



MINUTES OF THE PROCEEDINGS  
of the seventh ordinary meeting of  
the  
**Council**  
of the  
Imperial College Union  
in the 2010/11 Session

The meeting of the Council was held in the Union Dining Hall on the 14<sup>th</sup> March 2011 at 6.40pm.

**Present:**

Council Chair	Jenny Wilson
President	Alex Kendall
Deputy President (Clubs & Societies)	Heather Jones
Deputy President (Education)	Alex Dahinten
Deputy President (Finance & Services)	Ravi Pall
Deputy President (Welfare)	Charlotte Ivison
C&GCU President	Victor Du Mesnil Du Buisson
RCSU President	Scott Heath
RSMU President	Ben Moorhouse
GSA Chair	Deena Blumenkrantz
A&E Chair	Adam Khamis
ACC Chair	Monya Zard
Media Group Chair	Matt Allinson
RCC Chair	Nathanial Bottrell
OSC Representative	Chia Lim
SCC Chair	Rhodri Oliver
CAG Chair	Nicolas Massie
RAG Chair	Naida Dzigal
RCSU Welfare Officer	Mevani Jagodage
CGCU Welfare Officer	Sahil Chugani,
Equal Ops Officer	Stuart Haylock
CGCU Academic Affairs Officer	Marcus Ulmefors
GSA Engineering Academic and Welfare Officer	Tom Luth
GSA Life Science Academic and Welfare Officer	Joe McKenna
GSA Medicine academic and Welfare Officer	Elena Lovo
GSA Physical Sciences academic and welfare officer	Edward Yoxall
CGCU Ordinary Member	Alice Rowlands
GSEPS Representative	Edefe Edivri
GSLSM Representative	Mary O'Sullivan
Non Faculty Ordinary Member	Mark Collins
CGCU Ordinary Member	Steve Long
CGCU Ordinary Member	Tom Hills
CGCU Ordinary Member	Patrick White
RCSU Ordinary Member	Karmen Chui
RCSU Ordinary Member	Lewis Palmer
<b>Permanent observers</b>	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

**Apologies:** ICSMSU President David Smith, OSC Chair Ahmad Alsaadi, , ICSMSU Education Rep 12 & GEP Ali Hosin, ICSMSU Education Rep 356 Annalan Navaratnam, ICSMSU Welfare Officer Gayathri Rajasooriar, RCSU Academic Affairs Officer Catherine Wu, GSEPS Representative William Montague, CGCU Ordinary Member Alice Rowlands, ICSMSU Ordinary Member Aislinn O'Malley, ICSMSU Ordinary Member Alexandra Burke-Smith, ICSMSU Ordinary Member Hannah Tullett RCSU Ordinary Member Alan Itakura, Operations Manager Robin Pitt

**Not present:** Silwood Park Chair Mark Ramsden

## 1. CHAIRS BUSINESS

NOTED:

- a) Election results were announced for the Sabbatical and Student Trustee elections. The results are as follows:

Sabbatical Officers

President – Scott Heath

Deputy President Clubs and Societies – Monya Zard

Deputy President Education – Jason Parmer

Deputy President Finance and Services – Michael Foster

Deputy President Welfare – Nicolas Massie

Felix Editor – Matt Colvin

Student Trustees:

Nathaniel Bottrell

Eugene Chang

Ravi Pall

Abdul Patel

## 2. MINUTES OF LAST MEETING – 14<sup>th</sup> February 2011

NOTED:

- a) Few typographical errors were pointed out

## 3. MATTERS ARISING

NOTED:

- a) In regards to the Feedback Policy mentioned in the Deputy President (Education) report the following was reported:
- i. The Policy is still sitting with College; this Deputy President (Education) was to have had this returned to him today.
  - ii. Once the Policy has been received from College, this will be circulated electronically to Council and Council will give response through email.
- b) In regards to the 'Wiki', the Union Systems Administrator is currently finding a replacement for this role so this may be a project for the Deputy President (Education) elect.
- c) The meeting to discuss the extended College Day is taking place on the 25<sup>th</sup> March,

***The Chair stated that reports were asked to be submitted on the previous Wednesday and the Deputy President (Welfare) was the only Sabbatical to have met this deadline. As such, her report will be heard first***

## 4. DEPUTY PRESIDENT (WELFARE) REPORT

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

NOTED:

- a) An outcome of the short 'welfare campaigns awareness' survey was that students aren't able to devote time during the day to attend workshops.

- b) Welfare Campaigns weeks cost approximately £500 each the majority of which goes towards publicity.
- c) It was reminded that this is only the second year that this position has existed and as such is still developing
- d) The Fairtrade University registration will be completed during the Easter Vacation.
- e) It was suggested that the second Study Skills campaign week would have been better placed this term. The Deputy President (Welfare) stated that she will organise a stand in Sheffield of which the RCSU President offered to assist with.
- f) Wagamamas as a sponsor was not an option for the Welfare Survey due to the timing issues.
- g) Council moved to vote to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

**5. FELIX REPORT**

RECEIVED: The report was presented by the Felix Editor

NOTED:

- a) The 'Daily Felix' proved that Imperial does not need a daily newspaper.
- b) Students ran out of time to actually read the paper
- c) The team producing the daily paper were astounding and integral to the success
- d) Phoenix has over 20 contributions already but more are invited
- e) Council moved to a vote on accepting the report and it was passed unanimously apart from 2 abstentions.

