

MINUTES OF THE PROCEEDINGS
of the eighth meeting of
the
Executive Committee
of the
Imperial College Union
in the 2008-2009 Session

The meeting of the Executive Committee was held in meeting room 7 of the
Union Building on the 1st April at 12.30pm.

Present:

President	Jennifer Morgan – Chair
Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Finance & Services)	Christian Carter
ICSMSU President	Mark Chamberlain
City and Guilds College Union President	Mark Mearing-Smith
Clubs and Societies Board representative	Samuel Furse
Permanent Observer:	
General Manager	Peter Haldane
Governance and Administration Coordinator	Rebecca Coxhead

Observers: Ali Mozaffari

Apologies: Deputy President (Education & Welfare) Hannah Theodorou, Representation and Welfare Board representative Tim Barrett, Representation and Welfare Board, representative Kat Wright Clubs and Societies Board representative Adam Baldwin, RCSU President David Charles, GSA Chair Rhys Morgan, Representation and Welfare Board representative Kathryn Wright, RCSU President David Charles

1. CHAIRS BUSINESS - none

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 19th March 2009

RESOLVED:

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

3. MATTERS ARISING – none

4. EXTERIOR LIGHTENING

RECEIVED: The paper was presented by the General Manager

NOTED:

- a) Alternative quotes are being pursued by the Ents Manager.
- b) The Beit building does not have points on the building that the lights can be affixed to and it is highly unlikely that permission will be granted for these to be installed.
- c) The funding will be the same as that for the awning; 50 % from Executive Committee reserves and £50% from trading.
 - i. The Head of Finance has indicated that this can be afforded.
 - ii. The Deputy President (Finance & Services) stated although this is not a great amount of expenditure, the Executive Committee reserve doesn't not need to be spent just because

- d) Concern was raised in regards to the affect on Beit Hall residents and the annoyance of the lights in the evening.
 - i. The lights would be used during large events such as end of term carnivals and it would be discretionary for other times.
 - ii. Te lights provide only a wash of colour for the walls and wont directly be shining in to residents windows.
- e) The lights are LED weatherproof and have an approximate 10 year lifespan.
- f) The committee reserved decision until further quotes had been pursued.

ACTION:

1. **The General Manager to purse further quotes and present back to the Executive Committee.**

5. CGCU CONSTITUTION

RECEIVED: The paper was presented by the CGCU President

NOTED:

- a) The presented Constitution has been passed by CGCU Executive Committee and at an AGM.
- b) Various minor formatting and typographical corrections were pointed out.
- c) The CGCU is also looking at how to make committees less 'depsoc' heavy.
- d) The Disciplinary procedure is in line with Central union but is there to deal with minor matters.
- e) The obligation to submit a manifesto or be expelled from the election has been removed.
 - i. On the vote for President must be done by secret ballot.
- f) The committee moved to a vote to accept the paper and it was unanimously passed.

RESOLVED:

- 1) **To approve the presented CGCU Constitution (See appendix I) .**

6. ICSMSU CONSTITUTION

RECEIVED: The paper was presented by the ICSMSU President

NOTED:

- a) 3 committees have been added in to the Constitution.
 - i. These have existed in the past but never been included.
- b) A reporting structure has been added.
- c) The sites and services officer is responsible for bar staff as they have the involvement in the day to day running of Reynolds.
- d) The President, treasurer of Clubs and societies officer can not be a principal officer in a club to avoid the conflict of interest.
- e) The President, Deputy President, incoming President and Head of Undergraduate Medicine make up the colours committee.
- f) The committee agreed to approve the constitution on the proviso that the President sees the document with the suggested minor changes included.

RESOLVED:

- 1) **To approve the presented CGCU Constitution on the proviso that that President approves that that suggested minor changes have been included.**

Meeting closed 1.35pm

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

_____ 2008/09

Appendix I

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".
- 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.
- 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.
- 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
 - a) Receive reports from the Officers of the Union,
 - b) Elect Officers and other posts as defined in Regulations or policy, and
 - c) 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:
 - a) The President.
 - b) The Executive Committee.
 - c) Resolution of a previous meeting of the General Meeting.
 - d) Twenty Full Members of the Union.
 - 6.7.2 An Emergency General Meeting shall
 - a) Be held between two and five College Days of being called.
 - b) Discuss only those matters that it was called to debate.
 - c) 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.
- 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
 - 7.3.1 Resolution of General Meeting,
 - 7.3.2 The President, or
 - 7.3.3 Four other members of the Executive Committee.
 - 7.4 Emergency action:
 - 7.4.1 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.
 - 7.4.2 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 Committee 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.
- 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.
 - 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.

