

PARTS A AND B ARE RESERVED POLICY

Imperial College Union

CLUBS AND SOCIETIES POLICY

Passed by Union Council 11th June 2007

A. General

Introduction

1. The Clubs and Societies Policy sets out the rights and responsibilities of the Union, Clubs, Societies, other relevant Union activity and individual members. It also sets out the method of administration of clubs and societies.
2. This policy binds the whole Union, but is aimed in particular at clubs, societies, their members and parts of the Union with responsibility for clubs and societies.

Statement of intent

3. The Union is committed under its Constitution (among other things): "To advance the education of its members" "To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests," and to "To provide or ensure a range of facilities which advance the interests of the students of Imperial College"
4. The Union believes the best way of fulfilling these obligations is by the provision of student-led clubs and societies reflecting the full range of interests and abilities of its members.

Definitions

5. The words "club" and "society" are interchangeable and do not refer to specific types of organisation.
6. The Union Club and Society Committee or Faculty Union Union under which a club is constituted is referred to as CSC or Faculty Union in this policy.
7. The senior officer of a club or society will be referred to as the Chair in this policy, though other names (e.g. President or Captain) can be used in practise.

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B. Duties of the Union and its Clubs and Societies

8. This part sets out the general duties of the Union and of the clubs and societies to each other.

Duties of Imperial College Union

9. The Union shall fulfil its objects and statement of intent (sections 3 and 4).
10. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).
11. The Union shall permit club and societies to be formed freely by groups of students with common aims, provided they do not reject the aims and objects of the Union or its rules and policies, particularly the Equal Opportunities Policy, and no club or society currently exists which caters to their needs. Clubs and societies, once formed, should avoid changing their aims and objectives so that they do not clash with those of an established club or society, without the prior consent of this established club or society.
12. The Union shall provide a Freshers' Fair at the start of each academic year and will endeavour to ensure that all clubs and societies have a stall provided. No charge will be made to the club or society for the stall.
13. The Union shall provide space in the Freshers' Handbook at the start of each academic year for each club and society to have an entry and contact details.
14. The Union shall provide funding for clubs and societies, according to budgetary constraints. The funding is allocated by the Clubs and Societies Board on which all clubs and societies have direct or indirect representation. The Union shall provide banking facilities, including assistance with ordering, deposits and advice for clubs and societies at no charge to them.
15. The Union shall provide basic use of rooms within its premises to clubs and societies at no charge to them.
16. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

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Duties of Clubs and Societies

17. Clubs and Societies are expected to comply with the Union Constitution and its regulations and policies.
18. Clubs and Societies are required to conduct themselves in a fair and democratic manner. They owe a duty of care to for the health and safety

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of their members and a responsibility not to discriminate among them or harass them.

19. Clubs and Societies owe a duty to their members to ensure equal provision of facilities
20. The Union needs to comply with significant financial and health & safety requirements prescribed by law, College and other bodies or agencies. Clubs and Societies will need to demonstrate to the Union that they are complying with these requirements.
21. In particular, Clubs and Societies are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.
22. Clubs and Societies represent the Union and the College when holding events or trips, or performing or competing. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.

C. Chain of responsibility

23. The Union operates a chain of responsibility for all matters relating to club and societies. This is as follows:

- i. The Union President,
- ii. the appropriate Deputy President,
- iii. The Chair or President of the CSC or Faculty Union,
- iv. the appropriate committee member for the CSC or Faculty Union,
- v. The Chair of the club or society, and
- vi. the appropriate committee member for the club or society.

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24. The appropriate Deputy President in section 23.ii) is:

- i. the Deputy President (Clubs & Societies) for documentation and Health & Safety requirements, and all other issues not covered by the other Deputy Presidents,
- ii. the Deputy President (Finance & Services) for financial issues, and
- iii. the Deputy President (Education & Welfare) for issues relating to equal opportunities.

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25. The appropriate committee member in a CSC or Faculty Union, club or society (section 23.iv) or vi)) depends upon the CSC's or Faculty Union's, club's or society's rules (though always the Treasurer or Honorary Junior Treasurer for financial issues).

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26. Individuals in section 23 are responsible to those above them in the list for the activities of the clubs and societies.

D. Constitutional matters

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Status

27. All clubs and societies are formed under a "Club and Society Committee" or Faculty Union, and are bound by their standing orders and decisions.