**RESOLVED:**

- 1) To accept the report.**

**6. PRESIDENTS REPORT**

RECEIVED: The report was presented by the President

NOTED:

- a) The results from the Bursary Survey have been circulated.
- b) The Halls rent survey is currently open.
  - i. It was suggested that the Union will not be able to make a lot of difference in regards to the halls rents but a positive is that a breakdown of where rents are being spent on will be publicised.
  - ii. Post Graduates meet with College Accommodation to discuss what PG wanted from College accommodation. The session was very productive
- c) The Strategic Review is costing approximately £24k
- d) Council moved to vote to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **7. DEPUTY PRESIDENT (EDUCATION) REPORT**

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

NOTED:

- a) In regards to the extended College day discussion, the hour lunch break will impact on Clubs Societies and Faculty Unions being able to hold meetings over that time.
  - i. Humanities potentially could be held from 4-6.
  - ii. It was assured by College that Humanities will not be cut further
  - iii. Shorter lunch break will impact on catering in that demanded will be greater for a shorter period.
  - iv. It was queried if College had investigated the logistics of interdepartmental/faculty room booking system.
  - v. Engineering do room booking planning very well and the system is being rolled out to other faculties next year but as far as the Deputy President (Education) is aware, inter faculty bookings is not being considered.
  - vi. If Humanities take place during 4-6, this will mean that club activity/meetings can occur then and also will allow students to go home early which is good during the winter months.
  - vii. There are implications for students that sit on College Committees that meet during lunchtime.
  - viii. It was pointed that swipe cards can be activated to allow students in to other faculties lecture spaces.
  - ix. It was suggested that students may get lost if they have to find alien lecture theatres. It was pointed that this is a weak argument.
  - x. Computer systems are universal across College and as such lecturers are able to understand this technology.
  - xi. Saturday lectures will impinge on club activity as a lot of clubs leave on Friday nights to undertake a full weekend of activity.
  - xii. Potentially Saturday exams are an option if it could be guaranteed that students would not have 6 exams in a row.
  - xiii. Students have Saturday jobs and compulsory lectures on a Saturday will restrict the working capacity of students which when students are paying £9000 per year, is extremely detrimental.
  - xiv. Cambridge and Oxford have Saturday lectures.
  - xv. Friday nights are social evenings
- b) In regards to the NSS, students who have switched between 3-4 year courses are not able to access the NSS.
  - i. Have started to target departments which have had poor responses.
  - ii. Slightly up on participation last year
- c) Council moved to vote to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **8. DEPUTY PRESIDENT (CLUBS & SOCIETIES) AND RETURNING OFFICER REPORT**

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Thanks were given to all candidates and those who assisted in the smooth running of the elections.
- b) Council moved to vote to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **9. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT**

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

NOTED:

- a) The reason stated as to why the report was late was due to the fact that, in the Deputy President (Finance & Services) words, has been busy.
- b) The Felix Editor stated that if the Deputy President (Finance & Services) does not get his report in on time, Council should consider censuring him.
- c) The RCC Chair suggested that the report is not indicative of how busy the Deputy President (Finance & Services) states he has been.
- d) The Deputy President (Finance & Services) responded by stating that he has been dealing with many internal issues that can not be reported to Council due to staff student protocol.
- e) In regards to budgeting, it was requested that it should be clarified what can be budgeted for; this year there was an inconsistency that CSB were told that food could not be budgeted for and yet funding for food was awarded at RWB.
  - i. It was suggested that comparative budgets should be given in advance of the meetings and that under spends for previous year should be made available.
- f) The VVMC is appealing to the next meeting of CSB.

## **10. ENVIRONMENTAL POLICY**

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

NOTED:

- a) It was agreed that notes 1 should be changed from 'effects' to 'impacts'.

**RESOLVED:**

- 1) To change notes 1 from 'effects' to 'impacts.'**

- b) In 'Union Believes' the Deputy President (Welfare) has taken out lots of reference to climate change as it was felt that this is being addressed.

- c) In regards to 'Union Resolves' 'Waste Reduction' it was agreed to insert 'aim to' after the word 'shall'.

**RESOLVED:**

**2) 'Union Resolves 1' 'Waste Reduction' to read as follows:**

***1. The Union shall aim to establish what quantity of waste ICU produces annually and estimate what proportion is disposed in landfill sites.***

- d) 70% is the target set by College
- e) In regards to 'Union Resolves 2' 'Waste Reduction', it was suggested that the '5 R's' should be inserted; rethink, respect, reduce, reuse and Recycle. This was not agreed.
- f) It was stated that there has been no baseline in regards to the amount of waste that the Union actually produces and as such this needs to be established before any levels can be set.
- g) It was agreed that waste reduction, resolve 3, d should be high capacity events instead of evenings. This was agreed.

**RESOLVED:**

**3) 'Union Resolves 3, d' 'Waste Reduction' to read as follows:**

***Reusing waste by using reusable glasses, for example made from hard plastic, instead of using single-use skiffs, except for high capacity events where this is impracticable.***

- h) Recycling bins in halls of residence have different recycling rules due to the local councils operating differently of each other.
- i) The SCC Chair pointed that grammatically point's e and f should be changed to the present participial. This was agreed.

**RESOLVED:**

**4) To change Union Resolves 2, e&f to present participles; recycling, ensuring.**

- j) It is unfeasible to have grey water collected from the guttering and the Deputy President (Welfare) stated that the policy should not include unachievable aims; these are included in future projects for the Union to move towards achieving.
- k) The toilet refurbishments are College responsibility and not that of the Union's.
- l) In regards to water use, point 3, it was agreed that the word 'use' be inserted after water.

**RESOLVED:**

**5) Water Use, point 3 to read as follows:**

***'work with catering suppliers to improve the efficiency of water use during production***

- m) In regards to 'Carbon Emissions' it was agreed that 'dioxide' should be inserted after 'carbon' though out the policy.