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.

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

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.

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.
- 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.

18 Ratification

18.1 This Constitution was approved by the Union:

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

18.2 This Constitution was ratified by Imperial College Union:

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

18.3

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.

- 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.
 - a)
- 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.
- 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:
 - 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.

3 Ratification

3.1 This Regulation was approved by the Union:

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

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.

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.

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:
 - 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
- 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.
- 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

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 ICU 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.
- 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.

9 Ratification

- 9.1 This Regulation was approved by the Union:

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

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.

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
 - 4.5.4 The Chair and Treasurer of each Club or Society.

- 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.

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:
 - 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.

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.
 - 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.

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.

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).

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:

- 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.

10 Ratification

10.1 This Regulation was approved by the Union:

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

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.

9 Ratification

- 9.1 This Regulation was approved by the Union:

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

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.

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.

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.

4 Motions of censure and no confidence

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

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.

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.

7 Ratification

- 7.1 This Regulation was approved by the Union:

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

Regulation Six – Colours, Regalia and Insignia

1 General Regalia:

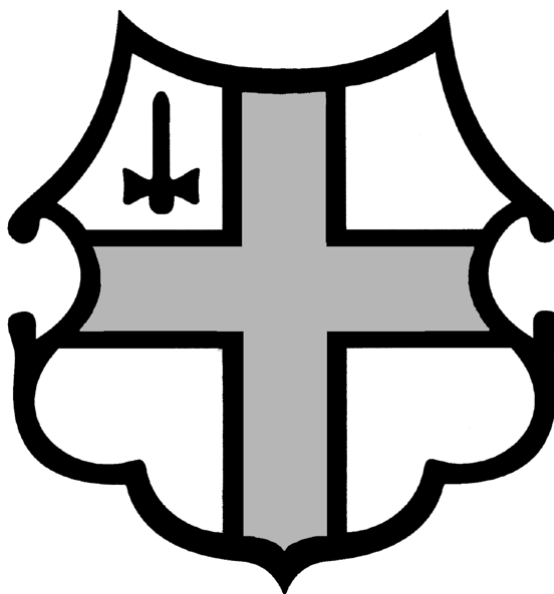
- 1.1 Regalia may feature the Shield (“the Shield”) or Arms (“the Arms”) of City & Guilds College.
- 1.2 Past and present Members may wear the Union badge, pins, cufflinks, scarf, ties, or bow tie.
 - 1.2.1 The Union badge, pins and cufflinks feature the Shield in Guilds Red on a white background.
 - 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.

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.

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.

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

Appendix II

ICSMSU CONSTITUTION

PASSED AT THE ICSMSU EXECUTIVE 31/3/2009 AND AT THE ICU EXECUTIVE 2/4/2009

1. Name

The name of the Faculty Union of Imperial College Union referred to in this constitution shall be “Imperial College School of Medicine Students’ Union”, hereinafter referred to as the “Union”

The School was created by the bringing together, by Act of Parliament, Charing Cross and Westminster Medical School, The National Heart and Lung Institute, the Royal Postgraduate Medical School and St. Mary’s Hospital Medical School into the single entity of Imperial College School of Medicine on the first day of August in the year *ano Domini* one thousand, nine hundred and ninety seven. The Union was formed from the constituent unions of these schools.

The Union and its recognised clubs and societies may use the name and shield of the Imperial College School of Medicine and the arms of Imperial College in their titles and in the pursuit of their activities, but may not assign the privilege to any other individual or group. In using the name and arms, the Union and its clubs and societies shall have due regard for College Regulations and the School’s and the College’s status and reputations.

2. Status

2.1 The Union shall be a Faculty Union of Imperial College Union.

3. Aims and Objects

3.1 The Aims and Objects of the Union shall be:

3.1.1 The furtherance of the academic, welfare, sporting and social interests of the students of the Faculty of Medicine

3.1.2 The encouragement, promotion and support of the clubs and societies of the Union

3.1.3 To represent the needs and interests of its members to the Faculty of Medicine, Imperial College, Imperial College Union, and external bodies.

