

## APPENDIX D – RATIFICATION OF CLUBS & SOCIETIES AND NETWORK TERMS OF REFERENCE/CONSTITUTIONS

### *Society Ratification Criteria 15/16*

<u>Requirement</u>	<u>Questions</u>
<b>Compliant</b>	<p><b>You must be able to answer yes to the follow questions:</b>            Can the activity be covered under the Students' Union public liability insurance?            Are the society's aims and objectives in line with YUSU Constitution, Code of Conduct and Equal Opportunities?            Does the University and Union have sufficient facilities (including storage) form the society to run successfully? e.g. Hard floor space or Large Room Bookings.</p> <p><b>You must be able to answer no to the follow questions:</b>            Does the society aim provide counselling, advice or advocacy, or is the society a support group?            Does the society have the potential to bring the Students' Union/University into disrepute?</p>
<b>Exclusive from other areas of Union</b>	<p><b>You must be able to answer no to the follow questions:</b>            Will the society conflict or disadvantage any other areas of the Union? (RAG, Volunteering, Campaigns etc.)</p>
<b>Unique Demand</b>	<p><b>You must be able to answer no to the follow questions:</b>            Does a society with similar aims and objectives already exist?            Does a society already attract a similar target membership?            Is the society a sport (this includes a sport recognised by BUCS, a martial art, and/or a sport with a National Governing Body)?            Is the society's primary aim to charitably fundraise?</p>
<b>Inclusive</b>	<p><b>You must be able to answer yes to the follow questions:</b>            Is the society inclusive? i.e is it open and accessible to all students?</p>
<b>Development of and Benefit to members</b>	<p><b>You must be able to answer yes to the follow questions:</b>            Does the society have the potential to develop its members?            Does it demonstrate a benefit to the Student Body?</p> <p><b>You must be able to answer no to the follow questions:</b>            Does the society have a purely social purpose?</p>
<b>Sustainable</b>	<p><b>You must be able to answer yes to the follow questions:</b>            Does the society display sustainability? i.e Is it likely to attract and retain members.            Does the society want to hold multiple events and meeting per year?</p>
<b>Financially Viable</b>	<p><b>You must be able to answer yes to the follow questions:</b>            Is it financially viable and sustainable?</p>
<b>Welfare and Health &amp; Safety Approved</b>	<p><b>You must be able to answer no to the follow questions:</b>            Are there any health and safety, or welfare concerns or implications over the ratification of this society?</p>

## York Sport Union - Sports Club Ratification Criteria

YUSU definition of sport - A sport is an activity that is recognised by Sport England

(<https://www.sportengland.org/our-work/national-work/national-governing-bodies/sports-that-we-recognise/>)

Requirement	Questions
<b>Compliant</b>	Are the club's aims and objectives in line with YUSU Constitution, Code of Practice and Ethical Values? Does the University and Union have sufficient facilities (including storage) for the club to run successfully? e.g pitch facilities?
<b>Unique Demand</b>	Does a club with similar aims and objectives already exist? Does a club already attract a similar target membership?
<b>Development of and Benefit to members</b>	Does the club have the potential to develop its members? Does it demonstrate a benefit to the Student Body?
<b>Sustainable</b>	Does the club display sustainability? i.e Is it likely to attract and retain members.
<b>Inclusive</b>	Is the club inclusive? I.e is it open and accessible to all students?
<b>Exclusive from other areas of Union</b>	Will this club conflict or disadvantage any other areas of the Union? (RAG, Volunteering, Campaigns etc.)
<b>Financially Viable</b>	Is it financially viable and sustainable?
<b>Welfare and Health &amp; Safety Approved</b>	Are there any health and safety, or welfare concerns or implications over the ratification of this club?

## **Network Terms of Reference**

### **BAME Network;**

#### *MEMBERSHIP:*

1. Voting membership of the Network shall be open to all members of the Union who identify as Black, Asian and Minority Ethnic (BAME). Which includes but is not limited to Students of African, Arab, Asian, Caribbean, Latin and South American descent.

#### *AIMS & OBJECTIVES:*

The BAME Network exists to provide a safe space in which BAME students can organise in defence and support of the advancement of BAME equality and liberation. In instances of affiliation, the Network will be consulted and a vote be held on a case by case basis, notice of which will be promoted two weeks in advance.