**RESOLVED:**

**6) To insert 'dioxide' after 'carbon' though out the policy.**

- n) It was suggested that it would be good to see the savings made depicted online.
- o) In regards to the sustainable purchasing policy, it was questioned how the 'gimmicky meat', such as zebra and shark, can be justified.
  - i. It was suggested that there is a farm in Cheshire that breeds exotic meats of which the Union could use as a supplier.
  - ii. The SCC Chair informed Council that French Chicken is battery bred and that the Union should make a stance against using chicken from France.
  - iii. It was pointed that meat coming in to the UK needs to be EU compliant and as such solves this issue of French battery chicken.
  - iv. Council moved to a vote on inserting the point that chicken used in the Union should not be French battery sourced. The vote is as follows:

FOR	12
AGAINST	14
ABSTAIN	6
Falls	

- p) It was agreed to insert another point in to the 'sustainable purchasing policy' in regards to embedded water being considered when choosing products and services and ingredients.

**RESOLVED:**

**7) To insert the following:**

***'To consider the embedded water when choosing products, services and ingredients'.***

- q) In regards to bottled water, it was stated that fewer Lorries collecting and delivering various brands is a good thing.
  - i. When choosing the brand, the company that is chosen should have ethical credentials such as gifting to water aid.
  - ii. Tying to one brand makes the Union sensitive to price increases.
  - iii. It was pointed that people will go off campus if they wish to purchase an alternative brand.
  - iv. It was agreed to change to 'ethical water brands' as to not restrict the Union to 1 and that the Executive Committee have jurisdiction as to what brands these will be.

**RESOLVED:**

**8) Under 'bottled water',**

***'Only sell brands of ethically sourced bottled water in any Union outlet where bottled water is sold as determined by the Executive Committee.'***

- r) Under 'Future Projects, it was agreed to strike point 4.

**RESOLVED:**

**9) To remove point 4, Rainwater harvesting for use in toilets, from future projects.**

- s) It was agreed to affiliate to the 'part time carnivore' scheme.

**RESOLVED:**

**10) To affiliate to the Part Time Carnivore scheme.**

- t) Council moved to a vote on passing the amended policy and it was agreed unanimously.

**RESOLVED:**

**11) To pass the amended Environmental Policy (see appendix)**

**11. COURT AND UNION ADVOCATE**

RECEIVED: The paper was presented by the President

NOTED:

- a) The Deputy President (Finance & Services) suggested that lowering the restrictions would be detrimental and that more effort should be put in to the recruiting of the position.
- b) Court should be completely impartial and independent of the policy making body.
- c) Council moved to a vote on not accepting the amendment on 9.7.ii and the vote is as follows:

FOR	22
AGAINST	3
ABSTAIN	4

Passes

**RESOLVED:**

**1) To not accept the changes to point 9, Union Court, point 7, ii.**

- d) The formatting on 'determination' needs to be corrected.
- e) It was suggested that the advocate should be a permanent observer and not a voting member of Council.
- f) The RAG Chair, and current Union Advocate, suggested that the position represents to Court to the student body and should be involved and clarified that the Union Advocate does not sit on Court.
- g) It was pointed that this does not keep the position independent and impartial.
- h) It was suggested to not have the Union Court Advocate on Council as a voting member and have the position as a permanent observer.
- i) Council moved to a vote on this proposal.

FOR	18
AGAINST	5
ABSTAIN	7

Passed

- ***look at wording of this and change job description***-

- j) Council moved to a vote on passing the amended policy and it was agreed unanimously.



**RESOLVED:**

**11) To pass the amended Court and Union advocate paper (see appendix)**

**12. CONSTITUTIONAL AMENDMENTS**

RECEIVED: The paper was presented by the President

NOTED:

- a) The Poster Policy will be changed to 'Publicity Policy'
- b) The numbering on the election regulations need to be amended.
- c) The May meetings of CSB and RWB will elect reps on to the Colours Committee
- d) In regards to regulation 5, point 5, graduate students, it was agreed to add 'point 81' in which additional members can be co-opted to the committee.
- e) The reference to cross campus ballot elections needs to be reworded. The President stated that he will do this.

**ACTION:**

**1. The President to reword the reference to election by cross campus ballot.**

- f) In regards to regulation 8, concern was raised in regards to the £20 limit of authority.
- g) This limit had been debated extensively during CSB.
- h) Point 19 pertains to if this is being signed for a management group.
- i) £50 for inventory is to capture equipment that can be used between clubs instead of having equipment duplicated and putting stress on storage.
- j) Overall, the responsibility has been tightened to give more duty to students.
- k) There are a number of appendices missing from the Code of Practice online.
- l) The College do not appear to be publishing this information and the President was actioned to investigate.

ACTION:

1. President to investigate why the appendices to the Code of Practice are not accessible on the College website.

m) Council moved to a vote on accepting the amend Constitution and the vote is as follows:

FOR	30
AGAINST	0
ABSTAIN	1

**RESOLVED:**

**1) To pass the amended Constitution (see appendix)**

13. Any other business

13.1

NOTED:

- a) It was questioned by the SCC Chair if any promotion for local elections and voting system referendum.
- b) It was suggested that the SCC Char would be best placed to undertake this task and report to the next meeting of Council. Council moved to a vote on this proposition and the vote is as follows:

FOR	30
AGAINST	1
ABSTAIN	0
Passes	

**ACTION:**

- 1. The SCC Chair to investigate and undertake promotion for local elections and voting system referendum where appropriate and report back to the next meeting of Council.**

13.2

**NOTED:**

- a) The President expressed his disappointment that the ICSMSU President had arranged the ICSMSU Hustings as the same night as Union Council.
- b) It was clarified that he sent a proxy in his place.
- c) The President asked that the ICSMSU President be censured however it was elucidate that this was unconstitutional as the procedure to censure an officer had not been followed.

Meeting closed 10.10pm

Approved as a correct record at a meeting of Union Council

on \_\_\_\_\_ 2010/11

\_\_\_\_\_ Chair of the Meeting

## ENVIRONMENTAL POLICY

### Imperial College Union Notes:

1. That human activities are having significant negative impacts on the planet including climate change, deforestation, pollution, biodiversity loss and general environmental degradation.
2. Part L of Building and Approved Inspectors (Amendment) Regulations 2006 require that all building work is carried out such that *“Reasonable provision shall be made for the conservation of fuel and power in buildings...”* and that *“...the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances”*.