4. Membership

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

4.2 Full Members

4.2.1 All full-time registered students of the Imperial College Faculty of Medicine are ipso facto Full Members of the Union

4.2.2 Any student shall have the right not to be a member of the Union and to signify that he or she does not wish to be represented by it. Such a person shall enjoy all the facilities and amenities of the Union, but may not participate in the governance of the Union, including, voting or standing for election. Any person opting out of membership of the Imperial College Union is deemed to have opted out of membership of the Union.

4.3 Honorary Members

4.3.1 Honorary Membership is awarded by the Union to those persons deemed to have served the Union in a positive manner. Union policy shall define the terms under which persons are elected to Honorary Membership.

4.4 Life Members

4.4.1 The election of Honorary Life Membership shall be by simple majority of the Executive Committee. Honorary Life Members need not pay any annual subscription, and shall have the same privileges as Full Members save the right to participate in the government of the Union.

5. Affiliation

5.1 The Union and its clubs and societies shall have the right to affiliate to any organisation which furthers the aims and objects of the Union, subject to a resolution being passed at the Executive Committee or the club's or society's committee, as appropriate.

5.2 The Union shall not affiliate to any organisation of a political or religious nature, though its clubs and societies are free to do so. Neither the Union nor any club or society shall knowingly affiliate to any organisation engaged in illegal activities.

6. Officers of the Union

6.1 The Officers of the Union shall be listed in Regulation 1.

6.2 The duties, obligations and responsibilities of the Officers of the Union shall be listed in Regulation 1.

6.3 Officers shall be elected in accordance with Regulation 2.

6.4 The Union shall provide for the censure and dismissal of Officers of the Union under Regulations stipulated in the ICU Constitution.

6.5 Officers of the Union and any other position in the Union shall hold a period of office from August 1st in the year in which they are appointed until July 31st the following year.

7. General Meetings

7.1 General meetings are the sovereign body of the Union.

7.2 General Meetings of the Union shall be categorised as Ordinary, Emergency and Annual

7.3 All General Meetings shall:

7.3.1 Have a quorum of fifty members,

7.3.2 Be chaired by the President of the Union,

7.3.3 Permit all Full Members of the Union to participate in any aspect of the meeting,

7.3.4 Speak for the Union and mandate its Officers,

7.3.5 Be entitled to hold all Union officials, clubs and societies to account, and exercise any other authority given to it by regulations or policy.

7.4 Ordinary General Meetings shall;

7.4.1 Be held once per term and additionally as necessary with at least ten college days notice,

7.4.2 Receive reports from the President and other officers and committees that it requires,

7.4.3 Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, and

7.4.4 Discuss and rule on any matter.

7.5 Emergency General Meetings shall:

7.5.1 Be convened upon request of:

- a) The President
- b) The Executive
- c) General Meeting
- d) Fifty Full Members of the Union, or
- e) A candidate or Officer appealing against disqualification or dismissal, as prescribed in regulations or policy,

7.5.2 Shall be held between two and five college days of being called,

7.5.3 Discuss only those matters that it was called to debate

7.5.4 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.

8. Executive Committee

8.1 The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of General Meeting

8.2 The Executive Committee shall be convened and chaired by the President or his or her nominee at least every three weeks during term time. Composition shall be the fifteen Officers elected from the entire Faculty with quorum of eight members.

8.3 An emergency meeting of the Committee can be called by

- a) The President,
- b) Three of its members
- c) General Meetings, or
- d) Twenty Full Members of the Union

8.4 The Executive Committee shall meet once per year for reviewing the constitution and other rules governing the Union

8.5 The President may act on behalf of the Executive Committee, provided that these actions are reported at its next meeting.

8.6 The Executive Committee may act on behalf of a General meeting in matters of urgency, provided that these actions are reported to and reviewed by the General Meeting at its next meeting.

9. Committees of the Union

9.1 The standing committees of the Union shall be

- a) RAG Committee
- b) Summer Ball Committee
- c) Shrove Tuesday Final Year Dinner Committee

- d) Reynolds Bar Committee
- e) Clubs and Societies Committee
- f) Colours Committee
- g) Halfway Dinner Committee
- h) Entertainments Committee
- i) ICSM Alumni Committee
- j) Education Committee

9.2 General Meeting, the Executive Committee 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.

9.3 The President is an ex-officio voting member of all Union Committees.

9.4 Standing Orders for the committees are prescribed in Regulation 3.

10. Clubs and Societies of the Union

10.1 The Union shall establish clubs and societies in advancing its Aims and Objects.

10.2 Clubs and Societies shall be managed by their committees under their constitutions, which shall not contradict this constitution or its Regulations of Policy.

