

City & Guilds College Union: Constitution

1 Name and Status

1.1 The Students' Union for the Faculty of Engineering of Imperial College shall be *City & Guilds College Union* hereinafter referred to as "the Union".

1.2 The Union and recognised clubs and societies may use the name, and insignia of Imperial College, City & Guilds College and the Royal School of Mines in their titles and in pursuit of their activities, but may not assign the privilege to any other entity. In using the names and insignia, the Union and its clubs and societies shall have due regard for Imperial Colleges' status and reputation.

1.3 The Union shall be a Faculty Union of Imperial College Union hereinafter referred to as "ICU".

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2 Aims and Objects

2.1 The aims and objects of the Union shall be:

2.1.1 The furtherance of the academic, welfare, sporting, recreational and social interests of students of the Faculty of Engineering.

2.1.2 The encouragement, promotion and support of clubs and societies.

2.1.3 To represent the needs and interests of its members to the College, ICU, and external bodies.

2.2 In pursuing its aims and objects, the Union shall govern itself democratically and with regards to principles of equality and diversity.

3 Membership

3.1 The categories of membership of the Union shall be Full, Honorary and Life.

3.2 Full Members

3.2.1 All full time students of the Imperial College Faculty of Engineering are automatically Full Members of the Union. Departments outside of the administration of the Faculty, but within its quality assurance structure, are considered to be part of the Faculty for this purpose.

3.2.2 A person opting out of membership of ICU is deemed to have opted out of membership of the Union. Such a person shall enjoy all the facilities and amenities of the Union, but may not participate in its governance, including, voting or standing for election and are not entitled to received any form of subsidy from the Union.

3.3 Honorary Members

3.3.1 The procedures to award and revoke Honorary Membership to individuals shall be defined in Policy.

3.3.2 The Principal and Deans of the Faculty of Engineering are *ipso facto* Honorary Members.

3.4 Life Members

3.4.1 Any former Full Member who is a Life Member of ICU is a Life Member of the Union.

4 Affiliation

4.1 The Union and its clubs and societies may affiliate to any organisation that furthers their aims.

4.2 No affiliation shall knowingly be made to an illegal organisation.

4.3 The Union shall not make any affiliation to any organisation of a religious or political nature. Clubs and societies are free to make such affiliations.

4.4 The Union shall publish annually a list of any external organisations to which an affiliation fee has been paid or donation given.

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5 Officers of the Union

5.1 The Officers of the Union shall be the President and other officers listed in Regulation 1.

5.2 The President shall be the chief executive officer and representative of the Union.

5.3 The duties and responsibilities of the Officers of the Union are listed in Regulation 1.

5.4 Officers of the Union shall be elected according to Regulation 2.

5.5 In the event of a vacancy or an Officer of the Union being unable to fulfil his or her duties the President may delegate those powers and responsibilities held by that Officer, pending elections.

5.6 Officers of the Union and any other position in the Union for which a date is not otherwise prescribed shall hand over to their successors on the 1st August.

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6 General Meetings

- 6.1 General Meeting shall be the sovereign and governing body of the Union. All Officers, Committees, Clubs and Societies shall be accountable to General Meeting.
- 6.2 General Meeting shall receive such reports from Officers and Committees that it may require, with the President and Executive Committee reporting to each ordinary meeting.
- 6.3 All Full Members of the Union may participate and vote in all aspects of business at General Meeting.
6.3.1 The quorum shall be 50 Full Members.
- 6.4 The standing orders for the conduct of General Meetings shall be set in Regulation 4.
- 6.5 The President shall convene General Meetings once in each of the Autumn, Spring and Summer terms, and additionally as necessary.
- 6.6 Annual General Meetings,
6.6.1 The Annual General Meeting shall be held either in the last five weeks of the Spring term, or the first five weeks of the Summer Term and shall
- Receive reports from the Officers of the Union,
 - Elect Officers and other posts as defined in Regulations or policy, and
 - Receive the Annual Report of the Union.
- 6.7 Emergency General Meetings,
6.7.1 The Chairman shall convene Emergency Meetings upon receipt of a petition signed by or on behalf of one of the following:
- The President.
 - The Executive Committee.
 - Resolution of a previous meeting of the General Meeting.
 - Twenty Full Members of the Union.
- 6.7.2 An Emergency General Meeting shall
- Be held between two and five College Days of being called.
 - Discuss only those matters that it was called to debate.
 - Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, so long as it is within the matter of debate.

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7 Executive Committee

- 7.1 The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to any direction of General Meeting.
- 7.2 The President shall convene the Executive once every four weeks during term time and additionally as needed.
- 7.3 An emergency meeting of Executive may be called by
- Resolution of General Meeting,
 - The President, or
 - Four other members of the Executive Committee.
- 7.4 Emergency action:
- The President may act on behalf of the Executive, provided that these actions are reported to and reviewed by the Executive at its next meeting.
 - The Executive may act on behalf of General Meeting in matters of urgency, provided that these actions are reported to and reviewed by the General Meeting at its next meeting.

8 Committees of the Union

- 8.1 General Meeting, the Executive Comittee and other committees may establish and dissolve sub-committees and may delegate any powers to them or individuals save that such establishment or delegation shall not affect the rights, powers and responsibilities of any other committee.
- 8.2 The President is an ex-officio voting member of all committees of the Union.

9 Clubs and Societies of the Union

- 9.1 The Union shall establish Clubs and Societies in advancing its Aims and Objects.
- 9.2 Clubs and Societies shall be managed by their Committees and governed under Policy.
- 9.3 Any Full Member of ICU is entitled to join any Club or Society and to serve on its Committee.
- 9.4 The President shall be an ex-officio voting member of all Club and Society Committees.
- 9.5 A Club and Society may be started or dissolved in accordance with ICU's Club and Society Policy.

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10 Financial Responsibility of the Union

10.1 The President is ultimately responsible to the ICU President through the ICU Deputy President (Finance & Services) for the finances of the Union.

10.2 The day to day administration of the Union's finances shall be delegated by the President to the Vice-President Finance and Societies.

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10.3 All constituent parts of the Union shall comply with ICU Financial Regulations.

11 Elections

11.1 Only Full Members of ICU may stand or vote in Union elections. Further restrictions shall be applied for certain positions.

11.2 Only Full Members of the Union may stand or vote in Union Officer elections or in General Meetings.

11.3 The President or a nominee approved by the Executive Committee shall be the returning officer for Union Officer elections, and responsible for their fair and efficient conduct.

Comment [m1]: Why do we need both of these?