### Imperial College Union Believes:

1. That we as a Union have a responsibility to ensure that our activities and the activities of our members consider these impacts and include measures to minimise these impacts.
2. Employing methods to reduce our environmental impact will be to the benefit of both our current and future members by educating current members on methods of reducing these impacts and by preserving our environment for future members.
3. Small financial investments to mitigate negative environmental impacts result in potentially huge savings over the long term.

### Imperial College Union Resolves:

#### WASTE REDUCTION:

2. The Union shall aim to establish what quantity of waste ICU produces annually and estimate what proportion is disposed in landfill sites.
3. The Union aim to reduce waste sent to landfill to 70% of 2012 levels by 2014 by following the “Reduce, Reuse, Recycle” philosophy.
4. The methods employed by the Union to reduce its waste should include but not be limited to:
  - a) Catering suppliers tasked to only deliver in minimal packaging (eg without lids)
  - b) Exploring reusable packaging (eg crates)
  - c) Reducing waste by using reusable crockery and cutlery instead of disposable crockery and cutlery in our catering outlets. For the purpose of maintaining the take-away option, biodegradable disposable alternatives may be used.
  - d) Reusing waste by using reusable glasses, for example made from hard plastic, instead of using single-use skiffs, except for high capacity events where this is impracticable.
  - e) Recycling waste by providing segregated recycling bins wherever there is currently an all-purpose bin in all Union buildings.

- f) Ensuring that the Union's food waste continues to be included in the College's composting scheme.
- g) Educating and encouraging all students to recycle their waste.
- h) Where the equivalent product exists with a higher recycled and / or manufactured content, this should be procured preferentially where practicable. .
- i) We will endeavour to print all documents on 100% recycled paper using vegetable based inks at a printer holding an ISO 14001 accreditation.

#### **WATER USE:**

1. The Union will cut consumption through installing simple devices in existing appliances that use water. This should include but not be limited to:
  - a. Low volume flushes (twin flush buttons).
  - b. Low flow, aerated showerheads (flow level <9litres/minute)
  - c. Percussion taps
  - d. Tap Inserts
  - e. Waterless urinals using a new valved system
2. When replacing appliances, The Union will choose water efficient models. The "DEFRA and HM Revenue & Customs Enhanced Capital Allowance Scheme for Water Technologies" shall be used to set a minimum benchmark for water efficiency in appliances ( ).
3. Work with catering suppliers to improve the efficiency of water use during production
4. Train all staff in water efficiency practices

#### **CARBON EMISSIONS:**

1. The total carbon dioxide emissions of the Union for electricity and heat from July 2009 to July 2010 is 178.92 Tonnes CO<sub>2</sub> per year. (Imperial College London Carbon Desktop)
2. The Union shall seek to reduce its carbon emissions by 20% of the July 2010 baseline by August 2014, in line with the College's target, by following the "Low Carbon Hierarchy" approach.
3. Specific methods to be employed by the Union to reduce its carbon emissions shall include but not be limited to:

#### **Energy:**

- a. Publicise the Union's carbon emissions from heat and electricity to its students by linking to the Union's Carbon Desktop page from the Union website
- b. Reducing energy use through maximising building energy performance. Both through building design and efficient end use. Any future building work shall incorporate energy efficiency initiatives including secondary glazing, low-energy lighting (including motion-sensor controls), draft reduction and services insulation.

- c. Turning off all electronic equipment such as computers, printers and plasma screens when not in use, especially overnight in the SAC and Union Offices. Plug sockets should also be switched off when not in use.
- d. Substitute carbon-emitting energy for renewable energy by lobbying the College to use energy supplies from a low-carbon source.
- e. Support and where feasible, pursue proposals for installation of onsite renewable energy/low and zero-carbon technology on Union buildings and/or IC campuses generally.
- f. Avoid use of patio heaters and similar appliances and discourage the use of personal heaters.
- g. Set double sided printing as standard in the SAC and Union Office.
- h. Training all staff in energy efficiency practices
- i. Minimise energy use in food production, transportation and storage via:
  - i. Usage of energy efficient equipment
  - ii. Reduction of suppliers / multi-temperature vehicles via liaison with College Commercial services

### **Transport:**

- j. The Union will continue to send all waste cooking oil (estimated at 40L/week) to be made into Biodiesel in line with College's policy.
- k. The Union shall work towards storing Biodiesel in College for the minibus fleet, to be used by clubs and societies.

## **PROTECTING THE ENVIRONMENT**

### **SUSTAINABLE PURCHASING POLICY**

**The Union aims to offer sustainable catering and retail products that are produced, processed and traded in ways that:**

- Contribute to local economies and sustainable livelihoods
- Avoid damaging natural resources and contributing to climate change
- Protect the welfare of animals

To achieve this, the Union aims to:

- Ensure that the products it buys for catering and retail are of the highest environmental certification, and are sourced as locally as possible within reason.
- Only source meat which is reared according to sustainable farming methods and locally sourced where possible.
- Consider the use of cost effective cuts of meat that promote responsible animal welfare
- Work with Assured Food Standards to procure "Red Tractor" products where practicable
- Use free range eggs and win the 'Good Egg' Award
- Reduce the amount of foods from animal origin (meat, dairy and eggs) served by providing more vegetarian and vegan options and identifying them on the menu
- To consider the embedded water when choosing products, ingredients and services.

- Include the Part Time Carnivore affiliation logo on menus to encourage students to choose vegetarian options
- Only use fish from sustainable sources (those accredited by the Marine Stewardship Council), and achieve MSC accreditation
- Maintain Fairtrade Accreditation as laid out in the Fairtrade Policy and commit to buy Fairtrade produce where possible
- Menu planning to reflect seasonal foods
- Offer some organic meal options

N.B. The Union currently uses College suppliers for most of its catering procurement. The measures the suppliers are aiming to implement are marked with (College)

### **Bottled water**

#### **The Union recognises the negative environmental impact of bottled water consumption and so resolves to:**

Only sell brands of ethically sourced bottled water in any Union outlet where bottled water is sold as determined by Executive Committee.