10.3 Any full member of Imperial College Union is entitled to join any Club or Society of the Union.

10.4 Any full member may stand for election to its committee.

10.5 A new club or society may be started by submission in writing by twenty Full Members of the Union stating its Aims and Objects of the new club or society. The new club or society shall be formed by the approval of its constitution by majority vote of the Clubs and Societies Committee. The Executive Committee and then the New Clubs Committee of ICU must ratify this.

11. The Financial Responsibility of the Union.

11.1 The President is ultimately responsible to the President of Imperial College Union through the ICU Deputy President (Finance and Services) for the finances of the Union.

11.2 All constituent parts of the Union shall comply with the ICU Financial Regulations and Procedures.

11.3 There shall be at least one Honorary Senior Treasurer of the Union who shall oversee the financial management of the Union on behalf of the college, and shall bring any possible anomalies or discrepancies in financial management of the Union to the attention of the President.

11.4 The Honorary Senior Treasurer shall be appointed from the academic staff of the Faculty of Medicine by the Imperial College Union Council on the joint nomination of the Principal of the Faculty of Medicine and the President of the Union.

11.5 The Union shall produce annual budget submissions for itself and its clubs and societies to be submitted to Imperial College Union in line with the timetable set by the Student Activities Committee of ICU.

12. Constitution and Interpretation

13.1 Status and amendments

13.1.1 This constitution is bound by the Constitution of Imperial College Union.

13.1.2 This constitution binds the Union in its entirety, including the clubs and societies.

13.1.3 Amendments to this constitution shall be proposed by Executive Committee at two successive meetings between three and five weeks apart. General Meeting may request that it approves any proposal. The Principal of the Faculty of Medicine shall approve any amendments, which shall be as valid as this constitution.

13.1.4 This constitution overrules Union regulations, which overrule Union policy, which overrules clubs and society constitutions and any other committee or individual.

13.2 Policy

13.2.1 Policy is established by the Executive Committee subject to direction given by General Meeting.

13.2.2 Policy shall be re-presented by the President every three years to the Executive for re-approval, otherwise it shall lapse.

13.2.3 Policy shall be kept by the President and shall be freely available to any member of Imperial College Union.

13.3 Interpretation

13.3.1 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 and recorded in the minutes. Precedent shall provide a basis for future interpretations.

13.3.2 Where an interpretation involves the Constitution of Imperial College Union, and the matter is not resolved, it shall be referred to Imperial College Union.

13.4 Revocation

13.4.1 This Constitution shall supersede all previous Constitutions

The Imperial College School of Medicine Students' Union Constitution is Approved by:

Professor Stephen Smith

Date

Principal of the Faculty of Medicine
Imperial College London

Date

ICSM Students' Union President 2008-9

Regulation 1 Officers of the Union

A. Officers of the Union

1. The Officers of the Union Shall be:
 - President
 - Deputy President
 - Sites & Services Officer
 - Alumni & Careers Officer
 - Secretary
 - Treasurer
 - Academic Officer (Years 1, 2 & Graduate Entry)
 - Academic Officer (Year 4, Biomedical and Pharmacology)
 - Academic Officer (Years 3, 5 & 6)
 - Welfare Officer
 - Clubs & Societies Officer
 - RAG Chair
 - Summer Ball Chair
 - Entertainments Chair
 - Social Secretaries (2 Officers)

B. General Provisions

1. The Officers of the Union have a collective responsibility as trustees of the Union to execute their office according to the Aims and Objects of the Union
2. An Officer of the Union may resign in writing to the President. The President of the Union may resign in writing to the President of Imperial College Union and the Principal of the Faculty of Medicine
3. The President is responsible for the co-coordinating the work of the Officers of the Union, and in the event of a vacancy or an Officer of the Union being unable to fulfill his or her duties, the President may delegate the powers and responsibilities of that Officer
4. No Person may hold more than one Officer of the Union post
5. The President, Treasurer and Clubs & Societies Officer may not be the principle officer of a club or society
6. No Officer of the Union may co-opt their position

