

MINUTES OF THE PROCEEDINGS
of the twelfth ordinary meeting of
the
Executive Committee
of the
Imperial College Union
in the 2007-2008 Session

The meeting of the Executive Committee was held in meeting room 7 of the
Union Building the 29th July 2008 at 12.00pm.

Present:

President	Stephen Brown
Deputy President (Clubs & Societies)	Alistair Cott
Deputy President (Finance & Services)	Chris Larvin
ICSMSU Representative	Mark Chamberlain ICSMSU President elect
RCSU President	Jennifer Morgan
RWB Representative	Hannah Theodorou

Permanent Observers:

General Manager	Peter Haldane
Honorary Senior Treasurer	Simon Archer
Governance and Administration Co-ordinator – clerk	Rebecca Coxhead

Observers: Deputy President (Education & Welfare) elect, Christian Carter Deputy President (Finance & Services), Mark Mearing-Smith CGCU President elect, Matt Taylor

Apologies: Deputy President (Education & Welfare) Kirsty Patterson Clubs and Societies Board representative Lily Topham (SCC Chair) GSA Chair Kilian Frensch, ICSMSU President Tim Wills RSM President Danny Hill

1. CHAIRS BUSINESS

NOTED:

- a) The minutes from the last meeting were unavailable.

2. MANAGEMENT ACCOUNTS

RECEIVED: The accounts were presented by the Deputy President (Finance & Services)

NOTED:

- a) The honorary Senior Treasurer pointed out that Student Activity expenditure is actually above budget.
- b) Trading is doing well overall.
- c) Catering is running at a net loss.
 - i. The overheads have increased.
 - ii. This month catering has almost broken even.
 - iii. Catering was 32% up on takings; however the cost of sales had also increased.
- d) Reynolds has not done as well as last year but are doing ok.
 - i. It was pointed that the Reynolds contribution to central overheads is high.
- e) Retail took over 1 million pounds during the 07-08 period.
- f) The permanent staff salary was double charged in May which has now bene refunded and explains why staff costs are negative.

3. WEB POLICY

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

NOTED:

- a) The paper was updated to reflect that Guilds also hold 2 servers.
 - i. Point 3, 'Definitions' were changed to reflect that guilds also hold 2 servers.
 - ii. The servers are called 'guildsserver.su.ic.ac.uk' and 'guilds.me.ic.ac.uk'
- b) It was suggested that there are set fines such as there are with minibus offences.
- c) It was reminded that ultimately the Union is responsible for the information on the Clubs and Societies websites and that if these are hosted externally; the Union has no control over them.
 - i. It was suggested that Faculty Unions should be exempt from the restriction on using an external host.
 - ii. It was pointed that there is an exemption clause in the policy.
- d) It was questioned as to what the purpose of point 32 was.
 - i. The President stated that if the offence was serious enough, it could be referred to College.
- e) It was pointed that point 38 says exactly what points 29-31 say and thus makes it redundant.
 - i. It was agreed to strike the text from point 38 'except those requiring use of English and prohibiting offensive, disreputable or libellous content.'
- f) The President stated that the last sentence of point 34 should be removed as this is covered by another policy.
 - i. This was agreed by the committee.
- g) The Committee moved to a vote to accept the amended policy. There were no objections.

RESOLVED:

- 1) That the Imperial College Union Web Policy read as follows:

**Imperial College Union
Web Policy**
Passed by Executive Committee 29th July 2008

General

1. This policy applies to all Union web activity, including commercial activity and that of Clubs and Societies.
2. The Union is responsible, and ultimately liable, for the content of Clubs and Societies' websites both to College and legally so therefore must retain control of these sites.

Definitions

3. The Union owns and controls three web servers defined as:
 - <http://union.ic.ac.uk>
 - <http://workbench.union.ic.ac.uk>
 - <http://imperialcollegeunion.org>
 - <http://guildsserver.su.ic.ac.uk>
 - <http://guilds.me.ic.ac.uk>
4. The Union also operates a number of test servers which are administered at the discretion of the Business Systems Support Consultant.
5. The position of System Administrator refers to a volunteer system administrator, typically a full member of the Union.
6. Exchange distribution lists refer to mailing lists made available by the College which can only be used with internal email addresses
7. Mailman lists refer to mailing lists made available by the College which are not restricted by Imperial College only addresses.