Encourage College to invest in more water fountains and look into making more available in the Union building, as well as raising awareness of pre-existing water fountains

Make reusable drinking bottles available in the Union shop and newsagent at a price our students consider reasonable

### **GREEN WEEK:**

1. Green Week shall be set to take place during the first term of the year. .
  - a. Green week shall include a 'meat-free' day, on which everything sold or given away by any Union outlet must be vegetarian. There must also be at least one vegan option. This includes drinks.
  - b. It should seek to educate as many students as possible about the full range of environmental impacts their actions have and ways to reduce them, as well as informing on global environmental issues
2. The Environmental Officer is in charge of Green Week and can assemble a committee to help him/her.
3. The duties and responsibilities of the Environmental Officer are laid out in the Representation Policy.

### **HALLS**

The Environmental Officer shall ensure that a Halls Green Rep is elected from every Hall as part of their Halls Committee each year, and is responsible for communicating environmental campaigns to them as well as lending support to their efforts to reduce the environmental impact of their Hall.

The Environmental Officer shall liaise with Estates and the Student Switch Off Campaign to publicise campaign events to encourage as wide a participation as possible.

## **IMPLEMENTATION:**

1. It is the responsibility of the Environmental Officer, the Deputy President (Welfare) and ultimately the President to ensure that these policies are upheld.
2. The entire organisation, notably staff responsible for areas directly affected by the policy, will support the implementation of this policy.
3. The Environmental Officer shall submit a report to Council at the end of each term summarising the condition and progress of the Union's environmental record.
  - a. The Autumn term report should be to the first Council after Green Week to report on that week.
4. The Union shall lobby college to mitigate its contribution to climate change through the implementation of similar policies.

## Future Projects

The following measures are considered goals for the future but are currently unfeasible due to their high cost:

1. Water from guttering being diverted to a water tank for use as grey water in toilets
2. Installing solar water heaters and or panels on the roof of the Union Building
3. Installing green roofs on the roof of the Union Building

# Imperial College Union Constitution

## 1. Name and Status

1. The name of the students' union referred to in this Constitution shall be the Imperial College Union, also referred to as "the Union".
2. The Union is an unincorporated educational charity, which the Imperial College Statutes state shall for all purposes be treated solely as an integral part of the University.
3. The Union and its recognised clubs and societies may use the name and arms of Imperial College in their titles and in pursuit of their activities but they may not assign the privilege to any other individual, group, or company without the approval of the College Secretary or his or her nominee. In using the names and arms, the Union and its clubs and societies shall have due regard for Imperial College's status and reputation.

## 2. Aims and Objects

1. The aims and objects of the Union shall be:
  1. To advance the education of its members and promote, without prejudice, their welfare at all times.
  2. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
  3. To represent the needs and interests of its members to Imperial College and external bodies.
  4. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
2. In pursuing its aims and objects, the Union shall govern itself democratically and with regard to the principles of equality and diversity.

## 3. Membership

1. The following persons shall be members of the Union, as provided in the following categories. Membership of the Union entitles the holder to make use of all its facilities, amenities and services.
2. **Full Members**
  1. All registered students of Imperial College are Full Members of the Union.
  2. Only Full Members are entitled to receive any form of subsidy from the Union, or to participate in the government of the Union.
3. **Associate Members**
  1. The Executive Committee may grant Associate Membership to College or Union staff, or to any Further or Higher Education student over the age of eighteen under such conditions as it may establish, entitling them to use the facilities of the Union.
4. **Life Members**
  1. A person shall be entitled to become a Life Member of the Union upon payment of subscription if they have been:
    - a. A Full or Associate Member of the Union for at least one academic year,
    - b. A Research or Teaching Assistant for at least two academic years,
    - c. A member of the full time Union staff for at least two years, or
    - d. A member of the Imperial College staff for at least two years.
  2. Life Members may not participate in the government of the Union except where permitted under section 3.5.3.
  3. Life Membership shall be bestowed upon Lay Trustees and the Union Honorary Senior Treasurer..
  4. Honorary Life Membership may be awarded to any person by the Council.
  5. Only Life Members of the Union are eligible for life membership of any constituent part of the Union.
5. **Government of the Union**
  1. Only Full Members are permitted to participate in the government of the Union, that is, standing for or holding office, voting in any election or



meeting, or chairing a meeting of the Union, its Faculty Unions, clubs or societies.

2. A person who is not a Full Member may only participate in the government of the Union as set out above if he or she is a
  - a. Lay Trustee or member of a Trustees' Committee,
  - b. Life Member,
  - c. member of the Imperial College staff, or an
  - d. officer of an external student or electoral organisation,and in any case not a member of the permanent Union staff.
3. A person who is not a Full Member shall possess the rights and duties of Full Members only so far as it involves exercising the rights and duties of office and only in the following capacities:
  - a. They are members of the Trustee Board, a Trustees' Committee, Court, disciplinary or disciplinary appellate committee, or
  - b. They are appointed as a returning officer, observer, scrutineer or member of an elections or referendum committee.
4. An officer of an external student or electoral organisation may participate in the administration of an election under section 3.5.3.b, but not in any other capacity.
5. No committee shall contain more than one member of the Imperial College staff, nor be chaired by one, unless acting as the Trustee Board Chair or a returning officer.
6. **Opting Out**
  1. Any student shall have the right not to be a member of the Union and signify that he or she does not wish to be represented by it.
  2. The Union shall liaise with Imperial College to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so.
  3. A student opting out of membership of the Union is deemed to have opted out of membership of their Faculty Union, and may not participate in the government of either Union, club, society or other part thereof.
  4. A person who has opted out of membership of the Union may re-join with the permission of the Council.