Our ultimate aim is that no student at York or in the wider world should be in any way disadvantaged by their race, ethnicity, or nationality. This will include student's time prior to their arrival, during their time here and upon entering the wider community upon graduation.

To this end we will, by various means:

- Provide welfare support to BAME students;
- Run campaigns and events to effect positive change for BAME students and related communities worldwide;
- Engage with other Campaign Networks on issues of cross-liberation;
- Build links with the BAME community both on and off campus;
- Work to ensure that YUSU and NUS policy reflects the needs of BAME students;
- Support and hold to account the BAME Officer in the fulfilment of their role.

#### *CORE COMMITTEE POSITIONS:*

1. BAME Officer(s)
2. Secretary
3. Publicity Officer
4. Convenors (up to 3 people per position):
  - i. Women's
  - ii. LGBTQ

- iii. Open Place
- iv. Disabled
- v. Mature

N.B. BAME representatives from Common Room Committees are also members of the Network Committee but their election and roles are determined by the constitution of their College Common Room.

***Additional Notes:***

**Decision-making:** A simple majority vote will suffice, with the chair casting their vote only in the event of a tie.

**Structure:** The BAME Network shall elect a number of conveners (open to job-share of up to 3), responsible for calling meetings and addressing the needs of self-organising caucuses. Conveners shall be elected by BAME students from among the Network. Additional caucuses may be called by resolution of an open Network meeting.

**Secretary:** The Secretary provides direct support to the BAME Officer in running the Network. In particular, the Secretary shall be responsible for maintaining the mailing list, ensuring agendas and minutes are created and distributed and assisting with other tasks, such as room bookings, as required.

**Publicity Officer:** The Publicity Officer shall be responsible for publicising the Network and its activities to its members (and the rest of the Union if relevant). This will involve maintaining the Network's YUSU page/social media accounts and supporting members of the committee in finding the best ways to promote events, campaigns, etc.

**Convenors (up to 3 people per position):** The Network elects a number of Convenors to enable the full representation of different groups within BAME. Each convenor is responsible for seeking the views and active participation of members who self-define accordingly, and ensuring that events, campaigns and policy relevant to their needs and interests are provided through the BAME Network. Convenor positions can be held by up to 3 individuals who self-define into that group. For convenor positions, self-definition should not be policed.

## **DSN Network;**

### *MEMBERSHIP:*

1. Voting membership of the Network shall be open to all members of the Union who self-define as disabled, have reason to access disability support during the course of their degree, or who are considered to have a disability under law (hereafter "Disabled Students").

*("For the avoidance of doubt, this definition explicitly includes students with mental health issues, students who are Neurodiverse and Deaf students who consider Deafness to be a culture rather than a disability.")*

### *AIMS & OBJECTIVES:*

1. The Disabled Students' Network exists to defend and advance the equality of students of York, whether this inequality is caused by the University, the government or any other body.
2. In the way that we organise, and in the actions that we take, the Network will prioritise accessibility for the students it represents --- and we expect the Union to do likewise. Similarly, we will hold the University accountable for the Social Model of Disability which it claims to operate.
3. Toward these ends, we will engage with local and national Disability Rights campaigns, both within and outside the student movement
4. Genuine equality for Disabled Students can only be achieved when equality is prioritised over the nature of private enterprise, and when the decisions on which our liberation hinges are taken by (not merely in consultation with) those of us whom they affect.
5. To hold open meetings, the main purpose of which will be to provide all students with regular access to the Disabled Students' Officer and a chance to publically discuss any problems they feel have arisen.
6. Where problems are raised at the above meetings, to use the appropriate means to lobby the necessary parties in order to solve them.

### *CORE COMMITTEE POSITIONS:*

1. The Disabled Students' Network will operate an executive committee structure, to be chosen at an open meeting, given with 4 weeks' notice on the 8<sup>th</sup> Week of the Summer Term unless specifically advertised otherwise.

2. Voting shall be limited to all persons who are given voting rights in Disabled Students' Network.
3. The returning officer shall be the Disabled Students' Officer unless the Officer chooses someone else to do so.
4. All positions are two-person positions unless otherwise specified or in special circumstances and positions are flexible (if you are unable to attend a meeting this can be worked around).

