

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of
the
Council
of the
Imperial College Union
in the 2006-2007 Session

The meeting of the Council was held in Mechanical Engineering room 220 on the 13th November
2006 at 6.50 pm

Present:

Council Chair	Daniel McGuinness
President	John Collins
Deputy President (Clubs & Societies)	Eric Lai
Deputy President (Finance & Services)	Jonathan Matthews
Deputy President (Graduate Students)	Shama Rahman – arrived 7.55pm
C & G CU President	James Fok
ICSM President	Shiv-Karan Chopra
A&E Chair	Margaret Holme
ACC Chair	Luke Taylor
OSC Chair	Sabena Mughal
RCC Chair	Mark Flower
SCC Chair	James Millen
CAG Chair	Radha Gadhok
RAG Chair	Stephen Brown
ICU Equal Opportunities Officer	Thomas Brodrick
C&GU Welfare Officer	Emma Persky – arrived 7.20pm
RCSU Welfare Officer	Jennifer Morgan
C&GU Academic Affairs Officer (Taught)	Alexandra Martinsson Dorff
ICSMSU Education Rep 123	Eleanor Barry
C & G CU Research Rep	Eirini Spentza
RCSU Research Representative	Daniel Sauder
C&GCU Rep (Undergraduate)	Steven King
	Nicholas Simpson
	Edo Abraham
	Yanyan Huang
C&GCU Rep (Postgraduate)	Ashley Brown
RCSU Rep (Undergraduate)	Derek Wan
	Zhibing Hu
ICSMSU Rep (Undergraduate)	Anojan Arulanathan
	Jitin Verma
ICSMSU Rep (Postgraduate)	David Bonsall
Non Faculty Rep	Andrew Sykes
Permanent Secretary	Peter Haldane
Head of Commercial Services	Sue Bedford
Head of Student Services	Robin Pitt
Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

Apologies: Deputy President (Education & Welfare) Ben Harris – proxy President, RCSU President Jad Marrouche – proxy C & G CU President Media Group Chair James Yearsley – proxy SCC Chair, RSM President Sebastian Turner, WCUS President Jay Khaneka, ICSMSU Welfare Officer Tamara Keith (Proxy ICSMSU President), ICSMSU Education Rep 456 Zacharia Silk RCSU Academic Affairs Rep (Taught) Matthew Hartfield, RCSU Rep (Postgraduate) Alex Guite – proxy Deputy President (Finance & Services) ICSMSU Rep (Undergraduate) Zain Sikafi

Not present: Silwood Park Chair Michael Garrett

1. CHAIRS BUSINESS

NOTED:

- a) Council were reminded that a prompt arrival means a prompt start to the meeting.
- b) Councillors were asked to complete their Register of Interests and return them to the Administration Coordinator as soon as possible.
- c) The Chair welcomed and congratulated the recently elected members of Council.
 - i. Ordinary members of Council were reminded of Regulation 4, point 35, that if they fail to attend 2 consecutive meetings, they will be deemed to have resigned.

2. MINUTES – 23rd October 2006

NOTED:

- a) Ashley Brown was present as an observer at the meeting.
- b) The Deputy President (Clubs & Societies) questioned why he was recorded in the vote count on agenda item 10.2.
 - i. Council reminded the Deputy President (Clubs & Societies) that he asked that his vote be recorded in the minutes.

RESOLVED:

- 1) To accept the minutes as true and correct.

3. MATTERS ARISING

NOTED:

- a) In regards to item 4.1, investigating why recent medic graduates can currently vote, it was stated that Registry have rectified this problem.
- b) In regards to item 14.1, motion to oppose Islamophobic attacks on students, the President reported that he had been in communication with the chair of ISoc who was of the opinion that this is not the foremost issue of concern for Imperial College students at the present.

4. ELECTIONS REPORT AND ULU DELEGATION

RECEIVED: The report was presented by the President

NOTED:

- a) In regard to the ULU delegation, the President stated that the Deputy President (Clubs & Societies) will be a valuable ULU delegate as the negotiation to ULU cups and leagues is currently being addressed.

RESOLVED:

- 1) To nominate John Collins, Ben Harris, Eric Lai, Lin Mei and Furquan Kidwai as delegates to ULU Council.
- b) In regards to the current vacancies on Union Council, it was agreed unanimously that the vacant position be elected at this meeting of council.
- c) Hustings took place for all positions and votes were cast by paper ballot and processed as STV.
- d) In regards to the position for Postgraduate Engineering Councillor:
 - i. The candidates were Viktor Vojnovski, Safa Shoafo, Steve Bouzalakos and Oday Abu-Hamdan.
 - ii. Safa Shoafo and Steve Bouzalakos were unable to be present but the President read out their submitted manifestos.
 - iii. Viktor Vojnovski, was elected with 6 votes.
- e) In regards to the position for Undergraduate Natural Science Councillor:
 - i. The candidates were Arik Funke, Keshalini Sabaratnam and Adi Misra-Godwin.

- ii. Arik Funke was the clear winner in the first round
 - iii. It was a draw between Keshalini Sabaratnam and Adi Misra-Godwin.
 - iv. The second winner was decided by a coin toss.
 - v. Adi Misra-Godwin was the winner in the second round.
- f) In regards to the Welfare campaigns officer, Kirsty Patterson was the only candidate to stand.
- i. Kirsty was unable to be present, however, the President read out her manifesto.
 - ii. There were no objections and Kirsty was duly elected.

RESOLVED:

- 2) To elect Viktor Vojnovski as the Postgraduate Engineering Councillor**
- 3) To elect Arik Funke and Adi Misra-Godwin as the Undergraduate Natural Science Councillors.**
- 4) To elect Kirsty Patterson as the Welfare Campaigns Officer.**

The agenda was re-ordered to receive agenda item 6 as the next item of business.

6. EXECUTIVE COMMITTEE REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) Reports from Executive Committee will come to Council only when required.

RESOLVED:

- 1) To accept the report.**

5. NUS REFERENDUM REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) There have been 17 processed complaints thus far.
- b) The election software has been updated to process the referendum.

RESOLVED:

- 1) To accept the report.**

7. PRESIDENT REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) The President highlighted the section on Wye in the report.
- b) Clubs and Societies were urged to get involved with the Centenary preparations as this is an incredible promotional opportunity.
 - i. Trevor Philips has confirmed to be a guest speaker at the ball.
- c) DaVinci's will be furnished by early December.
- d) The RCC Chair questioned what the status of returning electricity and more specifically lights to the west side on the Union Building was.
 - i. The Deputy President (Clubs & Societies) stated that the contractors have encountered difficulties as there are no plans for the building and thus find it difficult to give an estimated time of completion.
 - ii. The A&E Chair stated that MTSoc had enquired with the builders and they had assured that the lightening will be resumed by the 17th of November.

- iii. It was requested that if the lighting is not resumed, emergency lighting be installed.

ACTION:

1. **The Permanent Secretary to seek a confirmed date from the builders as to when the electricity, and more specifically the lighting, will be returned to the west side of the building.**

RESOLVED:

- 1) **If the lighting is not reinstated by the 17th November, the installation of emergency lighting is to be investigated.**
- 2) **To accept the report.**

8. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The Deputy President (Clubs & Societies) introduced Sabena Mughal, the recently elected OSC Chair.
- b) The Clubs and Societies review is progressing slowly due to the working group being unable to convene a suitable meeting time.
 - i. Council were asked to inform the Deputy President (Clubs & Societies) if they wished to input in to the review.
- c) The Deputy President (Clubs & Societies) has contacted Tanaka in regards to clubs being set up but is unsure what the current situation is.
- d) In regard to the Sports Partnership, the document is still in draft form.
- e) It was questioned as to when the new clubs committee will be meeting.
 - i. The Deputy President (Finance & Services) stated that it is proved difficult to coordinate a meeting of the committee and there have been other demands on his time.
 - ii. The President stated that the system is not ideal and a 'bottle neck' has been created by the amount of work required of the Deputy President (Finance & Services) created by the referendum.
 - iii. The SCC Chair expressed concern that this 'bottleneck' would be used as a reason to abolish the New Clubs Committee and hoped that this would not be the case.
 - iv. The Deputy President (Clubs & Societies) gave background on the reasoning for the creation of the New Clubs Committee and stated that this was a decision taken by Student activities committee who were unanimous in their support of this.

RESOLVED:

- 1) **To accept the report.**

9. DEPUTY PRESIDENT (EDUCATION & WELFARE) REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) At the recent march against Top up fees, although the turnout from Imperial College was poor, it was double that of UCL.
- b) The combined meeting of Academic Affairs and Welfare Committee went very well.
- c) It is anticipated that the double rooms in Eastside will be bigger than those in Southside.
 - i. The Deputy President (Finance & Services) gave a point of information that the double rooms in Southside are extremely small. However, it is not confirmed that they will remain as double rooms.

RESOLVED:

- 1) **To accept the report.**

10. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) In regards to clubs funding, final details need to be confirmed but it is anticipated that the allocations will be released in the following days.
- b) The Deputy President (Finance & Services) expressed thanks to the clubs who had been active in their debt recovery.
- c) The New Clubs committee will meet before the next meeting of Student activities committee.
 - i. The outcome will be presented to Student activities committee.
- d) Those who are interested in being involved in the Centenary Ball planning were asked to contact the Deputy President (Finance & Services).

RESOLVED:

- 1) To accept the report.**

11. DEPUTY PRESIDENT (GRADUATE STUDENTS) REPORT

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) It was questioned as to what the status of the GSA finances were at.
 - i. The first GSA event was processed through Union Ents and has not yet been processed.
 - ii. The '3 College' event has been processed and will show in the accounts soon.
- b) The RAG Chair opined that seeking a PG Common room is not a good use of Sabbaticals time.
 - i. It was acknowledged that there are some taught masters students that are older.
 - ii. The President stated that this was a project that was started last year by the Deputy President (Graduate Students) at the time.
 - iii. Ashley Brown asked that it be ensured that Postgraduate students not be displaced from the SCR during this process.
 - iv. The C & G CU Welfare Officer stated that this concept should be extended to all mature students.
 - v. The Deputy President (Graduate Students) stated that it is difficult to extract this data, which is those students who identify as mature, from Registry as it is not a filterable field.
 - vi. It was stated by the SCC Chair that the concept of providing space for mature only students may be construed as ageist.

RESOLVED:

- 1) To accept the report.**

12. FELIX REPORT

RECEIVED: The paper was presented by the Felix Editor.

NOTED:

- a) The Felix Editor asked Council to mandate Sabbatical Officers to get naked so that there is some news to report.
- b) The ICSMSU President stated that only 1 bale of Felix had been delivered to Charing Cross campus and he would like 2 bales
- c) It was questioned as to why the IC Entrepreneurs received so much publicity in Felix.
 - i. The Felix Editor stated that a member of that society works on Felix and thus has infiltrated through that role.

ACTION:

1. To distribute 2 bales of Felix to Charing Cross Campus.

RESOLVED:

- 1) To accept the report.

13. PROPOSED ICU CONSTITUTION

Agenda items 13, 14, 15 and 16 were received and discussed together.

RECEIVED: The papers were presented by the President.

NOTED:

- a) This is the second reading of the Union Constitution proposed changes.
- b) The President highlighted amendments that were made on the recommendation of the last Council.
 - i. The 2 representatives from the Clubs and Societies Board to Executive Committee will be on the recommendation from Clubs and Societies Board and ratified by Council.
 - ii. This will also occur for representatives from the Welfare and Representation Board.
- c) The President has consulted with College whom appear to be in favour of the changes.
- d) There appears to be reservation from College in regards to passing the Constitution with Faculty Unions named as such that they are not corresponding with the terminology used by College.

The Chair moved to a vote to accept all documents presented as agenda items 13, 14, 15 and 16.

There were no objections and it was passed unanimously.

RESOLVED:

- 1) To accept the proposed amended Constitution. (See appendix for Constitution)

17. GOVERNANCE REVIEW POLICY AMENDMENTS

RECEIVED: The papers were presented by the President.

NOTED:

- a) In regards to the proposed Disciplinary Policy:
 - i. This proposed policy has the support of College Registry.
 - ii. The sections pertaining to the introduction of the Court have been included.

The chair moved to vote on accepting the proposed Discipline Policy. ***There were no objections and it was passed unanimously.***

RESOLVED:

- 1) To accept the Disciplinary Policy. (See appendix for policy)
- b) In regards to the proposed Transport Policy:
 - i. The President proposed that this policy be accepted but then have the intricate details sorted by Clubs and Societies Board.
 - ii. Ashley Brown stated that this policy should not include mascots.
 - iii. The mention of night buses does not mean that this service is being reintroduced.

ACTION:

1. The President, Deputy President (Clubs & Societies) , RCC Chair and Ashley Brown to discuss and rework the policy and then present the document to Clubs and Societies Board for approval.

The chair moved to vote on accepting the proposed Transport Policy. ***There were no objections and it was passed unanimously.***

RESOLVED:

- 2) To accept the Transport Policy. (See appendix for policy)**

18. MOTION TO CONTINUE TO OPPOSE DISCRIMINATORY ATTACKS ON STUDENTS

RECEIVED: The paper was presented by Camilla Royle

NOTED:

- a) The proposer stated that the reason that this motion has been put forward is because in her opinion it is not just general discrimination occurring, Muslims are being targeted.
- b) The Felix Editor stated that after talking to Professor Rawlings about 'spying' on campus, Professor Rawlings said that College had no plans to neither engage in this kind of activity nor release information to the Secret Service.
 - i. The President has had confirmation from the Rector that spying does not go on in College, nor will go on in the future.
- c) In regards to the College dress code, the President stated that the Union took its concerns to College when it was first released and College implemented some of the suggested changes.
- d) The RAG Chair expressed concern with the title of the motion and that it suggests that attacks are actually occurring.
 - i. The RAG chair proposed to remove the word 'attack' from the title'. The proposer accepted this change.

RESOLVED:

- 1) To remove the word 'attacks' from the title of the motion.**

- e) The President stated that he had met with the President of ISOC and informed of the following points raised by the ISOC President :
 - i. The ISOC President intends to circulate the paper presented by Miss Royle to the rest of the Society for feedback.
 - ii. In his opinion, this is a nationwide issue; not just exclusive to Imperial College students.
 - iii. He suggested releasing a statement reiterating Imperial College Union stance on the College dresscode.
- f) The CGCU Welfare Officer stated that she did not agree with belief 2 with the reference to free speech as this is covered in the Imperial College Union Equal Opportunities policy.
 - i. Miss Royle agreed to the removal of the reference to 'free speech'

RESOLVED:

- 2) To remove 'and the right to free speech' from belief 2.**

- g) The CGCU Welfare Officer stated that she did not agree with belief 4 in that she does not believe that spying does increase sectarianism.
- h) The RCSU Research Representative called procedural motion n, to stop a question and not vote on it for the following reasons.
 - i. He stated that Imperial College Union already has policy to protect individuals.
 - ii. College have assured that they do not intend to 'spy'.
 - iii. This motion does not have the support of ISOC.
- i) The ICSMSU President expressed his disappointment that ISOC have not been consulted by the papers proposer as this was mentioned at last Council with the initial motion was presented.

Council moved to a vote on procedural motion, to stop the question being considered and not vote on it.

FOR	27
AGAINST	8
ABSTAIN	3

Paper falls

ACTION:

1. The President to discuss the fallen motion with Miss Royle outside of the meeting.

19. ANY OTHER BUSINESS

19.1 PROPOSAL TO GRANT HONORARY LIFE MEMBERSHIP TO RUPERT NEATE

RECEIVED: The paper was presented by Stephen Brown

NOTED:

- a) The RCC Chair stated that he thought belief 5 to be factually inaccurate and proposed that the belief be struck.
 - i. Mr Brown agreed to remove belief 5.

RESOLVED:

1) To remove belief 5.

- b) The RCC Chair asked that belief 3 be removed as he believes that this decision was not taken lightly.
 - i. Mr Brown stated that Council granted Honorary Life Membership to the 05-06 Deputy President (Graduate Students) who in his opinion did not work as hard as Mr Neate.
 - ii. The President stated that in his opinion, the reason that Honorary Life Membership was not given to Mr Neate was due to him breaking in to College property and breaching college policy and regulations.

Council moved to a vote on striking belief 3.

FOR	18
AGAINST	8
ABSTAIN	11

RESOLVED:

2) To remove belief 3 from the paper.

- c) The President requested that beliefs 4, 5, 6 be struck and stated that this does not alter the resolves but wished not to have the beliefs in writing.
 - i. Mr Brown did not agree to strike belief 6 as he feels that this is the case.
 - ii. The Deputy President (Finance & Services) stated that the decision was made by Council and not by the sabbatical officers.

Council moved to a vote to remove belief 4

FOR	16
AGAINST	8
ABSTAIN	13

RESOLVED:

3) To remove belief 4

Council moved to a vote to remove belief 6

FOR	16
AGAINST	12
ABSTAIN	10

RESOLVED:

4) To remove point 6

- d) The Deputy President (Clubs & Societies) proposed to move to a vote to accept the amended paper.
 - i. The SCC Chair stated that the paper is offensive to last years Council where this decision was rationally made last year.
 - ii. The Deputy President (Clubs & Societies) stated that there were only 11 people in the room that made the decision last year.
- e) The Felix Editor stated that Mr Neate, although he irritated some people, he was the best investigative journalist that Felix has had in many years and ultimately worked for the best intentions of the paper.
- f) The RCC Chair stated that the Felix reports were rejected on a number of occasions by Council last year.
 - i. The Chair stated that his recollection of the reports being rejected were that Council though it would be amusing to reject the reports at the times when Mr Neate was.