#### 4. **Affiliation**

1. The Union has the right to affiliate to any organisation which furthers its aims, subject to a resolution of the Council.
2. Such an organisation shall not be of a religious or political nature, however clubs and societies may affiliate to a religious or political organisation. The Union and any part of the Union may not knowingly affiliate to an illegal organisation.
3. If the Union or its clubs and societies decide to affiliate or donate monies raised to an external organisation, they shall publish notice at Council of the decision stating the name of the organisation and details of any monies paid or donated to that organisation.
4. The Union shall review the external organisations to which an affiliation fee has been paid or a donation given and report these annually by means of a published report.

#### 5. **Officers of the Union**

1. The Officers of the Union shall be the President and Deputy Presidents, who shall be Sabbatical Officers on conditions approved by Imperial College, and non sabbatical Officers who shall be Full Members of the Union.
2. The President shall be the chief executive officer and representative of the Union.
3. The \_\_\_\_\_ of the Officers of the Union and the means by which they are \_\_\_\_\_ shall be established in the Regulations.
4. No person shall hold sabbatical office in the Union for more than two full academic years. No person who held sabbatical office during an undergraduate course may hold sabbatical office until their entire course is completed to the satisfaction of Imperial College.
5. No person may hold more than one Officer of the Union post.

6. **The Trustee Board**

1. The Trustee Board shall be the sovereign and governing body of the Union and shall exercise all the powers of the Union, subject to the provisions of this Constitution and its Regulations.
2. The Trustee Board shall further the \_\_\_\_\_ of the Union with the assistance of the Council.
3. The Trustee Board shall comprise, as Trustees:
  1. The President, *ex officio*,
  2. The Council Chair, *ex officio*,
  3. The Court Chair, *ex officio*,
  4. Four Full Members of the Union, and
  5. Four Lay Trustees.
4. The Deputy Presidents, Union Operations Manager and Union Honorary Senior Treasurer shall be permanent observers.
5. A Trustee shall be appointed as Chair in such manner as shall be established in Regulations. Trustees shall register their interests.
6. A person shall be disqualified and removed as a Trustee under conditions established in the Trustee Board Regulation.
7. The Trustee Board shall meet no fewer than four times per year and at least once during each academic term of Imperial College. A meeting may also be summoned by:
  1. The President,
  2. Three Trustees, or
  3. The Court.
8. The quorum shall be six members, of whom two shall be Lay Trustees.
9. The Trustee Board may establish sub-committees for any purpose. The Trustee Board may only delegate authority in the manner set out in the Trustee Board Regulation.

7. **The Council**

1. The Council shall be the paramount policy-making, scrutiny and accountability body of the Union.
2. The Council shall further the \_\_\_\_\_ of the Union and determine \_\_\_\_\_, except upon reserved matters or where policy is determined by \_\_\_\_\_.
3. The Council shall receive such reports from Officers and committees that it may require, with Sabbatical Officers reporting to each ordinary meeting. The Council may require any Officer and any other post-holder in the Union not on the Trustee Board or Court to attend and answer questions.
4. All Full Members of the Union may attend the Council as an observer with full speaking rights and the right to propose and second motions and other business.
5. All Life and Associate members may attend the Council as observers with speaking rights with the Chair's or meeting's permission. .
6. The \_\_\_\_\_, its \_\_\_\_\_ and \_\_\_\_\_ shall be established in the Regulations.
7. The Council shall be called:
  1. Once per month or more during term time by the President, or
  2. By the Council Chair upon receipt of a request by:
    - a. The Trustee Board, Executive Committee, the Court, the Council or General Meeting,
    - b. Ten members of the Council, or
    - c. 100 Full Members of the Union.

8. **Executive Committee**

1. The Executive Committee shall be the paramount executive body and is responsible for the overseeing the general day to day management of the Union and co-ordinating the Union's affairs.
2. The Sabbatical Officers shall report to the Executive Committee in the form of short reports to each meeting those matters relating to their office and the Executive Committee's remit.
3. The Executive Committee shall:
  - a. Advance the aims and objects of the Union,
  - b. Comply with and implement Union policy,
  - c. Set operational policy, which should be reported to Council at its next meeting.

- d. Oversee the day-to-day running of the Union and the co-ordination of its activities,
  - e. Establish principles for the fair allocation of the resources available to the Union, after consultation with the Council,
  - f. Allocate financial resources,
  - g. Monitor financial performance against budget,
  - h. Receive the audited annual accounts of the Union and report their findings to the Trustee Board and, for information, the Council,
  - i. Monitor the performance of the trading outlets, services and retail facilities of the Union, and
  - j. Receive a report in respect of any incident affecting Health and Safety at the Union each ordinary meeting.
4. The Executive Committee shall:
- a. consist of the Sabbatical Officers and up to eight other individuals,
  - b. have a quorum of six members, and
  - c. meet at least every month during term time.
5. The Union Operations Manager and a Union Honorary Senior Treasurer shall be permanent observers of the Executive Committee.
6. In matters of urgency, the Executive Committee may act on behalf of the Council with its authority in any matter except those requiring at least a two-thirds majority, provided all such actions are reported to and approved by the Council at its next meeting.
7. An emergency meeting of the Executive Committee may be called by:
- a. The Trustee Board,
  - b. The Council,
  - c. The Court,
  - d. The President, or
  - e. Three other members of the Executive Committee,
- with it meeting within two College days of being called.

