

Union Bar Policy

A. The Union Bar

1. The Union wishes to maintain the traditional look and feel of the Union Bar. To this end, it is resolved:
 - a. To not allow significant modification to the layout and design of the Union bar that will have a negative impact on its traditional feel.
 - b. To keep AV to an absolute minimum within the Union bar
 - c. To allow only restoration and repair work to maintain the Union bar's current state and appearance.
 - d. Any additional furniture added to the Union bar must be in keeping with the traditional 'feel' of the Union bar.
 - e. Any other additions/modifications proposed for the Union bar that do not fall into the previously listed scope must be taken to Governance and Identity Board for approval.

B. Tankards:

1. Background
 - a. Imperial College Union Bar is home to one of the largest collections of pewter tankards in Europe.
 - b. The majority of tankards represent a volunteer position within the Union and are property of Imperial College Union. The bar also stores historic tankards including those related to alumni groups which are no longer affiliated with the Union.
2. Active Tankards
 - a. The Union provides a service to members in storing, giving out, collecting, and washing tankards.
 - b. Not all tankards are eligible for this service, and certain tankards may not be given out. These tankards shall be referred to as 'inactive' tankards, in contrast with 'active' tankards which may be given out.
 - c. Tankards for Union volunteer positions or awards shall be active tankards, including but not limited to those related to Union-recognised Clubs, Societies and Projects (CSPs), Constituent Unions, Academic and Wellbeing Representative roles, Liberation Officer roles, and roles within 'The Organisation' of Imperial College Union.
 - d. Tankards related to alumni groups shall be inactive tankards, including but not limited to those related to the

'22 Club, the XV Club, the Chaps Club, and the Links Club.

- e. The Governance and Identity Board has final say over which tankards are considered active, and shall maintain a list of active tankards.

3. Use of Tankards

- a. Active tankards shall only be given out to individuals whose names are engraved on the tankard, or who are the current role-holder of the relevant position.
- b. These will be given out only in exchange for a suitable identification card. Acceptable identification includes: Imperial College identification card, Imperial College Union Associate or Life Associate Membership card, credit or debit card.
- c. The bar shall hold a binder containing slots corresponding to each active tankard where an identification card may be stored. These slots should also be labelled with the name of the current role-holder if applicable.
- d. The identification card shall be returned upon return of the tankard. If an individual loses or breaks a tankard, their identification should be returned only after the incident has been recorded.
- e. Behind the bar there shall be a printed page containing guidance for bar staff on tankards. This shall be approved by GIB, shall outline the relevant rules around tankards from this Policy, and shall be required reading for all bar staff permitted to deal with tankards.

4. Creation of Tankards

- a. Where replacement of a 'full' tankard (where it is impossible to engrave further names) is necessary, the cost of the new tankard and setup engraving is to be borne by the group to whom the position relates.
- b. All requests for new tankards are to be approved by the Governance and Identity Board. In all cases, the setup and yearly engraving costs of new tankards are to be borne by group to whom the tankard is relevant. New tankards may be requested for:
 - i. A CSP without an existing tankard, which has normally been in existence for at least 5 years. The tankard is to be in the name of the CSP, with yearly engravings of the Chair/President of that CSP.
 - ii. New Union Officer positions and Constituent Union

positions, where the position has normally been in existence for at least 5 years. The tankard is to be in the name of the officer position, with yearly engravings of the name of the individual who holds that position.

- iii. Newly created awards, which may wish to have a tankard in the Union Bar, generally a donation or memorial naming opportunity (eg. Hardwick Award for Hockey). Yearly engraving of the award winner.
 - iv. Other tankards and allocation of their associated costs at the discretion of GIB.
 - v. External bodies may sponsor a tankard and as such may have its name engraved on it, with the permission of GIB.
- c. The Union Awards Policy allows for the awarding of tankards to recipients of Union Fellowships and Presidents' Awards. Such tankards shall not be kept in the Union bar and the cost of these tankards shall be met by the Union. Should an individual be awarded a Fellowship and Presidents' Award in the same year then one tankard will be awarded.

5. Engraving of Tankards

- a. Each summer the Union will facilitate that the name of the student who holds the role in the academic year which has just finished is allowed to be engraved on the tankard.
- b. The cost of annual engraving is charged per name and charged to the CSP or Constituent Union to which the tankard is associated. The cost is set by the Governance and Identity Board.
- c. Should the CSP or Constituent Union not wish for the engraving to take place, they should inform the Student Activities team before July. The tankard in question shall automatically be placed into storage.
- d. Engraving must be consistent, and as such, tankards not engraved one or many years, must be updated in full, at the rate per name at a later stage if so requested by the CSP or Constituent Union.