Council moved to a vote on accepting the paper

FOR	22
AGAINST	6
ABSTAIN	12

Paper passes

RESOLVED:

- 5) To award Rupert Neate honorary life membership of Imperial College Union.**
- 6) To extend their congratulations to all those involved with Felix last year.**
- 7) To encourage the current editor, Andy Sykes, to organise a celebratory bar night so that the Felix staff can indulge in appropriate triumphalism in light of their achievements.**

Meeting closed 9.05pm

DATE OF NEXT MEETING – 7 December 2006

Approved as a correct record at a meeting of Council

on _____ 2006

_____ Chair of the Meeting

Imperial College Union Constitution

1. Name

1. The name of the students' union referred to in this Constitution shall be the Imperial College Union, also referred to as "the Union".
2. The Union and its recognised clubs and societies may use the name and arms of Imperial College in their titles and in pursuit of their activities but they may not assign the privilege to any other individual, group, or company without the approval of the College Secretary or his or her nominee. In using the names and arms, the Union and its clubs and societies shall have due regard for Imperial College's status and reputation.

2. Aims and Objects

1. The aims and objects of the Union shall be:
 1. To advance the education of its members and promote, without prejudice, their welfare at all times.
 2. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
 3. To represent the needs and interests of its members to Imperial College and external bodies.
 4. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
2. In pursuing its aims and objects, the Union shall govern itself democratically and with regard to the principles of equality and diversity.

3. Membership

1. The following persons shall be members of the Union, as provided in the following categories. Membership of the Union entitles the holder to make use of all its facilities, amenities and services.
2. **Full Members**
 1. All registered students of Imperial College are Full Members of the Union.
 2. Only Full Members are entitled to receive any form of subsidy from the Union, or to participate in the government of the Union, that is, standing for or holding office, voting in any election or meeting, or chairing a meeting of the Union, its Faculty Unions, clubs or societies.
 3. A person who is not a Full Member may only participate in the government of the Union as set out in 3.2.2 above if they are a Life Member or member of the Imperial College staff, and in either case not a member of the permanent Union staff. They shall possess the rights and duties of Full Members only so far as it involves exercising the rights and duties of office and only in the following capacities:
 - a. They are appointed as a returning officer, scrutineer or member of an elections or referendum committee, or
 - b. They are members of the Executive Committee, Court, disciplinary or disciplinary appellate committee.

4. No committee shall contain more than one member of the Imperial College staff, nor be chaired by one, unless acting as returning officer.

3. Associate Members

1. The Executive Committee may grant Associate Membership to College or Union staff, or to any Further or Higher Education student over the age of eighteen under such conditions as it may set, entitling them to use the facilities of the Union.

4. Life Members

1. A person shall be entitled to become a Life Member of the Union upon payment of subscription if they have been:
 - a. A Full or Associate Member of the Union for at least one academic year,
 - b. A Research or Teaching Assistant for at least two academic years,
 - c. A member of the full time Union staff for at least two years, or
 - d. A member of the Imperial College staff for at least two years.
2. Life Members may not participate in the government of the Union except in pursuance of those duties permitted under section 3.2.3.
3. Life Membership shall be bestowed upon the Union Honorary Senior Treasurer and other Honorary Senior Treasurers without payment at the Council's discretion during their tenure.
4. Honorary Life Membership may be awarded without payment of subscription under policy approved by the Council.
5. Only Life Members of the Union are eligible for life membership of any constituent part of the Union.

5. Opting Out

1. Any student shall have the right not to be a member of the Union and signify that he or she does not wish to be represented by it.
2. The Union shall liaise with Imperial College to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so. A student opting out of membership of the Union is deemed to have opted out of membership of their Faculty Union, and may not participate in the government of either Union, club, society or other part thereof..
3. A person who has opted out of membership of the Union may re-join with the permission of the Council.

4. Affiliation

1. The Union has the right to affiliate to any organisation which furthers its aims, subject to a resolution of the Council.
2. Such an organisation shall not be of a religious or political nature, however clubs and societies may affiliate to a religious or political organisation. The Union and any part of the Union may not knowingly affiliate to an illegal organisation.
3. If the Union or its clubs and societies decide to affiliate or donate monies raised to an external organisation, they shall publish notice at Council of the decision stating the name of the organisation and details of any monies paid or donated to that organisation.
4. The Union shall review the external organisations to which an affiliation fee has been paid or a donation given and report these annually by means of a published report.

5. Officers of the Union

1. The Officers of the Union shall be the President and Deputy Presidents, who shall be Sabbatical Officers on conditions approved by Imperial College, and non sabbatical Officers who shall be Full Members of the Union.
2. The _____ of the Officers of the Union and the means by which they are _____ shall be set in Regulations.
3. No person shall hold sabbatical office in the Union for more than two full academic years. No person who held sabbatical office during an undergraduate course may hold sabbatical office until their entire course is completed to the satisfaction of Imperial College.

6. The Council

1. The Council shall be the sovereign and governing body of the Union and shall exercise all the powers of the Union, except those relating to the interpretation of this Constitution, its Regulations and any policy, rule, act of omission made under it and the interpretation and resolution of disputes in individual elections or referenda.
2. The Council shall further the _____ of the Union and determine _____, except where policy is determined by _____.
3. The Council shall receive such reports from Officers and committees that it may require, with Sabbatical Officers and the Executive Committee reporting to each ordinary meeting.
4. All Full Members of the Union may attend the Council as an observer with full speaking rights and the right to propose and second motions and other business.
5. The _____, its _____ and _____ shall be set in Regulations.
6. The Council shall be called:
 1. Once per month or more during term time by the President, or
 2. By the Council Chair upon receipt of a request by:
 - a. The Executive Committee, the Council or General Meeting,
 - b. Ten members of the Council, or
 - c. 100 Full Members of the Union.

7. General Meetings

1. General Meetings are held to ensure the accountability of the Union to its members.
2. All Full Members of the Union may participate and vote all aspects of business at a General Meeting. The quorum shall be 200 Full Members.
3. The standing orders and procedures for the calling and conduct of General Meetings shall be set in Regulations.
4. A General Meeting shall be called by:
 1. The President,
 2. The Council Chair upon receipt of a request by:
 - a. The Executive Committee or the Council,
 - b. A petition signed by at least 100 Full Members of the Union requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
 3. A General Meeting shall discuss a specific item of business only, and may:

- a. Review and refer back policy or operational policy made by the Council or Executive Committee respectively, and
- b. Hold the Sabbatical Officers and Felix Editor to account.

8. Referenda

1. Referenda shall be the last resort in deciding policy of the Union. The Council may also refer a constitutional or regulatory change for approval by referendum. All and only Full Members of the Union may vote.
2. A referendum may be called by:
 1. Five percent of the Full Membership of the Union, or
 2. The Council, for policy previously decided by referendum or referred back to it by a General Meeting, unless it is called within twenty College days of the end of the Summer Term, whereupon it shall be disregarded.
3. A motion for referendum shall be on a single issue and have a 'yes' or 'no' resolution.
4. A petition for a referendum under shall include names, years, departments and signatures or College identification numbers ("CIDs") of the petitioners and shall be received by the President. The constitutionality of the petition must be resolved by the Court prior to the referendum proceeding.
5. No issue shall be put to referendum if it has already been put to referendum:
 1. in the current academic year if it concerns affiliation by the Union to an external organisation, or
 2. in the current or previous two academic years for any other issue.
6. Sub-sections 8.2 to 8.5 do not apply to a referendum to change the constitution or regulations. No more than one referendum per academic year may held in relation to any such change, unless it is a re-run of an earlier referendum.
7. The referendum shall be determined by simple majority whether relating to policy or a constitutional or regulatory change. If less than fifteen percent of the Full Membership vote then the referendum shall be null and void.
8. Policy decided by referendum shall be immediately binding upon the Union and supersedes any previous policy. Any decision resulting from a referendum may only be reversed by a referendum.
9. If a referendum results in a draw, the Council may authorize a re-run notwithstanding section 8.5, provided it does so at least twenty days before the end of the Summer Term; if the Council does not authorize a re-run, the motion subject to the referendum falls.

9. Committees of the Union

1. There shall be the following standing committees of the Union:
 1. ,
 2. The Clubs and Societies Board,
 3. The Representation and Welfare Board,
 - 4.
 5. ,
 6. Faculty Unions, and
 7. The Graduate Students' Association.
2. **Delegation**

The Council and its standing committees may establish and thereafter dissolve sub-committees and delegate powers to them or individuals save:

1. that such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
 2. that a record of delegated power shall reported by the Chair of the delegating committee to the Council and retained by the President.
3. All Union committees shall follow the standing orders and rules of procedure as set out in Regulations.
 4. The chair or president of the standing committees shall be required to make such reports to Council as it may require, which shall be at least once per year.
 5. The Sabbatical Officers shall be *ex-officio*:
 1. Non-voting members of clubs and societies and their committees,
 2. Non-voting members of the Faculty Unions and their committees, and
 3. Voting members of all other Union committees, except the Court, disciplinary, disciplinary appellate, elections and referenda committees.

10. The Executive Committee

1. The Executive Committee shall be responsible for the overseeing the general management of the Union and co-ordinating all the Union's affairs, including commercial and voluntary matters, in both policy and financial terms.
2. The Executive Committee shall be at all times subject to the superintendence and control of the Council, and shall report its business to the Council for approval.
3. The Sabbatical Officers shall report to the Executive Committee those matters relating to their office and the Executive Committee's remit.
4. The Executive Committee shall:
 - a. Advance the aims and objects of the Union,
 - b. Implement Union policy,
 - c. Set operational policy in line with Union policy,
 - d. Oversee the day-to-day running of the Union and the co-ordination of its activities,
 - e. Establish policy on staffing issues and oversee staffing matters,
 - f. Establish policy on health and safety issues and oversee health and safety matters,
 - g. Deal with disciplinary matters in accordance with policy,
 - h. Establish principles for the fair allocation of the resources available to the Union,
 - i. Monitor financial performance against budget,
 - j. Receive the audited annual accounts of the Union and report their findings to the Council,
 - k. Monitor the performance of the trading outlets, services and retail facilities of the Union, and
 - l. Act as trustees of the Union.
5. The Executive Committee shall:
 - a. consist of the Sabbatical Officers and up to _____,
 - b. have a quorum of six members, and
 - c. meet at least every two weeks during term time.
6. The Union General Manager and the Honorary Senior Treasurer shall be permanent observers of the Executive Committee.
7. In matters of urgency, the Executive Committee may act on behalf of the Council with its authority, provided all such actions are reported to and approved by the Council at its next meeting.
8. An emergency meeting of the Executive Committee may be called by:
 - a. The Council,
 - b. The President, or
 - c. Three other members of the Executive Committee, with it meeting within two College days of being called.

11. The Court

1. The Court shall exercise sovereign power over the interpretation of this Constitution, its Regulations and any policy, rule, act or omission made under it; the Court shall also exercise sovereign power over the resolution of any dispute in individual elections or referenda.
2. The Court shall perform such other judicial, investigative or disciplinary roles as may be allocated to it by the Regulations or any policy or rule.
3. The Court shall not manage or exercise policy-making powers over any other part of the Union.
4. The Court shall direct its own procedure, subject only to the Constitution and Regulations. The Court shall not delegate its functions to any person or body outside its supervision.
5. Decisions of the Court bind the whole Union, or such constituent part of it as may be defined by the Court. An interpretation of a rule has the same status as the rule itself.
6. Members of the Court shall adhere to a code of conduct approved by the Court and the Council.
7. No member of the Court may simultaneously be:
 - i. an Officer of the Union or Felix Editor,
 - ii. a member of the Council, Executive Committee, Clubs and Societies Board or Representation and Welfare Board,
 - iii. a member of the permanent Union staff, or
 - iv. an Honorary Senior Treasurer.
8. The Court may include up to three Life Members and one member of the Imperial College academic, academic-related or senior administrative staff under terms set in Regulations. No such Life Member shall have their life membership suspended or removed unless they are first dismissed from the Court by the Council, or their term expires.
9. Regulations may provide for an appeal within the Court and from the Court to the Rector of Imperial College, under such circumstances as set out in the Regulations.

12. The Faculty Unions

1. The Faculty Unions are the students' unions for the respective Faculties of Imperial College and an integral part of the Union.
2. The s' constitutions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Executive Committee, which shall either accept the amendments or refer them to the Council for consideration.

13. Finance

1. The President is responsible to the Imperial College Council for the finances of the Union.
2. The day to day administration of the Union's finances shall be delegated by the President to a Deputy President with responsibility for finance.
3. The Council shall lay down , provided that no alteration to these Regulations shall take effect until approved by the Imperial College Council on the recommendation of the College Audit Committee.
4. The Union's accounts shall be approved by the Executive Committee and the College Audit Committee prior to approval by the Imperial College Council, and made available to the public.
5. There shall be a Union Honorary Senior Treasurer appointed by the Council and approved by the Rector, who shall specifically approve the Union's budget and monitor expenditure on behalf of the Imperial College Council, and exercise other duties set in the Financial Regulations.

14. Elections

1. Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the procedures in the Election regulations.

2. Only Full Members of the Union may vote in Union elections. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election, their proposers and their seconders must be Full Members of the Union. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
4. All Full Members of the Union may stand for and vote in Sabbatical Officer and Felix Editor elections, which shall be by College-wide secret ballot.

15. **Policy**

1. Policy of the Union shall be determined by Council and referenda.
2. The Executive Committee shall determine operational policy as directed and bound by the Council.
3. Union policy and operational policy is binding on the whole Union.
4. Policy which gives the Union or any of its constituent parts powers which are not already laid out in this Constitution shall require approval of the Council with a two-thirds majority on two successive meetings between fifteen and forty College days apart, and the approval of the Imperial College Council.
5. The President shall maintain a record of all Union policy and operational policy in force and ensure it is available to any member of the Union.
6. Union policy (except the Disciplinary Policy), operational policy and policy approved by any standing committee with the authority to do so shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President or relevant committee chair should re-present the policy with amendments as appropriate before it lapses, and the Council or committee may vote on whether to continue the policy for the next three academic years.

16. **Personnel**

1. The President, as advised by the Union General Manager, is responsible for the appointment and management of the Union staff.
2. The Council shall establish by Regulation a _____ setting out the divisions of responsibilities between the staff and elected officers, to promote the democratic structure of the Union and its integrity as an employer. It shall be responsibility of the President to clarify and enforce this protocol, unless the Court is meeting, in which case it is the responsibility of its chair to do so.

17. **Discipline**

1. Misconduct in the Union is dealt with in the following ways depending on the individual concerned:
 1. _____ or misconduct by members of the Court may be dealt with by the Council or its committees under Regulations; this may include censure or dismissal.
 2. _____ shall be dealt with by the Union under Union policy approved by the Imperial College Council, which forms part of the College Code of Discipline for students.
 3. Misconduct by Associate or Life Members shall be dealt with under Union policy, which may include their expulsion from the Union.
 4. Misconduct by Union staff shall be dealt with by the President and Union General Manager through the line management structure.

2. The Council may by Regulation provide that a person dismissed from office or guilty of misconduct in an election or referendum may be prohibited from election or appointment to that or any other office.

18. Relationship with Imperial College

1. The relationship between the Union and Imperial College is defined in the , approved by the Union and Imperial College Councils.
2. The Memorandum of Understanding shall be included in the Regulations.

19. Interpretation

1. Words used in this Constitution and in any Regulation made hereunder have the same meaning as in the .
2. The Court interprets this Constitution, its Regulations and any policy, rule, act or omission made under it.
3. If an issue requiring an interpretation arises when the Court is not meeting, the chair of a meeting, or if present, the President may give a preliminary ruling. Constituent parts of the Union may designate a person to give preliminary rulings in respect of their own rules. Preliminary rulings do not bind the Court.
4. An interpretation made by the Court forms a binding precedent upon it. The Court may depart from its own precedents only when the interests of justice require it.

20. Amendment

1. This Constitution may be amended by resolution of the Council, passed by a two-thirds majority at two successive meetings, not less than fifteen and not more than forty College days apart, with the approval of the Imperial College Council.
2. The Regulations may be amended by resolution of the Council, passed by two successive meetings, not less than fifteen and not more than forty College days apart, with the second reading passed by a two-thirds majority.
3. The Council may at first reading and by a separate resolution at two-thirds majority, replace the second reading of an amendment to the Constitution or Regulations with a referendum to be held not more than forty days after the first reading nor after the end of the Summer Term.
4. The Disciplinary Procedure, Finance Regulations, Court, Memorandum of Understanding, any new Regulation and any part of a Regulation affecting the membership of or voting rights upon the Council, or composition, titles or job descriptions of the Sabbatical Officers require for amendment the approval of the Imperial College Council. Other regulatory amendments made shall be deposited with the Clerk to the Imperial College Council.
5. Notwithstanding section 20.4, an amendment to the internal composition (but not the overall number) of those members of the Council who become members otherwise than by virtue of holding a qualifying post does not require the approval of the Imperial College Council.
6. The Court shall provide its opinion on the constitutional propriety, efficacy and fairness of a proposed constitutional or regulatory amendment to the Council before the second reading or referendum of the same. The Court may, at its discretion, provide an opinion upon the same to the Clerk to the Imperial College Council.

21. Regulations

1. The Regulations of the Union shall be:
 1. .
 2. and Referenda.
 3. .

- 4.
- 5.
- 6.
7. Union Court.
- 8.

22. **Revocation**

1. This Constitution shall be binding on all parts of the Union from the 24th November 2006.
2. From the 24th November 2006 all previous constitutions and regulations are revoked.