## 9. **The Court**

1. The Court shall exercise paramount power over:
  1. The interpretation of this Constitution, its Regulations and any reserved matter, policy, rule, act or omission made under it;
  2. The administration of and resolution of any dispute in individual elections or referenda,
  3. Disciplinary matters, though not relating to staff or Trustees nor extending to dismissal in any other part of the Union,
  4. Its own administration.
2. The Court shall perform such other judicial, investigative or disciplinary roles as may be allocated to it by the Regulations or any policy or rule.
3. The Court shall not manage or exercise policy-making powers over any other part of the Union.
4. Decisions of the Court bind the whole Union, or such constituent part of it as may be defined by the Court. An interpretation of a rule has the same status as the rule itself.
5. The Court's jurisdiction shall not be restricted except over the Trustee Board and staff matters to the extent set out in the Regulations.
6. Members of the Court shall adhere to a code of conduct approved by the Court and the Trustee Board.
7. No member of the Court may simultaneously be:
  - i. an Officer of the Union or Felix Editor,
  - ii. a member of the Trustee Board (except if *ex officio*), Council, Executive Committee, Clubs and Societies Board or Representation and Welfare Board,
  - iii. a member of the permanent Union staff, or
  - iv. an Honorary Senior Treasurer.
8. The Court may include Life Members and one member of the Imperial College academic, academic-related or senior administrative staff under terms established in the Regulations. No such Life Member shall have their life membership suspended or removed unless they are first removed from the Court.

9. Regulations may provide for an appeal within the Court and from the Court to the Trustee Board, under such circumstances as established in the Regulations.

10. **General Meetings**

1. General Meetings are held to ensure the accountability of the Union to its members.
2. All Full Members of the Union may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 200 Full Members.
3. The standing orders and procedures for the calling and conduct of General Meetings shall be established in the Regulations.
4. A General Meeting may be called by:
  1. The President,
  2. The Council Chair upon receipt of a request by:
    - a. The Trustee Board, Council, Executive Committee or Court, or,
    - b. A petition signed by at least 200 Full Members of the Union requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
  3. A General Meeting shall discuss a specific item of business only, and may:
    - a. Review and refer back policy or operational policy approved by the Council, Executive Committee, Clubs and Societies Board, or Representation and Welfare Board respectively, and
    - b. Hold the Sabbatical Officers and Felix Editor to account,
    - c. Remove a non *ex-officio* Trustee, and
    - d. Exercise any other power granted to it by Regulations or Union policy.

11. **Referenda**

1. Referenda, in which all and only Full Members of the Union may vote, shall be the last resort in deciding policy of the Union,
2. A referendum may be called by:
  1. Ten percent of the Full Membership of the Union, or
  2. The Council by two thirds majority,unless it is called within twenty College days of the end of the Summer Term, whereupon it shall be disregarded.
3. A motion for referendum shall relate to a single issue and have a 'yes' or 'no' resolution.
4. A petition for a referendum under 11.2.1 shall include names, years, departments and signatures or College identification numbers ("CIDs") of the petitioners and shall be received by the President. The constitutionality of the petition must be resolved by the Court prior to the referendum proceeding.
5. No issue shall be put to referendum if it has already been put to referendum:
  1. in the current academic term.
6. The referendum shall be determined by simple majority. If less than fifteen percent of the Full Membership vote then the referendum shall be null and void.
7. Policy decided by referendum shall be immediately binding upon the Union, subject to any reserved matter, and supersedes any previous policy. Any policy resulting from a referendum may only be reversed by a referendum.
8. If a referendum results in a draw the motion subject to the referendum falls.

12. **Committees of the Union**

1. In addition to the Trustee Board, Council, Executive Committee, and Court, there shall be the following standing committees of the Union:
  1. The Clubs and Societies Board,
  2. The Representation and Welfare Board,
  - 3.
  - 4.
  5. Faculty Unions,
  6. Constituent and Campus Unions, and
  7. The Graduate Students' Association.
  8. The Entertainments Committee
2. The Committees of the Union, except for the Entertainments Committee and the Health and Safety Committee, shall be known as Management Groups.
3. **Delegation**

The Council, Executive Committee and the standing committees may establish and thereafter dissolve sub-committees and delegate powers to them or individuals save:

1. that such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
  2. that a record of delegated power shall reported by the Chair of the delegating committee to the Council and retained by the President.
  4. All Union committees shall follow the standing orders and rules of procedure established in the Regulations.
  5. The chair or president of the standing committees shall be required to make such reports to Council as it may require, which shall be at least once per year.
  6. The provisions in 12.2 to 12.4 do not apply to the Trustee Board or the Court, which delegate under their own rules.
  7. The Sabbatical Officers shall be *ex-officio*:
    1. Non-voting members of clubs and societies and their committees,
    2. Non-voting members of the Faculty Unions and their committees,
    3. Non-voting members of the Constituent and Campus Unions and their committees, and
    4. Voting members of all other Union committees, except the Trustee Board, Court, disciplinary, disciplinary appellate, elections and referenda committees.
13. **The Faculty Unions**
1. The Faculty Unions are the students' unions for the respective Faculties of Imperial College and are integral parts of the Union.
  2. The s' constitutions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Executive Committee, which shall either accept the amendments or refer them to the Council for consideration.
14. **The Constituent and Campus Unions**
1. The Constituent and Campus Unions are the students' unions for the former Royal Schol of Mines and the outlying campus of Imperial College and are integral parts of the Union.
  2. The s' constitutions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Executive Committee, which shall either accept the amendments or refer them to the Council for consideration.
15. **Finance**
1. The President is responsible through the Trustee Board to the Imperial College Council for the finances of the Union.
  2. The day to day administration of the Union's finances shall be delegated by the President to a Deputy President with responsibility for finance.
  3. The Council shall establish , provided that no alteration to these Regulations shall take effect until approved by the Imperial College Council on the recommendation of the College Audit Committee.
  4. The Union's accounts shall be approved by the Trustee Board and the College Audit Committee prior to approval by the Imperial College Council, and made available to the public.
  5. There shall be a Union Honorary Senior Treasurer appointed by the Council and approved by the Rector, who shall specifically approve the Union's budget and monitor expenditure on behalf of the Imperial College Council, and exercise other duties established in the Financial Regulations.
  6. In so far as it furthers the aims and objects of the Union, the Union may accumulate financial reserves to invest in capital projects.
16. **Elections**
1. Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the procedures in the Election regulations.
  2. Only Full Members of the Union may vote in Union elections. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.