12 Mascots

12.1 The mascots of the Union shall include: Spanner, Bolt, Boanerges, and Derrick.

12.2 Spanner, the 64lb cast brass spanner of 1964 shall be a violate mascot of the Union.

12.3 Bolt, the 68lb steel bolt, nut and stand of 1968 shall be a violate mascot of the Union.

12.4 Boanerges, also referred to as Bo', the 1902 James & Browne veteran car, registration number AW38, shall be the official transport of the President and an inviolate mascot of the Union.

12.5 Derrick, the 1926 Ner-a-Car, registration number PW 7175, shall be an inviolate mascot of the Union.

Comment [m2]: JJ has a piece written about spanner and bolt for this section, will be added when I can get hold of it.

13 Regulations

13.1 The regulations of the Union are:

13.1.1 Officers of the Union

13.1.2 Elections

13.1.3 Committees of the Union

13.1.4 Meetings Standing Order

13.1.5 Disciplinary Procedure

13.1.6 Colours, Regalia and Insignia

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14 Policy

14.1 Policy is established by the Executive subject to any direction given by General Meeting.

14.2 Policy shall lapse after three years unless presented for re-approval.

14.3 Policy shall be kept by the President and be freely available to any member of ICU.

15 Interpretation

15.1 This Constitution is bound by the Constitution of ICU.

15.2 This Constitution binds the Union in its entirety including the Clubs and Societies.

15.3 This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.

15.4 In the event of an interpretation being sought for this Constitution, its Regulations or Policies, the President shall make a ruling, which shall be reported to the Executive. The decision may be appealed to Imperial College Union Executive Committee.

15.5 Where an interpretation involves the Constitution or Regulations of ICU, and the matter is not resolved, it shall be referred to the ICU President.

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16 Amendments

16.1 Alterations to the Constitution shall be proposed by a two-thirds majority of the Executive Committee at two successive meetings, between five and forty College days apart. General Meeting and Imperial College Union Executive shall approve any amendments, which shall then be as valid as this Constitution.

Executive Committee
2 April 2009

16.2 Alterations to the Regulations shall be proposed by a simple majority of the Executive Committee at two successive meetings, between five and forty College Days apart, and the Imperial College Union Executive. General Meeting may request that it approve Regulation changes.

17 Revocation

17.1 This Constitution shall be binding on all parts of the Union from the
17.2 This Constitution shall supersede all previous constitutions.

Comment [m3]: Date to be set when constitution is being past.
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18 Ratification

18.1 This Constitution was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

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Deleted: Matthew Asher

18.2 This Constitution was ratified by Imperial College Union:

	Signature	Date
<u>Jennifer Morgan</u> <i>President of ICU</i>		

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Regulation One – Officers of the Union

1 Officers of the Union

1.1 The Officers of the Union shall be:

- 1.1.1 President
- 1.1.2 Vice-President (Activities)
- 1.1.3 Vice-President (Finance & Societies)
- 1.1.4 Honorary Secretary
- 1.1.5 Chairman
- 1.1.6 Academic Affairs Officer (Undergraduate)
- 1.1.7 Engineering Postgraduate Representative
- 1.1.8 Business School Representative
- 1.1.9 Sports Officer
- 1.1.10 CGCA Officer
- 1.1.11 Welfare Officer
- 1.1.12 Lord Mayor's Show Co-ordinator
- 1.1.13 Regalia Officer
- 1.1.14 RAG Co-ordinator
- 1.1.15 Spanner Bearer
- 1.1.16 Bolt Bearer
- 1.1.17 The Chair of each Departmental Society Committee of the Faculty of Engineering
- 1.1.18 Each Departmental Representative of the Faculty of Engineering
- 1.1.19 The President of the Royal School of Mines Clubs and Societies Committee

1.2 Any person can hold more than one of the positions except for the role of Chairman, President, Vice President (Activities), Vice President (Finance & Societies), and the Academic Affairs Officers.

1.3 All positions may be held jointly by two or more persons, except for:

- 1.3.1 President
- 1.3.2 Vice-President (Activities)
- 1.3.3 Vice-President (Finance & Societies)
- 1.3.4 Honorary Secretary
- 1.3.5 Chairman

1.4 The committee membership of all Officers of the Union is defined in Regulation Three.

2 Job Descriptions for the Officers, and the Guildsheet Editor

2.1 The President shall:

- 2.1.1 Be the ultimate representative of the Union.
- 2.1.2 Maintain relations between the Union and ICU, College, and other committees, institutions and associations as appropriate.
- 2.1.3 Be responsible for the interpretation and development of the Constitution, Regulations and Policy.
- 2.1.4 Be ultimately responsible for all activities of the Union including:
 - a) Finances
 - b) Health & Safety
 - c) Public relations
 - d) Sponsorship
 - e) Academic Affairs Network
 - f) All elections within the Union
 - g) All publications of the Union
 - h) Discipline and grievance issues in the Union
 - i) The Conduct of Union Committees and Clubs and Societies
 - j) The work of the Executive and report their views to ICU Council
- 2.1.5 Supervise other Officers of the Union, delegate the duties of any Officer who is unable to fulfil them and negotiate extra duties with other Union Officers, as appropriate.
- 2.1.6 Submit a report to each meeting of the Executive Committee, including but not limited to the work of Management Committee.

2.2 The Vice-President (Activities) shall:

- 2.2.1 Deputize for the President, as required.
- 2.2.2 Oversee student activities and host traditional events.
- 2.2.3 Co-ordinate the involvement of the Union in ICU RAG in cooperation with the RAG-Co-ordinator.
- 2.2.4 Be responsible for violate mascotry in the Union
- 2.2.5 Be responsible for public relations issues of the Union.

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Executive Committee
2 April 2009

