



MINUTES OF THE PROCEEDINGS
of the eight ordinary meeting of
the
Council
of the
Imperial College Union
in the 2009-2010 Session

The meeting of the Council was held in the Union Dining Hall on the 17th May 2010 at 6.40pm.

Present:

Council Chair	Mark Chamberlain
President	Ashley Brown
Deputy President (Clubs & Societies)	Jenny Wilson
Deputy President (Finance & Services)	Danny Hill
Deputy President (Welfare)	John James
ICSMSU President	Anil Chopra,
Media Group Chair	Richard Waldie
ACC Chair	Charles Murdoch
A&E Chair	Gavin Evans
RSM President	Henry Debens
CAG Chair	Joseph Freer
RAG Chair	Alex Dahinten
Equal Opportunities Officer	Chris Darby
International Officer	Matthew Fitch
CGCU Welfare Officer	Alice Rowlands
C&GU Academic Affairs Officer (Taught)	Ben Stubbens
Physical Science Postgraduate rep	Neki Patel
CGCU Ordinary member representative (UG)	Edward O'Hare
School of Medicine Postgraduate representative	Deena Blumenkrantz
Business School Postgraduate representative	Llewellyn Thomas
RCSU Ordinary member representative (UG)	Hannah Short
RCSU Ordinary member representative (UG)	Charlotte Ivison
ICSMSU Ordinary member representative (UG)	Alex Walls
GSLSM Representative	Grigoris Makris
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

Apologies: Deputy President (Education) Jonathan Silver, CGCU President Dan Lundy, CGCU Ordinary member representative (UG) He-in Cheong, ICSMSU Education Rep 12 Gayathri Rajasooriar, ICSMSU Education rep 356 Afsoon Sepahzad, ICSMSU year 4 & Research Rep Natalie Kernan, RCSU Ordinary member representative (UG) Sammy Ho,

Not present: RCSU President Katya-yani Vyas, RCSU Ordinary member representative (UG) Alan Itakura, RCSU Welfare Officer Tim Barrett, GSA Chair Ali Mozaffari, RCC Chair Andrew Mclellan, SCC Chair Nicolas Massie, Engineering Postgraduate representative Shuoying Cao, ICSMSU Welfare Officer Kathryn Wright, OSC Representative Sherif Salam ICU Welfare Campaigns Officer Adam Gill, Silwood Park Chair Catherine Walker, RCSU Academic Affairs Officer David Chreng, CGCU Ordinary member representative (UG) Apostolia Matraki ICSMSU Ordinary member representative (UG) Richard Hewitt, Agneish Dutta

1. CHAIRS BUSINESS

NOTED:

- a) The ICSMSU Ordinary members of Richard Hewitt and Agneish Dutta had missed 2 consecutive meetings of Council and as such deemed to have resigned as an Ordinary Member of Council under regulation 6, point 32

'Ordinary members of the Council who do not attend two consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.'

RESOLVED:

- 1) To remove the ICSMSU Ordinary Members of Richard Hewitt and Agneish Dutta**

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 15th March 2010

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) The Council Chair has contacted the GSA Chair in regards to the non submission of his report.
- i. The Deputy President (Finance & Services) proposed the motion of no confidence, under point 81 of the Constitution, in the GSA Chair.
 - ii. The GSA Chair has not sent a report nor sent apologies for Council.
 - iii. Council moved to a vote of no confidence of the GSA Chair and the result is as follows:
FOR 19
AGAINST 0
ABSTAIN 4
Passes

RESOLVED:

- 1) That Council have no confidence in the GSA Chair Ali Mozaffari and that he is removed from this position effectively immediately.**

- b) In regards to the smoke free campus survey, the Deputy President (Welfare) stated that the student that expressed interest in organising the logistics has not had time to fulfil this undertaking.

The agenda was reordered to consider the matters for decisions as the next item of business

16. SABBATICAL ACCOMMODATION

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) The presented policy replaces the 'Officer use of Rooms Policy'.
- b) The creation of the extra sabbatical role has put strain in the budget so this limits the type of accommodation in halls that the Union can support.
- c) Never has it been previously defined what the actual amount is for the living out allowance.
- d) Price band 'D' is approximately £160 per month and is a standard single en-suite room.
- e) The ICSMSU President questioned if they were included in this policy.
 - i. Council moved to a vote on adding point 2 to include the ICSMSU President and the result is as follows:

FOR 16

AGAINST 0
ABSTAIN 5
Passes

RESOLVED:

- 1) To include the ICSMSU President in point 2 of the Sabbatical Accommodation policy.

f) Council moved to a vote on the amended paper and it was passed unanimously.

RESOLVED:

- 2) To pass the amended policy (see appendix)

1. The President is responsible for running and enforcing this policy and will rule in the event of a dispute.

17. TRANSPORT POLICY

RECEIVED: the paper was presented by the President

NOTED:

- a) The policy moves the jurisdiction from Clubs and Societies Board to Executive Committee which makes more sense.
- b) After 3 years of not driving a Union mini bus results in the driver having to be retested before being able to book a minibus.
- c) Executive Committee has passed sections D-G.
- d) Council moved to a vote and the policy was passed unanimously.

RESOLVED:

- 1) To pass section A-C of the Transport policy. (see appendix).