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28. Club and Society Committees and Faculty Unions (CSC and Faculty Unions) are defined in the Union Constitution and Regulation 5 Part . They have their own constitutions or standing orders, officers and meetings, and are responsible providing for the co-ordination and development of student activity within their clubs and societies or central activities.

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29. CSC and Faculty Unions report in turn to the Clubs and Societies Board, which determines budgeting, advises on policy issues and deals with inter CSC or Faculty Union disputes. The Clubs and Societies Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters.The Executive Committee and Union Council both, report to the the Trustee Board.

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Status of CSC and Faculty Union Executives, Rag, Community Action group and others

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30. The central activities of CSCs, Faculty Unions, Rag, Community Action Group and other constituent part of the Union are treated as clubs and societies with respect to the duties, chain of responsibility, documentation and requirements, (Parts B, C, F). They are not bound by the internal management provisions in Part E (except as those provisions may be incorporated into their own constitutions or standing orders) or the remainder of this Part, but are expected to run themselves democratically and properly.

Requirements for creation of a new club or society

31. A Full Member of the Union may sponsor the creation of a new club or society.

32. Prior to the approval of a new society under sections 36 to 38 the sponsor of a new club or society shall obtain the names, departments, years and signatures of twenty prospective members (all of whom are Full Members of the Union).

33. The New Clubs and Societies Committee may authorise additional measures to ensure the new club or society has a firm foundation; this can include the requirement for small deposits from new members, the requirement for some of the signed up members to turn up to the meeting at which the club or society is approved. Any such measure should balance the need for new clubs and societies to have a firm foundation

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against ensuring students aren't unnecessarily prevented from associating and participating as a new club or society.

34. A new club or society must have aims and objects that differ from all current clubs or societies.
35. A new club or society's constitution must not conflict with any Union rule, particularly the Equal Opportunities and Health & Safety Policies. A constitution, whether or not of a new club or society, and whether or not it predates a Union rule, is void to the extent of the conflict with that rule. In the event of a dispute, the President shall rule on which parts of a constitution are void.

Procedure for creation of a new club or society

36. A new club or society is created by the approval of its constitution by the New Clubs and Societies Committee. A club or society may be created without a constitution (though its aims should be approved) but one should be submitted and approved by relevant body by the end of the term in which it was created.
37. Before the New Clubs and Societies Committee has considered the new club or society, its Chair shall inform the Deputy President (Clubs & Societies), who shall ascertain if it fits the conditions in sections 31 to 35 and inform the CSC or Faculty Union of his or her opinion.
38. The New Clubs and Societies Committee shall allocate all new clubs or societies to whichever CSC or Faculty Union FU best matches the aims and objectives of the new club or society.
39. Any Full Member of the Union (regardless of whether, he or she is connected with the new club or society) may appeal the decision of the New Clubs and Societies Committee to approve or disapprove the new club or society to the Clubs and Societies Board. Its decision on approving the new club or society shall be final.

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Prohibition on types of clubs and societies

40. The Clubs and Societies Board or Executive Committee, may direct that no club or society with proscribed aims and objects, structure or sponsor may be created. This measure should normally be used when new clubs and societies' purposes are expected to conflict either with the aims and objects of the Union or policy putting those into effect.

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Initial management of a new club or society

41. The initial committee of a club or society shall be appointed by the New Clubs and Societies Committee or its nominee. This committee and its members act with the same authority as an elected committee, and holds

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office until the end of its first academic year or such earlier time as may be designated.

Departmental Societies

42. The above policies shall apply to the formation of departmental societies with the exception that all matters relating to their creation, and any requisite additional measures, shall be considered by the relevant Faculty Union in the place of the New Clubs and Societies Committee.

Transfer of clubs and societies between CSCs and FUs

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43. A club or society whose aims and object fit more appropriately in another CSC or Faculty Union will transfer to that CSC or Faculty Union under the following conditions:

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- i. A resolution of the club or society's committee (or general meeting if required) and the consent of the CSC or Faculty Union to which it would be transferred, or
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

Mergers of clubs and societies

44. Clubs and societies whose aims and objects are nearly identical should normally merge, unless there are pressing reasons for them remaining separate (which include activities mostly in separate locations). Clubs and societies' aims and objects can be inferred from their activities as well as their constitution.