**The positions are as follows:**

- Chair (this role is held ex-officio by the Disabled Students' Officer)
- Secretary
- Treasurer
- Events Coordinator
- Press and Publicity
  - Alcuin Disabled Students' Representative
  - Constantine Disabled Students' Representative
  - Derwent Disabled Students' Representative
  - Goodricke Disabled Students' Representative
  - Halifax Disabled Students' Representative
  - James Disabled Students' Representative
  - Langwith Disabled Students' Representative
  - Vanbrugh Disabled Students' Representative
  - GSA Disabled Students' Representative

N.B. DSN representatives from Common Room Committees (and GSA) are the ex-officio holders of the above roles, but their election and role titles are determined by the constitution of their College Common Room.

## **LGBTQ Network;**

### *MEMBERSHIP:*

Voting membership of the Network will be open to all members of the Union who one or more of these criteria apply to:

1. Do not simultaneously and exclusively self identify as heterosexual, heteroromantic and cisgender.
2. Self identify as intersex

N.B. "LGBTQ" therefore encompasses all identities in the voting membership so should be treated as an umbrella term, rather than a definitive list of groups represented.

### *AIMS & OBJECTIVES:*

The LGBTQ Network exists to provide a safe space in which LGBTQ students can organise in defence and support of the advancement of LGBTQ equality and liberation. In instances of affiliation, the Network will be consulted and a vote held on a case to case basis, notice of which should be promoted 2 weeks in advance.

Our ultimate aim is that no student at York or in the wider world should be in any way disadvantaged by their gender identity, expression, sexual/romantic orientation or due to being intersex. This will include a student's time prior to their arrival, during their time here and upon entering the wider community upon graduation.

To this end we will, by various means:

1. Provide resources and signpost to welfare services to support the wellbeing of LGBTQ students
2. Run campaigns and events to effect positive change for LGBTQ students and LGBTQ people worldwide
3. Engage with other campaign networks on issues of cross-liberation
4. Build links with the LGBTQ community both on and off campus
5. Work to ensure that YUSU and NUS policy reflects the needs of LGBTQ students
6. Support and hold to account the LGBTQ Officer in the fulfilment of their role

#### COMMITTEE POSITIONS:

1. LGBTQ Officer
2. Secretary (1 place)
3. Press & Publicity (1 place)
4. Conveners
  - i) Lesbian (2 places)
  - ii) Gay (2 places)
  - iii) Bi (3 places)
  - iv) Trans\* (3 places)
  - v) Queer (2 places)
  - vi) Asexual & aromantic (3 places: 1 reserved asexual place, 1 reserved aromantic place, one open place)
  - vii) Disabilities (2 places)

N.B. Members of network committee; elected in other networks

- viii) BAME & international LGBTQ conveners
- ix) Women's Network LGBQ conveners
- x) Women's Network trans\* conveners

N.B. LGBTQ representatives from Common Room Committees are also members of the Network Committee but their election roles are determined by the constitution of the College Common Room.

#### *ADDITIONAL NOTES:*

##### **Decision making**

Two weeks' notice should be given prior to a vote, with details of the positions to be voted on publicised. Notice should be given by email, and other appropriate channels such as social media should also be utilised. Where practicable, facilities should be made for voting in absentia. LGBTQ Officer and Secretary are to act as Returning Officers, with the LGBTQ Officer casting a deciding vote only in the event of a tie. If contention over a vote/election/decision arises, the matter should be passed to the Democracy & Campaigns Coordinator to review whether the decision was carried out in accordance with this constitution.

## **Structure**

The LGBTQ Network shall elect a number of conveners (numbers per position as written above), responsible for calling meetings, organising their sub group (if applicable), and addressing the needs of their sub group and/or any self-organising caucuses. Conveners shall be elected by LGBTQ network members. The conveners enable the full representation of different groups within LGBTQ. Each convener is responsible for seeking the views and active participation of members who self define accordingly, and ensuring that events, campaigns and policy relevant to their needs and interests are provided through the LGBTQ Network. All convener positions should be encouraged to represent a wide range of these orientations. To prevent the dominance of men on the committee, when all positions within a convener role are filled, at least one position must be filled by a person self identifying with womanhood and/or femininity (with the exception of the gay convener role). Self identification is not to be policed.

Additional caucuses may be called by resolution of a Network open meeting.