18. RAG AND CAG POLICY

RECEIVED: the paper was presented by the Deputy President (Welfare)

NOTED:

- a) The policy contains the structure to set up groups and projects within RAG and CAG.
- b) The comma needs to be corrected point 5.
- c) Point 4 defines what a 'volunteering' or a 'raising money' project is.
- d) Executive Committee has the power to move and merge clubs.
- e) This does not stop students from doing 'charity' on their own, but they will need to go through the project board application process if they want Union support and to be insured.
- f) The New projects board membership will be the Deputy President (Welfare) as the Chair, RAG Chair, CAG Chair and 1 other from Representation and Welfare Board and will act similar to the New Clubs Committee.
- g) Council moved to a vote on accepting the policy and it was passed unanimously.

RESOLVED:

- 1) To pass the presented policy. (See appendix)

19. REPRESENTATION POLICY

RECEIVED: the paper was presented by the Deputy President (Welfare)

NOTED:

- a) This is a combines the Academic Policy and has had the Welfare section added making it an extremely comprehensive document.
- b) Council moved to a vote on the presented policy and it was passed unanimously.

RESOLVED:

- 1) To pass the presented policy. (See appendix)**

The agenda returned to normal ordering at this point

4. PRESIDENTS REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) The President reported the results from the decisions made by Council by email due to the last meeting not meeting quorum which are as follows:
 - i. Suspend Welfare Campaigns Officer election: 22:0:0
 - ii. Suspend International Students' Officer election: 21:1:0
 - iii. Approve Libel Reform Paper: 22:0:0
- b) At Senate, it was reported that the zero weighting on first year biology degree will be assessed at the end of next year.
 - i. It is being suggested that zero weighting will be rolled in to other degrees, specifically Mech Eng and Bio Eng.
- c) Investigative work has started for Phase III.
 - i. There is a lot of information and images on the Phase III blog.
- d) Elections for the Deputy President (Education), Central Union positions and the GSA are now open.
- e) The change in government will impact on the funding that the College and Union will receive.
- f) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

5. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT

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

NOTED:

- a) The tours policy is being redrafted by Clubs and Societies Board and will come to the next meeting of Council.
- b) Officer training is being trialled online this year.
- c) The Deputy President (Clubs & Societies) stated that it was her birthday today and Council were asked to wish her a 'Happy Birthday'.
- d) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

6. DEPUTY PRESIDENT (EDUCATION) REPORT

RECEIVED: The report was presented by President on behalf of the Deputy President (Education)

NOTED:

- a) The NSS response rate was 58% college wide.

- i. Courses with less than 23 students do not have their responses counted in the total but college use the data internally.
- b) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

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

NOTED:

- a) Summer Ball tickets are now on sale.
- b) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

8. DEPUTY PRESIDENT (WELFARE)

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) The Library acknowledges the heat issue.
 - i. It is College policy that no new air conditioning units can be installed.
 - ii. Residents in Alexander Court has hindered any planning applications that have been submitted.
 - iii. It was suggested that thermo modelling should be undertaken in the library.
 - iv. Signage explaining why it is hot in the library should be put up to explain to students why it is hot.
 - v. It was suggested that a petition may help.
 - vi. It was suggested that students could potentially come up with a solution to the cooling problem. The Deputy President (Welfare) is to rouse student interest in solving this issue.

ACTION:

- 1. The Deputy President (Welfare) to rouse student interest in providing solutions with cooling the library.**

- b) Council expressed extreme annoyance in the auto log off of the Library computers.
 - i. The Deputy President (Welfare) stated that he has had positive comments about this system as it stops people from 'hogging' the computers.
 - ii. Students have lost their work due to their being no auto save or document recovery function.
 - iii. The Deputy President (Welfare) is to investigate if an auto save function or document recovery function can be put on the library computers.

ACTION:

- 2. The Deputy President (Welfare) to investigate if the auto save or document recovery function can be put on the Library computers.**

- c) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

9. CGCU REPORT – NOT SUBMITTED

10. GSA COMMITTEE REPORT

RECEIVED: the report was presented by Deena Blumenkrantz

NOTED:

- a) The GSA Executive Committee is going strong despite the absence of the GSA Chair.
 - i. The Union and Graduate Schools have been helping in this.
- b) Elections for the GSA Executive Committee 10-11 are currently taking place.
- c) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

11. ICSMSU REPORT

RECEIVED: the report was presented by ICSMSU President

NOTED:

- a) Council moved to vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

12. RCSU REPORT – NOT SUBMITTED

13. RETURNING OFFICER REPORT

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

NOTED:

- a) The Deputy President (Finance & Services) thanked the Deputy President (Education) for his sterling job as the Deputy Returning Officer.
- b) Hustings in Southside were a complete disaster.
 - i. The idea was good in theory and Halls were supposed to advertise this but failed to attract students.
- c) This election has had the highest turnout ever.
 - i. Elections for dep reps is about 50%.

14. CONSTITUTIONAL CHANGES AND SERVICE LEVEL AGREEMENTS

RECEIVED: The paper was presented by the President

NOTED:

- a) The President wish to gage Council's opinion on the constitutional changes that will be presented at the next meeting.
- b) The Welfare Campaigns Officers will be managed by the Deputy President (Welfare) with assistance from the Equal Opportunities Officer.
 - i. Council had no issue with these changes.