45. Two or more clubs and societies shall merge under one of the following conditions:

- i. Resolutions of each club and society's committee (or general meeting if required) and the consent of each CSC or Faculty Union governing them, or
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

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46. For mergers between a Faculty Union club or society and an equivalent CSC club or society, section 45.ii) (imposing a merger without consent) shall be replaced with "a resolution of the Executive Committee or the Trustee Board".

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47. Decisions concerning the appropriate CSC or Faculty Union for the merged club or society, and allocation of assets shall be taken by the President on the advice of the relevant Deputy Presidents.

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Splitting of clubs and societies

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48. A club or society which has two or more distinct spheres of activity may split into separate clubs and societies, without the usual requirement of new clubs and societies.
49. A split may occur under the following conditions:
- A resolution of the club or society's committee (or general meeting if required) and the consent of its CSC or Faculty Union,
 - A resolution of the Clubs and Societies Board or Executive Committee, or
 - A petition of twenty full members of the club or society with their names, years, departments and signatures with the approval of either its CSC or Faculty Union, the Clubs and Societies Board or Executive Committee.
50. A consensus should be obtained between the new clubs and societies for the splitting of assets. Any dispute will be ruled on by the President on the advice of the relevant Deputy Presidents.

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Dissolution of club and societies

51. A club or society shall be dissolved and cease to exist under the following conditions:
- A resolution of the club or society's committee (or general meeting if required) and the consent of its CSC or Faculty Union,
 - A disciplinary resolution of the CSC or Faculty Union under standing orders approved by the Executive Committee, or
 - A resolution of the Executive Committee.
52. Dissolved clubs and societies' property and funds shall be allocated by the President on the advice of the relevant Deputy Presidents.

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Dormant club and societies

53. A club or society may be classed as dormant if it has not elected its minimum committee (see section 58) or it has under twenty members. The CSC or Faculty Union is responsible for categorising the club or society as dormant, and exceptions may be made with good reason.
54. Dormant clubs and societies have equal rights to facilities and funds as active ones. Dormant clubs and societies become active upon obtaining the appropriate committee or membership.
55. Once a club or society has been classed as dormant for twelve months it may be dissolved by its CSC Faculty Union or the Deputy President (Clubs and Societies).

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Suspension of club and societies

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56. A club or society may be suspended for disciplinary reasons, in the following manner:

- i. A resolution of the CSC or Faculty Union, Clubs and Societies Board or Executive Committee.
- ii. By the Deputy President (Clubs and Societies) for incomplete documentation (see section 86) or for a severe breach of the Health and Safety policy,
- iii. By the Union President.

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57. The extent of the suspension for incomplete documentation (in 56.ii) is set out under Part F. The extent of the suspension in 56.i and iii will be determined by that authority and may include any or all of the restrictions for incomplete documentation.

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58. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56.i in the order the committees are listed; for ii to the President; for iii to the Union Court.

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E. Internal management of clubs and societies

Management

57. All clubs and societies are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances.

58. A club or society committee requires as a minimum a chair, secretary and treasurer, all of whom are Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee.

Membership

59. Only Full Members of the Union may become full, voting members of a club or society.

60. All Full Members of the Union are entitled to join any club or society, unless a club or society is registered with a government agency or national governing body which prohibits membership of affiliated clubs and societies on certain grounds. Membership may only be restricted on unavoidable legal or insurance issues (e.g. firearms control). Clubs and societies shall exercise the minimum possible restriction of membership, and inform the CSC or Faculty Union, and Deputy President (Clubs & Societies) of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.

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61. Life and Associate Members of the Union may become non-voting members of a club or society.

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62. The club or society's committee may refuse membership of a club or society to Life or Associate Members of the Union, though reasons for refusal must be given in writing to them.

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63. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are not permitted. Such behaviour may result in severe disciplinary action being taken against the club or society, its committee and any others involved, and may result in the dissolution of the club or society.

General Meetings and Elections

64. All clubs and societies shall require the holding of general meetings upon a petition of its members to review the committee's actions and hold its officers to account.

65. All voting members of the committee for a club or society, including its chair, secretary and treasurer shall be elected from and amongst all full members of the club or society at its annual general meeting.

66. A club or society may set qualifications for membership of the committee (for example: the chair may have had to sit on the committee previously, or a post may not be filled by a finalist) but these shall not be unduly onerous, and if they are, may be struck out by the CSC, Faculty Union, the Union President or Court. These qualifications must be set out in the club or society constitution.