Roles and Responsibilities

8. The President has ultimate responsibility for the content and administration of the web servers.

9. The President shall delegate day-to-day operation of the web facilities to the DPFS.
10. The System Administrators shall maintain and administer union.ic.ac.uk and should report to the DPFS.
11. The incumbent System Administrators shall recruit a replacement before they leave, to be ratified by the DPFS.

Access and Administration

12. All access requests to the Union web servers shall be directed to the DPFS.
13. All mailing lists and login requests shall be directed to the DPFS.
14. Clubs with existing logins may request additional logins at the discretion of the DPFS
15. The President may remove, without warning, any website that is defunct or out of date.

Hosting and Addresses

16. All Clubs and Societies websites must be hosted on <http://union.ic.ac.uk>
17. All Club and Society web addresses must be in the format <http://union.ic.ac.uk/<CSC/FU>/<club name>>
18. All Club and Society contact email addresses must end @imperial.ac.uk
19. Clubs may request additional email storage through the DPFS. The cost of such storage will be charged to the club.
20. That all club and society mailing lists must be hosted by Imperial either as a Mailman list or an Exchange distribution list as appropriate.
21. Clubs with existing external domain names must not advertise such names but are permitted to redirect from them.
22. No Club shall set up new external domain names for the purpose of redirection.

Software

23. All software must be kept up to date. The Club Chair will take responsibility for any action arising from out of date software.

Content

24. All Union web content, including that of individual clubs, is subject to College's codes of practice and ICT regulations.
25. All Union web content must comply with the all other current Union Policy.
26. No un-moderated fora may be hosted on Union web servers.
27. All advertisements must comply with College Policy and Regulations.
28. All advertisements must be approved by the DPFS.
29. All content must be in English or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
30. No content should contain any offensive language, including implied offensive language.
31. No content should contain material that may bring the Union or College into disrepute or is of a libellous nature.
32. All members should be made aware that content hosted on all external sites (such as YouTube, Flickr, Facebook and Myspace etc.) has the potential to bring the College into disrepute and further disciplinary action may be taken.

Disputes and Disciplinary Action

33. All disputes with regards to the operation of Union web facilities that cannot be addressed by the DPFS and the President shall be considered by the Executive Committee .
34. The President may issue a fine to a Club or Society which does not adhere to terms set out in this policy.
35. The President may also suspend indefinitely, all web facilities made available to the Club or Society in breach of the terms of this policy.
36. Action in sections 34 and 35 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
37. A serious breach 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.

Exemptions

38. The President may exempt a Club or Society, or any other constituent part of the Union from any of these rules.

Expiry

39. That this policy will require annual review by the DPFS and its validity shall be limited to one academic year after the year in which it was passed, rather than the three years allowed in ordinary circumstances.

4. OSC STANDING ORDERS

RECEIVED: The paper was presented by the President on behalf of the Deputy President (Clubs & Societies) elect

NOTED:

- a) The Deputy President (Finance & Services) expressed concern that the Job Descriptions are terribly prescriptive.
 - i. The Representation and Welfare Board representative stated that the officers need direction.
 - ii. It was suggested that the new Committee can look at changing the Standing Orders.
- b) It was suggested that point 5.3.2 should read 'organise regular Treasurers' meetings' instead of 'organise weekly Treasurers' meetings'.
 - i. This was agreed by the committee.

RESOLVED:

- 1) **point 5.3.2 to read
'Organise regular Treasurers' meetings'**

- c) It was suggested to remove points 5.3.4 and 5.3.5 and replace this with a more generic sentence.
 - i. The ICSMSU President elect stated that the points need to cover the administration of the clubs also.
 - ii. It was agreed to remove points 5.3.4 and 5.3.5 and replace these with 5.3.4 which is to read 'Be responsible to the committee for the efficient administration of the finances of the Clubs and Societies.'

RESOLVED:

- 2) **Point 5.3.24 to read 'Be responsible to the committee for the efficient administration of the finances of the Clubs and Societies.'**

- d) The committee moved to a vote to accept the amended standing orders in its entirety. There was no objection.