- 2.2.6 Oversee the Union's regalia trading activities.
- 2.2.7 Be responsible to the President for the co-ordination of central activities.
- 2.2.8 Report to the Executive, as required.
- 2.2.9 Organisation of inter-departmental events and activities.
- 2.3 The Vice-President (Finance & Societies) shall:
 - 2.3.1 Deputize for the President, as required.
 - 2.3.2 Facilitate communication between clubs, societies and the Union.
 - 2.3.3 Assist and advise the Clubs and Societies in matters relating to finance, Union Policy and organization.
 - 2.3.4 Be responsible to the President for the activities and health & safety issues of, and co-operation between, Clubs and Societies.
 - 2.3.5 Be responsible to the President for the day-to-day running of Union finance.
 - 2.3.6 Report the financial position of the Union to the Executive, as required.
 - 2.3.7 Maintain an inventory in accordance with the ICU Financial Regulations.
 - 2.3.8 Facilitate communication and cooperation between Departmental Societies.
- 2.4 The Honorary Secretary shall:
 - 2.4.1 Be responsible for the provision of Office facilities and services.
 - 2.4.2 Be responsible for the accurate recording, compilation and filing of the minutes of all the committee meetings of the Union including General Meetings, Executive Committee and Management Committee.
 - 2.4.3 Ensure handover information is exchanged between incoming and outgoing Union Officers.
 - 2.4.4 Notify all post-holders of the Union of their responsibilities at the start of the year.
 - 2.4.5 Maintain a list of names and contact details, of all Officers and representatives of the Union.
 - 2.4.6 Maintain and protect a documentative and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.
 - 2.4.7 Submit material to Imperial College Archives as and when necessary.
 - 2.4.8 Maintain a list of all Full, Honorary and Life Members of the Union.
 - 2.4.9 Maintain and distribute an accurate list of authorised signatories to the following locations:
 - a) ICU Bar
 - b) Imperial College Computer Services Shop
 - c) ICU Shop
 - d) ICU Union Manager (2 copies)
 - 2.4.10 The list of authorised signatories shall consist of specimen signatures from each of the following:
 - a) President
 - b) Vice-President (Activities)
 - c) Vice-President (Finance & Societies)
 - d) Honorary Secretary
 - e) Guildsheet Editor, on the copy for the ICU Shop only
 - 2.4.11 Ensure that a copy of the current Constitution, Regulations and Union Policy is available to all members of the Union and that the master copy is kept secure.
- 2.5 The Chairman shall:
 - 2.5.1 Chair any meetings as required by the Constitution and Regulation Three.
 - 2.5.2 Uphold the duties and responsibilities detailed in the Constitution and Regulations.
 - 2.5.3 Be impartial in all proceedings and duties as Chairman.
- 2.6 The Academic Affairs Officer (Undergraduate) shall:
 - 2.6.1 Be responsible for the Academic Affairs Network for undergraduate students of the Faculty of Engineering.
 - 2.6.2 Represent the views of undergraduate students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - a) General Meetings
 - b) Executive
 - c) The Undergraduate Student Affairs Committee
 - d) ICU Council
 - e) The Undergraduate Studies Committee of Imperial College
 - f) The Engineering Studies Committee of the College
 - g) The Staff-Student Committees of each department
 - 2.6.3 Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate students in the Union.
 - 2.6.4 Ensure compliance of the elections of Academic Representatives of undergraduate students with the Election Regulations.
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- 2.7 The Sports Officer shall:
 - 2.7.1 Facilitate competitive and participative sport within the Faculty.
 - 2.7.2 Organise sporting competitions within the Faculty.

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Executive Committee
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- 2.8 The CGCA Officer shall:
- 2.8.1 Represent the views of the Union to the City & Guilds College Association.
 - 2.8.2 Recruit current members of the Union to the City & Guilds College Association.
 - 2.8.3 Assist in organising alumni-student careers networking events.
 - 2.8.4 Promote alumni events to the members of the Union.
 - 2.8.5 Chair a specially convened meeting of the Colours Committee to consider nominations for the A.M.Holbein Award, as detailed in the Colours Regulations.
 - 2.8.6 Assist members and Committees of the Union in any applications to the alumni trust funds.
- 2.9 The Welfare Officer shall:
- 2.9.1 Co-ordinate and supervise the promotion of welfare issues in the Union.
 - 2.9.2 Liaise with the ICU DPEW to help coordinate College wide Welfare Campaigns
 - 2.9.3 Represent the views of the students of the Union in matters concerning welfare issues to the following and any other appropriate committees:
 - a) General Meetings
 - b) Executive
 - c) The Undergraduate Student Affairs Committee
 - d) ICU Council
 - e) ICU Representation and Welfare Board
- 2.10 The Lord Mayor's Show Co-ordinator shall:
- 2.10.1 Organise the Union's participation in the City of London's Lord Mayor's Show.
 - 2.10.2 Be responsible to the President, through the Vice-President (Finance & Societies) for the finances of participation.
 - 2.10.3 Be responsible to the President, through the Vice-President (Activities), for public relations, health and safety issues involved.
- 2.11 The Regalia Officer shall:
- 2.11.1 Manage the Union shop and co-ordinate its commercial activities
 - 2.11.2 Be responsible to the President, through the Vice-President (Finance & Societies) for the finances of the shop.
 - 2.11.3 Be responsible to the President, through the Vice-President (Activities), for public relations issues involved.
- 2.12 The RAG Co-ordinator shall:
- 2.12.1 Co-ordinate the involvement of the Union in ICU RAG.
 - 2.12.2 Be responsible to the President, through the Vice-President (Finance & Societies) for the finances of participation.
 - 2.12.3 Be responsible to the President, through the Vice-President (Activities), for public relations, health and safety issues involved.
- 2.13 The Guildsheet Editor shall:
- 2.13.1 Organise the publication and distribution of the student newspaper of Union, which shall be called Guildsheet.
 - 2.13.2 Promote the Union, its clubs, societies, activities and events through Guildsheet, in addition to providing a forum for members of the Union to voice their opinions.
 - 2.13.3 Exercise editorial independence, whilst maintaining the principles of honesty and fair play.
 - 2.13.4 Recruit assistance as necessary from the student body.
 - 2.13.5 Operate in accordance with Code of Practice appended to the ICU Memorandum of Understanding. The Management Committee shall perform a role similar to the Press Complaints Commission in the case of disputes, and adjudicate the Guildsheet Editor to abide by decisions reached.
 - 2.13.6 Archive a copy of all publications.
- 2.14 The Boanerges Driver, Derrick Rider, Spanner Bearer and Bolt Bearer shall:
- 2.14.1 Recruit volunteers to assist in their responsibilities.
 - 2.14.2 Boanerges Driver and Derrick Rider only shall be responsible to the President through the Vice-President (Activities) for the Upkeep of their respective mascots and supervision of their use.
 - 2.14.3 Boanerges Driver and Derrick Rider only shall be responsible to the President through the Vice-President (Finance & Societies) for the finances and health and safety issues of their activities.
 - 2.14.4 Spanner and Bolt Bearers only shall be responsible to the President through the Vice-President (Activities) for the security of their respective mascots and the safe supervision of their use.
- 2.15 The Departmental Representatives (Undergraduate Students) shall:
- 2.15.1 Be the representative to the Union, College and ICU for the undergraduate students in their respective Departments.
 - 2.15.2 Co-ordinate the activities of the Academic undergraduate Student Year Representatives of their department.
 - 2.15.3 Represent the views of the undergraduate students of their department to the following and any other committees, institutions and associations:

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Executive Committee
2 April 2009

- a) General Meeting
- b) Executive
- c) Undergraduate, Student Affairs Committee
- d) Their Departmental Society Committee
- e) The Staff-Student Committee of their department

2.15.4 Promote the activities of their departmental society.

2.15.5 Act as returning officer in the election of Academic Undergraduate Student Year Representatives, under the Election Regulations.