- c) The International Officer acts as an impartial role for Council so perhaps should be kept on Council.
 - i. It was suggested that Representation and Welfare Board could elect members up to Council which will also give an impartial view.
- d) The finance regulations are getting a general tidy up that includes the procurement process for budget holders.
- e) Constitutionally amendments need to be made to give welfare and academic equal weighting.
- f) Health and Safety committee will still be retained but is better managed by the Executive Committee and Trustee Board.
- g) Still awaiting many SLA's to come back from College.

Meeting closed 8.00pm

Approved as a correct record at a meeting of Union Council

on _____ 2009/10

_____ Chair of the Meeting

Appendix I

Imperial College Union **Sabbatical Accommodation Policy**

1. Imperial College Union strongly supports the use of rooms in halls of residence by senior officers of the Union as it is vital to maintaining the connection between officers and the student body, and allowing officers to work effectively for the Union.
2. Holders of sabbatical positions, including the Sabbatical Officers, ICSMSU President and Felix Editor, will be offered a room in price band 'D', available in Beit, Prince's Gardens or Evelyn Gardens, subject to approval from Residences.
3. If officers wish to decline their offer of a hall room for any period, they may do so only with the prior permission of Council. The designated room will be re-allocated by Residences, so an officer who has declined a room will not be able to take a room in halls at a later date.
4. If officers wish to live in accommodation other than their designated halls room, they may only do so with the prior permission of Council and will be afforded no assistance from the Union in obtaining that accommodation.
5. Rooms will only be allocated to officers prior to the start of the academic year. If a position is filled during the academic year the officer will not be able to live in halls of residence.
6. Any unallocated rooms will be returned to Residences for re-allocation.
7. As details of officers taking up rooms are required by Residences considerably prior to the start of the academic year, preferences must be submitted to the Governance Coordinator by the 1st May. If an officer-elect does not accept their offer of a room or is out of contact every effort having been made to contact them by the time details are needed by Residences, they will be deemed to have rejected their offer.
8. The Union shall pay the full rent for holders of sabbatical office living in halls or shall pay an honorarium equal to 75% of the average rent of price band 'D' rooms, should rent not be payable to College, on behalf of sabbatical officers.

Appendix II

Imperial College Union **Transport Policy**

A. General

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.
2. Parts A, B, and C are the preserve of council while the Executive Committee determines operational policy (remaining parts).

B. Responsibilities

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.
4. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.
5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.
6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.
7. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of it's' passengers when on the road. If for any reason a driver or passengers are concerned with the condition of the vehicle then it should not be used.

C. Disciplinary action

8. The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.
9. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behavior likely to cause a danger to passengers, the President or his or her nominee may:
 - i. deregister and ban a driver for a period of time or indefinitely,
 - ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required,
 - iii. deregister and ban drivers within a club or society or group (where the behavior of the group as a whole warrants it),
 - iv. ban a club or society or group from using the Union's fleet.
10. Action in paragraphs 8 and 9 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
11. The President or his nominee is responsible for writing to any individual whom action has been taken against under paragraph 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Executive Committee.
12. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Executive Committee.

D. Registration of drivers

Requirements for drivers

13. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.
14. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B category (car) driving licence for two years.
15. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Executive Committee. Any endorsements or restrictions on a driving licence must be declared, and driving history provided with this declaration.
16. Individuals shall cease to be registered drivers if they no longer fulfill the terms of paragraphs 13-15.

How drivers are registered and tested

17. The Membership Services Department shall appoint a number of individuals who shall be permitted to approve drivers for registration. The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.
18. The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers. This assessment will include a theory element which includes, but is not limited to, the current legislation applicable to minibus driving in the UK.
19. Registration as a driver shall be valid for three years in the first instance. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.
20. A list of registered drivers shall be kept by the Union.

Concerns about drivers

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

22. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Membership Services Department.
23. If the concerns are of the driving ability or conduct of a member of the Membership Services Department the matter shall be brought up with the President.
24. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in paragraphs 22 and 23, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.
25. The relevant member of the Membership Services Department or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under part C. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under part C.

E. Maintenance of the fleet

26. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.
27. The Membership Services Department shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.
28. The Membership Services Department shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.
29. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.
30. Users of vehicles have a responsibility to conduct checks at the start of their use of the vehicle, and report any minor faults which are present.

F. Booking vehicles

31. Vehicles shall be requested through the union website – www.imperialcollegeunion.org.
32. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.
33. Requests for vehicles between October and March will be held in the order in which they were received; bookings will be made on the morning of the day of the proposed booking two weeks hence. If the supply of vehicles is insufficient to meet requests, the Membership Services Department staff will allocate vehicles accordingly in the following priority order:
 - i. Request received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.
 - ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.
 - iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).
 - iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.
 - v. The order in which the requests were received.
 - vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.
 - vii. Requests for vehicles between April and September will be processed on a first-come, first-served basis.
34. Fees for use of vehicles shall be as determined by the Executive Committee.
35. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Executive Committee may determine a booking priority and fees according to the size of external contribution.