Regulation One - Officers of the Union

A. Officers of the Union

1. The Officers of the Union shall be the:
 1. President,
 2. Deputy President (Clubs & Societies),
 3. Deputy President (Education & Welfare),
 4. Deputy President (Finance & Services),
 5. Deputy President (Graduate Students),
 6. Council Chair,
 7. President of the Imperial College Faculty of Engineering Students' Union,
 8. President of the Imperial College Faculty of Medicine Students' Union,
 9. President of the Imperial College Faculty of Natural Sciences Students' Union,
 10. Arts and Entertainments Board Chair,
 11. Athletics Clubs Committee Chair,
 12. Media Group Chair,
 13. Overseas Societies Committee Chair,
 14. Recreational Clubs Committee Chair,
 15. Royal School of Mines Committee Chair,
 16. Silwood Park Union Chair,
 17. Social Clubs Committee Chair,
 18. Wye College Union Society President,
 19. Imperial College Faculty of Engineering Students' Union Academic Affairs Officer (Taught Students),
 20. Imperial College Faculty of Medicine Students' Union Imperial College School Medicine Students' Union Academic Affairs Officer (Taught Students),
 21. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Taught Students),
 22. Imperial College Faculty of Engineering Students' Union Academic Affairs Officer (Research Students),
 23. Imperial College Faculty of Medicine Students' Union Academic Affairs Officer (Research Students),
 24. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Research Students),

25. Imperial College Faculty of Engineering Students' Union Welfare Officer,
26. Imperial College Faculty of Medicine Students' Union Welfare Officer,
27. Imperial College Faculty of Natural Sciences Students' Union Welfare Officer,
28. Community Action Group Chair,
29. Equal Opportunities Officer,
30. Welfare Campaigns Officer
31. Rag Chair.

B. General provisions

2. The Sabbatical Officers shall be the President and Deputy Presidents of the Union, who shall hold sabbatical office on conditions approved by Imperial College. Non sabbatical Officers shall be Full Members of the Union.
3. Non-sabbatical officers who hold sabbatical office and the Felix Editor shall also hold sabbatical office on conditions approved by Imperial College.
4. The members of the Executive Committee have a collective responsibility as trustees of the Union to execute their office according to aims and objects of the Union.
5. An Officer of the Union may resign in writing to the President. The President may resign in writing to the Council Chair and Imperial College's Clerk to the Court and Council.
6. The President is responsible for co-ordinating the work of the Officers of the Union, and for delegating the duties and responsibilities of Officers in the case of vacancies or if an Officer is unable to carry out their duties.
7. No person may hold more than one Officer of the Union post.

C. Register of Interests

8. A Register of Interests shall be kept for Officers of the Union, the Felix Editor, members of the Court and any other person at the discretion of the Council or Executive Committee.
9. The Register shall be available to all Full Members of the Union.
10. The Register shall contain any current part-time external employment, directorships and direct shareholdings, and the Officer's department and year.
11. The Register shall contain all current and former:
 1. courses of study at Imperial College,
 2. employment by the Union or by College,
 3. gifts, and free or discounted tickets received in connection with Union business,
 4. sponsorship by any firm in connection with a course of study or Union business,
 5. positions of office held within the Union or any constituent part,
 6. membership of any Union committee,
 7. membership of any Union club or society, and their committees, and
 8. any employment, membership, or positions within the University of London Union, or any representative student organisation.
12. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer receives which might reasonably be thought by others to influence his or her actions, speeches, or votes in committees, or actions taken in his or her capacity as an Officer.
13. Union Officers shall be required to sign the Register as an accurate record of their interests as a requirement of taking office.
14. The Register shall be kept and maintained by the President, who shall be responsible for notifying Officers of the responsibilities and requiring Officers to register.
15. In the event of a dispute on the question of whether a matter is registrable, the Council Chair shall adjudicate and make a ruling, which may be appealed to the Court, whose decision is final, with previous decisions providing a precedent for future ones.

D. Job Descriptions for the Sabbatical Officers and the Felix Editor

16. **The President**
The Union President shall:
 - i. Execute the policy and further the aims and objects of the Union,
 - ii. Be the ultimate representative of the Union,
 - iii. Be responsible for the efficient organisation and administration of the Union,
 - iv. Be responsible for the activities of the Union,
 - v. Be responsible for the Union's Elections,

- vi. Be responsible for constitutional development and preliminary interpretation,
- vii. Be responsible for the finances of the Union,
- viii. Be responsible for staffing and discipline issues,
- ix. Be responsible for the work of the Executive Committee,
- x. Chair relevant Union Committees,
- xi. Liaise with Union and College staff as appropriate,
- xii. Represent the Union on external committees as appropriate,
- xiii. Be responsible for Health and Safety across the whole Union,
- xiv. Report to Union Committees as appropriate, and
- xv. Negotiate extra duties for Union Officers where appropriate.

17. Deputy President (Finance and Services)

The Deputy President (Finance and Services) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible to the President for all aspects of the Union finances,
- iv. Be responsible to the President for the Union's commercial services,
- v. Co-ordinate trading forums and the finance-related aspects of the Clubs and Societies Board,
- vi. Liaise with Union and College staff as appropriate,
- vii. Represent the Union on external committees as appropriate,
- viii. Report to Union Committees as appropriate, and
- ix. Negotiate other duties with the President.

18. Deputy President (Clubs and Societies)

The Deputy President (Clubs and Societies) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for the effective co-ordination and representation of Union Clubs and Societies, in conjunction with the relevant Union committees,
- iv. Be responsible to the President for Health and Safety issues within clubs and societies, and chair and administer the Union Health and Safety Committee,
- v. Be responsible for the organisation of Freshers' Fayre,
- vi. Liaise with the Clubs and Societies Administrator to ensure that appropriate support is being given to all Union clubs and societies,
- vii. Liaise with other Union and College staff as appropriate,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Represent Union Clubs and Societies to the British Universities Sports Association,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.

19. Deputy President (Education and Welfare)

The Deputy President (Education and Welfare) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for welfare issues and services for all Union members,
- iv. Be responsible for co-ordinating the provision of student development and progression within Union activities,
- v. Be responsible for keeping College informed of student opinion on academic affairs,
- vi. Be responsible for the academic concerns of all Union members,
- vii. Be responsible for co-ordinating and publicising all campaigns concerning equal opportunities and welfare issues,
- viii. Liaise with the Deputy President (Graduate Students) on all matters concerning students registered on postgraduate courses,
- ix. Be responsible for organising the training of Union Officers,
- x. Assist the President in enforcing the Union's Equal Opportunities Policy,
- xi. Liaise with Union and College staff as appropriate,
- xii. Attend the relevant Union Committees,
- xiii. Represent the Union on external committees as appropriate,
- xiv. Report to Union Committees as appropriate, and
- xv. Negotiate other duties with the President.

20. Deputy President (Graduate Students)

The Deputy President (Graduate Students) shall:

- i. Uphold the policy and further the aims and objects of the Union,

- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for the effective representation both to the College and within the Union itself of students registered on postgraduate courses,
- iv. Be responsible for the effective co-ordination of the Union's services to, and activities for, students registered on postgraduate courses,
- v. Support postgraduate students' involvement in all relevant areas of Union and College activity,
- vi. Liaise with Union and College staff as appropriate,
- vii. Feed the fish,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Report to Union Committees as appropriate, and
- xi. Negotiate other duties with the President.

21. Felix Editor

The Felix Editor shall be responsible to Council for:

- i. The running and management of Felix in accordance with the Felix Constitution, the Code of Practice for ICU Publications, Annexe F of the Memorandum of Understanding and its other provisions for Union media, College Code of Practice (Freedom of Speech) and Section 43 of the Education (No.2) Act 1986 and any subsequent amendments of the above,
- ii. The proper financial management of Felix and adherence to budget,
- iii. Ensuring that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom,
- iv. The recruitment of such assistance as is necessary, from the student body of Imperial College in the first instance, and
- v. Any inaccuracies appearing in Felix articles which have been presented implicitly or explicitly as facts.

E. Job Descriptions for Other Union Officers

22. The Presidents of the Faculty Unions

The Presidents of the Imperial College Faculty of Engineering Students' Union, Imperial College Faculty of Medicine Students' Union and the Imperial College Faculty of Natural Sciences Students' Union, in addition to any duties laid down by their respective Faculty Union, shall:

- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- v. Be responsible to the Deputy President (Education and Welfare) for the education and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

23. **The Chairs of the Clubs and Societies Committees**

The Chairs of the Arts and Entertainments Board, Athletic Clubs Committee, Graduate Students' Association, Media Group, Overseas Societies Committee, Recreational Clubs Committee, Royal School of Mines Committee, Silwood Park Union, Social Clubs Committee, and the President of the Wye College Union Society, in addition to any responsibilities laid down by their respective committee, shall:

- i. Represent the interests of their members at the appropriate Union and College Committees,
- ii. Be responsible to the Deputy President (Finance and Services) for all aspects of their committee's finances,
- iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- iv. Be accountable to Council for the activities of their committee, and
- v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

The Chairs of the Silwood Park Union, Overseas Societies Committee and the President of the Wye College Union Society shall in addition:

- vi. Represent the views of students at their respective campuses, or overseas students as appropriate, to the appropriate committees and individuals in the Union and the College.

24. **The Community Action Group Chair** shall:

- i. Be responsible for implementing and furthering the aims and objectives of the Community Action Group,
- ii. Be responsible to the Deputy President (Finance and Services) for all aspects of the Community Action Group's finances,
- iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of those involved in the Community Action Group,
- iv. Be accountable to Council for the activities of the Group, and
- v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

25. **The Council Chair** shall:

- i. Chair Council and other relevant Union committees,
- ii. Uphold the duties and responsibilities detailed in the Constitution and Regulations,
- iii. Be independent and impartial in all proceedings and duties as Council Chair, and
- iv. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council.

26. **The Equal Opportunities Officer** shall:

- i. Be responsible for those issues which specifically relate to Equal Opportunities and organise relevant educational and training events and briefings, and report accordingly,
- ii. Sit on appropriate Union Committees,
- iii. Represent the Union's views on the relevant College Committees,
- iv. Assist the President in enforcing the Union's Equal Opportunities Policy, and
- v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

27. **The Rag Chair** shall:

- i. Be responsible for implementing and furthering the aims and objectives of Rag,
- ii. Be responsible to the Deputy President (Finance and Services) for all aspects of the Rag's finances,
- iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of those involved in Rag,
- iv. Be accountable to Council for the activities of Rag, and
- v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

28. **The Welfare Campaigns Officer** shall:

- i. Be responsible for suggesting areas of interest to the Union that relate to welfare support,

- ii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest to the Union that relate to welfare support, and report accordingly,
 - iii. Be responsible to the Deputy President (Education and Welfare) for the research and implementation of campaigns,
 - iv. Sit on appropriate Union Committees,
 - v. Represent the Union's views on the relevant College Committees,
 - vi. Implement welfare campaigns as determined by the Welfare Committee, and
 - vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.
29. The **Faculty Academic Affairs Officers (Taught Students)** shall:
- i. Be responsible for representing students views to the Union, College and other groups as necessary,
 - ii. Assist the Deputy President (Education and Welfare) in the co-ordination of academic representation of taught students in the Faculty,
 - iii. Represent the Union's views on the relevant College committees,
 - iv. Attend the relevant Union committees,
 - v. Be responsible to the Deputy President (Education and Welfare) for the academic representation of taught students in the Faculty, and
 - vi. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.
30. The **Faculty Academic Affairs Officer (Research Students)** shall:
- i. Be responsible for representing students views to the Union, College and other groups as necessary,
 - ii. Assist the Deputy President (Education and Welfare) in the co-ordination of academic representation of research students in the Faculty,
 - iii. Represent the Union's views on the relevant College committees,
 - iv. Attend the relevant Union committees,
 - v. Be responsible to the Deputy President (Education and Welfare) for the academic representation of research students in the Faculty, and
 - vi. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.
31. The **Faculty Welfare Officers**, shall:
- i. Be responsible for suggesting areas of interest to the Faculty and the Union that relate to welfare support,
 - ii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest to the Faculty and the Union that relate to welfare support, and report accordingly,
 - iii. Be responsible to the Deputy President (Education and Welfare) for the research and implementation of campaigns,
 - iv. Sit on appropriate Union Committees,
 - v. Represent the Union's views on the relevant College Committees,
 - vi. Implement welfare campaigns as determined by the Welfare Committee, and
 - vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

Regulation Two - Elections and Referenda

A. General provisions

- 1. All elections in Imperial College Union, Faculty Unions, outlying campuses affiliated to the Union, clubs and societies shall be held according to these regulations.
- 2. In any Union rule, the word "election" or any derivative thereof shall mean an election under these regulations.

3. Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
4. All elections and referenda shall be conducted by secret ballot, except that an election held at a meeting with a single candidate (apart from New Election) may, if no elector dissents, proceed to elect summarily the person to office.
5. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
6. The candidate 'New Election' stands fully nominated for every post.
7. The President is responsible to the College Council to ensure elections are fairly and properly conducted under the terms of the Education Act 1994.
8. In these regulations, "constituent part" means any committee (except the Council), Faculty Union, club or society.

B. Eligibility to participate

9. All Full Members of the Union may stand and vote in an election unless otherwise prescribed. All Full Members of the Union may vote in a referendum.
10. No person holding sabbatical office may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election, unless limited under sections 10 or 11.
11. The right to stand, nominate and vote in elections for the officers of the Faculty Unions, clubs and societies may be restricted to their full members only.
12. Silwood and Wye may restrict eligibility to stand, nominate and vote to those students on courses of study predominantly at those campuses.

C. Nominations and Timetable

13. All elections require nominations to be publicised one week in advance and be placed on a public notice-board for at least one week, with the name, department, year and signature or College identification number ("CID") of the candidate, proposer and seconders.
14. Nomination papers shall include the name and contact details of the returning officer.
15. Elections for Officers of the Union, Felix Editor, any position granting membership of the Council or Executive Committee and other posts as determined by the Executive Committee or Council have additional requirements:
 1. Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
 2. Nomination papers should be up for at least ten College days for Sabbatical and Felix Editor elections and at least five College days for other elections, and
 3. Twenty seconders are required for Sabbatical Officer and Felix Editor elections and at least four seconders are normally required for other elections.
16. Elections during the first Council of the academic year require nomination papers to be up within the first ten College days of term, notwithstanding section 14.2.
17. The election shall be held within ten College days of nomination papers coming down.
18. The Council may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
19. In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

D. Sabbatical elections

20. The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot. All Full Members are entitled to stand and vote for these positions, with the exception of the

position of Deputy President (Graduate Students) who is elected by the Full Membership from amongst those Full Members who are graduate students.

21. The election shall normally be held in the Spring Term on dates approved by the Council.
22. The Council shall determine whether the elections are to be held by paper ballot or electronic voting.
23. In a paper ballot, voting will be permitted between 10.00 and 17.00 on two consecutive College days, though Elections Committee may extend these hours if appropriate. The positions of the ballot boxes shall be at the discretion of the Elections Committee.
24. In electronic voting, the Council will determine a period of time during which votes may be cast, including two consecutive College days between 10.00 and 17.00, and not exceeding five days.
25. In the event of a vacancy in mid-session, an election shall take place within twenty College days of the vacancy occurring.

E. Elections for non-sabbatical posts

26. Elections for all non-sabbatical Union Officers except for officers of the Faculty Unions and Chairs of the Club and Society Committees shall be by and from the Full Membership at Council or by College-wide secret ballot as may be prescribed.
27. Elections for Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective Faculty Union. Other Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.
28. Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership.
29. Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.
30. Elections for ordinary members on the Council shall be by College-wide secret ballot at the start of the academic year, by and from the Full Membership.
31. The Council or relevant policy-making body may prescribe that an election is held by electronic ballot or departments-wide secret ballot notwithstanding any rule to the contrary. This does not change the composition of eligible candidates or electors in it.
32. The Union's delegates for the University of London Union's Council will be the President and those Deputy Presidents whom Council request to go. The remaining delegates shall be elected by and from the Full Membership by College-wide secret ballot at the start of the year.

F. Referenda

33. The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.
34. Upon receipt of a petition through the President, the Court shall consider its constitutionality and that of the subject matter of the referendum. In a policy referendum, the Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy. In a constitutional or regulatory referendum, the referendum question may summarise the proposed changes with the full changes and neutral explanation made publicly and easily available.
35. The Court shall determine the wording of the referendum question. In doing so it may, with the approval of those the Court deems responsible for organising the petition and as an alternative to quashing a proposed policy, amend it to the extent that it becomes constitutional. In a constitutional or regulatory referendum, the referendum question may summarise the proposed changes with the full changes and neutral explanation made publicly and easily available.
36. Once constitutionality is resolved, the Executive Committee shall authorise notice to be given of the referendum within five College days.
37. The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Executive Committee may direct the holding of the referendum in the first twenty College days of the next term.
38. A referendum committee shall act as the equivalent of the elections committee. The referendum committee shall initially be the Executive Committee, and the President the returning officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee or the Council may appoint new members or a returning officer with the approval of the Court.
39. The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.
40. All College and Union media must be equally available to both sides of the referendum.

G. Campaigning and Publicity

General publicity

41. The returning officer is responsible for ensuring the election is publicised in advance of nominations.
42. In any election or referendum publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.
43. All media or newsletter reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

Candidates' publicity

44. No candidates' campaign publicity may appear prior to the close of nominations, in the case of elections, or before notice of a referendum is published, in the case of a referendum.
45. All publicity material is to be covered by a suitable receipt. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.
46. No form of Union or College insignia shall appear on any candidate's publicity material.
47. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes.

Campaigning on the record

48. Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
 1. Statements made by candidates,
 2. Conduct by candidates previously or currently in office, related to their office,
 3. A disciplinary hearing in relation to a candidate.
49. Any reference must fulfil the following conditions:
 1. A reference must be relevant to a candidate's integrity or ability,
 2. No reference may be made which is merely scandalous or intended only to vilify, insult or annoy,

3. No reference may be made to any personal trait of character, except in so far as it is clearly demonstrated by other statements or conduct,
 4. No reference may be made to another candidate's political views, except in so far as they relate to students in their interests as students,
 5. No reference may be made to another candidate's religious views.
50. Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the returning officer or elections committee must be sure that they are true.
 51. Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The returning officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.
 52. If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A returning officer may choose to hear both candidates' arguments in any fair way he or she wishes.
 53. Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.
 54. No new publicity referring to other candidates may be authorised within 48 hours of ballot boxes opening. This advance time may be extended by the returning officer or policy.