2.16 The job descriptions for each Postgraduate Representative, Departmental Society Chair and the President of the Royal School of Mines Clubs and Societies Committee are given in their respective Constitutions or Standing Orders.

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3 Ratification

3.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

Regulation Two - Elections

1 General Provisions

- 1.1 In all contested elections, the Single Transferable Vote with Quota System shall be operated as defined by the Electoral Reform Society.
- 1.2 The results of all elections shall be copied immediately to the Honorary Secretary.

2 Nominations

- 2.1 Nominations shall be displayed on the relevant notice board or website for ten College days. The elections shall be held between five and ten College days after the nomination papers are taken down.
- 2.2 If Paper Ballot is to be used: Each nomination paper shall have the name, signature, department and year of the candidate, proposer and seconders upon it.
- 2.3 At the close of nominations, any incomplete nominations shall be discarded.
- 2.4 The candidate Re-Open Nominations is deemed proposed and fully seconded for all posts.

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3 Returning Officer

- 3.1 In elections for Academic Year Representatives, the Departmental Representative or his nominee, approved by the appropriate Academic Affairs Officer, shall act as Returning Officer.
- 3.2 For Clubs and Societies, the appointment of the Returning Officer shall be governed by their respective constitutions. If there is no provision for one, he shall be appointed by their Committee.
- 3.3 The Returning Officer may not propose or second any candidate, or stand for election.

Comment [m13]: Already specified in constitution 12.3

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4 Re-Open Nominations

- 4.1 A person shall be nominated by the Returning Officer to run the Re-Open Nominations campaign. His or her name shall be made known at the close of nominations.
- 4.2 For Union Officer elections, the Executive shall allocate a Re-Open Nominations campaign budget.
- 4.3 If Re-Open Nominations is elected the election process will begin again within ten College days.

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5 Elections of Union Officers, Academic Representatives and the Guildsheet Editor

- 5.1 Only Full Members of the Union may stand or vote, and nominations require ten seconders.
- 5.2 The initial elections for the following Officers shall be by secret ballot, governed by section 6:

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- 5.2.1 President
- 5.2.2 Vice-President (Activities)
- 5.2.3 Vice-President (Finance & Societies)
- 5.2.4 Honorary Secretary
- 5.2.5 Academic Affairs Officer (Undergraduate)
- 5.2.6 Welfare Officer
- 5.2.7 Departmental Undergraduate Representatives

Deleted: Education Representative

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5.3 The election of Department and Academic Year Representatives shall be held by Department:

- 5.3.1 Any Full Member of the Union may stand for election as, and vote for, their Departmental or Academic Representative.
- 5.3.2 The Academic Affairs Officer (Undergraduate) is responsible to the President for overall supervision of elections for Departmental and Academic Representatives.

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- 5.4 All other Union Officers and the Guildsheet Editor may be elected by secret ballot or at the Annual General Meeting, at the discretion of the Executive.
- 5.5 Vacancies may be filled by election at General Meeting.
- 5.6 The President shall always be elected by secret ballot.

6 Secret Ballot Elections

- 6.1 Secret ballot elections shall take place Faculty-wide over two consecutive College days.

6.2 Elections may be held by paper ballot at the discretion of the Executive.

6.3 Ballot boxes shall be placed at the discretion of the Returning Officer.

6.4 The Returning Officer shall decide on:

6.4.1 The maximum length of the manifestos

6.4.2 The requirements for a photograph

6.4.3 Other publicity for the elections in Guildsheet

6.5 If the Guildsheet Editor is a candidate or seconder in the elections, the Management Committee shall approve the pre-election edition as fair before going to press.

6.6 Hustings shall be held after nominations close and before the elections are held. Each candidate shall have a period of time to speak. All Union members shall have the right to question candidates. Conduct shall be at the discretion of the Returning Officer.

6.7 Copies of these Election Regulations shall be displayed on the Union notice board and/or web site from the day nominations open until voting is finished.

6.8 The following information shall be displayed with the nominations in conjunction with the Elections Regulations.

6.8.1 Dates between which the nominations are open

6.8.2 Deadline for manifesto submission to the Returning Officer

6.8.3 Date from which publicity may be displayed

6.8.4 Date, time and place of Hustings

6.8.5 Dates of voting for the elections

6.8.6 Contact details for the Returning Officer.

6.9

7 Campaigns and Publicity

7.1 The Returning Officer must approve all campaign material.

7.2 Posters must comply with ICU Poster Rules, except where contradicted by this Regulation.

7.3 All publicity shall contain:

7.3.1 The post the candidate is standing for

7.3.2 The date, time and place that the election and hustings are to be held

7.4 Publicity may not include:

7.4.1 Any logos, shields or Arms used by the Union or ICU.

7.4.2 Any reference to any other candidate

7.5 Publicity may only begin on a day decided by the Returning Officer after nominations have closed.

7.6 No candidate's publicity shall be visible from the ballot box during voting.

7.7 The Returning Officer may set a limit on campaign spending.

7.8 No candidate may make use of any form of publicity that is not available to any other candidate under the same terms.

8 Infringement

8.1 The enforcement of these rules shall be in the hands of the Returning Officer, and in certain cases the Executive or Management Committee as detailed below.

8.1.1 The Returning Officer may disqualify any candidate, or declare that an election be re-run.

8.1.2 Any decision may be appealed to the Management Committee. The Management Committee's decision may be appealed against to the Executive whose decision shall be final.

8.1.3 Any person sabotaging another person's campaign shall be dealt with under the Union's Disciplinary Procedure, in addition to being disqualified from any current election.

8.1.4 No person holding any elected post in the Union or JCU may use their position in the advancement of a campaign.

8.2 In all elections except Union Officer elections, the Management Committee may de-ratify any election within five College days of the result being declared if it feels it has been run unconstitutionally.

8.2.1 The Management Committee shall inform the Returning Officer, candidates and relevant committees of the decision within one day. Nominations shall be re-opened and elections run again.

8.2.2 The decision may be appealed against to the Executive, whose decision shall be final.

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Executive Committee
2 April 2009

8.3 In Union Officer elections, complaints must be lodged with the Returning Officer before the start of counting. If a complaint is made, and not resolved, the Management Committee shall resolve the matter. Counting will not begin until all disputes have been resolved.