G. Motorised mascots

36. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.
37. These mascots all remain permanently inviolate.
38. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Executive Committee.
39. The respective clubs are exempt from reporting incidents 41 *i),iv), and viii)* to the Union (though they may if they wish) with respect to their motorised mascots.
40. The respective clubs shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:
 - i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
 - ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
 - iii. qualifications required of drivers (see paragraph 38) and their assistants,
 - iv. who is permitted to use the vehicles and under what conditions, and
 - v. dealing with minor incidents referred to in paragraph 39.

H. Incidents

41. An 'incident' shall be defined as:
 - i. A vehicle breakdown,
 - ii. An accident or situation that could easily have resulted in an accident
 - iii. Use of the emergency equipment,
 - iv. Any damage to the exterior or interior of the vehicle
 - v. Any criminal driving offence or parking offence,
 - vi. Consuming alcohol or smoking in the vehicle,
 - vii. Use of a Union vehicle without permission, or on un-agreed terms,
 - viii. Non-payment of charges for use,
 - ix. Complaint from another road user,
 - x. Failure to report an incident in this paragraph, and
 - xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.
42. Incidents include:
 - i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
 - ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.
43. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.
44. An incident as defined in paragraph 41 must be reported by the driver to the Union in soon as possible, but within twenty four hours.
45. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.
46. In the event of a more serious incident, or any incident listed in paragraphs 41 *iv* to 41 *xi*,

- i. the President and Deputy President (Finance and Services) shall be informed,
 - ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Membership Services Department take further action under Part C.
47. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Executive Committee.

Appendix III

Imperial College Union **Raising and Giving and Community Action Group Policy**

Introduction

1. The Raising and Giving (RAG) and Community Action Group (CAG) Policy sets out the rights and responsibilities of the Union, RAG and CAG, their respective projects and other relevant Union activity and individual members. It also sets out the method of administration of RAG and CAG.
2. This policy binds the whole Union, but is aimed in particular at RAG, CAG and parts of the Union with responsibility for charitable fund raising and work in the community.

Statement of Intent

3. The Union is committed under its Constitution to
 - i. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
 - ii. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
4. The Union furthers these aims by the provision of community volunteering projects and projects raising money for charity.

Definitions

5. 'RAG' and 'CAG' refer to the committees 'Raising and Giving' and Community Action Group respectively
6. 'Project' refers to any project with a committee under RAG or CAG, or a Club or Society implementing activity described in section 4.

Duties and Responsibilities

This section outlines the responsibilities of the project implementing activity described in section 4 and those of the Union.

Duties of Imperial College Union

7. The Union shall fulfil its objects and statement of intent (sections 3 and 4).
8. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).
9. The Union shall provide funding for the activity described in section 4 in accordance with budgeting constraints.

10. The Union shall provide basic use of rooms within its premises at no charge, in accordance with space constraints.
11. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

Duties of Projects

12. Projects are expected to comply with the Union Constitution and its regulations and policies.
13. Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to for the health and safety of their members and a responsibility not to discriminate among them or harass them.
14. Projects owe a duty to their members to ensure equal provision of facilities
15. The Union needs to comply with significant financial and health & safety requirements prescribed by law, College and other bodies or agencies. Projects will need to demonstrate to the Union that they are complying with these requirements.
16. In particular, projects are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.
17. Projects represent the Union and the College when holding events or trips. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.
18. Project Chairs may be required to provide the Deputy President (Welfare), or their nominee, the following items of documentation:
 - i. Financial Responsibility
 - ii. Committee contact list
 - iii. Aims and Objectives
 - iv. Code of Conduct
 - v. Risk Assessment
 - vi. Data Protection
 - vii. Instructor registration
 - viii. Affiliation
 - ix. Inventory

Chain of responsibility

19. The Union operates a chain of responsibility for all matters relating to projects.

This is as follows:

- i. The Union President,
- ii. The Deputy President (Welfare),
- iii. The RAG or CAG Chair (as appropriate),
- iv. The Project Chair,
- v. The Project members.

Status

20. RAG and CAG shall each have a committee consisting of at least a Chair, Treasurer and Secretary.
21. All projects whose primary objective is to raise money for charity should be formed as a Project under RAG.
22. All projects whose primary objective is volunteering in the community should be formed as a Project under CAG.

23. RAG and CAG are to have their own constitutions, officers and meetings, and are responsible for providing for the co-ordination and development of student activity within their projects.
24. Each project shall have a Chair, who shall be a Full Member of the Union. Projects may have a Treasurer and a Secretary who must also be Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. The committee shall be elected at the project's AGM.
25. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the project's activity, health & safety and finances.
26. RAG and CAG report to the Representation and Welfare Board, which determines budgeting, advises on policy issues and deals with inter RAG or CAG disputes. The Representation and Welfare Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.
27. The central activities of RAG and CAG are treated as projects with respect to the duties, chain of responsibility, documentation and duties. They are also expected to run themselves democratically and properly.