RESOLVED:

- 3) **That the OSC Standing Orders read as follows:**

Overseas Societies Committee Standing Orders

1. Aims and Objects
 - 1.1. The Committee shall co-ordinate the development and provision of cultural activities within Imperial College Union
 - 1.2. The Committee shall support the international student community in ICU and promote understanding and cultural exchange between all different cultures within Imperial College Union.
2. Status
 - 2.1. The Committee is a Club and Society Committee of the Union.
3. Composition and Powers
 - 3.1. The Board shall consist of:
 - 3.1.1. The Officers (as listed in section 4.1),
 - 3.1.2. The presidents (chairs or equivalent) and treasurers of its clubs and societies,
 - 3.1.3. The Sabbatical Officers.
 - 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the OSC, and its decisions are binding on sub-committees, clubs and societies.
 - 3.3. General meetings shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer shall be an observer at general meetings.

- 3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair or five members of the Committee. The quorum shall be half of the club presidents (chairs or equivalent).
 - 3.5. Voting. Each club shall have one vote at meetings. Club votes shall be offered by the president where appropriate.
 - 3.6. Meetings shall be advertised by the Chair at least one week in advance, via the committee mailing list. It is the responsibility of club presidents (chairs or equivalent) to inform the committee secretary of changes to club or society officers' contact details, so the committee mailing list can be kept up to date.
4. Officers
 - 4.1. The Officers of the Board shall be the:
 - 4.1.1. Chair,
 - 4.1.2. Honorary Secretary,
 - 4.1.3. Honorary Junior Treasurer,
 - 4.1.4. Assistant Junior Treasurer
 - 4.1.5. International Night Chair
 - 4.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.
 - 4.3. Officers shall be *ex-officio* members of all OSC societies and shall, if necessary and at the discretion of the Chair, be appointed as stand in President or Treasurer of these societies, should the position be vacant.
 5. Job descriptions and responsibilities
 - 5.1. The Chair shall:
 - 5.1.1. Represent the OSC and chair its main and executive committees.
 - 5.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the OSC and its clubs and societies.
 - 5.1.3. Be responsible for the efficient organisation and administration of the OSC.
 - 5.1.4. Chair the Sub-Committees in the absence of the respective sub-committee chair.
 - 5.1.5. Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the OSC.
 - 5.1.6. Negotiate other duties with officers.
 - 5.2. The Secretary shall:
 - 5.2.1. Be responsible for the efficient administration of the OSC
 - 5.2.2. Prepare minutes of the main and executive subcommittees.
 - 5.2.3. Maintain and develop the OSC website.
 - 5.2.4. Be responsible for promoting and advertising the OSC within Imperial College Union.
 - 5.3. The Honorary Junior Treasurer shall:
 - 5.3.1. Be responsible to the Chair for the efficient administration of the finances of the committee
 - 5.3.2. Organise weekly Treasurers' meetings.
 - 5.3.3. Deputise for the Chair in his or her absence.
 - 5.3.4. Be responsible to the committee for the efficient administration of the finances of the Clubs and Societies.
 - 5.4. The Assistant Junior Treasurer shall:
 - 5.4.1. Be responsible for observing the efficient spending of monies granted to the clubs of the committee
 - 5.4.2. Produce a monthly report summarising activity.
 - 5.4.3. Assist the Honorary Junior Treasurer with their task of writing out cheques for the OSC
 - 5.5. The International Night Chair shall:
 - 5.5.1. Be responsible for coordinating and running the annual International Night Show which acts as a showcase for OSC clubs.
 6. Sub-Committees
 - 6.1. The Executive Committee shall implement the decisions of general meetings and shall consist of:
 - 6.1.1. The Officers,
 - 6.1.2. The Sabbatical Officers.
 - 6.2. Treasurer's meetings shall be convened on the same day each week during term time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for Treasurers' meetings.
 - 6.3. Treasurers' meetings shall consist of the
 - 6.3.1. Honorary Junior Treasurer, as chair,
 - 6.3.2. The Chair,
 - 6.3.3. The Honorary Senior Treasurer,
 - 6.3.4. Treasurers of each club.

- 6.4. The International Night Committee shall co-ordinate the organisation and implementation of the Imperial College Union International Night Show. It shall consist of:
 - 6.4.1. International Night Chair, as chair;
 - 6.4.2. The Chair,
 - 6.4.3. The Honorary Junior Treasurer,
 - 6.4.5. Any other members, as co-opted by the committee.
- 6.5. The International Night Committee shall be elected from the full membership of the Union:
 - 6.5.1. The elections will follow the election rules as laid out by the Union,
 - 6.5.2. The post may remain vacant, if no candidate stands, and may at that point be rendered dormant, at the discretion of the Executive Committee.