H. Hustings and debates

55. There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
56. The returning officer (or elections committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.
57. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.
58. In referenda, the referendum committee shall organise at least one public, fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.

I. New Election

59. The returning officer shall appoint a New Election campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.
60. In the event of:
 1. New Election winning, or
 2. a decision to re-run the entire election including nominations, nominations shall be re-opened within ten College days and the election repeated.
61. In the event that New Election commits an unfair practice as described in section 87 it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

J. Supervision of Elections

62. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.
63. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.

Appointment of Returning Officer

64. The Returning Officer shall be:
 1. In elections at a committee, the chair of the committee, unless otherwise prescribed,
 2. In elections held during the Council, Executive Committee or Clubs and Societies Board, the President or a nominee as approved by the committee,
 3. For Sabbatical Officer and Felix Editor elections, the President or a nominee approved by the Council, and

4. For Faculty Unions, clubs and societies, their President or Chair, unless otherwise prescribed.
65. In the event of a dispute over the appointment (even if ex-officio) of a returning officer, the matter will be referred to the supervisory authority (as defined in sections 67 to 70) who may confirm the appointment or nominate an alternative.

Supervisory authorities

66. The supervisory authority is there to oversee elections and step in, in exceptional circumstances, to ensure to election is run fairly.
67. In this regulation, the term "supervisory authority" shall be taken to mean
 1. the committee or senior policy-making body of the constituent part of the Union in which the election is held, or officer with their delegated powers,
 2. the President,
 3. the Executive Committee, and
 4. the Council (whose decision is final).
68. An authority is exercisable as a standing order or policy, or just invoked for a particular election.
69. An authority listed lower down in section 67 over-rides a previous one on appeal. A more senior authority may amend or rescind another authority's requirements or add to them, and may act whether or not a more junior authority has previously acted.
70. If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 67.2 shall be struck out for that election.

Elections Committees

71. In Sabbatical Officer and Felix Editor elections, and other elections as may be prescribed or ordered, an elections committee shall supervise the elections and reserve certain duties of the returning officer to itself, including:
 1. counting the votes,
 2. ratifying an election,
 3. ordering a re-run, and
 4. disqualifying a candidate.An elections committee may also over-rule any decision of the returning officer.
72. The returning officer shall convene and chair the elections committee, which shall meet regularly during the course of the elections. The elections committee shall review all progress and decisions of the returning officer each meeting.
73. For Sabbatical Officer and Felix Editor elections, the elections committee shall consist of the returning officer and four other members of the Council, who are not members of the Executive Committee, chosen at random.
74. In any non-sabbatical election, the supervisory authority may require an election committee to be convened. It shall have two, four or six members (excluding the chair) appointed in such manner as the supervisory authority determines.

Challenges on impartiality of election committee members

75. A challenge on the impartiality of a member of:
 1. a non-sabbatical elections committee shall be adjudicated on by the supervisory authority, and
 2. the elections committee in Sabbatical Officer and Felix Editor elections shall be adjudicated on by the Executive Committee, with an appeal to the Council whose decision is final.

Observers and scrutineer

76. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.
77. The supervisory authority may request a completely independent observer (who does not need to be a Full Member of the Union) as scrutineer to oversee any part of the election proceedings. Sabbatical elections shall normally have a scrutineer appointed by the College.

Delegation

78. The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.
79. In Sabbatical Officer and Felix Editor elections, no deputy or assistant may sit on the elections committee, but may observe meetings at the discretion of the committee.

Restriction of rights

80. The Returning Officer, any deputies or assistants and members of an elections or referendum committee may not vote or participate in any part of the election except in furtherance of their duties, notwithstanding section 8.
81. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

K. Objections and Unfair Practices

82. Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.
83. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.
84. Depending on the type of objection, they are dealt with in the following manner:
 1. objections to the appointment of the returning officer or elections committee are dealt with under part J (supervision of elections).
 2. objections to all other matters are dealt with in the remainder of this part.

Statements of intent

85. After voting has ceased and before the count has started, the returning officer shall require candidates to declare that they have no recourse to complaint against the actions of the returning officer or elections committee for the fair and constitutional running of the election.
86. In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College.

Unfair practices

87. It is an unfair practice to:
 1. infringe the Union Constitution, regulations, elections or referenda policy,
 2. disobey instructions of the returning officer, elections or referendum committee or Court in carrying out their duties under 87.1,
 3. take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
 4. do permanent damage to any Union or College area as a consequence of a campaign,
 5. make any attempt to influence the impartiality of the returning officer, elections committee, referendum committee, Court or Union staff,
 6. deliberately sabotage any campaign other than one's own,
 7. infringe College rules,
 8. intimidate any participant in the election,
 9. overspend the allotted campaign budget, or not produce suitable receipts,
 10. loiter within ten metres of any ballot box during voting, or
 11. tamper with any ballot box used in the election or with the submission of electronic votes.
88. An unfair practice may result in action being taken under the Disciplinary Policy as well as action within the terms of this regulation. Unfair practices in referenda or sabbatical elections may be referred by the President directly to the College Discipline Committee.
89. A candidate is wholly responsible for any act or omission made by another on his or her behalf.

Deposits

90. The elections committee in Sabbatical Officer, Felix Editor and other elections as authorised by the Executive Committee or Council may require a cash deposit (up to a maximum set by the Council) from each candidate in security for fair behaviour during the elections.
91. The cash deposit as authorised shall be required from each candidate at the close of nominations.
92. The deposit may be partially or totally withheld by the elections committee for unfair practices detailed in section 87.

Enforcement and remedies

93. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.
94. The returning officer (or the elections committee if there is one) shall be able to:
 1. ratify the election or referendum,
 2. order the election or referendum to be re-run,
 3. partially or totally withhold a candidate's deposit (see section 91),
 4. disqualify a candidate (subject to appeal as in sections 97-99 below), or

5. disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision must be taken before the count commences).
95. The election or referendum shall be re-run (under section 94.2) if the election has been run unconstitutionally. If a breach during an election occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.
96. If ballot boxes or the submission of electronic votes were tampered with, the returning officer may disregard the entire ballot box, or submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.
97. The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 94.2.

Appeals panel

98. In the event of an objection not being resolved by action of the returning officer, elections or referendum committee, the matter may be referred to the Court.
99. If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.
100. The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision. If the Court orders a re-run it may in addition exercise any powers of a supervisory authority, over-ruling any other such authority in the process.

Setting aside election or referendum results

101. The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.
102. An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

Disqualification

103. A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected office in the Union. Such a candidate is also disqualified from acting as a returning officer, scrutineer, observer or member of an elections or referendum committee.
104. A person who acts as an agent for a candidate whom is disqualified from the election as a result, or partly as a result of the person's misconduct may be similarly disqualified.
105. Any order to disqualify a candidate's agent may only be made by the Court. The returning officer, elections, Disciplinary or Appeals committees may refer any case to the Court for this purpose.
106. The referendum, Disciplinary or Appeals committees may refer any person to the Court in relation to misconduct in a referendum in order to be similarly disqualified.
107. No disqualification will act to remove a person from a post he or she already holds, unless that of returning officer or member of an elections or referendum committee. The Council may remove an indefinite disqualification.
108. The President shall maintain a register of people subject to a disqualification under the preceding paragraphs, and any returning officer or the Court in imposing a disqualification must notify the President of the same.

Regulation Three - Composition of Union Committees

A. The Council

The Chair of Council

- i. Council Chair.

Sabbatical Officers

- ii. President,
- iii. Deputy President (Clubs & Societies),
- iv. Deputy President (Education & Welfare),
- v. Deputy President (Finance & Services),
- vi. Deputy President (Graduate Students).

Non-sabbatical Officers

- vii. President of the Imperial College Faculty of Engineering Students' Union,
- viii. President of the Imperial College Faculty of Medicine Students' Union,
- ix. President of the Imperial College Faculty of Natural Sciences Students' Union,
- x. Arts and Entertainments Board Chair,
- xi. Athletic Clubs Committee Chair,
- xii. Media Group Chair,
- xiii. Overseas Societies Committee Chair,
- xiv. Recreational Clubs Committee Chair,
- xv. Royal School of Mines Committee Chair,
- xvi. Silwood Park Chair,
- xvii. Social Clubs Committee Chair,
- xviii. Wye College Union Society President,
- xix. Equal Opportunities Officer,
- xx. Community Action Group Chair,
- xxi. Rag Chair,
- xxii. Welfare Campaigns Officer,

- xxiii. Imperial College Faculty of Engineering Students' Union Academic Affairs Officer (Taught Students),

- xxiv. Imperial College Faculty of Medicine Students' Union Imperial College School of Medicine Students' Union Academic Affairs Officer (Taught Students),

- xxv. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Taught Students),

- xxvi. Imperial College Faculty of Engineering Students' Union Academic Affairs Officer (Research Students),
- xxvii. Imperial College Faculty of Medicine Students' Union Academic Affairs Officer (Research Students),
- xxviii. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Research Students),

- xxix. Imperial College Faculty of Engineering Students' Union Welfare Officer,

- xxx. Imperial College Faculty of Medicine Students' Union Welfare Officer,
- xxxi. Imperial College Faculty of Natural Sciences Students' Union Welfare Officer,

Ordinary Members

- xxxii.

a. Fifteen Union Councillors elected proportionately from undergraduate and postgraduate Faculty constituencies,

b. One Union Councillor elected by non-Faculty Students.

The President shall review the allocation of councillors annually to ensure that it remains representative of the proportions of students in each constituency.

Permanent Observers

- xxxiii. The Felix Editor,
- xxxiv. The Court Chair and Deputy Court Chair,
- xxxv. The Union General Manager, and
- xxxvi. The Honorary Senior Treasurer.

B. The Executive Committee

1. The Executive Committee shall consist of:
 1. the Sabbatical Officers,
 2. the Presidents of the Faculty Unions,
 3. two Clubs and Societies Committee Chairs, elected by the Council as ordinary members on the recommendation of the Clubs and Societies Board,
 4. two members of the Representation and Welfare Board, elected by the Council as ordinary members on the recommendation of the Representation and Welfare Board.
2. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.
3. The Executive Committee shall be chaired by the President or their nominee.
4. The Honorary Senior Treasurer and Union General Manager shall attend as permanent observers.
5. Appropriate staff members determined by the President, as advised by the Union General Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.
6. The Executive Committee shall meet at least once a year specifically to review the Constitution and Regulations.
7. The Executive Committee shall meet at least once a term specifically to discuss trading and financial matters.
8. The Executive Committee may require any person within the Union except members of the Court or the Council Chair to attend, answer questions and produce relevant documents. The Executive Committee may authorise the searching of any premises within the Union.
9. The Executive Committee's powers and responsibilities are set out in section 10 of the Constitution, and include the approval of operational policy.

C. The Clubs and Societies Board

10. The Clubs and Societies Board oversees the clubs, societies, Rag, Community Action Group and the central activities of Faculty Unions and Club and Society Committees. It does not oversee commercial, welfare or academic matters.
11. The Clubs and Societies Board shall allocate funding to the clubs, societies, Rag, Community Action Group and the central activities of the Faculty Unions and Club and Society Committees, according to Union or operational policy, in particular the Union's policy on the fair allocation of resources.
12. The Clubs and Societies Board may determine policy governing the management, governance and finance of the areas of the Union within its jurisdiction, subject to Union policy and operational policy.
13. The Clubs and Societies Board shall consider best practise on the running of student activities. It shall also be a forum for the resolution of disputes among clubs and societies.
14. The Clubs and Societies Board shall report its business for approval by the Executive Committee and then the Council.

Membership

15. The Clubs and Societies Board shall consist of:
 1. The Sabbatical Officers,
 2. A representative appointed by each Faculty Union,
 3. A representative appointed by the Overseas Societies Committee,
 4. A representative appointed by the Silwood Park Union,

5. A representative appointed by the Wye College Union Society,
 6. The Chairs of the other Clubs and Societies Committees,
 7. The Community Action Group Chair, and
 8. The Rag Chair.
16. The Clubs and Societies Board shall be chaired by the Deputy President (Clubs and Societies) or their nominee.
 17. The Union General Manager and other appropriate staff members determined by the President, as advised by the Union General Manager, shall have permanent observer status.

Meetings

18. The Clubs and Societies Board shall meet at least once per month during term time.
19. An emergency meeting of the Clubs and Societies Board may be called by:
 9. A Sabbatical Officer,
 10. Five members of the board,
 11. The board itself, the Executive Committee or the Council, or
 12. Thirty Full Members of the Union.

D. The Representation and Welfare Board

Powers and responsibilities

20. The Representation and Welfare Board shall co-ordinate, manage and act as a forum for issues relating to student welfare, academic affairs, accommodation, representation, campaigns, diversity and equality.
21. The Representation and Welfare Board shall allocate funding for the better provision of such services and campaigns as it deems fit, subject to Union or operational policy, in particular the Union's policy on the fair allocation of resources.
22. The Representation and Welfare Board shall determine policy within its operation, subject to Union policy and operational policy. It may only approve any policy stating the views of the Full Membership or committing the Union to a political position with the approval of the Council.
23. The Representation and Welfare Board shall report its business for approval by the Executive Committee and the Council.

Membership

24. The Representation and Welfare Board shall consist of:
 1. The Sabbatical Officers,
 2. Presidents of the Faculty Unions,
 3. Equal Opportunities Officer,
 4. Welfare Campaigns Officer,
 5. A representative appointed by the Overseas Societies Committee,
 6. The Faculty Welfare Officers,
 7. The Faculty Academic Affairs Officers (Taught Students),
 8. The Faculty Academic Affairs Officers (Research Students),
 9. A representative appointed by the Halls Committee.
25. The Representation and Welfare Board shall be chaired by the Deputy President (Education & Welfare), and may co-opt other non-voting members.
26. Staff members determined by the President, as advised by the Deputy President (Education & Welfare) and the Union General Manager may attend and present reports.

Meetings

27. The Representation and Welfare Board shall meet at least once per month during term time.
28. An emergency meeting of the Representation and Welfare Board may be called by:
 1. A Sabbatical Officer,
 2. Five members of the board,
 3. The board itself, the Executive Committee or the Council, or
 4. Thirty Full Members of the Union.

Halls Committee

29. The Halls Committee shall be a standing sub-committee of the Representation and Welfare Board, and may consider and co-ordinate any issue relating to the provision of accommodation and related services to Imperial College students within the College.
30. It shall consist of:
 1. The Sabbatical Officers,
 2. One representative for each College Hall of Residence, and
 3. A representative appointed by the Overseas Societies Committee.

31. The College Residence Manager or his or her nominee shall be a permanent observer.
32. It shall be chaired by the Deputy President (Education & Welfare) and have a quorum of seven voting members.
33. It shall meet upon the request of the Representation and Welfare Board, a Sabbatical Officer or six members.

E. The Clubs and Societies Committees

Names

34. The Clubs and Societies Committees shall be the:
 1. Arts & Entertainments Board,
 2. Athletics Clubs Committee,
 3. Media Group,
 4. Overseas Societies Committee,
 5. Recreational Clubs Committee,
 6. Royal School of Mines Committee,
 7. Silwood Park Union,
 8. Social Clubs Committee, and the
 9. Wye College Union Society.

General

35. The Clubs and Societies Committees shall provide for the co-ordination and development of student activity within their clubs and societies or central activities.
36. The Clubs and Societies Committees may elect, mandate, censure and dismiss their officers. They are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administrated by them.

Representation

37. In addition, Silwood Park Union, Wye College Union Society and Overseas Societies Committee shall consider welfare and academic affairs issues relating to graduate students, students at those respective campuses, or overseas students respectively, as well as local issues or the promotion of international culture as appropriate.

Constitutions or Standing Orders

38. The Silwood Park Union and the Wye College Union Society shall operate under their own constitutions, and, as such, section 37 does not apply to them except as it may be incorporated into their own constitutions and standing orders.
39. Club and Society Committees (except Silwood Park Union and Wye College Union Society) do not have constitutions, but shall adopt standing orders which shall detail the following:
 1. The aims and objects of the committee,
 2. The officers of the committee and their job descriptions,
 3. The composition of the committee and its sub-committees,
 4. Procedure for ordinary and emergency meetings,
 5. Procedure for the election, mandating, censure and dismissal of officers, and
 6. Any other matters within the competence of the committee.
40. Constitutions or standing orders shall be approved by the Executive Committee upon recommendation by the Clubs and Societies Board. A decision to approve or reject a standing order amendment may be overturned by the Council.
41. The Chair or President of the Club and Society Committee shall make preliminary interpretations of their constitution or standing orders, which shall be reported to and reviewed by the committee. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.

F. The President's Committees

Names

42. The President's Committees shall be the:
 1. Colours Committee,
 2. Community Action Group,
 3. Health and Safety Committee, and the
 4. Rag Committee.
43. The Council may create other President's Committees for different purposes.

Colours Committee

44. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.
45. It shall consist of the:
 1. Sabbatical Officers,
 2. Presidents of the Faculty Unions, and the
 3. Chairs or Presidents of the Club and Society Committees.
46. It shall be chaired by the President, with a quorum of six members, and meet as required under Union policy.

Community Action Group

47. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.
48. It shall consist of:
 1. A Chair,
 2. A Treasurer,
 3. A Secretary,
 4. A Publicity Officer,
 5. A co-ordinator for each project approved by the committee,
 6. The Sabbatical Officers, and
 7. Such additional members as the committee may co-opt.
49. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.
50. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.
51. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.
52. The committee shall adopt or amend by a two-thirds majority standing orders, setting out the job descriptions of its officers. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

Health and Safety Committee

53. The Health and Safety Committee shall consider and monitor Health and Safety issues in the Union and shall advise on the adequacy and suitability of current Health and Safety policies and practices.
54. It shall consist of:
 1. The Sabbatical Officers,
 2. A representative appointed by each Faculty Union,
 3. A representative appointed by each Club and Society Committee.
59. The Union General Manager, any staff member appointed as Departmental Safety Officer and other posts determined by the President, particularly including those responsible for commercial services, shall be permanent observers.
60. It shall be chaired by the Deputy President (Clubs and Societies) and shall have a quorum of six voting members.
61. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer, or three members or permanent observers.