New Projects

28. A New Projects Committee consisting of the RAG Chair, the CAG Chair and one elected member from RWB. The New Projects Committee shall be chaired by the Deputy President (Welfare).
29. The New Projects Committee shall meet as required to determine whether prospective projects should be set up or not.
30. A new prospective project requires the following information to be submitted to the Deputy President (Welfare):
 - i. A project to be proposed by a Full Member of the Union
 - ii. The names, departments, years and signatures of five prospective members (all of whom are Full Members of the Union).
 - iii. The aims and objectives of the prospective project.
31. The New Projects Committee may authorise additional measures to ensure the new project has a firm foundation.
32. A new project must have aims and objects that differ from all current projects under RAG or CAG.
33. The New Projects Committee shall allocate all projects to RAG or CAG as it sees fit.
34. The New Projects Committee shall state which of the following documents are required to be submitted on an annual basis, from the following: Financial Responsibility, Committee contact list, Aims and Objectives, Code of Conduct, Risk Assessment, Membership forms, Data Protection Act, Instructor registration, Affiliation, Inventory.
35. Any Full Member of the Union (regardless of whether he or she is connected with the new club or society) may appeal the decision of the New Projects Committee to approve or disapprove the new club or society to the Representation and Welfare Board.
36. The Chair and any other committee positions of a project shall be appointed by the New Projects Committee. This committee and its members act with the same authority as an elected committee, and holds office until the end of its first academic year.

Transformations

37. The Representation and Welfare Board has the power to create, merge, split, transfer, make dormant and dissolve projects.

38. A project can be dissolved and cease to exist by a resolution of the project's committee and the consent of the relevant RAG or CAG committee.
39. Dissolved projects' property and funds shall be allocated by the President on the advice of the relevant Deputy Presidents.
40. A project may be suspended by the Deputy President (Welfare) for disciplinary reasons.

Appendix IV

Imperial College Union **Representation Policy**

Introduction

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

Statement of intent

3. The Union is committed under its Constitution to
 - i. Advance the education of its members and promote, without prejudice, their welfare at all times.
 - ii. Represent the needs and interests of its members to Imperial College and external bodies.
4. The Union furthers these aims with the provision of a network of academic representatives drawn from the Full Members of the Union, administered, trained and supported by the Union.
5. These obligations extend to the representation of all registered students of Imperial College, regardless of their membership of the Union.

Definitions

6. A representative is an individual, nominated from a larger group, who is responsible for conveying the views and experience of members of the group to a third party, and conveying information from a third party to members of the group.
7. The word 'academic' denotes a focus on the learning or research interests of a student, including wherever such interests may have an effect on the student's welfare.
8. The word 'welfare' denotes a focus on the pastoral interests of a student, including wherever such interests may have an effect on the student's education.
9. The use of the word 'representative' throughout this document refers to both academic representatives and welfare representatives.
10. The words 'representative' and 'rep' are interchangeable and carry the same meaning.

11. The word 'student' denotes a currently registered student of Imperial College, regardless of membership of the Union or additional occupations.
12. The word 'constituency' denotes that group of students that a representative is bound to represent.

General principles of representation

13. The Union is committed to ensuring that all students have equal and effective access to representation, from as soon as possible after their enrolment until they cease to be registered.
14. A representative shall strive to represent the views and experiences of their constituency as accurately and fairly as possible.
15. A representative should take into account both the views and experiences of the majority and of the minority of their constituency. When required, they should express the full range of views.
16. A representative may express their personal view on a matter, but must not present their personal views as the views as their constituency.
17. A representative must maintain a constant dialogue between themselves and their constituency.
18. A representative must maintain transparency in their activities at all times.

Duties of Imperial College Union

19. The Union shall provide a safe environment, free from harassment and discrimination, for all students to express their views on academic and welfare matters (according to the Equal Opportunities Policy).
20. The Union shall strive to maintain a representation structure that suitably and dynamically reflects the structure of faculties, departments, programmes and research groups at Imperial College, and is acceptable to representatives, other students and academic staff.
21. The Union shall strive to fully populate the representation structure every academic year and following a position being vacated.
22. The Union shall provide funding for representative activities, subject to budgetary constraints. The funding is allocated by the Representation and Welfare Board on which all students have direct or indirect representation.
23. The Union shall provide basic use of rooms within its premises for representative activities at no charge to them.
24. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

Duties of representatives

25. Representatives are expected to comply with the Union Constitution and its regulations and policies.
26. Representatives are required to conduct themselves in a fair and democratic manner. They hold a responsibility not to discriminate among members of their constituency or unreasonably interfere with their learning.
27. Representatives are ambassadors for the Union and the College, and must conduct themselves in an appropriate manner, and not bring the Union or the College into disrepute.

28. No monetary charge shall be sought from students for representation. No representatives may solicit or receive financial or material gain in return for their activities, other than by the resolution of the Executive Committee.

Roles

29. An exhaustive list of positions is maintained in Appendix 1, which may be amended by the Deputy President (Education) but must be ratified at the next Representation and Welfare Board.
30. An exhaustive list of faith societies is maintained in Appendix 2, which may be amended by the Deputy President (Welfare) but must be ratified at the next Representation and Welfare Board.
31. There are five categories of academic representative. These are as follows:
- i. The President,
 - ii. The Deputy President (Education),
 - iii. The Faculty Academic Affairs Officers, as listed in the Appendix.
 - iv. The Departmental Representatives, as listed in the Appendix.
 - v. The Year, Course, Section and Group Representatives, as listed in the Appendix.
32. There are six categories of welfare representative. These are as follows:
- i. The President,
 - ii. The Deputy President (Welfare),
 - iii. The Faculty Welfare Officers, as listed in the Appendix,
 - iv. The Departmental Representatives, as listed in the Appendix,
 - v. The Year, Course, Section and Group Representatives, as listed in the Appendix,
 - vi. The Union Welfare Officers.