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9 Ratification

9.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

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Regulation Three - Committees of the Union

1 Executive

1.1 The powers and responsibilities of the Executive are set out in Section 7 of the Constitution.

1.2 The members of the Executive shall be:

- 1.2.1 President,
- 1.2.2 The Vice-Presidents,
- 1.2.3 Honorary Secretary,
- 1.2.4 Sports Officer,
- 1.2.5 CGCA Officer,
- 1.2.6 Welfare Officer,
- 1.2.7 Academic Affairs Officer (Undergraduate),
- 1.2.8 Business School Postgraduate Representative
- 1.2.9 Engineering Postgraduate Representative
- 1.2.10 The Chair of each Departmental Society Committee.
- 1.2.11 The Departmental Representatives
- 1.2.12 One Ordinary Member elected from the Clubs and Activities Committee
- 1.2.13 The President of the Royal School of Mines Clubs and Societies Committee

1.3 The Guildsheet Editor shall have permanent observer status.

1.4 Departmental Society Committee Chairs and Departmental Representatives shall share a single vote for each Department.

1.5 The Executive shall be chaired by the Chairman, or in his absence, by the President or the President's nominee.

2 Management Committee

2.1 The Management Committee shall be responsible for the day-to-day operational management of the Union and developing the Union's strategy, reporting to the Executive.

2.2 The Management Committee shall meet once every two weeks in term time and additionally as needed.

2.3 The members of the Management Committee shall be:

- 2.3.1 President,
- 2.3.2 The Vice-Presidents,
- 2.3.3 Honorary Secretary

2.4 The Management Committee shall be convened and chaired by the President or the President's nominee.

3 Undergraduate Student Affairs Committee

3.1 The Undergraduate Student Affairs Committee shall be responsible through the Academic Affairs Officer (Undergraduate) for overseeing the operation of the Undergraduate Student Academic Affairs Network and direct education and welfare policy for Undergraduate students of the Union.

3.2 The Undergraduate Student Affairs Committee shall report to the Executive.

3.3 The Undergraduate Student Affairs Committee shall meet once every four weeks in term time and additionally as needed.

3.4 The members of the Student Affairs Committee shall be:

- 3.4.1 President,
- 3.4.2 The Academic Affairs Officers (Undergraduate),
- 3.4.3 Welfare Officer,
- 3.4.4 The Departmental Undergraduate Student Representatives.

3.5 The Undergraduate Student Affairs Committee shall be convened and chaired by the Academic Affairs Officer (Undergraduate) or the President in his/her absence.

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4 Clubs and Societies Committee

- 4.1 The Clubs and Activities Committee shall be responsible ~~through the Vice-President (Finance & Societies)~~ for overseeing the operation of the Clubs and Societies and central activities of the Union.
- 4.2 The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.
- 4.3 The Clubs and Activities Committee shall report to the Executive.
- 4.4 The Clubs and Activities Committee shall meet twice in each of the autumn and spring terms, once in the summer term, and additionally as needed.
- 4.5 The members of the Clubs Committee shall be:
 - 4.5.1 President,
 - 4.5.2 The Vice-Presidents,
 - 4.5.3 Honorary Secretary

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4.5.4 The Chair and Treasurer of each Club or Society.

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- 4.6 Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.
- 4.7 The Clubs and Activities Committee shall be convened and chaired by the Vice-President (Finance & Societies) or, in his/her absence, by ~~Vice-President (Activities) or their nominee.~~

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5 Events Committee

- 5.1 The Events Committee shall be responsible ~~through the Vice-President (Activities)~~ for overseeing traditional events and central activities of the Union.
- 5.2 The Events Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.
- 5.3 The Events Committee shall report to the Executive.
- 5.4 The Events Committee shall meet every two weeks during term time and additionally as needed.
- 5.5 The Members of the Events Committee shall be:

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- 5.5.1 President
- 5.5.2 The Vice Presidents
- 5.5.3 Honorary Secretary
- 5.5.4 CGCA Officer
- 5.5.5 Sports Officer
- 5.5.6 Lord Mayor's Show Co-ordinator
- 5.5.7 RAG Co-ordinator
- 5.5.8 Boanerges Driver
- 5.5.9 Derrick Rider
- 5.5.10 Spanner Bearer
- 5.5.11 Bolt Bearer

- 5.6 ~~The Events Committee shall be convened and chaired by the Vice-President (Activities) or, in his/her absence, by Vice-President (Finance & Societies) or their nominee.~~

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6 Departmental Society Committees

- 6.1 There shall be a Departmental Society for each department.
- 6.2 Each Departmental Society shall be responsible for organising activities in furtherance of the academic, welfare and social interests of the students of the department. ~~The committee shall report to the Executive.~~
- 6.3 Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies as specified by ICU.
- 6.4 Membership
 - 6.4.1 Each committee shall, as a minimum, consist of the following officers:
 - a) Chair,
 - b) Treasurer,
 - c) The Departmental Representative,
 - d) The President ~~as an ex-officio member,~~
 - e) The Vice-Presidents as *ex-officio* non-voting members.
 - 6.4.2 Committees may co-opt additional members.

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Executive Committee
2 April 2009

- 6.4.3 Committees may elect a member of staff, approved by the Head of the Department, as Honorary President of the Society, who shall be a non-voting member of the committee.
- 6.4.4 Committee may decide to make additional posts available for election for the following year.
- 6.4.5 All Full Members may stand for election to and vote for the committee members for their department.
- 6.4.6 The initial elections for committee members shall be by secret ballot, held in conjunction with the elections for the Officers of the Union, as governed by Election Regulations.
- 6.4.7 Subsequent elections shall be held as determined by the committee, with the Chair or his nominee as Returning Officer, subject to the Election Regulations.
- 6.5 The Chair shall be responsible for promoting Union activities within their department or course.
- 6.6 The Chair shall be responsible to the Union President through the Vice-President (Finance & Societies) for the finances of the committee and any health and safety issues of its activities.

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7 Vintage Vehicle Mascots Committee

- 7.1 The Vintage Vehicle Mascots Committee shall be responsible through the Vice-President (Activities) for overseeing the operational activities related to the maintenance and use of the Union's vintage vehicle mascots. The committee shall report to the Clubs and Activities Committee.
- 7.2 Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for clubs and societies.
- 7.3 Membership
 - 7.3.1 The committee shall, as a minimum, consist of the following officers:
 - a) The Boanerges Driver as joint Chair,
 - b) The Derrick Rider as joint Chair,
 - c) The City & Guilds College Motor Club Treasurer as Treasurer,
 - d) The City & Guilds College Motor Club Captain as an member,
 - e) The President as an *ex-officio* member,
 - f) The Vice-Presidents as *ex-officio* non-voting members.
 - 7.3.2 The Boanerges Driver and Derrick Rider shall be elected from the membership of the City & Guilds College Motor Club under the standing orders defined in the club's constitution.
 - 7.3.3 The committee may co-opt additional members.
- 7.4 The committee shall have permanent observers of College academic staff approved by the Deans of the Faculty.
- 7.5 The Chair shall be responsible to the Union President through the Vice-President (Finance & Societies) for the finances of the committee and any health and safety issues of its activities.