The secretary provides direct support to the LGBTQ Officer in running the Network. In particular, the secretary shall be responsible for ensuring agendas and minutes are created and distributed, and assisting with other tasks such as room bookings and organising votes as required.

The press & publicity rep is elected to improve awareness of and relationships with the Network. They publicise events, meetings, as well as the network as a whole, and provide clarification/awareness on the role and structure of the network. In addition, the p&p rep will liaise with media outlets on behalf of the network, support network members on press and publicity matters, and take a leading role in committee-run social media.

## **International Students Network;**

### *Membership:*

The International Students' Association represents and comprises:

1. All international students, to the extent that they are officially identified by the university as not being home students,
2. All students who, while officially identified by the university as home students, self-identify as international students, and
3. All students who, while officially identified by the university as home students and self-identify as home students, demonstrate an active interest in joining the Network indicated by participation in ISA events and/or registration on ISA groups and mailing lists.

Voting membership of the Network shall be open to all members of the Union. Union members voting and running in the elections of the Network constitutes demonstration of active interest in joining the Network and qualifies them for membership under Point 3. However, any student who does not fit the criteria for points 1 and 2 will be unable to run for the following positions; International officer, co-president, vice-president, social-officer or Head Events officer.

For purposes of the below, members of the Network included under Points 1 and 2 are considered to be international students.

### *Aims & Objectives:*

The ISA exists to provide international student support, to represent the interests of international students in the university, and to create and nurture a community of students - through events and social media - that integrates international and home students and gives them a common bonding space.

Our ultimate aim is the creation of a university environment where international students and home students move freely within the same circles, with proportional representation in leadership positions and society participation.

To this end we will, by various means:

- provide welfare support to international students
- run campaigns and events to effect positive change for international students within the university community and across the UK

- engage with other Campaign Networks on intersectional issues
- build links with the international community both on and off campus
- work to ensure that YUSU and NUS policy reflects the needs of international students
- support + hold to account the International Officer in the fulfilment of their role

*Core Committee Positions:*

1. International Officer
  - a. Appointed through YUSU elections, and not the Network Elections
  - b. raises awareness of international student issues and acts as the face of major campaigns
  - c. represents the University's international students in NUS conferences
  - d. maintains active links with colleges, departments and the Student Union
  - e. acts as president of the ISA, specifically leading and chairing weekly meetings
  - f. in charge of day-to-day running of the elected ISA committee
2. Co-President
  - a. Will be elected ONLY in the event that a single International Officer is appointed in the YUSU elections
  - b. In charge of day-to-day running of elected ISA committee
  - c. Ensures committee remains on-task according to direction set by the International Officer
  - d. When the International Officer's term ends, if the international officer is succeeded by two new elected international officers, this position becomes an advisory position throughout the last elected term
3. Secretary
  - a. emails
  - b. minutes
4. Treasurer
5. Creative Officer
  - a. posters and publicity materials
  - b. photography
6. Sponsorship Officer
  - a. Obtain funds and sort out deals from non-YUSU sources
7. Social Secretary

- a. in charge of small regular social events, such as the weekly coffee afternoons and committee cohesion dinners
  - b. Social Media
- 8. Welfare Officer
  - a. in charge of contacting college welfare
  - b. campaign for more international in YUSU election
- 9. Head Events Officer
- 10. Events Officers (2)
  - a. Assist the Head Events Officer in planning events
- 11. General Officers (2) with specific roles
  - a. Support for events and other duty
  - b. Room bookings
  - c. Flyer and poster distribution
- 12. ISA Liaison
  - a. Ensures the international officers of each college are kept up to date
  - b. Reminds and encourages the attendance of college reps at two main meetings a term
  - c. Ensures the international societies of the university are kept up to date

N.B. International representatives from College Committees are also members of the Network Committee but their election and roles are determined by the constitution of their College Common Room, and they are not expected to attend all network meetings.

**Additional Notes:**

**Decision-making:** A simple majority vote will suffice, with the chair casting their vote only in the event of a tie.

**Structure:** The ISA committee shall meet to plan out events, discuss and plan campaigns, and represent International students at the University of York based on the International Student Network's needs.

**Secretary:** The Secretary provides direct support to the International Officer in running the Network. In particular, the Secretary shall be responsible for maintaining the mailing list, ensuring agendas and minutes are created and distributed and assisting with other tasks, such as room bookings, as required.