Rag Committee

62. The Rag Committee shall co-ordinate and promote charity events within the College and raise money for charity.
63. Charities shall be chosen for allocation of monies to be raised at a meeting in the Summer Term after the new committee has been elected and upon the recommendation of the incoming committee.
64. It shall consist of:
 1. A Chair,
 2. A Treasurer,
 3. A Secretary,
 4. A Web Editor,
 5. A Magazine Editor,
 6. A Publicity Officer,
 7. The Sabbatical Officers,
 8. A representative appointed by each Faculty Union, and
 9. Such additional members as the committee may co-opt.
65. Only members of the committee who are not co-opted may vote to add or remove co-opted members.

66. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.
67. It shall be chaired by the Rag Chair, and have a quorum of half the committee.
68. It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.
69. The committee shall adopt or amend by a two-thirds majority standing orders setting out the job descriptions of its officers and a code of conduct for members. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

G. The Faculty Unions

General

70. The Faculty Unions, shall consider welfare and academic affairs issues relating to students at those respective faculties and shall provide for the co-ordination of student activities within their Faculty.
71. The Faculty Unions are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.
72. The Faculty Unions are:
 - a. The Imperial College Faculty of Engineering Students' Union, for the Faculty of Engineering.
 - b. The Imperial College Faculty of Medicine Students' Union, for the Faculty of Medicine.
 - c. The Imperial College Faculty of Natural Sciences Students' Union, for the Faculty of Natural Sciences.

Constitutions

73. Faculty Unions have constitutions that shall detail the following:
 1. The aims and objects of the Union,
 2. The officers of the Union and their job descriptions,
 3. The composition of the Union and its sub-committees,
 4. Procedure for ordinary and emergency meetings,
 5. Procedure for the election, mandating, censure and dismissal of officers, and
 6. Any other matters within the competence of the Union.
74. Constitutions shall be approved by the Executive Committee. A decision to approve a constitutional amendment may be overturned by the Council.
75. The Presidents of the Faculty Unions shall make preliminary interpretations of their constitutions, which shall be reported to and reviewed by the committee. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.

H. The Graduate Students Association

General

76. The Graduate Students' Association shall co-ordinate and oversee all welfare and academic affairs issues relating to students registered on postgraduate courses, shall support their causes throughout all parts of Imperial College Union and shall provide for the co-ordination of student activities targeted towards graduate students.
77. There shall be the following officers of the GSA who shall be elected by cross-campus secret ballot:
 1. Treasurer,
 2. Secretary, and
 3. Activities Co-ordinator

Standing Orders

78. The GSA shall have standing orders which shall detail the following:
 1. The aims and objects of the Association,
 2. The officers of the Association and their job descriptions,
 3. The composition of the Association and its sub-committees,
 4. Procedure for ordinary and emergency meetings,
 5. Procedure for the election, mandating, censure and dismissal of its officers, and
 6. Any other matters within the competence of the Association.
79. Its standing orders shall be approved by the Executive Committee. A decision to approve or reject a standing order amendment may be overturned by the Council.

80. The Deputy President (Graduate Students) shall make preliminary interpretations of the standing orders of GSA sub-committees, which shall be reported to and reviewed by the GSA Executive. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.

Regulation Four - Standing Orders for all Union meetings

A. General

Jurisdiction

1. These standing orders apply to all Union committees and meetings with formal authority or those established under any Union rule, including Faculty Unions, other standing committees, clubs and societies. General Meetings and the Council shall also follow the additional provisions in Part C.

Membership

2. Membership of the Union's statutory committees are defined in Regulation 3, or standing orders thereunder. Membership of other Union committees may also be defined in other regulations, constitutions, standing orders and policy.
3. No resolution of a committee shall be struck down solely due to any vacancy or invalidity later found in the election or appointment of members.

B. Procedures

Notice and Procedures

4. Notice and papers for all scheduled meetings of the Union should be circulated a week in advance of the meeting.
5. All items of business for the meeting should be submitted at least a week in advance of the meeting, so they can be circulated in advance.
6. In the event of an emergency meeting being called, every effort shall be made to notify members, submit and circulate papers well in advance.
7. Minutes shall be circulated to all members within a week of the meeting having taken place.
8. Should any member of a committee be unable to attend a meeting of that committee, the member should send their apologies.

General Meetings, Council and Executive Committee

9. The President shall draw up and circulate the agenda, papers and minutes for General Meetings, the Council and Executive Committee.

Chairing Meetings

10. All meetings shall be chaired by a Full Member of the Union except those where provision is made under section 3.2.3 of the Constitution.
11. The Chair shall check the meeting is quorate before opening proceedings.
12. The Chair shall determine the order of the speeches, and all questions and contributions shall be made through the Chair.
13. The meeting may pass a motion to overturn the Chair's ruling by simple majority.
14. The Chair shall act to maintain the order of the meeting.

Chair's action

15. The Chair of a committee does not hold a default right to act on behalf of the committee.
16. Chair's action may only be taken under a standing or particular authorisation from the committee on a particular matter, and must always be reported back to the committee and approved by them at the next meeting.

Agenda items

17. The meeting or, if approved, its chair may move, add to or delete items from the agenda during the course of the meeting.
18. No person may exercise a veto on admissibility of agenda items, unless in exercise of a clearly defined standing order.

Voting

19. Only Full Members of the Union may vote in any Union meeting except those where provision is made under section 3.2.3 of the Constitution.
20. Resolutions of the meeting are decided by a majority of the members voting, abstentions being ignored. Policy or standing orders may require varying majorities to approve particular items.
21. The Chair may not vote in any meeting, except when the meeting is equally divided.
22. At any time during the course of a debate, the meeting may decide to go straight to a vote or not to vote on an issue.

Special types of voting

23. Any person present may request a count is held, the result of which shall be minuted.
24. At the request of a third of the meeting (except General Meetings), there shall be a roll-call vote: a count shall be held and a list of those voting each way and abstainers recorded in the minutes.
25. At the request of two-thirds of the meeting (except General Meetings), there shall be a ballot vote: a secret ballot shall be held, co-ordinated by a returning officer nominated by the Chair.
26. If a meeting is split precisely between roll-call and ballot vote, roll-call vote takes precedence. Motions relating to election appeals, censure and dismissal shall always be by secret ballot.

Proxy Votes

27. Any voting member of a committee (including general meetings of the Union or any constituent part) may request another Full Member of the Union to attend and vote in their place.
28. Notification of alternate membership must be presented in writing at the meeting.
29. No person shall hold more than one proxy vote.
30. Notwithstanding section 27, no person may proxy a vote under any circumstances within the Court when in committee or in session.

Joint posts

31. Persons holding a joint position hold only one vote between them. In the event of disagreement on a vote their vote shall be recorded as an abstention (though a roll-call vote shall record their respective intentions).
32. Where a chair or president jointly holds one vote on a committee with another officer or officers, the chair's or president's vote has precedence.

Elections

33. In an election where the meeting forms the electorate, proxies (subject to a maximum of one proxy per voter) are permitted and joint posts have one vote between them, though the meeting's standing orders may make alternate provision. Sections 20 – 32 (voting procedure) do not apply to voting in an election held at a meeting. In any conflict of rules on election and meeting procedures, election procedures have priority.

Quorum

34. The presence of half the committee's voting members, vacant posts being ignored, constitute a quorum unless standing orders determine otherwise.
35. No meeting except general meetings shall start if quorum is not reached. Any Full Member of the Union shall have the right to challenge quorum. Resolutions made and elections held prior to quorum being called stand.

Automatic resignation of members

36. Should a non *ex-officio* member of a committee fail to attend or to send apologies to the satisfaction of the committee to two consecutive meetings, the member shall be deemed to have resigned their place on the committee (though the committee may later resolve to restore their place).
37. Ordinary members of the Council who do not attend two consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.

Guillotines

38. A meeting may by two-thirds majority implement a guillotine (a time of day or length of time after which the meeting closes). Guillotines may also be set for individual agenda items.
39. At the time the guillotine comes into force, the item under discussion goes to an immediate vote without further discussion of any kind. If an amendment is being discussed, the amendment is voted on followed immediately by a vote on the main motion, with no further amendments being accepted.
40. When a guillotine for the end of the meeting comes into force, all business after the item under discussion falls.
41. The meeting may by two-thirds majority suspend or revoke a guillotine.

Observer Status

42. Any Full Member of the Union shall have the right to observe and speak at any open meeting of the Union. Life, Honorary and Associate Members may attend and speak with the Chair's permission.

Closed Session

43. A meeting of the Union may be held in closed session when only members and permanent observers of the committee may attend. The meeting may, at its discretion, allow other individuals to observe. Proceedings in closed session shall remain confidential unless otherwise prescribed.
44. The Executive Committee must discuss all disciplinary matters concerning individuals and staffing matters in closed session and these should only be released when required by law.
45. The Union Disciplinary Committee and the Union Appeals Committee may hold their hearings in closed session, except when required by law. They may make their deliberations in closed session.
46. In all other circumstances, a meeting may only be held in closed session with the prior approval of the Council or the Executive.

Staff

47. Union staff may attend meetings when permanent observers or at the invitation of the Chair with speaking rights only.

Disorder

48. The Chair may require an observer to leave upon repeated disorder or breach of standing orders.
49. The meeting may require a member to leave upon repeated disorder or breach of standing orders, having provided the person with an opportunity to proxy their vote.
50. If grave disorder should arise, the Chair, acting on their discretion can declare the meeting adjourned, and quit the Chair; and by that declaration the meeting is immediately adjourned, and no business may subsequently be transacted.

C. Provisions for Council and General Meetings

General

51. All provisions in Part B also apply to the Council and General Meetings.
52. Policy-making bodies and general meetings of any constituent part of the Union may choose to adopt these standing orders with appropriate modifications.

Involvement

53. All Full Members of the Union have speaking rights and may propose and second motions and amendments and play a full part in proceedings, except that only members of the Council may vote in Council meetings.

The Chair

54. The Chair shall normally be the Council Chair.
55. In the event of no Chair being elected the Chair shall be taken by the President. If the President is absent or relinquishes the Chair for any reason it shall be taken by such person as the President shall decide. The Chair operates with the same authority and under the same restrictions regardless of the person holding the Chair.
56. The Chair shall have general power to direct the proceedings of the meetings, and his or her ruling on any point shall be final, except under certain procedural motions.
57. The Chair may address the meeting to explain these standing orders or to answer a question addressed to the Chair as a point of uncontested fact.
58. The Chair shall not participate in debate. If the Chair desires to speak on a motion or amendment they shall vacate the Chair for the duration of that motion.

59. The Chair shall not propose any motion or amendment except a procedural motion, or to request another person to consolidate a debate into a vote on a motion or amendment.
60. Members shall always address themselves to the Chair. When the Chair replies, any member speaking or offering to speak must give way, and all must remain sitting in order that the Chair's word may be heard.
61. It shall be the duty of the Chair to see that the meeting is in order, that the remarks are relevant to the matter under debate, that no defamatory remarks are made about another member of Council and that no new material is introduced in a summing up speech.

Motions, amendments, reports and points

62. Any Full Member present may:
 1. Propose or second a motion,
 2. Propose or second an amendment to a current motion,
 3. Table a report, or
 4. Propose a procedural motion.
63. Only one motion or amendment may be debated at any one time.
64. Motions and amendments require one proposer and one seconder. Reports are tabled by the person submitting the report, and procedural motions may be brought during discussion of any motion, amendment or report.
65. No member may speak more than once on the same motion, amendment or report, unless they are the proposer, have been deferred to by the proposer, or at the Chair's discretion.
66. A tabled motion or amendment may only be withdrawn with the consent of the meeting.
67. Upon accepting any motion, the Chair shall invite discussion to the motion or amended motion. At the termination of such discussion the proposer of the motion or amendment has the right of reply immediately after which the question shall be put, save that no new subject matter shall be introduced in such replies.
68. In the event of there being no discussion once a motion, amendment or report has been proposed and seconded, the Chair shall:
 1. Formally ask if there is any opposition or questions, and
 2. Warn the meeting that if there is no opposition or questions the motion, amendment or report shall be declared as carried. In the event of there being still no opposition or questions, the Chair shall declare the same.

Amendments

69. At any time after a motion has been proposed and seconded and before the proposer starts summing up, a member may propose an amendment to that motion. Amendments must be seconded and require acceptance as valid amendments by the Chair.
70. Every amendment shall be relevant to the motion.
71. Once an amendment is before the meeting it must be dealt with before returning to discussion of the motion, as follows:
 1. If the amendment is carried discussion now continues on the amended motion,
 2. If the amendment is defeated, discussion reverts to the original motion.
72. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion whereupon any further amendment relating to any portion of the substantive motion may be moved. After the votes on succeeding amendments have been taken, the surviving proposition shall be put to the vote as the main question and if carried shall then become a resolution of the meeting.
73. On an amendment being carried, the proposer of the original substantive motion still has the right of reply to debate except that he may waive this right in favour of the proposer of the amendment.

Reports

74. A member presenting a report shall move that 'The report be accepted', or that 'The report be received'. A discussion shall be held, and if the report is tabled to 'be accepted' a vote shall be taken on approval of the report. Reports tabled for the meeting's specific approval must be tabled to 'be accepted'.
75. The meeting may not amend a report, but may invite the person presenting it to do so. Approved reports do not form a resolution of the meeting in themselves. An item of the report shall be approved separately as a motion to the meeting to form such a resolution.
76. A report by an officer or representative which he or she is required to table to Council or General Meeting by the Constitution, Regulations, prior Union policy or their resolution shall be either approved or rejected by that meeting. A meeting may only reject a report (or lack thereof) submitted under a policy or resolution if it was in force before and at the start of the meeting.
77. If a General Meeting is called to hold a Sabbatical Officer or Felix Editor to account, that person must submit a report to it, which may be accepted or rejected by the meeting.

78. If such a report is not submitted to the Council or General Meeting, or it is submitted late, a good reason may be demanded for the nil or late report to not be rejected.
79. If a report is not discussed or voted upon at a Council meeting for any reason except deciding specifically not to discuss it, it may be added to the agenda of the subsequent meeting at the discretion of the Council Chair.

Rejected reports

80. If a report is rejected after a vote, the person responsible for it will be required to re-present it with such amendments as that person shall choose to make at the next meeting of the Council, so long as the following conditions are satisfied:
 1. The chair informs the person that he or she must re-present the report and the consequences of it again being rejected,
 2. The next meeting must be between one and seven weeks later,
 3. The 1st August must not intervene before the next meeting,
 4. An intervening Emergency meeting or meeting within one week does not count as the "next meeting", unless, in the case of an Emergency meeting, it is called specifically to hear the re-presented report, and
 5. The report was not by a member of the Court and in that capacity.
81. If, in respect of 80.1, the person was not in attendance when the report was rejected, or the requirement to re-present the report was not mentioned, the chair or a nominee must use his or her best endeavours to inform the person before the start of the next meeting.
82. A requirement to re-present a report does not affect any separate requirement to make any other report to the Council.
83. If the conditions in 80.1 – 80.5 are not satisfied, or the next meeting of the Council approves or does not vote upon the re-presented report, the requirement to do so lapses.
84. The re-presented report may be discussed and voted upon in the same manner as a normal report. If it is rejected a motion of censure in relation to the author of the report will be immediately added to the agenda directly after the rejected report.
85. If the person whose re-presented report is rejected has previously been censured in the same academic year in the post for which he or she was the author of the report, that censure also being in existence at the beginning of the meeting in which the re-presented report was rejected the motion shall instead be of no confidence.

Procedural motions

86. In addition to original motions, amendments and reports, the procedural motions below may be proposed.
87. Procedural motions have differing conditions as follows:
 1. Motions with asterisks (*) have no discussion before being accepted or refused.
 2. The chair rules on all motions, except motion d (challenge to the Chair) and those requiring the meeting's approval (+, ++).
 3. Motions with a percentage sign (%) are decided by the Chair alone and cannot be overturned by motion 'd'.
 4. Motions with two pluses (++) require a two-thirds majority.
 5. Motions with a hash (#) are irreversible once accepted.
 6. Motion i (&) requires only one-third of those members present and voting (that is, it requires two-thirds of the meeting to vote a roll-call vote down).
 7. Motions with a tilde '~' may not be used at general meetings.
88. The motions are as follows, in decreasing order of precedence:
 - a. Point of order, * %
 - b. Point of information, *
 - c. Point of privilege, * %
 - d. To vote on a ruling of the Chair, +
 - e. An objection to consideration of a question or motion,
 - f. To suspend or revoke a guillotine, #
 - g. To recess the meeting, #
 - h. To vote on a question in specific parts, * #
 - i. To vote on a question as a public roll-call vote, & ~
 - j. To vote on a question as a secret ballot vote, ++ ~
 - k. To reconsider something already voted on, *
 - l. To consider something out of its scheduled order, *
 - m. To move to a vote, #
 - n. To adjourn the meeting. + #
89. On motion d, the proposer shall then state his reasons for the challenge, the Chair shall state the reasons behind his decision, and the meeting shall then vote by show of hands without further discussion.

90. Only points of order, information and privilege may interrupt another speaker. No procedural motions or amendments may be proposed on these points.
91. A vote on a procedural motion must not itself be held by roll-call or secret ballot.
92. Any final vote or disputed amendment to a motion under the Disciplinary Procedure in Regulation 5, closure of a Court inquiry or rescinding of a disqualification from elections or office must be held by secret ballot
93. Points of order (motion a) shall draw the Chair's attention to an error in procedure or lack of decorum in debate. They may not be raised during a vote except when directly connected with the vote.
94. Points of information (motion b) may be raised to the speaker holding the floor, in order to offer or request simple information. They are accepted at the absolute discretion of the speaker alone. No points of information may be raised on a summing up speech.
95. Points of privilege (motion c) concern the rights and privileges of the meeting or a member, which may concern reputation, the staff-student protocol, or other matter requiring the urgent attention of the meeting.
96. An adjournment of the meeting (motion n) closes the meeting, to meet again at an arranged time. A recess (motion g) permits a break in the meeting (of such length as the meeting decides), even during discussion of a motion, amendment or report.