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8 Colours Committee

- 8.1 The terms of reference of the Colours Committee are detailed in the Colours Regulations.
- 8.2 The members of the Colours Committee shall be:
 - 8.2.1 President,
 - 8.2.2 The Vice-Presidents,
 - 8.2.3 Seven Ordinary Members nominated by the following committees from within their memberships:
 - a) Two members from the Executive,
 - b) Two members from the Undergraduate Student Affairs Committee,
 - c) Two members from the Clubs and Societies Committee.
 - d) One member from the Events Committee.
- 8.3 At least one member of the Committee must be a postgraduate student
- 8.4 The Committee shall be convened and chaired by the Vice-President (Activities).

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9 All other Club and Society Committees

- 9.1 Each club and society shall be responsible for the organising activities in furtherance of their aims and objectives.
- 9.2 The committee shall report to the clubs and Societies Committee.
- 9.3 Financial responsibility for each club and society shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.
- 9.4 Membership
 - 9.4.1 Each committee shall, as a minimum, consist of the following officers:

Executive Committee

2 April 2009

- a) Chair.
- b) Treasurer.
- c) Secretary.
- 9.4.2 Committees may co-opt additional members.
- 9.4.3 Committees may elect a member of staff, approved by the Head of the Department, as Honorary President of the Society, who shall be a non-voting member of the committee.
- 9.4.4 Committee may decide to make additional posts available for election for the following year.
- 9.4.5 Subsequent elections shall be held as determined by the committee, with the Chair or his nominee as Returning Officer, subject to the Election Regulations.
- 9.5 The Chair shall be responsible to the Union President through the Vice-President (Finance & Societies) for the finances of the committee and any health and safety issues of its activities.
- 9.6

10 Ratification

10.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

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Regulation Four – Meetings Standing Order

1 General Provisions

- 1.1 This Regulation applies to General Meeting, Union Committees, Clubs and Societies Committees.
- 1.2 This Regulation is subject to ICU Meetings Standing Order.

2 Chairing Meetings

- 2.1 All meetings shall be chaired by a Full Member of ICU, who will be elected at the first meeting of the year, or as specified in the relevant constitutional instrument.
- 2.2 The Chair of a committee does not hold a default right to act on behalf of the committee.
- 2.3 Chair's action may only be taken under a standing or particular authorisation from the committee on a particular matter, and must be reported back to and reviewed by the committee at the next meeting.

3 Openness and speaking rights

- 3.1 All open meetings of the Union shall be open to all members of the ICU. Only the Executive or Management Committee may authorise meetings to be closed.
- 3.2 All those present at the meeting may speak at the discretion of the Chair.

4 Voting rights

- 4.1 Each member shall hold a maximum of one vote, regardless of the number of positions they hold.
- 4.2 Persons jointly holding a position shall hold one vote between them.
- 4.3 Any member of a committee may nominate another Full Member of the Union (or ICU, in the case of Clubs and Societies) to attend in their place, and take on all rights extended to them, as a proxy.
- 4.4 No person may hold more than one proxy vote.

5 Automatic Dismissal

- 5.1 Any non-ex-officio member of a committee, who misses two consecutive meetings, without sending apologies, may be dismissed at the committee's discretion.
- 5.2 Members of the Management Committee may only be dismissed by the Executive.
- 5.3 Members of the Executive dismissed under article 5.1 may appeal to General Meeting, whose decision shall be Final.
- 5.4 All others dismissed under article 5.1 may appeal once to the Executive.

6 Quorum

- 6.1 Quorum must be met before any meeting is opened, quorum will stand at 50% of the committee's membership ex-officio and vacant posts being ignored, unless otherwise specified.
- 6.2 A meeting shall be deemed quorate unless the contrary is demonstrated. Any member of the committee present may challenge quorum.

7 Procedures

- 7.1 A simple majority may amend a decision of the Chair.
- 7.2 The Chair or the meeting may declare that a vote be held by secret ballot.
- 7.3 Motions shall be passed by simple majority unless specified otherwise.

8 Standing Order for General Meeting

- 8.1 General Meetings shall be conducted according to the procedure laid out for ICU Council and General Meeting, as detailed in ICU Regulations, with the following alterations:
 - 8.1.1 The post 'Council Chair' shall refer to the Union Chairman.
 - 8.1.2 The post 'President' shall refer to the Union President.
 - 8.1.3 The conduct of the meeting shall not contradict this Regulation.

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9 Ratification

9.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

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Regulation Five – Disciplinary Procedure

1 Jurisdiction:

- 1.1 ~~All~~ elected representatives, shall be subject to this procedure for failing in their duties and responsibilities.
- 1.2 All Clubs and Societies shall be subject to this procedure for bringing the Union into disrepute.
- 1.3 Clubs and Societies may draw up their own procedures for discipline of their officers and members, as approved by the Clubs and Activities Committee. Any disciplinary action made under such procedures may be appealed to the Clubs and Activities Committee after any internal appeals process has been exhausted.
- 1.4 All other unacceptable behaviour shall be referred to ICU.

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2 Minor matters: warnings

- 2.1 The authority and responsibility for issuing disciplinary warnings rests with:
 - 2.1.1 The Chairman, for the President and Guildsheet Editor.
 - 2.1.2 The President, or his nominee, for all other persons/bodies described in Section 1.
- 2.2 A warning ~~will take the form of a written warning, which shall be copied to the Honorary Secretary.~~
~~2.2.1~~
- 2.3 The Management Committee, and any other relevant committee, is to be informed of the warning.
- 2.4 The person/body being warned must be informed of his rights of appeal, under Section 6, ~~within the written warning.~~

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3 Serious matters: procedure for disciplinary motions

