

RCSA OPEN MEETINGS

A HOW-TO GUIDE



See below for:

- How to **submit a motion**
- How to **set up a society**
- **Templates and Examples**

Examples of agendas and minutes of past open meetings can be found on the **RCSA website** (www.rcsa.co.uk/minutes).

If you have any other questions about the RCSA/open meetings, please email the **Chair** (Josie Hepworth, jh2501).

HOW TO SUBMIT A MOTION

WHAT CAN I SUBMIT A MOTION ABOUT?

Anything - as long as it is in the **template** below

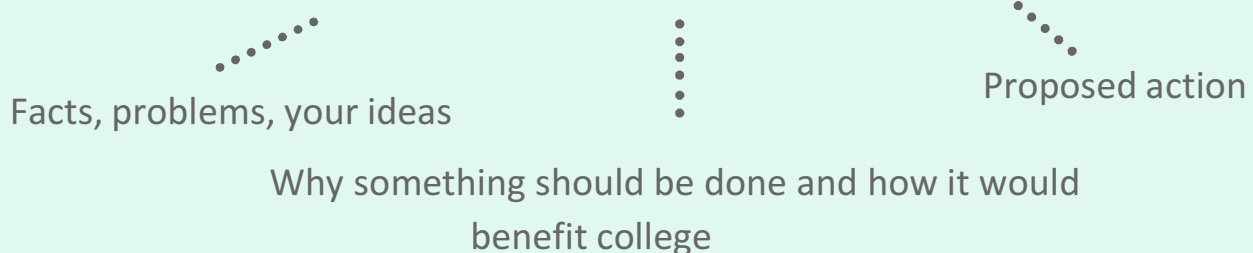
Common examples include:

- Asking the RCSA to fund/support a new initiative
- Setting up a society (**see below** for a detailed how-to)

HOW DO I WRITE A MOTION?

There is a specific format for writing motions, using the headings:

"RCSA Notes, RCSA Believes, RCSA Resolves"



If you are **asking for money** please specify the **amount** and **where** you want the money to come from - this is usually the Open Meeting Budget however contact the Treasurer (Paul D'Souza, pd531) if you are unsure

HOW DO I SUBMIT A MOTION?

Please send your **completed motion template** (see below) to the Secretary (Leyla Mignon, lm2038) **before midnight on the day before** the open meeting.

Please ensure you have both a proposer and seconder for your proposal.



HOW TO SET UP A SOCIETY

The first step to setting up a society is **submitting a motion** to an open meeting - this must be done using the steps above.

WHAT DO I NEED TO INCLUDE IN THE MOTION?

The same sections outlined above.

The proposal must also contain a **constitution** (see below for advice). It is helpful if the 'RCSA Believes' section outlines your **plans** for the society such as events you might put on or who will be allowed to join. The 'RCSA Resolves' section should include something along the lines of:

"To establish “~society name~” as a recognised society by the RCSA bound by its own constitution (available on request) and the **society in turn will agree to be bound by the Constitution and Policy of the RCSA.**"

WHAT DO I NEED TO INCLUDE IN A CONSTITUTION?

A society's constitution outlines its rules and operating procedures. There is no specified format for a constitution but sections commonly include:

- Objectives (name, membership and how to amend)
- Meetings (where, how often)
- The Committee (roles, elections)
- Finance (if applicable)

If you would like to see an **example** please contact the **Chair** (Josie Hepworth, jh2501)



TEMPLATES AND EXAMPLES

MOTION TEMPLATE

Please use this exact template, including font (Verdana) and spacing.

RCSA Notes:

1.

RCSA Believes:

1.

RCSA Resolves:

1.

Proposed by:

Seconder:

EXAMPLES

Motion to acquire headphones for DJing

RCSA Notes:

1. Bops are currently well attended, with each of the bops since the last election achieving over 100 attendants at peak, and two of them reaching maximum capacity.
2. Some DJs do not possess headphones suitable for DJing.
3. Headphones of sufficient quality cost between £50 and £100.
4. For a bop to be good, DJs are required.

RCSA Believes:

1. That bops are a major part of Robinson life.
2. That DJs should not be limited by their ownership of headphones

RCSA Resolves:

1. To allocate £100 from the Open Meeting Budget to purchase headphones for DJing (which will be kept with the DJ equipment and used by any DJ who needs them).

Proposed by: Martin Garrix (mgg145)

Seconder: David Guetta (dg711)

Motion to establish the "Robinson College Scottish Society"

RCSA Notes:

1. There is a large number of Scottish students at Robinson College.
2. There is not currently a formal way to celebrate Scottish Culture.
3. There is already a Robinson College French Society, the Scottish Society would serve a similar purpose.

RCSA Believes:

1. The main purpose of the society will be to put on events such as ceilidhs.
2. The costs of the society will be limited to room booking for events. However if event attendees are requires to pay, it is expected that the majority of the costs will be covered.
3. Events will be open to all members of the University

RCSA Resolves:

1. To establish "Robinson College Scottish Society" as a recognised society by the RCSA to be bound by its own constitution (available on request, see Appendix) and the society in turn will agree to be bound by the Constitution and Policy of the RCSA
2. To allocate £150 of the Open Meeting Budget to the RCSS to cover room booking fees.

Proposed by: William Wallace (ww1314)

Seconder: Rabbie Burns (rb251)



Produced by Emma Macrae, RCSA
Chair, on behalf of the RCSA, April
2019