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67. All elections for next year's committee should be completed before the end of the Spring term. Election procedures should adhere to the Election Regulations and any directions of the club or society's CSC, or Faculty Union.

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Removal of officers

68. All clubs and societies shall have a mechanism for removing members of its committee from office. This is normally done through a motion at a general meeting of the club or society. If not otherwise provided for, a general meeting shall have jurisdiction, subject to section 69, to censure and dismiss any officer.

69. Any procedure must be laid out in the constitution or standing orders and in accordance with Part G (censure and no confidence motions) and the principles of natural justice as set out in Part I of Regulation Seven of the Union Constitution:

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- i. a necessity for a petition with a proposer and at least ten seconders,
- ii. at least one week's notice to be given of a motion,
- iii. a necessity for at least a two thirds majority of members present and voting, and

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iv. a course of appeal to a higher body (e.g. the CSC, Faculty Union or a Sabbatical Officer).

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Removal of members

70. Clubs and societies may provide for the removal of members (whether full, associate or any other category). Any such removal is to be treated as a last resort when it is clear that it is not in the club or society's and its members' interest for a person to continue membership of that club or society.

71. The committee or general meeting shall be sole authority for expulsion or suspension of members. Once any internal appeals have been exhausted there shall be an appeal to the Union Court.

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72. The Trustee Board, Executive Committee, Union Court and Disciplinary committee can expel a person from membership of any club or society.

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73. A person removed from membership of a club or society may not rejoin without the sanction of its committee or the Deputy President (Clubs & Societies).

Constitution

74. Each club and society's constitution should be obeyed and regularly reviewed by them. It should set out the management structure and procedures enacted in this Part.

F. Documentation

General

75. Clubs and societies need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

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Documentation required

76. Clubs and societies shall provide to the Deputy President (Clubs & Societies), or his or her nominee, the following items of documentation:

- i. **Declaration** – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the clubs and societies' duties (in Part B) and obey the poster rules ;
- ii. **Committee contact list** – containing vacation and term time addresses, vacation and term time phone numbers and e-mail address ;
- iii. **Constitution** – internal management as per Part E ;
- iv. **Code of Conduct** – expected behaviour on health & safety issues with regard to their risk assessment ;

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- v. **Risk Assessment** – analysing risk to members ;
- vi. **Membership forms** – a form for each member of the club. This is not required for members who join online;
- vii. **Data Protection Act** – information in electronic or paper storage that is about, or can be linked to, living individuals ;
- viii. **Instructor registration – if appropriate ;**
- ix. **National governing body registration** – if appropriate ;
- x. **Inventory** – containing all items belonging to the club or society valued over £150 Any other documents as considered appropriate by the Clubs and Societies Board

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Exemptions on documentation

- 77. A club or society's constitution, code of conduct, risk assessment and inventory do not have to be resubmitted if a satisfactory copy is held by the Union.
- 78. The Deputy President (Clubs and Societies) may exempt a club or society whose activities constitute only an incidental risk to their members from submitting a risk assessment form.
- 79. The instructor and national governing body registration and inventory may be submitted as null returns if appropriate.

Time limits

Time limits for submission of documents shall be set by the Deputy President (Clubs and Societies).

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Other Health & Safety documentation

- 80. Other documentation such as trip registration forms may be required for certain activities.

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¶<#>The instructor registration, national governing body registration and inventory are required by the 1st of February.¶

Sanctions for incomplete documentation

- 81. Documentation that is incomplete or invalid (for example: a code of conduct or constitution that has not been passed by the committee or derisorily or badly drafted) will be treated similarly as "incomplete documentation". Documentation only becomes "incomplete" after the deadline.
- 82. A club or society with incomplete documentation shall:
 - i. have its budget frozen
 - ii. not be permitted to use any Union facility (including booking all rooms under Union management)
 - iii. not be permitted to authorise any posters or other publicity
 - iv. not be permitted to vote at any meeting where they are represented

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83. Sanctions shall be authorised by the Deputy President (Clubs & Societies). A club or society may appeal to the President and then to the Union Court.

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The Union, under the Memorandum of Understanding with the College, is responsible for student noticeboards along the walkway, and other locations across the College. The Union is also responsible for notices within its own building.