Voting

97. Members must think before voting.

Regulation 5 - Disciplinary Procedure

A. Jurisdiction

1. This Regulation deals with misconduct, negligence or failure to maintain the confidence of the Council by Officers of the Union, others holding elected or unpaid appointed office in any part of the Union (including the Felix Editor) or misconduct by members of the Court under section 17.1.1 of the Constitution.
2. Misconduct may be dealt with concurrently under this Regulation and other jurisdictions within section 17.1 of the Constitution.
3. Officers and representatives may only be censured or dismissed under the terms of this regulation.

B. Minor Matters

Warnings

4. The authority and responsibility for issuing disciplinary warnings to Officers of the Union shall be the President or his or her nominee, though the Council Chair shall deal with cases involving the President, Felix Editor and Court Chair, and the Court Chair with other members of the Court and the Council Chair.
5. A warning shall take the following forms:
 1. A verbal warning, which may take the form of an informal or formal discussion of the problem. This shall be reported to the Executive Committee and any other relevant committees.
 2. A written warning, which will take the form of a letter written by the President or the Council Chair and copied to the Executive Committee and any other relevant committees.
6. The President, Council Chair or Court Chair issuing the warning must inform the Union Officer being warned of his or her rights of appeal.
7. The presidents and chairs of the Union's standing committees, clubs and societies shall deal with minor cases involving their officers and members.

C. Censure and No Confidence Motions

Jurisdiction

8. The Council may censure or dismiss any officer or representative in the Union.
9. The policy-making bodies of the Faculty Unions, Club and Society Committees, Rag, Community Action Group, clubs and societies may censure or dismiss their officers and representatives (including those that are Officers of the Union). These committees', clubs' or societies' standing orders shall not contradict but may further restrict or prohibit censure or dismissal.
10. The Sabbatical Officers and Felix Editor may only be censured or dismissed by the Council.

Procedure for motions to the Council

11. Motions of censure or no confidence shall be proposed to the Council by one of the following people and methods:
 1. By a Full Member of the Union, seconded by twenty Full Members of the Union. The petition shall include the signatures or College identification numbers ("CIDs") and printed names, departments and years of the petitioners.
 2. By a nominee of the Council Chair, if the Council has twice rejected a report submitted by any person required to do so under regulations 4.80 to 4.85. If no-one wishes to be the proposer, the Council Chair shall be the nominal proposer, but remain under the same restrictions with respect to participation in the debate.
 3. By the President, in relation to any person except the Council Chair, the Felix Editor or a member of the Court.

4. By a nominee of the Court under its regulations. The Council Chair may be the default proposer as before. The Executive Committee may do so when acting under regulation 7.3.
12. All motions of censure or no confidence, except those arising from a rejected re-presentation of a report, must:
 1. Clearly state in writing the grounds of the complaints,
 2. Include details of any part of the Constitution, Regulations or Policies alleged to have been breached,
 3. Include in the case of members of the Court, instead of 12.2 above, the provision of its Code of Conduct breached,
 4. Be presented with its supporting petition to the President, Council Chair or Court Chair (whichever would be the appropriate authority in Part B), at least seven College Days before Council.
13. A motion of censure or no confidence must name individual officers or representatives. It must include details of previous warnings under Part B, or lack of them.
14. No motion of censure may lie against a person already censured.
15. Upon receipt of the motion of censure or no confidence unless automatically generated by a twice rejected report, the President, Council Chair or Court Chair will take all reasonable steps to inform the officer or representative of the grounds of the complaint, the procedures laid out in this document and the date of the meeting.
16. If more than one motion of censure or no confidence is submitted to any meeting, they may be considered as a single motion, but if separately submitted may be considered separately, at the discretion of the proposers of the motions.
17. The following amendments to the standing orders for Council shall have effect:
 1. The substantive intent of motion of censure or no confidence may not be amended, although supporting arguments may be amended,
 2. The officer or representative may bring their own representative (who may be any member of the College, but not a lawyer acting in a legal capacity), and either person may address the meeting and have full right of reply,
 3. The Council shall have due regard for the gravity of the motion,
 4. A motion of no confidence may be amended to a censure (notwithstanding 17.1), but a motion of censure may not be amended to no confidence,
 5. The Council may choose to vote on a single motion against several individuals separately for each individual,
 6. The vote shall be held by secret ballot, notwithstanding regulations 4.24 to 4.26 and 4.88,
 7. The motion must be approved by a two-thirds majority of those present and voting, and more than half those present and eligible to vote,
 8. A motion which having been voted on and rejected, may not later be reconsidered by the Council (notwithstanding _____),
 9. A motion that is not discussed for any reason at the meeting is assumed to have fallen, except when the Council specifically adjourns to reconsider the motion.
18. On the passing of the motion, the officer or representative shall be informed by the Chair of the result of the motion and of the right of appeal, and if he or she is absent, all reasonable steps shall be taken to inform him or her of the result of the motion.
19. On the passing of a motion of censure the officer or representative shall be informed that further complaints may only be dealt with by a motion of no confidence.
20. On the passing of a motion of no confidence the officer or representative shall, if they do not hold sabbatical office, be dismissed immediately. If the motion is passed against a person holding sabbatical office, the officer or representative shall be suspended from duty on full pay and accommodation for one month, or until the end of their term in office (whichever is sooner). The officer or representative shall then be dismissed.

Procedure for censure and no confidence at other bodies

21. Procedures for censure and no confidence against an officer of a committee, club or society should be laid out in its constitution or standing orders. As a minimum, they should provide for:
 1. a necessity for a petition with a proposer and at least ten seconders,
 2. at least one week's notice to be given of a motion,
 3. a hearing with a right of reply,
 4. a necessity for approval of the motion by at least a two-thirds majority of members present and voting, and
 5. a course of appeal to a higher body.
22. The Council or Executive Committee may make additional requirements and limits on committee, club or society censure and dismissal procedures.

23. If a proposal for a censure or no confidence is made by the Court it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. A proposer may or may not be appointed. Any rules of the committee to whom it is proposed regarding advance notice of such motions must be complied with. The Court may then make further directions requiring the appropriate committee to hear it at the next available meeting. No emergency meeting to hear such a motion may be called after the end of the Summer Term.

Removal from membership of a committee

24. The Council may without notice and by simple majority dismiss any or all ordinary or co-opted members from any committee (but not individuals from their posts). This includes ordinary members of the Executive Committee but not the Council itself.

Disqualification from office

25. A person dismissed from office by the Council or any other committee may not be elected to or hold that office again. In the case of a Sabbatical Officer a person may not hold any Sabbatical Officer post again. The Council may remove this disqualification.

D. Appeal Procedure

26. Any person warned by under section 5 may appeal to the Council whose decision is final.
27. Any person censured or dismissed by the Council may give notice of appeal within two College days to the President, Council Chair or the Court Chair, as appropriate. The person must then successfully petition a General Meeting according to the Constitution within five College days. It shall then meet at a time and place agreed between the person censured or dismissed and the President, Council Chair or the Court Chair, as appropriate, and its decision is final. If the General Meeting cannot be petitioned in time, or closes as inquorate before the vote is held, the appeal is dismissed.

Regulation Six - Union Financial Regulations

This regulation governs all financial matters relating to the Union. Although these Regulations contain no specific sanctions for non-compliance, deliberate, negligent or repeated disregard of their provisions may result in disciplinary action being taken against the person concerned, under the terms of their employment contract with the Union, or, in the case of students, under the Union Disciplinary Procedure. Where appropriate, criminal proceedings may also be considered.

The President is ultimately responsible for the finances of the Union. The responsibility for the day to day administration of the finances of the Union is delegated by the President to the Deputy President (Finance and Services). Day-to-day responsibilities allocated to the Union General Manager in this regulation may be delegated to suitable members of staff with the approval of the President. The Union annual accounts shall be approved by the Council and College Audit Committee prior to report to the College Council.

Use of Union Funds

1. The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may not be used for:
 1. Loans, grants or subsidies to individual students,
 2. Donations or payments to persons and bodies outside the Union except for subscriptions to national or regional student bodies approved by Council or payment for supplies and services rendered. In particular, no part of such funds shall be used to support or further the aims or activities of any body, group or campaign of a political nature, nor be paid to any voluntary body or any other educational institution or any group of persons at any educational institution,
 3. The benefit of individuals in any way that would not be equally available to the membership as a whole,
 4. Donations to charitable causes, except where the Union authorizes fund-raising events and donates the proceeds to charitable causes, provided that the object of the fund-raising is made clear to the donors, or
 5. Ultra vires payments as defined by the Attorney General.

Budgets

2. The Executive Committee shall propose a consolidated income and expenditure budget, and a capital expenditure budget, for each financial year not later than the end of the summer term in the previous year.
3. The proposed budgets shall be approved by the Honorary Senior Treasurer, after ratification by the Council.
4. The approved budgets (or individual items within them) may be varied only with the authorisation of the President for amounts up to £10,000 and the Executive Committee for all amounts in excess of this. The President may delegate authority to vire to appropriate Officers or Committees, save that no Officer may exercise such authority in excess of the limits of authority defined in parts 14-21 of this regulation.
5. The Executive Committee shall monitor the performance of the Union against budget during the financial year and may review the budgets in line with forecasts.

Budget Holders' Responsibility

6. It is the responsibility of every budget holder to ensure that expenditure committed from his/her budget complies with the Union financial procedures. Budget Holders must also ensure that the handling of income complies with the Union financial procedures.

Bank Accounts and investments

7. Neither the Union nor any constituent part of the Union nor any individual acting on behalf of such a part may operate a separate bank account other than that authorized in advance by the Executive Committee, in accordance with operational policy.
8. The Executive Committee shall be authorized to invest any surplus funds or reserves after taking reasonable professional advice.

Payment Authority

9. All payments (cheques and other paper/electronic financial instruments) must be signed or otherwise authorized by the relevant Honorary Senior Treasurer.
10. All payments for amounts in excess of £1,000 shall be counter-signed by the President.
11. In the absence of the relevant Honorary Senior Treasurer, one of three nominees from the other Honorary Senior Treasurers may sign on his/her behalf.
12. In the absence of the President, one of three other nominees may sign on his/her behalf.
13. The Executive Committee shall approve the nominee signatories on the recommendation of the Honorary Senior Treasurer and President respectively.

Limits of Authority

14. No unauthorized member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
15. No authorized member or employee may sign a contract (or otherwise legally binding agreement) without having first consulted the Union General Manager and having gained their consent as to the terms of the contract or agreement.
16. Expenditure up to £200 may be authorized by a Club or Society Chair from their budget. In the absence of the Chair, the Treasurer of the Club or Society may authorize expenditure on his/her behalf.
17. A Faculty Union President, the Chair of a CSC or the Chair of a President's Committee may authorize expenditure up to £1,000 from their budget. In the absence of the Chair/President, the relevant Honorary Junior Treasurer may authorize expenditure on his/her behalf.
18. Operational managers may authorize expenditure consistent with their budgets, subject to approval by the Union General Manager for orders or contracts in excess of £10,000.
19. The Deputy President (Finance and Services), or in his/her absence one of the other Deputy Presidents, shall authorize all other expenditure up to £100,000.
20. The Executive Committee shall authorize all expenditure over £100,000 up to £1,000,000.
21. The Council, on the recommendation of the Executive, shall authorize all other expenditure.

Orders

22. Orders of goods or services shall only be placed using an Imperial College Union order form or in accordance with a duly authorized contract.

Loans to Staff

23. Loans to staff must not be made without the written permission of the Union General Manager. Arrangements for repayment of such loans must be put in place before the funds are advanced.

Long-term Commitments

24. Only the President jointly with the Union General Manager shall sign a contract which commits the Union to any obligation that extends beyond the current financial year. Such contracts shall only be signed with the prior written authorisation of the relevant budget holder. Such authorisations shall be made within the limits set out in parts 14-21 of this regulation.
25. Appointment of staff (except those employed on a 'casual' or 'zero-hours' contract basis) and any variance to their contracts shall be authorized by the Honorary Senior Treasurer.

Events

26. The limits of authority as defined in parts 14-21 of this regulation shall be applied to the total of all expenditures relating to events organized on behalf of the Union.
27. Prior authorization shall be given in writing as set out in operational policy.
28. The prior written approval of the Union General Manager shall be sought for events where the total of all expenditure exceeds £2,000.

Cash holding

29. Other than trading outlets for legitimate operational purposes (as determined by the Executive Committee), no constituent part of the Union may hold cash without the prior written authorization of the Deputy President (Finance and Services).
30. Cash takings shall be deposited with the Union's bankers within three working days of receipt and no expenditure may be incurred from cash receipts.
31. Members and employees may carry or hold cash or other valuables with due regard to the limits set from time to time by the Union's insurers.

Borrowing

32. The Union shall not borrow any external funds without the prior written authorisation of the Union Honorary Senior Treasurer.

Guarantees and indemnities

33. The Union shall not give any guarantees or indemnities without the prior written authorisation of the Union Honorary Senior Treasurer.

Supplies on credit

34. Goods and services may be issued on credit in accordance with approval procedures and credit limits set by operational policy.

Inventories and Asset Management

35. The Union shall maintain a full inventory of all its assets valued (individually or in aggregate) in excess of £200.
36. It is the responsibility of all Union Officers, Club or Society Chairs and Managers to ensure that they maintain a register of such items and inform the Union General Manager when such items are purchased or disposed of.
37. Equipment valued in excess of £200 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorisation of the relevant budget holder and the President. Authorisation shall only be granted after consultation with the Union General Manager by the President.

Union Honorary Senior Treasurer

38. The appointment of the Union Honorary Senior Treasurer shall be determined by Council on the advice of the Executive Committee and approved by the Rector or his/her nominee and s/he shall:
 1. Approve and monitor the expenditure of the Union budget on behalf of the College Council,
 2. Act as payment authority for the main Union bank accounts and be empowered to act on behalf of the other Honorary Senior Treasurers in their absence,
 3. Ensure, on behalf of the College, that the Union Financial regulations are observed,
 4. Be a Permanent Observer of the Council and Executive Committee,
 5. Ensure that all books and financial records pertaining to the Union are submitted to the Clerk to the College Council within 45 days of the end of the financial year,
 6. Be responsible for ensuring that any anomaly or discrepancy in the financial management of the Union is reported to the Deputy President (Finance and Services). If no satisfactory outcome results, the matter shall be reported to the President and, if appropriate, to the College Internal Audit section and the Rector.

Committee and Faculty Union Honorary Senior Treasurers

39. The appointment of an Honorary Senior Treasurer shall be determined by the Council on the advice of the relevant Faculty Union /Committee President/Chair and s/he shall:
1. Act as payment authority to the relevant bank account,
 2. Oversee all expenditure and bring any possible anomalies or discrepancies in the financial management of that Faculty Union/ Committee to the attention of the relevant President/Chair and the Union Honorary Senior Treasurer, and
 3. Ensure that all books and financial records pertaining to the relevant account are submitted to the Union General Manager within 15 days of the end of the financial year.

Regulation Seven - Union Court

A. Jurisdiction

1. The Court has jurisdiction over and in the following areas within the Union:
 1. Interpretations,
 2. Disputes in individual elections or referenda,
 3. Union publications, in a role equivalent to that of the Press Complaints Commission,
 4. Inquiries, and
 5. Other such judicial, investigative or disciplinary functions as may be allocated by any policy or rule.
2. The Court shall not manage or exercise policy-making powers over any other part of the Union. The Court shall direct its own procedure, subject only to the Constitution and Regulations.
3. The Executive Committee has jurisdiction to act in a role equivalent to that of the Press Complaints Commission in response to any complaint made by the Court or any member of it in a personal capacity. When doing so it may, in addition to its normal jurisdiction, make an order under paragraphs 50.10 and 50.11 and 57.4.

B. Membership

4. The Court shall consist of members appointed in the following manner:
 1. One member of each Faculty Union elected by the Council, each person being a Full Member of the Union,
 2. Three Full Members of the Union nominated by the Executive Committee and approved by the Council,
 3. Three Life Members of the Union nominated by the Executive Committee and approved by the Council,
 4. One member of the academic, academic-related or senior administrative staff of Imperial College, of a rank equivalent to that of Senior Lecturer or above, nominated by the Council and approved by the Rector.
5. Those who are not members of any Faculty Union will be treated for the purposes of this election as members of the Faculty Union which otherwise has the smallest number of Full Members.
6. The term of office for the Full Members of the Union runs for one year from the 1st August following election. The term of office for Life Members runs for three years from the 1st August following election, each such member appointed in consecutive years. A term of office may be renewed.
7. Renewal of terms for those originally nominated by the Executive Committee shall be subject to the approval of the Council, but not the re-nomination of the Executive Committee. A Full Member whose status as a registered student ceases must be nominated and approved as one of the Life Members to continue membership of the Court.
8. Life Members, or those Full Members who may be appointed as Life Members upon expiry of their student registration at the College, may not attend the Council during the discussion or vote upon approval of their nomination or renewal of membership, but may submit written comments to the Council. The Council may suspend this rule.
9. Upon the first approval of nominations of Life Members, they shall be divided by lot at the Council, one serving a one year term, the second a two year term and the third a three year term. If fewer than three are initially appointed then the first appointed shall serve three years, the second two years and the third one year. If two are appointed at the same meeting their terms will be determined by lot.
10. Life Members appointed to the Court upon its inauguration shall serve for the remainder of the academic year in addition to their term.
11. Any vacancy is filled by the same process as the annual nominations and elections. If the vacancy arises by the time of or after the Council meets to elect or approve nominations for the next year, the Council may choose to extend the term of service of a newly elected or approved member, so that he or she starts immediately. If several people within one category are newly approved by the Council for currently vacant posts, the Council may choose to decide by lot from those who wish to do so and are not ineligible by virtue of currently holding another disqualifying post, whose term of service will start immediately.