- 3.1 Motions shall be proposed by a Full Member ~~of the Union,~~ and seconded by ten Full Members ~~of the Union,~~ with names, departments, years and signatures.
- 3.2 The motion must state clearly the grounds of the complaint, including details of parts of the Constitution, Regulations and Policies, which are alleged to have been breached.
- 3.3 The petition shall be handed to ~~the chair of the committee considering the motion. Except if the motion is being brought against the Chairman, in which case it shall be handed to the President.~~
- 3.4 Motions shall be considered by a meeting of the following committee:
 - 3.4.1 General Meeting, for motions involving Officers of the Union, where the petition specifically requests that General Meeting consider the motion. Fifty Full Members ~~of ICU~~ must second such petitions.
 - 3.4.2 The Clubs and ~~Societies~~ Committee for cases involving clubs, societies and activities under its jurisdiction.
 - 3.4.3 The ~~Undergraduate~~ Student Affairs Committees for cases involving ~~their~~ academic and welfare representatives.
 - 3.4.4 The Executive for all other motions.
- 3.5 Upon receipt of the motion, the ~~receiver~~ shall inform the Management Committee immediately and take all reasonable steps to inform the person/body of the motion.
- 3.6 No person or body shall be subject to more than one disciplinary motion in a single meeting.
- 3.7 The person or body may be represented by a person of their choice, but not a lawyer acting in a legal capacity. Either person may address the meeting and have full right to reply.
- 3.8 The motion shall be carried by a two-thirds majority in a secret ballot.
- 3.9 ~~Abstentions do not count towards the two-thirds majority~~
- 3.10 Upon the motion being carried, the ~~Chairman~~ of the meeting shall immediately inform the person ~~or body~~ of the result, and of their right to appeal, ~~under Section 6.~~ If they are absent, all reasonable steps shall be taken to inform them.
- 3.11 For motions regarding Clubs and Societies, and representatives on ICU, College or alumni committees, the relevant authorities must be informed of the decision.

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4 Motions of censure and no confidence

- 4.1 Motions of censure and no confidence apply only to persons described in Article 1.1.

Executive Committee
2 April 2009

- 4.2 The meeting may amend a motion of no confidence to a motion of censure. A motion of censure may not be amended to a motion of no confidence.
- 4.3 If a motion of censure is passed, the person must be reminded by the chair that further action can only take the form of a motion of no confidence.
- 4.4 If a motion of no confidence is passed, the person shall be dismissed immediately.

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5 Motions of suspension, dissolution and expulsion

- 5.1 Motions of suspension apply to persons or clubs and societies. Motions of expulsion apply to persons and dissolution to clubs and societies.
- 5.2 A motion of suspension shall have the time to be suspended for upon it, which shall not exceed fifty-two weeks. ↓
- 5.3 The meeting may amend motions of expulsion and dissolution to a suspension. Motions of suspension may not be amended to expulsion or dissolution.
- 5.4 A person shall have his privileges of membership withdrawn under this procedure, save that he may be able to petition for, speak and vote at General Meeting, and that he shall not be unfairly disadvantaged with regards to provision of services or otherwise.
- 5.5 A club or society shall have its finances and activities suspended or be dissolved under this procedure.
- 5.6 A suspension can be revoked by a two-thirds majority, at a future meeting of the disciplining committee.
- 5.7 A person may be re-admitted to Full Membership by a two-thirds majority at a future meeting of the Executive.

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6 Appeal Procedure

- 6.1 Any person/body warned under Section 2 may appeal to the Management Committee by lodging an appeal with the President within five College Days. The Management Committee's decision may be appealed to the Executive whose decision is final. Such an appeal must be lodged with the Chairman within five College days.
- 6.2 Disciplinary motions passed by the Undergraduate Student Affairs or Clubs and Societies Committees may be appealed to the Executive by giving notice to the Chairman within five College days.
- 6.3 Disciplinary motions passed, and appeals rejected, by the Executive may be appealed by giving notice to the Chairman within five College days. If the General Meeting is inquorate, then the appeal shall fall. ↓
- 6.4 Any person/body disciplined may seek adjudication from the Deans of the Faculty of Engineering. The Deans do not have the authority to overturn any disciplinary decision but shall determine if Union procedures were followed correctly. If required, the disciplinary process shall be repeated to ensure compliance with this regulation. ↓
- 6.5 There is no internal appeals procedure for disciplinary motions passed or appeals rejected by General Meeting. Appeals should be referred to Imperial College Union, after the Deans' have confirmed the Union's compliance with this regulation.

Comment [m27]: Is there any policy in place?

Deleted: A Club or Society shall be reformed under the procedure for new Clubs and Societies, detailed under policy.¶

Deleted: Management,

Deleted: Activities

Comment [m28]: Not final as you can then go to Dean

Deleted: The decision of General Meeting shall be final.

Comment [m29]: Not final as you cango to ICU

Deleted: The Deans' decision shall be final.

7 Ratification

7.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

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Deleted: Matthew Asher

Regulation Six – Colours, Regalia and Insignia

1 General Regalia:

- 1.1 Regalia may feature the Shield (“the Shield”) or Arms (“the Arms”) of City & Guilds College.
- 1.2 Past and present Members may wear the Union badge, pins, cufflinks, scarf, ties, or bow tie.
 - 1.2.1 The Union badge, pins and cufflinks feature the Shield in Guilds Red on a white background.
 - 1.2.2 The Union scarf, tie and bow tie are Guilds Red with a repeated double light thin silver stripe.
- 1.3 Past and present members of the Executive may wear the Executive Tie. The Executive Tie comprises alternate wide Guilds Red and light silver stripes.
- 1.4 The following persons may wear the Union blazers and hats to Union events.
 - 1.4.1 The President, Vice-Presidents and Honorary Secretary.
 - 1.4.2 The Bo’ Driver and any person co-driving Bo’ whilst accompanying Bo’ on Union business.
 - 1.4.3 Any other person, at the President’s discretion. Such privilege shall be granted on a per-event basis.
- 1.5 The Union blazer is Guilds Red with a repeated double light silver thin stripe and buttons featuring the Shield. The Union hat is light silver with a Guilds Red hatband with light silver stripe.

Comment [m30]: Badge or pin?

Comment [m31]: review

2 Colours Regalia:

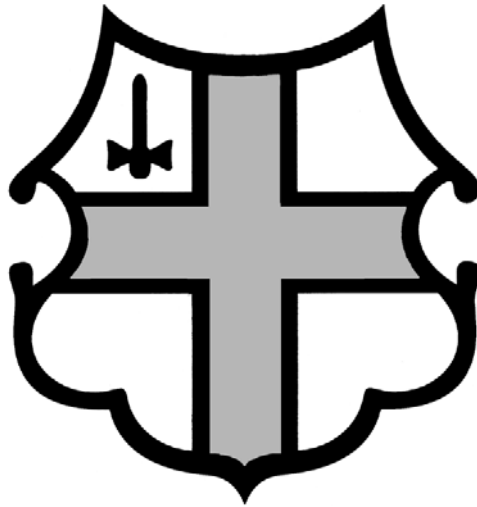
- 2.1 Persons awarded Colours of the Union, President’s Award and Distinguished Service Award (DSA) have the right to wear the appropriate tie, or other insignia.
 - 2.1.1 The Half Colours tie features the Arms with the cross in Guilds Red, on a dark blue and white quarters, on a dark blue background with a thin white stripe.
 - 2.1.2 The Full Colours tie features the Arms with the cross in Guilds Red on a dark blue background.
 - 2.1.3 The President’s Award & DSA tie features the Arms with the cross in white, on a dark blue background.
 - 2.1.4 The Colours and President’s Award & DSA badges feature the same Arms as on the respective tie.
- 2.2 Holders of the former Union General Award are deemed to hold the President’s Award.