C. Job Descriptions of Officers of the Union

President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for managing the Students' Union Officers and supervising the day to day activity of the Union
- Oversees the running of the Reynolds Bar, including management of staff
- Represents the views and interests of ICSM students (on education, welfare, extracurricular activities and post-qualification issues) to the College, the Medical School, ICU, prospective students and schools, and external bodies such as the GMC, BMA and funding bodies
- Chairs the School of Medicine Staff Student Liaison Group meetings , the ICSMSU Executive meetings and the BMA ISC meetings
- An advocate for students in times of College academic or disciplinary disputes
- Responsible for overseeing the ICU Disciplinary policy relating to any Faculty of Medicine student as delegated by the ICU President
- A point of contact for students with pastoral and welfare concerns
-
- Responsible for coordinating the School of Medicine Open Days and interviews in coordination with the UMO
- Responsible for the election of ICSMSU Executive Officers

- Actively updates the ICSMSU website in conjunction with all other officers
- Financially responsible for ICSMSU along with the Treasurer
- Accountable to ICU Council, the Imperial College NHS Trust Charitable Trustees, the Faculty of Medicine and the electorate for all activities of ICSMSU
- The ultimate representative of ICSMSU and responsible for all its actions

Deputy President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports to the ICSMSU President and takes on delegated presidential duties where appropriate
- Deputises for the President in his/her absence
- Supports and assists the President
- Aids with other officers' roles where necessary
- Monitors the ICSM Students' Union Constitution
- Continually updates the ICSMSU website
- Works with the officers to develop their roles
- Works with the School of Medicine Student Experience Vertical Theme Head to help develop all aspects of the student experience
- Responsible for coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 5 year strategy and Union development

Alumni & Careers Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Promote the cause of the ICSM Alumni to final year students and develop ways of involving postgraduates
- Liaise and work with the UMO Alumni Administrator to the benefit of the members
- Be an advocate of the ICSM Alumni and work with the ICSMSU President and honorary ICSM Alumni President in developing it and furthering its aims
- Chairs meetings of the ICSM Alumni Executive
- Maintains the ICSM Alumni website and updates relevant parts of the ICSMSU website
- Responsible for informing students on the job application process and career opportunities, including editing the ICSM Careers guide
- To liaise with the President, Academic Officers, Faculty and external bodies regarding medical careers
- Co-ordinates regular events for students and alumni on relevant and beneficial topics, including the Mansfield Lecture Series

Sites & Services Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Representation of the interests of students at all teaching sites
- Should inspect all facilities both clinical and non-clinical, for example, common rooms, bike racks and computer facilities
- To monitor and maintain all Union facilities, including offices, common-rooms, storage, shops, student spaces and the Reynolds Bar
- To liaise with Academic and Welfare Officers regarding sites issues so as they can best represent students at appropriate meetings
- Liaise with the Academic Officer (Years 3, 5 &6) regarding future development of teaching and services at clinical sites
- Line manager of the Reynolds Bar managers and staff, and the merchandise shop staff
- Liaise with the Reynolds Bar Managers to ensure all facilities are working to ensure successful events
- Responsible for the running of the ICSMSU shops and supply of merchandise
- Chair of the Reynolds Bar Steering Group meetings and the Charing Cross Residents meetings

Secretary

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students

- Carries out the secretarial affairs of the ICSMSU Executive, ISCMSU Clubs & Societies Executive and the Reynolds Bar Steering Group
- Responsible for administrative affairs within the ICSMSU Executive, including but not exclusive to duty rotas and room bookings
- Responsible for all Union publications, archive records and documentation
- Responsible for bookings of all ICSMSU space
- Ultimate responsibility for the publicity of events organised by the Students' Union via posters, website, newsletter, emails, plasma screen ETC
- Continually updating and monitoring of the Union website
- Work closely with the Entertainment Chair and Social Secretaries with regard to social activities within ICSMSU, including but not exclusively Freshers' Fortnight, bops, and Balls etc
- Liaise with clubs and societies, the Entertainments team and the bar managers regarding publicity opportunities for events
- Responsible for production of the term planner by liaising with social and club and societies officers

Treasurer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Overall financial responsibility for all clubs and societies within ICSMSU as well as for the Executive
- Ensuring all club and society officers have had appropriate training in Union finances so as to ensure they are able to run smoothly
- Ensuring all events and tours for clubs, societies and the SU have been appropriately budgeted and authorised, giving assistance and advice on these matters
- Ensuring all clubs and societies annual budgets are submitted on time and meet guidelines
- Allocation of club and soc budgets for the following year with the clubs and societies officer
- Financial responsibility, along with the President, for ICSMSU
- Reportable to the ICU Deputy President (Finance & Services)