Role descriptions

33. The duties of the President, Deputy President (Education) and Deputy President (Welfare), Faculty Academic Affairs Officers and Faculty Welfare Representatives are as detailed in Regulation Three of the Constitution.
34. The Departmental Representatives shall:
- i. Be the representative to the Union and the College for the students in their respective Department or Division.
 - ii. Co-ordinate the activities of the other representatives in their Department or Division.
 - iii. Faithfully represent the views and experiences of the students in their Department or Division to the following and any other committees, institutions and associations:
 - i. Their Faculty Academic Affairs Committee
 - ii. The Staff-Student Committee of their department
 - iv. Feed back all relevant decisions and information to students in their Department or Division.
 - v. Hold meetings of a committee known as the Departmental Representative's Committee at least twice per term with the Year, Course, Section or Group Representatives for that Department or Division.
 - vi. Promote the activities of their departmental society as requested by the Chair.
 - vii. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).
 - viii. Submit termly reports detailing all activity in their capacity as a representative to the Faculty Academic Affairs Committee.
 - ix. Submit documentation as required by the Documents and Submissions Section of this policy.

35. The Year, Course, Section and Group Representatives shall:

- i. Be the representative to the Union and the College for the students in their respective constituency.
- ii. Co-operate with the other representatives in their constituency.
- iii. Faithfully represent the views and experiences of the students in their constituency to the following and any other committees, institutions and associations:
 - i. Their Departmental Representative's Committee
 - ii. The Staff-Student Committee of their department
- iv. Feed back all relevant decisions and information to students in their constituency.
- v. Promote the activities of their departmental society as requested by the Chair.
- vi. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).

36. The Union Welfare Officers shall consider the entire student body of Imperial College to be their constituency.

- i. The Environmental Officer shall:
 - i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students in the environmental activity of the Union,
 - iii. Represent the views of students on environmental issues to the Representation and Welfare Board,
 - iv. Liaise with the Energy and Efficiency Manager of Imperial College,
 - v. Liaise with the Environmental Society, and Environmental Representatives for Halls of Residence,
 - vi. Organise Green Week, usually held in November, to inform, engage and promote, relevant environmental issues to the student body.
- ii. The SHAG Week Coordinator shall:
 - i. Be responsible to the Deputy President (Welfare),
 - ii. Represent the views of students on Sexual Health and Guidance (SHAG) issues to the Representation and Welfare Board,
 - iii. Liaise with the Imperial College Health Centre and the Terrance Higgins Trust,
 - iv. Liaise with Medsin,
 - v. Organise SHAG week to inform, engage and promote, relevant SHAG issues to the student body.
- iii. The International Officer shall:
 - i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students of all nationalities in Union activity,
 - iii. Represent the views of students on international, cultural and ethnic issues to the Representation and Welfare Board,
 - iv. Liaise with the Overseas Societies Committee, the Interfaith Officer and the Equal Opportunities Officer.
 - v. Organise campaigns celebrating diversity and/or against discrimination on the basis of race and ethnicity, including one day of One World Week.
- iv. The Disabilities Officer shall:
 - i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students with all disabilities in Union activity,
 - iii. Represent the views of students on disability issues to the Representation and Welfare Board,
 - iv. Liaise with the Senior Disabilities Advisor of Imperial College,

- v. Liaise with the Equal Opportunities Officer,
 - vi. Organise campaigns specifically related to students with disabilities, including one day of One World Week.
- v. The LGBT Officer shall:
- i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students of all sexual orientation in Union activity,
 - iii. Represent the views of students on LGBT issues to the Representation and Welfare Board,
 - iv. Liaise with Imperial 600, the LGBT network for Imperial College Staff,
 - v. Liaise with IQ and the Equal Opportunities Officer,
 - vi. Organise campaigns specifically related to LGBT students, including one day of One World Week.
- vi. The Gender Equality Officer shall:
- i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students of all genders in Union activity,
 - iii. Represent the views of students on gender equality issues to the Representation and Welfare Board,
 - iv. Liaise with the Women in Science, Engineering and Technology society, and the Equal Opportunities Officer,
 - v. Organise campaigns specifically related to gender equality, including one day of One World Week.
- vii. The Interfaith Officer shall:
- i. Be responsible to the Deputy President (Welfare),
 - ii. Engage students of all faiths in Union activity,
 - iii. Represent the views of students on faith issues to the Representation and Welfare Board,
 - iv. Liaise with the Chaplain of Imperial College,
 - v. Liaise with Imperial College Union's faith societies and encourage them to have an Interfaith representative on their committee,
 - vi. Liaise with the Equal Opportunities Officer,
 - vii. Organise campaigns specifically related to interfaith, including one day of One World Week.
 - viii. To form and chair an Interfaith Committee, the membership of which shall include one Interfaith Representative from the faith societies as in Appendix 2, who have Interfaith Representatives.

37. All representatives are subject to Regulation Seven of the Constitution, and are liable for the implementation of disciplinary and complaints procedures therein following misconduct under the regulations in this policy or otherwise.