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3 Insignia:

- 3.1 The design for the Shield is:



3.2 The design for the Arms is:



3.3 The crosses, motto and Sword of the Shield and Arms may be printed in Guilds Red.

Deleted: dagger

3.4 The motto "Domine Dirige Nos" may be changed for "City & Guilds College Union"

4 Ratification

4.1 This Regulation was approved by the Union:

	Signature	Date
<u>Mark Mearing-Smith</u> <i>President of the Union</i>		
<u>Ton van den Bremer</u> <i>Chairman of the Union</i>		

Deleted: Sumeet Bhalla

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Deleted: Matthew Asher

Page 5: [1] Comment [m7]	mt206	14/11/2008 14:27:00
Is it worth putting one statement saying the president is ultimately responsible for all actions of the union.		
Page 5: [2] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for the finances of the Union.		
Page 5: [3] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for Health & Safety issues within the Union.		
Page 5: [4] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for public relations issues and sponsorship of the Union[m1].		
Page 5: [5] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for the Academic Affairs Network.		
Page 5: [6] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for all elections within the Union.		
Page 5: [7] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for the publications of the Union.		
Page 5: [8] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for discipline and grievance issues in the Union.		
Page 5: [9] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.		
Page 5: [10] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for all activities of the Union.		
Page 5: [11] Deleted	mt206	08/12/2008 10:15:00
Be ultimately responsible for the work of the Executive and represent their views to the Council.		
Page 5: [12] Deleted	mt206	08/12/2008 10:15:00
Chair any meeting as required by Regulation Three or nominate a suitable candidate.		
Page 5: [13] Comment [m8]	mt206	14/11/2008 14:32:00
Should we specify that VPA/VPFS are both expected to report to exec.		
Page 5: [14] Deleted	Matt	25/09/2008 16:52:00
Co-ordinate the procurement of sponsorship for the Union.		
Page 6: [15] Deleted	Ton van den Bremer	10/12/2008 11:50:00
Oversee the accurate recording and compilation of all minutes of meetings of General Meetings, and Executive Committee and Management Committee. A full copy shall be archived when appropriate.		
Page 6: [16] Deleted	Ton van den Bremer	10/12/2008 11:49:00
the taking and recording		
Page 6: [17] Deleted	Mark Mearing-Smith	12/12/2008 13:53:00
Organise the Freshers' Dinner to introduce new students to the College.		
Page 6: [18] Comment [m9]	mt206	14/11/2008 15:24:00
Is this necessary/ should it be VPFS's job		
Page 6: [19] Deleted	Mark Mearing-Smith	21/11/2008 13:21:00
Education RepresentativeTaught		
Page 6: [20] Comment [m10]	mt206	14/11/2008 14:39:00
May be being changed by council.		
Page 6: [21] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
The Academic Affairs Officer (Research Representative) shall:		
Page 6: [22] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
Be responsible for the Academic Affairs Network for research students.		
Page 6: [23] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00

Represent the views of taught research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:

Page 6: [24] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
The Research Student Affairs Committee		
Page 6: [25] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
The Graduate School of Engineering and Physical Sciences Management Committee		
Page 6: [26] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
Co-ordinate and supervise the activities of the Academic Representatives of the taught research students in the Union.		
Page 6: [27] Deleted	Mark Mearing-Smith	21/11/2008 13:24:00
Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.		
Page 6: [28] Deleted	Mark Mearing-Smith	21/11/2008 13:23:00
Masters Students' Representative		
Page 6: [29] Deleted	Mark Mearing-Smith	21/11/2008 13:23:00
Represent the views of taught postgraduate students of the Union in matters concerning the academic affairs and student welfare to the following and any other appropriate committees:		
Page 6: [30] Deleted	Mark Mearing-Smith	21/11/2008 13:23:00
The Taught Student Affairs Committee		
Page 6: [31] Deleted	Mark Mearing-Smith	21/11/2008 13:23:00
The Graduate School of Engineering and Physical Sciences Management Committee		
Page 6: [32] Comment [m11]	mt206	14/11/2008 14:39:00
Should they report to exec.		
Page 10: [33] Deleted	Matt	25/09/2008 17:52:00
The initial elections for Departmental Taught Representatives shall be by secret-ballot, held in conjunction with the elections for the Officers of the Union, as governed by section		
Page 10: [34] Deleted	Matt	25/09/2008 18:03:00
, and a copy shall be lodged with the Returning Officer in case of any dispute		
Page 10: [35] Comment [m18]	mt206	14/11/2008 14:58:00
Does not detail council below but does management committee		
Page 12: [36] Deleted	Matt	25/09/2008 21:56:00
The Executive shall meet once every three weeks during term time and additionally as needed.		
Page 12: [37] Change	Matt	25/09/2008 21:55:00
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Page 12: [38] Deleted	Mark Mearing-Smith	21/11/2008 13:28:00
Academic Affairs Officer (Research)		
Page 12: [39] Deleted	Matt	25/09/2008 21:58:00
The Academic Affairs Officer (Education Representative), Academic Affairs Officer (Research Representative) and Welfare Officer shall be ex-officio, voting members of the Executive.		
Page 12: [40] Comment [m21]	mt206	14/11/2008 15:01:00
specified in constitution 8.2		
Page 12: [41] Deleted	Matt	25/09/2008 21:59:00
The Executive shall be convened by the President.		

Page 12: [42] Change	Matt	25/09/2008 21:55:00
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Academic Affairs Officer (Education Representative),

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Two Ordinary Members elected from the members of the Executive Committee,

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Masters Students' Representative,

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Education Representative

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Research Student Affairs Committee

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The Research Student Affairs Committee shall be responsible through the Academic Affairs Officer (Research) for overseeing the operation of the Research Student Academic Affairs Network and direct education and welfare policy for research students of the Union.

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The Research Student Affairs Committee shall report to the Executive.

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The Research Student Affairs Committee shall meet once a term and additionally as needed.

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The members of the Research Student Affairs Committee shall be:

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The Academic Affairs Officers (Research),

Page 12: [54] Deleted	Mark Mearing-Smith	21/11/2008 13:42:00
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The Departmental Research Student Year Representatives.

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The Research Student Affairs Committee shall be convened and chaired by the Academic Affairs Officer (Research Representative) or the President in his/her absence.

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Is this how it works?

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, which shall stand at 50% of the committee's membership, unless otherwise specified.

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The Chair shall close the meeting, and all business completed before the challenge shall stand._[m2]

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Ex-Officio members do not count towards Quorum

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