Welfare Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Represents students' welfare needs to the Faculty and to ICU at ICU Council, Representation and Welfare Board, Student Welfare Committee and Staff-Student Liaison Groups
- Act upon relevant welfare issues from the above meetings and feedback all outcomes to the student body, thus ensuring they are always well informed
- Is an independent listener and advocate for students who need advice and support
- Liaise with the Faculty Senior Tutors regarding student welfare, Criminal Records Bureau and Fitness to Practice information
- Liaise with the ICU Deputy President (Welfare) regarding welfare campaigns
- Organises and monitors the medical school 'mums and dads' system for the incoming freshers, including the 'mums and dads' party.
- Works with the Academic Officers to organise activities to encourage integration of 3rd year Oxbridge students as well as Graduate Entry Students
- Maintain and update the Welfare section of the ICSMSU website
- Liaise with the Academic Officers and Sites & Services Officer to ensure that any overlapping problems are dealt with accordingly
- Reportable to the ICU Deputy President (Welfare)

Academic Officer (Years 1, 2 and Graduate Entry)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study
- To represent post-graduate students on both the six-year and Graduate Entry courses
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees

- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB and the School of Medicine Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed
- Organise student representatives to lead tours of the medical school on interview and open days
- Organise the recruitment and election of the Education Year Reps and DepSoc committees for years 1, 2 and GEP
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Be an advocate of SOLE and help develop ways to increase participation
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

Academic Officer (4, BMS & Pharmacology)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant courses
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- To represent the needs of students in Year 4 and on the Biomedical Sciences and Pharmacology courses
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB, Humanities Committee and the School of Medicine Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
- Organise the recruitment and election of Education Year Reps and DepSoc committees for the 4 courses which they are representing
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

Academic Officer (Years 3, 5 & 6)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council RWB and the School of Medicine
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
- Organise student representatives for the interview panels for the Medical School
- Organise the recruitment and election of the Education Year Reps for years 3, 5 & 6 Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year representatives meetings
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website, including advice on courses and resources available for revision

- Maintain close links with the Medical Education Society to ensure that communication between students, staff and clinicians is effective. Also help to promote MedEd events
- Work with the School of Medicine and the relevant Vertical Theme Head in order to increase awareness of the standards of student professionalism expected
- Reportable to the ICU Deputy President (Education)

Clubs & Societies Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for the organisation of Clubs and Societies in all matters e.g. communication of match fixtures, results and problems that arise during the year as well as organisation of club information packs and post
- Responsible for the financial running of ICSMSU Clubs and Societies with the ICSMSU treasurer, including the distribution of contingency funds And allocation of Hammersmith Trust Grants
- Work alongside the Entertainment Chair to organise the annual Sports Dinner
- Liaise with the Sites & Services officer regarding storage of clubs and societies equipment Works with the alumni officer to increase awareness of clubs and societies to ICSM Alumni
- Chair of the ICSMSU Clubs and Society Executive Committee and represents clubs and societies wishes to the Students' Union Executive
- Represents ICSMSU on the ICU Clubs & Societies Board
- Represents ICSM at all internal and external committees e.g. BUCS, Sport Imperial and ULU committees
- Maintain the Clubs & Societies section of the ICSMSU website
- Reportable to the ICU Deputy President (Clubs and Societies)

Entertainment Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- A point of contact for all things that fall under the category of social within the medical school. Social secretaries report directly to the Entertainments Committee
- Responsibility for the organisation of a well-planned and financially successful Fresher's fortnight, including the creation of the Fresher's passport and handbook
- Responsible for social integration of Oxbridge, pharmacology, biomedical sciences and graduate entry students in conjunction with the Academic Officer and the Welfare officer
- Liaise with the secretary to help create the term planner.
- Planning and execution of a popular and financially successful Fresher's and Christmas Ball with the social team
- Throughout the year, ultimately responsible for the organisation and smooth running of SU Executive organised event, designed to cater for all members of the Union
- Responsible for the allocation process of Friday bops to ICSMSU clubs and societies
- Responsible for the publicity for all social events is in conjunction with the ICSMSU secretary via posters, the ICSM SU website, newsletter and plasma screens
- Oversees the social secretaries of the individual clubs and societies regarding any events they wish to hold, in conjunction with the Clubs and Societies Officer
- Oversees the Summer Ball Chair, STFYD Chair, Halfway Dinner Chair and RAG chair, and should sit in on the majority of their respective committee meetings
- To work closely with the Sites & Services Officer and Reynolds Bar managers, attend the Bar Steering Group meetings and look for ways to continually drive and promote the Reynolds Bar
- Responsible for delegation of 'on the night' operations at bops and other events, to ensure that clubs and societies are well drilled in the security and stewarding procedures involved in running an event and to liaise with college security regarding license extensions and residents complaints