Structure

38. The Union operates a chain of responsibility for all matters relating to academic representation. This is as follows:

- i. The President,
- ii. the Deputy President (Education),
- iii. the Academic Affairs Officer of the Faculty or School,
- iv. the Departmental Representative,
- v. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.

39. The Union operates a similar chain of responsibility for all matters relating to welfare representation. This is as follows:
 - i. The President,
 - ii. the Deputy President (Welfare),
 - iii. the Faculty Welfare Officer,
 - iv. the Departmental Representative,
 - v. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.
40. Individuals in the above sections are responsible to those above them in the list for the representation of students. Academic Affairs Officers and Faculty Welfare Officers are additionally responsible to their Faculty Union President in the case of undergraduates or the Graduate Students' Association Chair in the case of postgraduates.
41. Figure 1 shows the structure of representatives.
42. Departmental Representatives and Year, Course, Section and Group Representatives shall attend all Staff-Student Committee Meetings held by their department.
43. Representatives-elect shall shadow the incumbent holder of the position at all remaining meetings that relate to the position, having gained permission from the chair of each committee.
44. The final meeting of the Departmental Representative's Committee, the Faculty Academic Affairs Committee and the Representation and Welfare Board shall be used by incumbent representatives to give a thorough briefing to representatives-elect concerning the events and developments of the past year.
45. Where representatives are unable to attend a meeting, they should send apologies to the chair of the committee as soon as this is known, and instead submit a brief written report.

Training and forums for academic representatives

46. The Deputy President (Education), assisted by the Deputy President (Welfare) and Membership Services Team, shall hold training sessions for all academic representatives. Attendance is compulsory for all representatives, regardless of their previous experience.
47. This shall include welfare training for Department and Year, Course, Section and Group Representatives.
48. The Deputy President (Education) shall publicise the training sessions appropriately and provide resources such as handbooks for reference throughout the year.
49. There shall be at least one Undergraduate Academic Forum and at least one Postgraduate Academic Forum held during the academic year.
50. The Deputy President (Education) is responsible for organising these forums, and shall publicise them to all representatives at least four weeks before the date of the event.
51. Each forum shall be attended by all undergraduate or all postgraduate representatives. If a representative is unable to attend, they must notify the Deputy President (Education) in writing at least one week in advance.
52. The agenda for the forum shall be set by the Deputy President (Education) with assistance from the Membership Services Team. The agenda should promote discussion on topical issues relevant to learning.

Training for Faculty Welfare Representatives

53. The Deputy President (Welfare), assisted by the Membership Services Team, shall hold training sessions for all Faculty Union Welfare Officers. Attendance is compulsory for all representatives, regardless of their previous experience.
54. The Faculty Unions and the Graduate Students' Association (as defined by Regulation Five of the Constitution) are responsible for supporting the efforts of Academic Affairs Officers and Faculty Welfare Officers in their representative endeavours. The Representation and Welfare Board shall allocate appropriate funds to Faculty Unions to this end. Full Members may also apply to the Board for funding for specific representative activity.

Recruitment

55. All academic representatives should normally be elected according to Regulation Four of the Constitution. Those in the constituency who are also Full Members of the Union may stand. All members of the constituency may vote, other than for Union Welfare Officers, who are elected by the Representation and Welfare Board.
56. The Deputy President (Education) is ultimately responsible for the population of the academic representative structure.
57. The Deputy President (Welfare) is ultimately responsible for the population of the Faculty Welfare Officer and Union Welfare Officer positions.
58. Subject to any other regulations, representatives may indefinitely stand for re-election.
59. The Sabbatical Officers, the Faculty Union Presidents, the Graduate Students' Association Chair and the Academic Affairs Officers may not hold more than one representative position concurrently.
60. The positions of President, Deputy President (Education), Faculty Union President, Graduate Students' Association Chair and Academic Affairs Officer may not be held by more than one person.
61. The position of Departmental Representative may be held by up to two people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine if the election of two representatives is appropriate.
62. Any other representative position may be held by up to three people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine the appropriate number of representatives to elect.
63. Elections for all representatives, other than those for taught postgraduate courses or the first year of undergraduate courses, should be held in the Spring Term before the start of the academic year.
64. First year representative positions and taught postgraduate course representative positions must be filled as soon as possible after the start of the new academic year.
65. Representatives shall be elected per academic year. Their term of office shall last for up to one year, and cease on 31 July.
66. The Deputy President (Education) is expected to delegate the recruitment of undergraduate Year Representatives to the undergraduate Departmental Representatives, who shall run elections appropriately and report the results to the Deputy President (Education) for central administration.
67. The Deputy President (Education) is expected to delegate the recruitment of postgraduate Course Representatives and Research Section or Group Representatives to the postgraduate Academic Affairs Officers, who must negotiate with Directors of Postgraduate Studies to ensure that all positions are filled.

Academic Affairs Officers shall then report the results to the Deputy President (Education) for central administration.