12. If a Life Member position falls vacant during the three year term, the replacement member's term shall expire at the same time as the original member's.
13. If the Council has not elected or approved three or more members of the Court (except the staff member of Imperial College) by the 1st November in an academic year then the remaining members of the Court may, in committee, appoint further members from within the eligible candidates for each vacant post. Standing orders may provide for restrictions in the functions of temporary members. The election or approval of new members by the Council rescinds a temporary appointment by the Court.
14. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.

C. Administration

15. The Court shall appoint a Chair and Deputy Chair from amongst its members. If the Chair is a Life Member of the Union, the Deputy Chair must be a Full Member of the Union, and vice-versa. No staff member of the College may become Chair or Deputy Chair.
16. The Court shall adopt, with the approval of the Council, a code of conduct which its members shall adhere to. The code of conduct shall set out the ethical principles and rules upon and within which its members must operate. The code shall include the circumstances in which members are disqualified from hearing a case. The code may impose restrictions on the rights of members of the Court within the rest of the Union.
17. The Court may adopt standing orders within which it shall operate.
18. Standing orders governing the following matters also require the approval of the Council:
 1. Appeals within the Court or to the College,
 2. Delegating the Court's authority (which must in any event be to a body under its supervision), except to the Mediation Board,
 3. Regulating the directions for searches, the compulsion of evidence and production of documents or items,
 4. Imposing any time limit upon applications or appeals, except a time guillotine within a hearing,
 5. Imposing further restrictions upon when cases may be requested,
 6. Prescribing when members of the Court may request a hearing in a case in a personal capacity.
19. The Court may meet 'in committee' to deal with its own administrative business, and must meet as such if appointing its Chair and Deputy Chair, adopting or amending the code of conduct or standing orders. An amendment to the code of conduct or standing orders requires the approval of a two-thirds majority of those present and voting. If conducting a hearing it shall meet 'in session'.
20. Regulations 2, 4 and 5 shall apply to the Court in respect of its internal procedure with such modifications as may be made in its standing orders. No such standing order shall alter the Council's jurisdiction in Part B of this Regulation or the jurisdiction of the Council, Council Chair or Court Chair under Regulation 5. An internal motion by the Court to censure or dismiss a person from membership of it (but not the Chair, Deputy Chair or internal official merely from post) must nevertheless comply with Regulations 4 and 5, be held in committee, and be chaired by the Council Chair or a nominee who is not a member of the Court.
21. No person may proxy a vote under any circumstances within the Court when in committee or in session.

D. Commencement of a case

22. The authority of the Court under regulation 7.1 may only be exercised when in session.
23. A hearing in a case may be requested by the following people or bodies in the following circumstances, though standing orders may impose restrictions:
 1. An interpretation, review or declaration may be requested by any member of the Union or constituent part of the Union,
 2. A request for an adjudication in a role equivalent to that of the Press Complaints Commission may be made by any person or organisation mentioned or referred to in a Union publication, or by the Mediation Board,
 3. An appeal in an election or referendum dispute may be made by any candidate or elector in it,
 4. An inquiry may be requested by the Council, Executive Committee, 50 Full Members of the Union or any constituent part of the Union,
 5. A review of any proposed constitutional amendment, regulation, policy or act may be requested by any member of the Union or constituent part of the Union,
 6. A case in another jurisdiction created by any policy or rule shall be summoned in whatever way that policy or rule determines, or by standing orders.

24. An interpretation, review or declaration may also be made by the Court if acting in another of its jurisdictions. If the Court determines that another jurisdiction (except inquiries) is appropriate it may exercise it instead of or in addition to the one for which it was summoned.
25. No member of the Court may participate in a request for any kind of case, except under specific circumstances set out in standing orders.
26. The Court shall make any decision relating to the commencement of a case in committee, unless standing orders determine otherwise.

E. Appointment of panels

27. When the Court is in session, it shall be composed of a panel drawn from the membership of the Court, appointed according to standing orders.
28. A panel, unless it is one person sitting alone, must contain at least one Full Member of the Union.
29. The appointment of a panel, once made, cannot be rescinded by any person or body outside the panel.
30. Multiple applications to the court to hear a matter may be consolidated into one case. The Court may direct in a case that an issue should be severed and dealt with in a separate hearing or case.

F. Directions

31. The Court, in session, composed of the appointed panel, may make directions for the management of a case, subject to the standing orders.
32. Directions may be made administratively by the Court, but may be reviewed in the hearing itself.
33. Such directions may govern the agenda, time limits, advance notice, adjournments of or bringing forward hearings, submissions or evidence received, agreement of facts, narrowing any contested issue, excluding irrelevant issues, consolidation or severance of cases, or any other matter. A direction may specify the consequences of a breach.
34. The Court may make specified compulsory directions:
 1. Any person holding an elected or appointed post in the Union including staff may be required by direction to attend a Court hearing and answer questions. No person shall be required to incriminate himself or herself.
 2. The Court may require by direction the production of any document or item, or copies thereof, created or held by the Union or any person holding elected or appointed office including staff within it in their capacity as such.
 3. The Court may make a direction for the searching of any premises administered by the Union under the Memorandum of Understanding. Such a direction may only apply to the offices of permanent staff with the consent of the President or Union General Manager. A search direction may be made without notice to the person or constituent part of the Union to which it applies.
35. The Court may only make one of the specified compulsory directions if there is no other way in which the information can be obtained, and their contents are likely to affect a final or interim determination.
36. The specified compulsory directions shall be made subject to such rules and guidance as set out in standing orders, and may only be made after such standing orders are established.
37. A person subject to a specified compulsory direction may request a hearing and make comments or submissions about whether the direction should remain or be amended. The President may attend any such hearing involving staff.
38. The fact that material is confidential or sensitive does not exclude it from the Court's jurisdiction, unless it is wholly a staff matter as defined in Part K.
39. A breach of a specified compulsory direction may result in the Court, after a hearing, making orders under Part J. A breach of any type of direction may result in issues or evidence being excluded, further directions made, or a hearing being discontinued.
40. The Court may direct that a hearing or part of a hearing is in closed session only if:
 1. Staff matters are being discussed,
 2. A member of the Union staff is giving evidence in his capacity as a member of staff, unless he or she consents to being heard in public,
 3. A decision or act under the Disciplinary Policy is being reviewed, and a defendant student or body does not wish it to be in public,
 4. The Court is of the view that the quality of a person's evidence would be improved by it being given in private, due to its sensitivity or their vulnerability,
 5. It relates to a without notice application for a direction to search premises or other purpose, or
 6. In cases of grave disorder.

G. Hearings

41. The Court, in session, shall run one or more hearings in a case and come to a determination. The Court may dispense with a hearing only if dealing with a proposed constitutional amendment, regulation, policy or act, or under other circumstances set out in standing orders.
42. A hearing must be in public unless the Court directs it or part of it to be held in closed session. Reasonable steps must be taken to inform any person or body who may be directly affected by any potential order of the hearing and its purpose.
43. If an issue before the Court becomes the subject of legal action, referral to the Imperial College Council, Visitor, Office of the Independent Adjudicator for Higher Education, or another relevant external authority, the Court may adjourn the hearing until after its resolution or discontinue the hearing. Legal action may be treated as commencing upon a criminal charge or summons, or civil claim form being issued.
44. The Court may choose to discontinue a case without coming to a determination if an issue becomes pointless or academic. The Council may require an inquiry to be discontinued.

H. Determinations and reports

45. A determination shall be made at the end of the case, unless it was discontinued.
46. The deliberations of the panel in coming to a determination shall be in closed session and remain permanently confidential. No person may seek to influence any member of a panel with respect to a determination after the deliberations begin.
47. No person or body may instruct any member of a panel how to rule on a determination.
48. The determination shall be public and available to any Full Member of the Union, and any other person whom it affects. In sensitive cases, the names of individuals or bodies may be replaced with a pseudonym and irrelevant details omitted. In a case where a person or constituent part of the Union is subject to any form of penalty, they may demand that their name is shown, unless in doing so the privacy or rights of another would be unduly affected.
49. An interim determination may be made by the Court in any matter if it is in the interests of justice to do so. An interim determination, which may include interim orders, may be made during a case before it is concluded (though it may have the effect of concluding it). A case which continues afterwards shall, upon conclusion, have another final determination.
50. A declaration becomes a binding precedent upon the Court, from which it can only depart in the interests of justice. The opinions of those in the majority, and the circumstances in which orders were made, becomes a persuasive precedent which may form a basis for future determinations.

I. Orders

51. In a determination, the Court may make no order, or make one or more of the following orders:
 1. A declaration of what the Constitution, its Regulations and any policy or rule means, and its consequences,
 2. Quash a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful,
 3. Suspend a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful, until the next meeting of the committee that approved it,
 4. Remit a decision back to a person or part of the Union with its opinion or ruling,
 5. Require a committee which improperly avoided or dismissed a motion to reconsider it, and may set aside any time limit if fair to do so,
 6. Summon an emergency meeting of any committee except the Council,
 7. Mandate an officer, post-holder or committee to act in accordance with the Constitution, its Regulations and any policy or rule, or prohibit them from breaching it,
 8. Replace the decision of a returning officer, elections or referendum committee with any other that they would have been authorised to make, or to dismiss an appeal,
 9. Authorise a more senior budget holder to spend out of a subsidiary budget,
 10. A declaration that a publication complaint was upheld, dismissed or that sufficient remedial action was offered,
 11. That a publication against which a complaint is upheld must print or publish the result and reasoning behind it with due prominence,
 12. Any order which the Press Complaints Commission is entitled to make in respect of a member publication, except for awards of money,
 13. Any other order which a Regulation, policy or rule permits, or
 14. Any order which is necessary or expedient to give effect to another order which the Court is entitled to make.

52. Any order is discretionary. The fact that a breach of a rule has been found does not require the court to make further orders. In addition to or instead of any order, the Court may make recommendations to any person or body.
53. The Court may apply a time limit to any order, or make it subject to conditions.
54. The Court may not make any order:
 1. Relating to any matter outside the jurisdiction of the Union under the Constitution and Memorandum of Understanding,
 2. Requiring, in the opinion of the Court, the Union or any person to act unlawfully, including any contractual breach or tort,
 3. Directly requiring any person to authorise or not authorise anything under the Finance Regulations,
 4. Amending a decision of a returning officer, elections or referendum committee which occurred before the start of that academic year, or
 5. In respect of any matter for which a time limit has expired under the Regulations or standing orders.
55. The Court may not make any mandatory or prohibiting order:
 1. in respect of the Council,
 2. in respect of a person's choice of vote,
 3. upon a member of the Union staff; any such order being made upon the President instead, or
 4. in respect of an act which a person with responsibility for Health & Safety in the Union reasonably declares would impose legal liability on them or the Union, and whose declaration is not countermanded by a more senior authority.
56. The Council, or a policy-making body within its jurisdiction, may by policy authorise the Court to make an emergency order or direction in specified circumstances, and to the extent that the policy prescribes.

J. Compliance

57. Any person may request that the Court reconvenes to examine whether a determination or direction was or is being complied with. The Court may also do so of its own motion.
58. The Court may make a further determination, which may include no order, or in any case where it decides that an previous order was not complied with, the following:
 1. Amend or rescind any current order,
 2. Impose any new order,
 3. Impose a mandatory or prohibiting order upon a more senior person or body in the Union,
 4. Propose a motion of censure or no confidence to the Council or any other committee entitled to pass it, or
 5. Make a penal order.
59. Any order made under the above sub-paragraphs 58.1-58.3 must have been one which the Court would have originally had the jurisdiction to impose, unless made under a policy or rule which provides for further types of orders upon a breach.
60. If a proposal for a censure or no confidence is made, it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. A proposer may or may not be appointed. Any rules of the committee to whom it is proposed regarding advance notice of such motions must be complied with. The Court may then make further orders requiring the appropriate committee to hear it at the next available meeting. No emergency meeting to hear such a motion may be called after the end of the Summer Term.
61. A penal order may be imposed upon any constituent part of the Union apart from the Council, Executive Committee, commercial services or individual members or staff. It may include suspension, freezing of budget (subject to the President or Deputy President (Finance & Services) authorising expenditure for the performance of a legal obligation) and a prohibition on use of room bookings or other Union facilities.
62. A penal order made in relation to a breach of a specified compulsory direction may apply to any constituent part of the Union allowable above, for which an individual breaching a direction is the chair, treasurer, secretary or other senior post-holder if the breach is relevant to that constituent part of the Union.
63. A penal order may be reduced or rescinded by the Council.

K. Staff matters

64. The Court's jurisdiction shall not extend to matters which are wholly staff matters as defined by the Staff Student Protocol.
65. The Court may hear evidence and require evidence, documentation and items from members of staff in closed session which may involve staff matters, but only to the extent that it assists in determining any disputed fact or rule which is not a staff matter.
66. The Court shall interpret the meaning of the Protocol. Any such declaration shall only be made after the President or Union General Manager has had the opportunity to make submissions or comments. The Court Chair or panel chair shall be responsible for clarifying and enforcing this protocol when the Court is sitting or in administrative matters relating to the Court.
67. Any staff matters remain confidential, and any later determination shall omit or anonymize any such reference.

L. Appeals

68. The Court may, with the approval of the Council, establish within it a panel of appellate members of proven and substantial ability and integrity to be entitled to sit on an internal appeal as chair and the majority. Standing orders shall govern the ambit and procedure for an appeal. No internal appeal shall be heard until a panel and appellate standing orders are established.
69. An appeal may be made within two weeks of the conclusion of any internal appeal process by and with the consent of the Union President to the Rector of Imperial College if, and only if, the Court:
 1. Makes a final or interim order formally quashing or suspending for unconstitutionality any decision of the Council, or the Executive Committee when acting on the Council's behalf under section 10.7 of the constitution, or
 2. Grants leave to do so.
70. The Rector's appellate jurisdiction shall be subject to the following rules:
 1. No appeal shall lie against a decision by the Court not to make a relevant order as set out in 69.1, and
 2. A decision having the effect of changing the determination must be reasoned.

M. Mediation Board

71. The Mediation Board shall operate under the supervision of the Court, and may mediate in a complaint about Felix or any other Union publication or media outlet.
72. The Mediation Board shall consist of the Media Group Chair, the editors or managers of each publication governed by the Media Group, and such other publications or media organisations within the Union or other members of the Media Group nominated by the Court. It shall be chaired by a member of the Court, nominated by the Court. It may co-opt other members.
73. The Mediation Board shall conduct its business according to the Court standing orders.

Appendix II

Imperial College Union

ICU DISCIPLINARY POLICY

A note by John Collins, IC Union President

A. JURISDICTION

1. The policy has jurisdiction over the following areas:
 - i. Union premises as defined as being under the management responsibility of Imperial College Union as laid out in the Memorandum of Understanding, any area used to control entry to Union activities, and the vicinity thereof,
 - ii. Any Union activities defined as anything funded by the Union or organised by an official Union club or society.
 - iii. Misconduct arising outside of Union premises but which are connected with Union activities and are likely to affect the good name and standing of the Union.
2. Parts B, C, D and E of this policy have jurisdiction over all registered students of the College and groups thereof whether or not members of the Union; these parts also apply to Union clubs and societies.
3. Part F of this policy has jurisdiction over Life and Associate Members of the Union, as well as those who are not members of the Union or registered students of the College.
4. In any case which involves a computing offence, misconduct simultaneously involving the Union and other jurisdictions under the College Code of Discipline or particularly grave misconduct, the President shall liaise with the College Tutors in respect of the appropriate disciplinary jurisdiction in the Union or College.
5. Members of the College staff who are also registered students of the College shall be dealt with under the relevant College disciplinary procedure for staff, and not this policy. The President may exclude such individuals from Union premises and facilities pending College disciplinary action, and shall inform their head of department if so doing.
6. Clubs and societies, as well as being dealt with under this policy, may have disciplinary action or action under health and safety rules taken in relation to them under other Union Regulations or policies.
7. A particular area or facility within the Union may have rules applicable to it which involve the restriction, suspension or exclusion of people from its use.

B. THE DISCIPLINARY SYSTEM

Summary punishment

8. The power and responsibility for curtailing or containing the immediate effects of misconduct and imposing summary punishment where appropriate rests with the President or his or her nominee.
9. Where summary punishment is appropriate, it shall be imposed on the spot, or with the least possible delay, and shall be limited to one, two or three of the following:
 - (i) a reprimand;
 - (ii) expulsion, not exceeding seven days, from the use of the area where the misconduct occurred;
 - (iii) suspension, not exceeding seven days, from the use of a particular facility;
 - (iv) a charge, up to a maximum to be determined, from time to time, by the College Tutors and the President, to meet the cost in whole or part of replacing the damaged property or equipment;
 - (v) a fine, up to a maximum to be determined, from time to time, by the College Tutors and the President;
 - (vi) 'Union Service', i.e. work on College campuses of benefit to the College community.

10. Summary punishment may be imposed upon any person, club or society. It may not be imposed upon a person or body who is being referred to the Disciplinary Committee for the same misconduct, except under paragraph 13.
11. The authority imposing summary punishment must inform the person being disciplined of the punishment and his or her right of appeal.