Authorising posters

No unauthorised poster should be put up. Posters are authorised by the Sabbatical Officers, the Union Manager and Line Managers, the Clubs and Societies Administrator, Chairs, Captains or Presidents of CCUs, clubs and societies.

The persons in 89 may nominate another to authorise on their behalf, but are responsible for their nominee's actions. The President may remove the authority of anyone to authorise or put up posters.

Rules on posters

Those authorising posters should ensure they adhere to the following rules:

Carry the ICU logo and the words "Imperial College Union".

Display the time, date and location of the club event.

Name the club or society as a club or society of Imperial College Union.

Be no bigger than A2 in size.

Be in English only or have an English translation of anything said in a foreign language, the translation b

prominence.

Not contain any offensive language, including implied offensive language.

Not contain material that may bring the Union into disrepute or is of a libellous nature.

Not contravene the Equal Opportunities Policy.

The poster should either advertise a specific event with the date of the event mentioned or advertise the activity generally and include a reasonable expiry date on the poster.

When posters are put up they must:

Be put up using blu-tack or an equivalent.

Not be put up with Sellotape or glue.

Not be put up closer together than 5 metres apart where there is insufficient space for other clubs or societies' posters.

Not be put up on glass.

Not be put up over other in-date posters

Not indicate that an event is open to the general public unless previously agreed by the Union President.

Be removed within 5 College days of the event being advertised having taken place .

Locations

Posters should only be put up in the following locations:

The Union Building with the exception of the Union Bar, da Vinci's, dB's and the Union Dining Hall

The Junior Common Room in the Sherfield Building

Southside Lounge, but not on the windows. Posters may be placed in Southside Bar at the discretion of the Southside Bar Manager.

On the communal noticeboards along the walkway.

Basement of Mary's i.e. Gladys's, Bar, corridors, at top of stairs.

Stairway noticeboards at Mary's, on each floor.

Glass notice boards at BMS and in UMO student post room.

Reynolds First floor walls and basement walls.

Academic departments and halls of residence (see 96).

The noticeboard outside dB's on the ground floor foyer is restricted to central Union publicity only. Posters may only be put up there with the permission of the President, his or her nominee, or the Union Manager.

The noticeboard outside the Union Dining Hall on the right, on the first floor landing, is restricted to central Union notices, such as minutes, elections and meeting publicity. Posters may only be put up there with the permission of the President.

Departments, Halls of Residence, etc.

Posters and publicity in Departments and Halls of Residence should comply with any rule set by the Head of Department or Warden. Silwood and Wye

Posters may be put up any areas in Silwood and Wye which are under management control of the Union or used for Union activity under Annexe D of the Memorandum of Understanding. Posters may put elsewhere in compliance with any rule set by the relevant Head of Department or Warden.

The Silwood and Wye Executive Committees may make such amendments to these rules, including on content and approval of posters as they see fit for their respective campuses, though not any permitting offensive, disreputable or libellous posters.

Constituent College Unions

Constituent College Unions may replace the Union logo with the Constituent College crest, and the Union's name with their Union, but either the Union's or the CCU's details must be on the poster. Private and external posters

Members of the College may put up private notices, or notices on behalf of constituent parts of the College. They should follow the normal poster rules (except those requiring use of the Union name and logo).

External organisations may only put up posters with the permission of the Union President.

Election publicity

Election posters must be authorised by the Returning Officer. They do not require the Union's name or details of events (unless that particular election requires it). They must not use any College, Union or Constituent College Union insignia, including crests and logos.

Elections posters are expected to adhere to the other poster rules above, and any additional ones laid down by the Returning Officer or elections committee.

Declaration

Chairs of clubs and societies may be expected to sign a declaration stating that they will adhere to the poster rules as part of their general declaration (see 76.i)).

Exemption

The President may exempt a person or constituent part of the Union from any of these rules, except those requiring use of English and prohibiting offensive, disreputable or libellous posters.

President's award for clubs and societies

There shall be an award each year to the club or society of the Union which has performed in an exceptional manner for its members and contributed significantly to the Union's aims and objects.

The club or society must:

be a Union club or society,

have existed for a reasonable length of time as a functioning society, or if a new society, a solid foundation with a likely long-term future, and

not be suspended for incomplete documentation.

The award will be made by the President, who will take advice from the Deputy President (Clubs & Societies), the Presidents of the Constituent College Unions and the Chairs of the Clubs and Societies Committees.

The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals (as detailed in the Colours Policy).