68. Union Welfare Officers shall be elected in the Summer Term by the members of the Representation and Welfare Board.

Documentation, submissions and presentations

69. Departmental Representatives shall provide the following information to the Deputy President (Education) in a timely manner:
- i. Undergraduates: A completed New Year Representatives form, specifying the personal details of the Year Representatives and the names of the personnel involved in chairing and clerking Staff-Student Committee meetings;
 - ii. Postgraduates: A completed New Postgraduate Representatives form, specifying the personal details of the taught Course Representatives, all research Group or Section Representatives, and the names of the personnel involved in chairing and clerking Staff-Student Committee meetings;
 - iii. The minutes of all Staff-Student Committee meetings that have taken place in their department;
 - iv. Brief details of any other communication between representatives and College staff.
70. The Deputy President (Education) shall store, electronically or otherwise, the details of all representatives for the year, assisted by other representatives or Union staff where necessary, and distribute them appropriately.
71. The Deputy President (Education) shall compile termly documents summarising the procedure and outcomes of Staff-Student Committee meetings that have taken place. They shall submit the document as a report to both the Representation and Welfare Board and College's Quality Assurance Advisory Committee termly.
72. The Deputy President (Education) shall coordinate and display a presentation to College's Strategic Education Committee annually, as an opportunity to highlight serious concerns.
73. The Graduate Students' Association Chair shall submit regular reports of representative activity to meetings of the committees of both Graduate Schools as requested by the Directors of the Graduate Schools.
74. Undergraduate Academic Affairs Officers shall submit an annual report to the Faculty Teaching Committee for their faculty on their representative activity, when requested by the chair of the Committee.

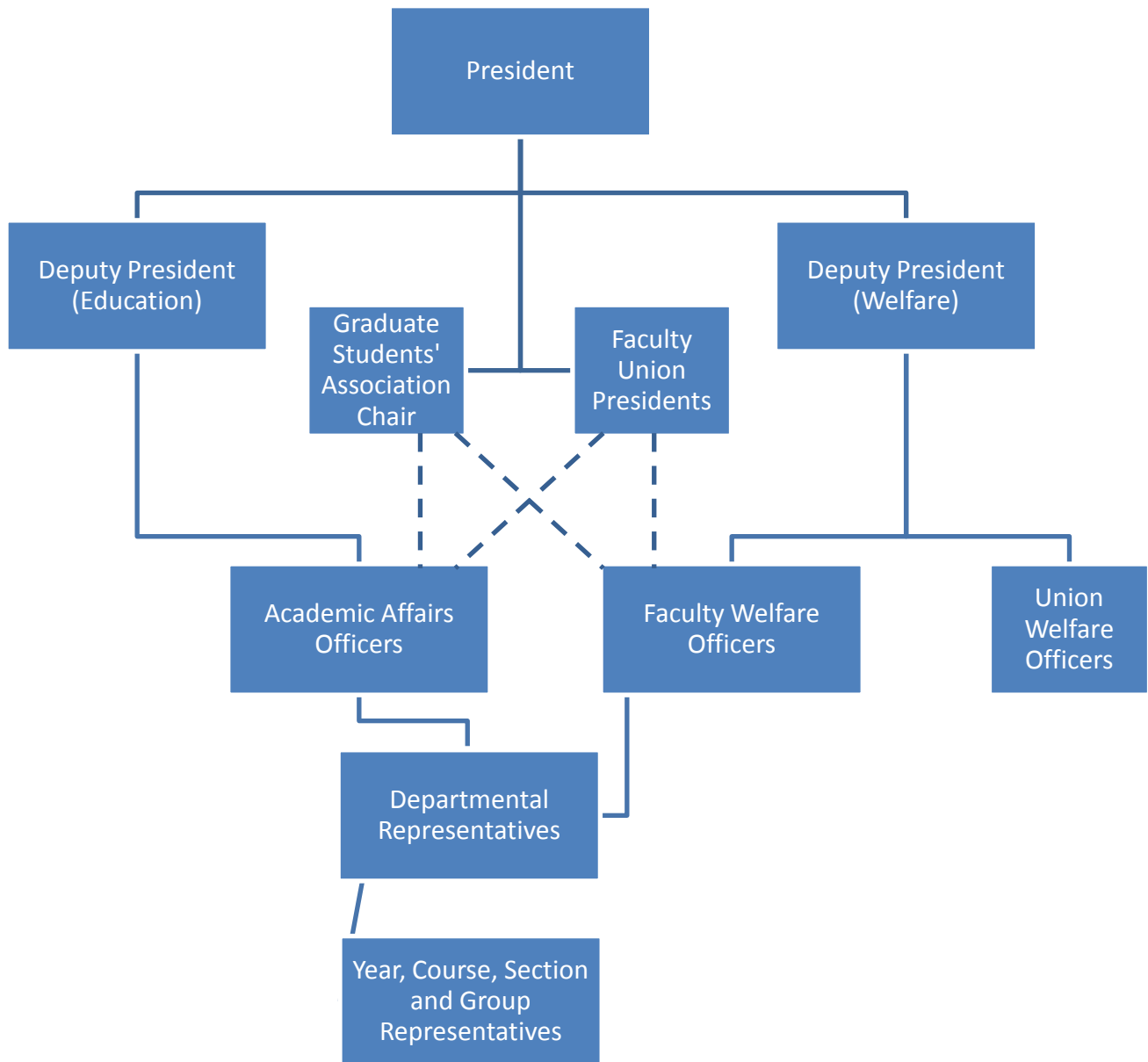


Figure 1. Representative structure