6. Setup of New Tankards

- a. It is appropriate when a tankard is created to engrave the names of those who have held the role previously, so normally at least £150 should be budgeted for a new tankard. All costs of new tankards are passed to the associated CSP or Constituent Union.

- b. New tankards are created once a year over the summer break and are subject to there being enough available space on the shelves behind the bar. Space shall be allocated in order of precedence:
 - i. Tankards for existing positions within the Union that are engraved up to date.
 - ii. Tankards for existing positions within the Union that are not up to date, but have been requested from the archive.
 - iii. Tankards for existing positions within the Union that have existed for less than five years but have been granted existence by the Governance and Identity Board.
 - iv. Tankards for existing positions within the Union that are not up to date, and have not been explicitly requested from the archive.
 - v. All other tankards.

7. Tankard Designs

- a. The exact design requirements for tankards shall be as specified in Appendix A to this Policy.

8. Missing or Broken Tankards

- a. Imperial College Union accepts no responsibility for lost tankards. If a tankard is lost or broken then a replacement will need to be paid for by the Club, Society or Constituent Union responsible for it, including re-engraving of names on the broken or missing tankard.
 - i. The first £50 of the cost of repair or replacement shall be paid by the volunteer who caused the loss or damage to the tankard.
 - ii. This £50 charge may be waived by the Governance and Identity Board at their discretion in the case of appeal, this cost then being passed on to the CSP.
 - iii. If a Tankard which is not lent out to a volunteer goes missing, it is the responsibility of the Union to locate it or source a replacement.
- b. As property of the Union, deliberate loss or damage to tankards shall be treated as a disciplinary offence.
- c. Repairs are carried out once a year over the summer.

9. Inactive Tankards

- a. As per B2(b), inactive tankards are not to be given out and may not be taken from the bar for engraving.
- b. If an individual or organisation wishes to claim legal ownership over an inactive tankard or tankards, they may do so in writing to the Union President with

- evidence. If the case is judged to be valid, they may arrange to collect these tankards from the bar. Inactive tankards cannot be returned to the bar once collected.
- c. The Union recognises that several of the alumni groups listed in B2(d), having historical associations with exclusion of, and abuse towards, women, and which today remain exclusively or almost exclusively male membership, do not align with the values of Imperial College Union.
 - d. For this reason, the Union does not wish to maintain ownership of these tankards, except where there is clear evidence of significant historical value (e.g. for some of the very oldest tankards) as judged by the Governance and Identity Board.
 - e. Other tankards of limited historical value shall be retained in storage in the bar (though not on prominent display), to allow for collection where legal ownership can be demonstrated, at least until June 2021. After this, the Union shall seek to be rid of them, ideally through donation to the College Archives.
10. Responsibility for Tankards
- a. Final say over all matters related to tankards shall lie with the Governance and Identity Board.
 - b. Responsibility for purchase, engraving, and upkeep of tankards shall be delegated to the Student Activities Team in conjunction with a 'Tankard Baron'.
 - c. The Tankard Baron is a member of Union or College staff.

C. The Union Bar Display Case

1. The display case by the entrance of the bar shall be used to feature items of current or historical value to the Union.
 - a. Items worth featuring include: sports trophies, Constituent Union regalia and antiques, disused tankards of historical interest, and other historical items.
 - b. Items associated with the alumni groups listed in B2(d) should not be featured in the display case, except for those judged of significant historical value as per B9(d).
 - c. The Governance and Identity Board shall have final say over which items may be stored in this case.
 - d. The key to the display case should not be given out except to those with access designated by GIB.

Appendix A: Tankard Design Specifications

Yearly Names: To be in the form:

"2006 – 07 <First Initial> . (<Second initial> .) <Surname>"

Eg. "2006 – 07 J. O. Bloggs"

Club/Society Tankards: Front design to be:

Appropriate Crest

Club/Society Name

Officer Tankards: Front design to be:

Appropriate Crest

Club/Society Name

Officer Position

Award Tankards: Front design to be:

Appropriate Crest

Club/Society Name

Award Name

Other Tankards: Design at discretion of the Governance and Identity Board.

President's Award Tankards: Front design to be:

Imperial College Crest

Year

President's Award

Recipients Full Name (inc. middle names)

"For services to Imperial College Union"

Fellowship Tankards: Front design to be:

Imperial College Crest

Year

Distinguished Fellowship

Recipients Full Name (inc. middle names)

President's Award and Fellowship Tankards: Front design to be:

Imperial College Crest

Year

Fellowship and President's Award

Recipients Full Name (inc. middle names)

"For services to Imperial College Union"