Cases where Summary Punishment is inappropriate

12. The Disciplinary Committee shall deal with misconduct which in the opinion of the President, or his or her nominee, cannot be dealt with adequately by means of summary punishment.
13. In cases involving misuse of Union equipment or facilities, breaches of Union or College safety rules or potential danger to students, staff or other persons and where the President had referred it to the Disciplinary Committee, a suspension or expulsion may be imposed until such time as the Disciplinary Committee has reached a decision.
14. If a person or body is facing disciplinary proceedings before the Disciplinary Committee, they shall not be suspended nor excluded from the Union or any of its facilities, nor shall their status as a member or body be prejudiced pending determination of the proceedings against them by the committee, unless imposed under paragraph 13.
15. In cases of serious misconduct by medical students, the President may consider that the issue is so serious that restrictions should be placed on the student's activities. In such circumstances, the President should report the allegations against the student to the Principal of the Medical Faculty who shall consider the information supplied and invite the student to make representations. Taking the protection of the public as the paramount consideration, the Principal of the Medical Faculty shall decide whether and if so what restrictions should be placed on the student's activities. Any restrictions imposed shall remain in place until either the student is acquitted by Disciplinary Committee, Appeals Committee or other disciplinary authority or the Fitness to Practise Medicine Panel or the Principal of the Medical Faculty direct otherwise.
16. Students should be aware of the implications of misconduct which is also a criminal offence. This could invoke criminal investigation in addition to Union or College disciplinary procedures. If considered necessary, Union disciplinary procedures may be suspended by the President pending the outcome of criminal procedures.

Membership of the Disciplinary Committee

17. The Disciplinary Committee shall consist of
 - i) A member of the Union Court as chair, and
 - ii) Four members of the Executive Committee.
18. If members of the Executive Committee are unavailable, membership shall be drawn from the Council. The Union Court may appoint the Council Chair as chair instead of one of its own members.
19. The Deputy President (Finance and Services) shall act as Clerk to the committee. If he or she is unavailable, one of the remaining Deputy Presidents shall act as Clerk. The Clerk shall not vote or participate in a discussion of the merits of a case. No Sabbatical Officer may be a member of the committee except a Deputy President acting as Clerk.
20. The Union Court, under its standing orders, shall appoint the members of the committee in paragraph 17(ii) at random, the chair and a replacement Clerk from among the Deputy Presidents if required.
21. No person shall sit on the Disciplinary Committee if he or she is:
 - i) the subject of a charge,
 - ii) the complainant,
 - iii) a witness or a potential witness (i.e. has personal knowledge of the facts surrounding the case),
 - iv) successfully challenged for any good cause; the chair shall decide whether to uphold the challenge or not, prior to the hearing, or
 - v) connected with the student being charged or any other person involved with the case.

C. PROCEDURES

Defendants

22. Multiple persons may be dealt with in a single hearing. Union clubs and societies or recognised sub-sections thereof may be dealt with as a defendant in the same way as a natural person.
23. If a club or society faces disciplinary proceedings, its chair, president or captain or his or her nominee shall represent it.

Procedural rights

24. The President, through the Clerk, will notify the student, club or society, with reasonable notice in advance of the hearing, of any documents to be submitted or any witnesses to be called.
25. Any person or body facing disciplinary proceedings shall be informed in writing of the charges against them, and of their right to be represented at the hearing by a person of their choice who is a member of the College, and to bring witnesses. If they wish to be represented, to call witnesses or present documents either bearing on the charge or in mitigation of any penalty which may be imposed, they shall notify the Clerk with reasonable notice, in advance of the hearing, which will normally be held within ten College working days of the referral.

Procedure

26. The committee shall base its decision on any fair and relevant evidence presented and examined in the presence of the person bringing the charge and the student charged.
27. The committee shall first consider whether each of the charges presented are true, and secondly whether the proven facts then amount to misconduct.
28. A conviction by a criminal court shall be regarded by the committee as creating a rebuttable presumption that the person convicted of committing an offence is guilty of it, and that any facts found by the court are true. Conduct amounting to a criminal offence in the United Kingdom is automatically misconduct under this policy, if committed within the jurisdiction of this policy.
29. The proceedings of the committee shall not be invalidated by the failure to appear of the student charged following notification of the proceedings in accordance with the earlier paragraphs.
30. Evidence of earlier misconduct by the student or body charged which has already been the subject of previous disciplinary procedures shall not be presented until after a decision has been reached on the facts of the case, but may then be admitted and considered in deciding on any punishment.
31. Hearings shall normally be in closed session but a written account of the proceedings may be released at the chair's discretion.
32. A student, club or society may request that the hearing is held in public. In keeping with the Human Rights Act 1998, should the student, club or society wish, the decision of the committee will be posted on the President's notice board.
33. The committee shall reach its decision by simple majority voting, save that on questions of guilt no person, club or society shall be found guilty if more than one member of the committee dissents. The chair may make a casting vote only. The Clerk shall not be entitled to vote.
34. A full record shall be made of the hearing and retained for possible use in connection with a review or appeal.

D. PENALTIES

35. The committee may impose one or more of the following penalties:
 - i) a reprimand,
 - ii) a fine,
 - iii) a charge to meet the cost in whole or in part of replacing damaged property or equipment,
 - iv) a charge to meet the cost in whole or in part of any funds lost through mismanagement,
 - v) expulsion or suspension from any part of the Union or its facilities for such period as the committee may determine,
 - vi) expulsion from any part of the Union's premises for such period as the committee may determine, which may include permanent expulsion,
 - vii) expulsion or suspension from membership of a club or society,

- viii) revocation of or reduction in financial authority,
 - ix) 'Union service', i.e. work on Union or College campuses of benefit to the College community,
 - x) in relation to a club, society or recognised section thereof, a freeze in their budget or other privileges of a club or society for any finite period,
 - xi) in relation to a holder of an elected post in the Union, a recommendation to the President that a proposal of censure or no confidence is made to the Council or any other committee entitled to pass it.
36. The committee may instead refer any disciplinary matter to the College Discipline Committee. If so doing it may impose a suspension or expulsion until such time as the College Discipline Committee reaches a decision.
 37. The committee may impose a charge under paragraph 35(iv) upon a person, appearing before it in his or her own capacity, found to be responsible for the mismanagement of Union funds, in order to satisfy any funds lost.
 38. The Union may, in addition to any penalty, take legal action to recover any sums owing to it. Any funds paid as a result of legal action shall be set off against a charge under paragraphs 35(iii) or (iv), or 9(iv) if relating to the same offence.
 39. The committee may make any recommendation to any person or committee.
 40. Where a person is excluded from any Union premises licensed for the sale of alcohol, he or she will be informed that it is College policy that the exclusion will cover all College licensed premises and that the relevant people will be informed.
 41. Where misconduct lead to prosecution in an outside court, the committee shall take note of the fact and the outcome in imposing any penalty.
 42. Any fine collected shall be donated to the College Student Hardship Fund.
 43. If the student or representative of a club or society is absent, the Clerk shall notify them of any penalty and rights of appeal.

Breach of penalties

44. If a person or body does not pay any fine or compensation within 10 College Days, or is alleged to have breached any other penalty imposed, the matter will be referred to the Union Court by the President. The Court shall determine whether there are any extenuating circumstances such as financial hardship in relation to paying any fine or charge, and whether or not the penalty was complied with. If the Court determines that there was a breach of a penalty, it may refer the matter back to the Disciplinary Committee with its factual findings, which are then not open to review. The committee may then impose any further penalty or refer the matter to the College Discipline Committee.
45. If a Disciplinary Committee is re-convened to consider a breach of a penalty found by the Union Court, it shall as far as possible have the same membership as the original committee, but the Union Court may nominate replacement members if the original ones are unavailable. If the Union Court has modified the decision of the original committee, the Court may nominate a new chair from those who sat upon the appeal or review, and replace any members as necessary.

E. APPEALS AND REVIEWS

46. An appeal may be made upon a finding of guilt by the student, club or society on the grounds of unreasonable conclusions, an excessive or inappropriate penalty, unconstitutionality or a procedural irregularity. A review may be requested by the President or nominee upon the grounds of unconstitutionality or procedural irregularity.
47. The appeal is made to the Union Court, which shall act as the Union Appeals Committee.
48. A student, club or society upon whom a penalty of suspension or expulsion has been imposed under paragraphs 35(v), (vi) or (vii) may, notwithstanding other appeals or reviews, have the right to have that part of the punishment re-considered by the Disciplinary Committee after six months and thereafter at six monthly intervals. Its members shall be appointed according to the same principles as paragraph 45.

Preliminary procedure

49. Any student, club or society wishing to appeal may do so within five College days to the Clerk in writing, setting out the grounds and supporting argument.
50. Upon a requested appeal the Clerk will write to the appellant at least five working days before the hearing taking place (unless the appellant consents to a shorter period), providing a report with:
 - i) a statement of the matters investigated,
 - ii) a summary of the evidence given by each witness,
 - iii) the original committee's decision, and
 - iv) reasons for the judgment reached in relation to submissions made at the hearing,
51. An appeal in relation to a summary punishment shall be made (instead of the Clerk) within 5 College days to the Deputy President (Finance and Services) or if unavailable, another Deputy President. The President or nominee imposing the punishment shall then provide the reasons for the punishment in writing.

Appeals

52. The Court shall hear any appeal in session, appointed according to its standing orders, though no person upon it shall have sat upon the original Disciplinary Committee, except the Clerk, who shall act as Secretary to the Court upon such appeals.
53. An appeal shall be by way of a re-hearing (or in the case of a summary appeal, a normal disciplinary hearing), following the same procedure as the Disciplinary Committee. The Court may confirm, reverse or modify the original decision within the summary or Disciplinary Committee jurisdiction respectively.

Reviews

54. The Court will only accept a review requested by the President or nominee. A student, club or society wishing to contest a decision should request an appeal (as provided for above) rather than a review.
55. The Court will not review the factual basis for a decision unless the decision was wholly unreasonable.
56. A review may not quash an acquittal of misconduct or finding of facts favourable to the person or body proceeded against, unless the Court finds that it was procured by dishonesty relating to the procedure under this policy. In such cases it may remit the matter for a fresh hearing before the Disciplinary Committee, but may not impose an unfavourable finding of fact or a conviction.
57. When the Court is restricted under paragraph 56 above, it may make a declaration or interpretation for use only in future proceedings, the effect of which would have been to impose an unfavourable finding of fact or conviction if applied in the case reviewed..
58. In conducting a review, the Court may impose an equivalent or lesser penalty, in the event of the original one being unconstitutional.

Office of the Independent Adjudicator

59. Once a student has completed the Union's internal appeals, reviews or complaints procedures, the College will issue the student with a Completion of Procedures Letter. If the student is still dissatisfied, the student may direct his or her complaint to the Office of the Independent Adjudicator within three months of the date on which the Completion of Procedures Letter was issued. Information on the complaints covered by the Office of the Independent Adjudicator and the review procedures is available on its web site at www.oiahe.org.uk

Finality

60. A decision by the Disciplinary Committee or Union Court once the time limit of 5 College days has elapsed is final (subject to a six-monthly re-consideration in circumstances set out in paragraph 47).
61. No matter which was dealt with and concluded previously under this policy shall be brought again under it.
62. Notwithstanding any finality under this policy, a matter referred back by the Office of the Independent Adjudicator may be re-opened at any point, or any other course of action undertaken in accordance with its directions.

F. LIFE, ASSOCIATE AND NON-MEMBERS

Life and Associate Members

63. A Life or Associate Member of the Union is subject to the same disciplinary jurisdiction and enjoys the same rights within it as a Full Member, subject to the following alterations:
- i) No fine or Union service may be imposed,
 - ii) The Disciplinary and Appeals Committees may suspend a person's membership of the Union, or expel that person from membership permanently, and
 - iii) The Office of the Independent Adjudicator does not deal with complaints from those who are not and were not registered students of the College.
64. Members of the Union permanent staff who are also Life or Associate Members shall be dealt with by the President and are not subject to the disciplinary jurisdiction in this policy.
65. A Life Member of the Court is not subject to the disciplinary jurisdiction of this policy, except paragraph 13, unless they been first dismissed from membership by the Council, or their term has otherwise expired. Paragraph 13 may apply until a Council meeting is convened to dismiss the member, and if so dismissed, may further apply until the Disciplinary Committee's decision. If the President or another person has not proposed a motion of no confidence in the member for the next available Council, paragraph 13 expires in relation to that member at the end of that Council meeting.

Non-members of the Union

66. The President shall deal with any person or organisation who is not a member of the Union, registered student of the College, or member of the Union or College staff. The President shall ensure such a person or organisation is given an opportunity to answer any allegation against them. The President may suspend or expel them from any or all parts of the Union for any period of time or permanently. The Executive Committee may review any such decision.

Appendix III

Imperial College Union

ICU TRANSPORT POLICY

A note by John Collins, IC Union President

A. GENERAL

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.
2. The Clubs and Societies Board determines operational policy with respect to the transport fleet in line with this policy.

B. RESPONSIBILITIES

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.
4. The Transport Officer shall be responsible for maintaining the fleet in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.
5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.
6. When a vehicle is booked, a person on the trip shall be designated as the 'principal driver' and shall be registered as such when the vehicle is booked. The principal driver is responsible for the conduct of the other drivers, and for providing the Union with information on behalf of the group when it is required.
7. Wye and Silwood's committees are responsible for maintaining and booking any of the Union's fleet in their possession.

C. REGISTRATION OF DRIVERS

Requirements for drivers

8. All registered drivers of Union vehicles must be a registered student at Imperial College, a member of the College or Union staff, or a Union Life Member.
9. All registered drivers of Union vehicles must also be at least twenty-one years of age, have a full United Kingdom B category (car) licence and must have been driving for two years in the United Kingdom.
10. Registered drivers may have a licence from a European Union or other country as approved by the Clubs and Societies Board, in lieu of a United Kingdom licence.
11. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Clubs and Societies Board, such declaration being countersigned by the Deputy President (Finance & Services) or other Sabbatical Officer in his absence.
12. Individuals shall cease to be registered drivers if they no longer fulfil the terms of sections 8-10.

How drivers are registered and tested

13. The Clubs and Societies Board shall approve on the advice of the Transport Officer a number of individuals who shall be permitted to test drivers for registration.
14. The Clubs and Societies Board shall approve a form of test which must be undertaken and passed by prospective drivers, along with paperwork and level of fee to cover the cost of administration.
15. A list of registered drivers shall be kept by the Union. All registered drivers shall have identity cards identifying them as such.

Concerns about drivers

16. In the event of an incident the procedure in Parts H and I are to be followed.

17. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with the Transport Officer.
18. If the concerns are of the driving ability or conduct of the Transport Officer himself, the matter shall be brought up with the President.
19. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in sections 17 and 18, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.
20. The Transport Officer or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under section 48. If the allegation concerns the President, the Transport Officer or his nominee may take action under section 48*i*.

D. MAINTAINENCE OF THE FLEET

21. The Union shall ensure vehicles are taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.
22. The Transport Officer shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.
23. The Transport Officer or his nominee shall remove a vehicle from use which in his opinion does not comply with road traffic legislation or is for some other reason unsafe to use.
24. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.

E. BOOKING VEHICLES

25. Vehicles shall be booked on an approved form at Union Reception or such other place as may be designated.
26. The maximum booking notice shall be two weeks in advance of the booking.
27. Bookings shall be made on a first come, first served basis.
28. Fees for use of vehicles shall be as determined by the Clubs and Societies Board.
29. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Clubs and Societies Board may determine a booking priority and fees according to the size of external contribution.

F. MOTORISED MASCOTS

30. The Faculty Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective Faculty Unions.
31. These mascots all remain permanently inviolate.
32. These vehicles are exempt from Parts C, D and E (registration, maintenance and booking) which shall be administered instead by their Faculty Unions. The Faculty Unions may make additional requirements upon drivers and other such rules as appropriate.
33. Faculty Unions are exempt from reporting incidents 39 *i*), *iii*), *iv*), and *viii*) to the Union (though they may if they wish) with respect to their motorised mascots.
34. Faculty Unions shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:
 - i. holding the President of the Faculty Union as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
 - ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,

- iii. qualifications required of drivers and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in section 33.

G. EMERGENCY NIGHT BUS SERVICE

35. There shall be an Emergency Night Bus for vulnerable students.
36. This service shall be available to any Imperial College student, if necessary, with priority being given in accordance with the student's need and vulnerability, as an emergency service alone, and not as a free transport service.
37. This service shall be run on particular nights where a need is felt for it as required by Clubs and Societies Board.
38. The Clubs and Societies Board shall pass operational policy with respect to this service to further these aims.

H. INCIDENTS

39. An 'incident' shall be defined as:
 - i. A vehicle breakdown,
 - ii. An accident,
 - iii. Use of the emergency equipment,
 - iv. Any damage to the exterior or interior of the vehicle
 - v. Any criminal driving offence or parking offence,
 - vi. Consuming alcohol in the vehicle,
 - vii. Use of a Union vehicle without permission, or on unagreed terms,
 - viii. Non-payment of charges for use,
 - ix. Failure to report an incident in this section, and
 - x. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.
40. Incidents include:
 - i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
 - ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.
41. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.
42. An incident as defined in section 39 must be reported by the principal driver of the group to the Union within two working days.
43. The details of any incident and the driver at the time shall be recorded in writing by the principal driver on the appropriate form.
44. The Transport Officer and Union shall be informed of the incident.
45. In the event of a more serious incident, or any incident listed in sections 39 *iv* to 39 *x*,
 - i. the President and Deputy President (Finance & Services) shall be informed,

- ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Union and Transport Officer take further action under Part I.

46. All incidents except those of a trivial nature, or exempt under section 33, shall be reported to the Clubs and Societies Board.

I. DISCIPLINARY ACTION

47. The President shall from time to time, in consultation with the members of the Clubs and Societies Board issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the principal driver, all drivers, or all passengers if committing misconduct.

48. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behaviour likely to cause a danger to passengers, the President or his or her nominee may:

- i. deregister and ban a driver for a period of time or indefinitely,
- ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required.
- iii. deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),
- iv. ban a club or society or group from using the Union's fleet,

49. Action in sections 47 constitutes summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy. Action under section 48 may be taken separately or concurrently with action under the Disciplinary Policy. There is no appeal from a decision of the President under sub-sections 48(i) – (iii). A decision under sub-section (iv) may be appealed to the Executive Committee.

50. The President or his nominee is responsible for writing to any individual whom action has been taken against under section 48, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Clubs and Societies Board.

51. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board.