7. Elections

- 7.1. Elections for officers of the OSC shall be at an Annual General Meeting held before Easter.
- 7.2. All Full Members of the Union may stand for any officer post, and only members of the OSC may vote in the election. A proposer and ten seconders are required to make a nomination valid. Nominations may only be accepted from the floor if no valid nominations are received for a post.
- 7.3. The procedure and timetable for the election shall be as follows:
 - 7.3.1. The election should be advertised for at least one week before nomination papers go up,
 - 7.3.2. Nomination papers should be up for two weeks,
 - 7.3.3. The election is held at the Annual General Meeting, including hustings for all candidates.
 - 7.3.4. The election shall be counted by Single Transferable Vote with New Election standing for each post.
- 7.4. The Returning Officer is normally the Chair, though another may be appointed by the Board.
- 7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
- 7.6. Disputes over an election, including elections within the committee's clubs and societies should be resolved by the Officers of the Committee if possible, and otherwise referred to the Union under the Union's Election Regulations.

8. Censure and dismissal of officers

- 8.1. A general meeting of the committee may censure or dismiss its officers by special resolution with the following requirements:
 - 8.1.1. The motion shall be proposed by a member of the Board and seconded by ten full members of the Union at least one week before the meeting.
 - 8.1.2. The subject of the motion has full right of reply at the meeting.
 - 8.1.3. The motion shall be passed only by a two-thirds majority of those present and voting.
- 8.2. Officers may appeal to the Union President within a week, who may uphold or over-turn the motion. In the case of the Chair the appeal lies to the Union Executive Committee.
- 8.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

9. Status, interpretation and amendment of these standing orders

- 9.1. These standing orders are enacted under Regulation 3 Part E of the Union and as such are bound by the Union's constitution, regulations and policy.
- 9.2. The Chair shall make formal interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
- 9.3. The main Board may propose an amendment to these standing orders by a special resolution, with at least one week's notice of the amendment circulated to all members and concurrence of two-thirds of them. The Executive Committee of the Union shall approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

5. ANY OTHER BUSINESS

5.1 communications devices

RECEIVED: The paper was tabled by the President

NOTED:

- a) Claims on officer's mobile phone bills are unaffordable for the Union.
- b) There is still room within the policy for claims on large events.
 - i. If it is agreed that a refund will be given, this should be agreed in advance.
 - ii. Resolve 1 now to read ' ... In the case of an emergency where significant use of a mobile phone is necessary (for example running a large event) then permission for

- a refund must first be obtained in advance from the Deputy President (Finance and Services)'
- c) It was suggested that 'mobile phone' be changed to 'electronic device' to reflect progress in technology.
 - i. This change was agreed.
 - d) The committee moved to a vote to accept the amended policy and it passed.

RESOLVED:

- 1) To accept the following as policy:**

USE OF ELECTRONIC COMMUNICATION DEVICES POLICY

The Executive Committee Notes

- 1. Several requests have been made this year to fund personal electronic communication devices from Union funds for officers.

The Executive Committee Believes

- 1. That the majority of Union officers could construct an argument as to why they should receive a subsidy for their mobile phone due to the fact that use of these devices is now so widespread.
- 2. That all Union officers should be treated consistently. It is not fair to allow some officers to claim against their electronic communication devices bills without affording all officers the same privilege.
- 3. Allowing all student officers to claim back part of their electronic communication devices bill on account of the fact that they have used it for Union business would be unaffordable.
- 4. Union officers currently have access to landlines free of charge in Union offices and that the overwhelming majority of Union business is of a non-urgent nature and can be conducted at a time of their choosing.

The Executive Committee Resolves

- 1. To prohibit the distribution of Union funds to student officers to pay for their mobile phones. In the case of an emergency where significant use of a mobile phone is necessary (for example running a large event) then permission for a refund must first be obtained in advance from the Deputy President (Finance and Services).
- 2. To mandate all CSC's and Faculty Unions who have allocated money for this purpose for the coming year to re-allocate it according to their own priorities.
- 3. To communicate this policy to the relevant officers with financial responsibility for CSC's or Faculty Unions.

Meeting closed 12.40pm

Approved as a correct record at a meeting
of the Executive Committee on

_____ 2007/08

_____ Chair of the Meeting