Grizedale College (hereinafter called the College) are to endeavour to support and foster a high quality academic, cultural, sporting and social environment for all its members, in furtherance of the aims of the University, which includes providing a welcoming, supportive community for students, to help them gain the maximum opportunities from their student experience; providing study facilities for College members not resident on campus; encouraging and maintaining contact with College alumni; providing support for communal activities for junior members through the elected Junior Common Room Executive.

Membership of the College

All students allocated to membership of the College under procedures laid down by the Senate shall be junior members of the College.

All junior members of the College shall be members of the Junior Common Room (JCR).

Employees of the University, appointed to the College by the University shall be senior members of the College.

All senior members of the College shall be members of the Senior Common Room (SCR).

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, or to postgraduates who wish to be an advisor or to take an active role within the college.

Honorary membership of the SCR may be offered to ex-members of the College or members of the public that Syndicate deems worthy of recognition for services to the College.

Full and Associate Senior members have equal rights within the College, including the right to participate in the government of the College.

All members of the College have the right to transfer to another College, subject to procedures agreed by the University.

College Governance

College Syndicate

The College Syndicate is a sub-committee of the Senate and shall be the governing body of the College, as defined under Statute 14.

The membership of the College Syndicate is set out in Appendix I.

The powers and duties of 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.

There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business, including the conditions of service, remuneration or dismissal or any College Officer.

Syndicate shall meet at least once per academic year, and additional meetings may be called at any time, at the discretion of the Principal, but also when required by not less than one-fifth of the Senior members of Syndicate or four members of the College Council respectively.

Syndicate shall be chaired by the College Principal and serviced by the Syndicate Secretary, or by a member of the SCR if the Principal is absent or the post is vacant.

Syndicate may appoint standing, special and advisory committees from time to time.

The operational management of the College shall be delegated by Syndicate to the College Council, which in the exercise of power delegated by Syndicate, shall be the governing body of the College. (See Appendix II.)

Syndicate will appoint to the Senate members of Syndicate as determined by the appropriate University Ordinance.

Syndicate shall appoint two senior members, not being members of the Senate, as Syndicate representatives on the University Court.

College Officers

The College shall have a Principal, Dean, and Senior Advisor as a minimum.

Officers of the College other than Assistant Deans must be senior members of the College.

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 Syndicate.

The Principal is the chairperson of Syndicate and is responsible to the Council and the Senate for maintaining the effective working and good order of the College.

The College Dean is responsible to Syndicate for the College disciplinary affairs and for the appointment of Assistant Deans.

The Senior Advisor is responsible to Syndicate for the College Welfare and Advisory system and for the appointment and duties of the Assistant Senior Advisor.

Each College Officer shall have a job description as set out in Appendix III.

The method of selecting 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.

Syndicate may appoint other Officers from time to time as required.

Discipline

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.

The College Disciplinary Procedures shall comply with the University Disciplinary Procedures.

Constitutional amendments

Amendments to the College Constitutions shall be made by Syndicate and shall be subject to approval by the Senate.

Appendix I

Syndicate

Membership of Syndicate

The membership of College Syndicate shall comprise of all classes of Senior members. In attendance shall be up to twenty JCR representatives (who shall be the JCR Executive and other elected JCR representatives).

Appendix II

Council

There will be a College Council, which in the exercise of power delegated by Syndicate, shall be the governing body of the College.

Membership of College Council

All College Officers and Representatives (both Junior and Senior) and College Staff, shall serve on College Council with equal representation of Junior and Senior Members. Syndicate may elect extra Senior Members to serve on Council and the JCR shall elect any extra representatives to ensure equal representation of the JCR and SCR.

The College Residence Officer, College Administrator, and Licensee (or Assistant Bar Steward in his/her absence) are all College Council members with equal rights.

A member of the College Council who is unable to attend a particular meeting may designate a substitute, who shall be a member of the College in the same class of membership.

Timing

The College Council shall meet at least once a term, usually at the beginning of each term.

Ordinary meetings of the College Council shall take place on dates and times as may be determined by the Council.

Extraordinary meetings of the College Council may be called by the mutual agreement of the Chairpersons or at the request of six members of the Council.

Notice

Notice shall be sent out to all members of council at least seven days in advance of the meeting.

Chair

College Council shall be chaired alternately by the JCR and SCR.

Procedure

The meeting shall proceed as described in the Byelaws of this constitution.

Management Committee

There will be a Management Committee, as a sub-committee of Council, which will be responsible to Council for the week to week running of the college.

The Management committee shall be assigned the powers of running the college termly by Council and shall report their actions directly to Council.

Appendix III

Description of College Officers.

Bye Laws

Procedure for Meetings

Agenda

The agenda for the College meetings must include:

- the date, time and location of the meeting;
- opening remarks;
- ratification of the minutes of the previous meeting;
- ratification of minutes of sub-committees;
- reports from the College Officers and working parties;
- time to discuss motions.

In addition, the agenda for a meeting may include:

- guest speakers;
- workshop discussions;
- debates;
- any other business that the College may consider appropriate.

Chair

The Chair shall not exercise his/her vote except in the instance of a casting vote.

The Chairperson shall ensure that the meeting is in order, that remarks are relevant to the question under debate, that members of the meeting do not intimidate speakers and that members of the meeting makes no defamatory remarks concerning another.

The order of business at ordinary meetings of the Syndicate and College Council shall be:

- I. the confirmation of the minutes of the last meeting
- II. reports from the Officers
- III. motions
- IV. discussions.

All items of business must be notified to the Chair and Syndicate Secretary no less than five days before a meeting so as to allow notification to members in writing. A member may raise any other item of business as long as there are no objections. In the event of an objection that is upheld by the Chair, the item shall normally be deferred to the next meeting.

Procedure

Points of order may be addressed through the Chair to ask for a Chair's ruling or interpretation, or to address any other question relating to the procedure of the meeting.

Points of order have precedence over all other business, but they may not be raised during a speech or a vote, unless relating to the conduct of that vote.

Points of order shall have priority in the following order:

- a request for a ruling or interpretation;
- a request for a re-vote;
- any other point of order.

Procedural motions have precedence over all over business except point of order and may not be raised during a speech or the course of a vote, unless relating to the conduct of that vote.

There shall be the following procedural motions, which are listed in order of priority:

- that the meeting has no confidence in the Chair;
- that the chair's ruling be overturned;
- that a specified standing order be suspended for a specified reason for a specified length of time;
- that a vote be by secret ballot;
- that a meeting be adjourned or closed;
- that the question, as specified, be put;
- that the question, as specified, be not put;
- that the question, as specified, be adjourned to later in the same meeting or to a later meeting;
- that the question, as specified, be remitted to a sub-committee.

All procedural motions shall require the support of the simple majority meeting before being discussed. All procedural motions shall be voted on after at least one speech in favour and one against.

The Chair shall be entitled to make the final speech in any motion of no confidence in the chair or any challenge to the chair's ruling.

A procedural motion to suspend a Byelaw shall require a two-thirds majority. All other procedural motions shall require a simple majority. Only one motion or amendment to it may be debated at any one time.

Motions

The deadline for the submission of motions shall be no less than seven days before the Syndicate meeting or the Council meeting.

Motions containing more than five hundred words shall be ruled out of order by the Secretary, unless the motion is an amendment to these Byelaws, or the Constitution.

The Syndicate Secretary shall make sure that a sufficient number of copies are available for the members to read before and during College meetings.

Amendments to those motions shall be submitted in writing during the meeting.

The Syndicate Secretary shall rule amendments containing more than three hundred words out of order.