Social Secretaries (2 posts)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Report directly to the Entertainment Chair
- Key organisational role in Freshers' Fortnight; SU organised balls, bops, events and after party venues for sports nights

- Responsible for maintaining the social section of the ICSMSU website to ensure the medical school is aware of upcoming social events
- Liaise with the bar and secretary to help promote events at the bar and be involved in making them run smoothly
- Member of the Entertainments Committee

RAG Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the Entertainment Chair
- Responsible for the creation and co-ordination of a RAG committee
- Along with the RAG committee, decide who will be the beneficiary of the year's campaign
- Responsible for the organisation of RAG Dash, RAG Week, the RAG Ball and any other RAG events
- Responsible for electing a Fashion Show Chair (SU Executive ratification needed)
- Financially responsible for the RAG society
- Member of the Entertainments Committee

Summer Ball Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the Entertainment Chair
- Responsibility for the co-ordination of a Summer Ball committee, and subsequently for the organisation of the Summer Ball, including its venue, food, decoration, entertainment, publicity, sponsorship and acquirement of speakers
- Member of the Entertainments Committee
- Responsible for the creation and co-ordination of a Summer Ball committee

Regulation 2 Election of Officers

A. General provisions

1. Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
2. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
3. The candidate 'Re-Open Nominations' stands fully nominated for every post.

B. Eligibility to participate

4. All Full Members of the Union may stand and vote in an election unless otherwise prescribed.
5. No current Officer of the Union may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election.

C. Nominations and Timetable

6. All elections require nominations to be publicised a week in advance, placed on a public notice-board for at least a week, with the name, year and signature of the candidate, proposer and seconders.
7. Nomination papers shall include the name and contact details of the returning officer.
8. Elections for Officers of the Union granting membership of the Council or Executive Committee have additional requirements:
 - a) Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
 - b) Nomination papers should be up for ten College days, and
 - c) Twenty seconders are required with ten seconders normally required for other elections.
9. The election shall be held within ten College days of nomination papers coming down.
10. The Executive may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
11. Elections shall be by secret ballot by and from all full members of the respective Faculty Union.
12. Elections for Chairs and other officers of the Club and Society Committees shall be by and from the membership of the individual club or society.
13. Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.

D. Campaigning and Publicity

14. The returning officer is responsible for ensuring the election is publicised in advance of nominations.
15. All media or newsletters reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

Candidates' publicity

16. No candidates' campaign publicity may appear prior to the close of nominations.
17. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.
18. No form of Union or College insignia shall appear on any candidate's publicity material.
19. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes or other voting terminals.
20. All campaign publicity must contain the dates of voting and web link.

E. Hustings

21. There shall be hustings to which all candidates are invited to speak and answer questions.
22. The returning officer (or elections committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.
23. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.

F. New Election

24. The returning officer shall appoint a New Election campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.

25 In the event of

- a) New Election winning, or
- b) a decision to re-run the entire election including nominations,

Nominations shall be re-opened within ten College days and the election repeated.

26. In the event that New Election commits an unfair practise it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

G. Supervision of Elections

27. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.

28. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.

Appointment of Returning Officer

29. The Returning Officer shall be the President or his/her nominee

Elections Committees

30. The returning officer shall convene and chair the elections committee, which shall meet during the course of the elections if needs be. The elections committee shall review all progress and decisions of the returning officer each meeting.

31. The elections committee shall consist of the returning officer and two other members of the Union, who are not standing for election

Observers

32. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.

Delegation

33. The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.

Restriction of rights

34. The Returning Officer, any deputies or assistants and members of an elections committee may not vote or participate in any part of the election except in furtherance of their duties.

35. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

H. Objections and Unfair Practices

36. Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.

37. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.

Unfair practises

38. It is an unfair practise to

- a) Infringe the Union Constitution, regulations or elections policy,
- b) disobey instructions of the returning officer or elections committee
- c) take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
- d) do permanent damage to any Union or College area as a consequence of a campaign,
- e) make any attempt to influence the impartiality of the returning officer, elections committee or Union staff,
- f) deliberately sabotage any campaign other than one's own,
- g) infringe College rules,
- h) intimidate any participant in the election,
- i) overspend the allotted campaign budget, or not produce suitable receipts,
- j) loiter within ten metres of any ballot box during voting, and to
- k) tamper with any ballot box used in the election or submission of electronic votes.

