

United College Student Association

Terms of Reference

1. Mandate

The United College Student Association (UCSA) is an official student club at United College. It operates under the authority of a charter signed by the Principal on behalf of the College.

The general mandate of the UCSA is to:

- Represent the interests and concern of students to the College's Board and Administration
- To organize events and activities that enhance community life for student members

2. Membership

The membership of the UCSA consists of students who are full-time residents of United College or duly registered Non-Resident Members (NRMs).

NRM membership is open to any of the following:

- Former United College residents who remain registered as full-time UW students.
- Students who are enrolled in any United College academic program.
- Students who are registered in GreenHouse.
- Students who are regular users of the WISC.
- Students in the Student Refugee Program.
- Students who are registered associate members.

Non-Resident Members (NRMs) may choose to pay the Student Associate Fee (\$166) to participate in the Student Association activities and events. NRMs are not eligible to vote.

3. Executive Officers

The UCSA shall have four executive officers:

- President
- Vice-President
- Treasurer
- Activities Coordinator

Executive Officers are chosen by an election to be administered by the Director of Student Life at the end of the Winter term. The specific arrangements for the elections will be at the discretion of the Director.

Only students who are members of the UCSA and students in good standing at UW are eligible to run for office and to serve.

Should the office of President become vacant, the Vice-President becomes President.

Should other Executive offices become vacant prior to September 1, the Director of Student Life shall organize a by-election in September. For offices that become vacant after September 1, the Executive team, with the advice and consent of the Director of Student Life, may select a replacement from among the members.

4. Duties of Executive Officers

The President shall:

- preside over meetings of the Executive and of the Membership
- serve as the official representative of the UCSA on the United College Board of Governors for an annual term (May – April)
- serve as the liaison between the UCSA and key officers of College, notably the Principal and the Director of Student Life
- serve as a spokesperson for UCSA at public events
- support other members of the executive team in their tasks and projects

The Vice-President shall:

- take over as President should the presidency become vacant
- represent the President whenever the President is unavailable to perform their duties
- serve as Secretary for the UCSA, posting agendas and minutes for meetings
- maintain the UCSA webpage, the UCSA bulletin board and other communication channels
- support other members of the executive team in their tasks and projects

The Treasurer shall:

- take responsibility for the financial records of the UCSA
- provide regular financial updates to the executive team and to the Director of Student Life
- in collaboration with the executive team, develop an annual budget for the UCSA

- support other members of the executive team in their tasks and projects

The Activities Coordinator shall:

- recruit and chair a committee of volunteers
- in consultation with the rest of the executive team, develop an activities plan for the year
- organize and carry out activities from the approved activities plan
- support other members of the executive team in their tasks and projects