39. An unfair practice may result in action being taken under the Disciplinary Policy of ICU as well as action within the terms of this regulation

Enforcement and remedies

40. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.

41. The returning officer (or the elections committee if there is one) shall be able to

- a) ratify the election,
- b) order the election to be re-run,
- c) disqualify a candidate, or
- d) disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision is to be taken before the count commences).

42. The election shall be re-run if the election has been run unconstitutionally. If the breach occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.

43. If ballot boxes or submission of electronic votes were tampered with, the returning officer may disregard the entire ballot box, or submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

Appeals panel

44. In the event of an objection not being resolved by action of the returning officer or elections committee, the matter shall be referred to an appeals panel.

45. Appeals panel shall meet within five College days of being lodged.

46. In elections, the appeals panel shall be the Executive Committee, with further appeal to ICU Executive and then Council, whose decision is final.

47. The appeals panel or its appellate committee may exercise any rights vested in the returning officer or elections committee and review or amend any of their decisions.

Regulation 3 Union Committees

A. ICSMSU RAG Committee

1. Shall oversee the running of the Union's RAG activities for the year in order to raise money for charity.
2. Shall be chaired by the RAG Chair of the Union
3. Shall choose charities for allocation of raised funds
4. The Chair shall select members.
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

B. ICSMSU Summer Ball Committee

1. Shall be responsible of the organisation and implementation of the Summer Ball
2. Shall ensure the Ball takes place on the evening of finals results issue
3. Shall be chaired by the Summer Ball Chair of the Union
4. Members shall be selected by the chair
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

C. Shrove Tuesday Final Year Dinner Committee

1. Shall be responsible for the organisation and implementation of all aspects of the Shrove Tuesday Final Year Dinner
2. The chair shall be selected from applications by the incumbent committee
3. Members shall be selected by the chair
4. Shall be responsible for the organisation of the Final year Photo
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

D. Reynolds Bar Steering Group

1. Shall be a forum in which bar management and the Union can discuss pertinent matters
2. Shall be chaired by the President or his/her nominee
3. Shall be made up of the President, Vice President (Sites & Services), Social Secretaries and Bar Manager/s
4. May choose to invite relevant staff, be that ICU or College.
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

E. ICSMSU Clubs and Societies Executive

1. Shall discuss matters relating to clubs and societies
2. Shall be chaired by the Clubs and Societies Officer of the Union
3. Membership will be the club or society chair/President/Captain and their treasurer.
4. Shall meet at least once a term.
5. Shall act as the arena in which new clubs and societies can be suggested.
6. Shall have the power to close clubs and/or societies.
7. Shall be delegated appropriate powers and responsibilities from the Union Executive

F. Colours Committee

1. Shall convene in the summer term at the request of the President
2. Shall sit and consider nominations from the membership of ICSMSU for Union Colours, Fellowships and the Roger Bannister Cup
3. Shall be made up of at least 4 members of the Executive selected by the President, and the Head of Undergraduate Medicine
4. Shall be chaired by the President or his/her nominee

G. Halfway Dinner Committee

1. Shall be responsible of the organisation and implementation of the Halfway Dinner
2. Shall be chaired by a student who has completed year 3
3. The chair shall be chosen by the Union Executive Committee
4. Members shall be selected by the chair
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

H. ICSMSU Entertainments Committee

1. Shall be responsible of the organisation of all ICSMSU entertainments
2. Shall be chaired by the ICSMSU Entertainments Chair
3. Members shall include the Union and Clubs and Society Social Secretaries, and Chairs of other relevant Union committees
4. Shall be delegated appropriate powers and responsibilities from the Union Executive

I. ICSM Alumni Association Committee

1. Shall be responsible of the running of the ICSM Alumni Association
2. Shall be chaired by the ICSMSU Alumni & Careers Officer
3. Shall be governed by its own constitution, as long as it does not contravene this parent constitution

J. ICSMSU Education Committee

1. Shall be responsible of the representing the Educational interests of the student body
2. Shall be chaired by the ICSMSU Academic Officer (3,5 & 6)
3. Shall be delegated appropriate powers and responsibilities from the Union Executive