3. All candidates for election, their proposers and their seconders must be Full Members of the Union. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
4. All Full Members of the Union may stand for and vote in Sabbatical Officer, Student Trustee and Felix Editor elections, which shall be by College-wide secret ballot.

17. **Personnel**

1. The President, as advised by the Union Operations Manager, is responsible to the Trustee Board for the appointment, management and discipline of the Union staff.
2. The Council shall establish by Regulation a setting out the divisions of responsibilities between the staff and elected officers, to promote the democratic structure of the Union and its integrity as an employer. It shall be responsibility of the President to clarify and enforce this protocol, unless the Court or Trustee Board is meeting, in which case it is the responsibility of its chair to do so.

18. **Discipline**

1. Misconduct in the Union is dealt with in the following ways depending on the individual concerned (refer to Union Disciplinary Policy and Regulation 7):
  1. Misconduct, negligence or failure to maintain the confidence of the Council by Officers of the Union and others holding elected or unpaid appointed office in any part of the Union or misconduct by members of the Court may be dealt with by the Council, its committees or the Court under Regulations; this may include censure, suspension or dismissal. Those holding sabbatical office or otherwise deriving employment from office may only be finally dismissed by the Trustee Board.
  2. Misconduct by any member or officer of the Union or staff may be dealt with by or under the authority of the Trustee Board.
  3. shall be dealt with by the Union under Union policy approved by the Imperial College Council, which forms part of the College Code of Discipline for students.
  4. Misconduct by Associate or Life Members shall be dealt with under Union policy, which may include their expulsion from the Union.
  5. Misconduct by Union staff shall be dealt with by the President and Union Operations Manager through the line management structure, under policy established by or under the authority of the Trustee Board.
2. Regulations may provide that a person dismissed from office or guilty of misconduct in an election or referendum may be prohibited from election or appointment to that or any other office.
3. Anyone found guilty of misconduct may appeal to the Court,

19. **Policy and reserved matters**

1. Resolutions of the Trustee Board shall be reserved matters and binding upon the whole Union, subject to this Constitution and its Regulations.
2. Policy of the Union shall be determined by Council and referenda.
3. The Executive Committee may determine operational policy.
4. Union policy and operational policy is binding on the whole Union.
5. The President shall maintain a record of all reserved matters, Union policy, operational policy and Court determinations in force and ensure it is available to any member of the Union.
6. Union policy (except the Disciplinary Policy), and policy approved by any standing committee with the authority to do so shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President or relevant committee chair should re-present the policy with amendments as appropriate before it lapses, and the Council or committee may vote on whether to continue the policy for the next three academic years.

20. **Interpretation**

1. Words used in this Constitution and in any Regulation made hereunder have the same meaning as in the
2. This Constitution and the Code of Practice shall be Ordinances of Imperial College.

3. Regulations established under this Constitution shall not contradict the provisions of the Constitution,
4. The Council, Executive Committee and Court are the paramount bodies of the Union, overruling any other in their respective functions, subject only to resolutions of the Trustee Board.
5. The Court interprets this Constitution, its Regulations and any reserved matter, policy, rule, act or omission made under it.
6. If an issue requiring an interpretation arises when the Court or Trustee Board is not meeting, the chair of a meeting, or if present, the President may give a preliminary ruling. Constituent parts of the Union may designate a person to give preliminary rulings in respect of their own rules. Preliminary rulings do not bind the Court.
7. An interpretation made by the Court forms a binding precedent upon it. The Court may depart from its own precedents only when the interests of justice require it.

21. **Relationship with Imperial College**

1. Under the Education Act 1994, the relationship between the Union and Imperial College is defined in the Code of Practice, which is a College Ordinance. Those matters set out in the Education Act 1994 are to be approved by the Imperial College Council after due consultation with the Union. All other matters set out in the Code of Practice are to be agreed between the College and the Union.

22. **Amendment**

1. This Constitution may be amended by resolution of the Council, passed by a two-thirds majority with the approval of the Trustee Board and Imperial College Council.
2. The Regulations may be amended by resolution of the Council, passed by a two-thirds majority, with the approval of the Trustee Board.
3. The Trustee Board Regulation (Regulation 1), the Court Regulation (Regulation 2), the Disciplinary Procedure Regulation (Regulation 7), the Finance Regulation (Regulation 8), any new Regulation and any part of a Regulation affecting the composition, titles or job descriptions of the Sabbatical Officers may only be amended with the approval of the Imperial College Council. Other regulatory amendments made shall be deposited with the Clerk to the Imperial College Council.
4. The Court shall provide its opinion on the constitutional propriety, efficacy and fairness of a proposed constitutional or regulatory amendment to the Trustee Board. The Court may, at its discretion, provide an opinion upon the same to the Clerk to the Imperial College Council.

23. **Regulations**

1. The Regulations of the Union shall be:
  1. Trustee Board.
  2. Union Court.
  - 3.
  4. s and Referenda.
  - 5.
  - 6.
  - 7.
  - 8.
  9. Code of Practice

24. **Revocation**

1. This Constitution shall be binding on the Union from the 1st August 2010.
2. From the 1st August 2010 all previous constitutions and regulations are revoked.

# Regulation One – Trustee Board

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## A. Duties of the Trustee Board

1. The Trustee Board shall be the sovereign and governing body of the Union and shall exercise all the powers of the Union, subject to the provisions of the Constitution and Regulations.
2. The Trustee Board shall further the aims and objects of the Union with the assistance of the Council.
3. The Trustees shall act where possible in consultation with the Council.
4. The Trustee Board shall be responsible in particular for:
  1. The Union's long term objectives and strategy,
  2. The Union's operating and capital expenditure budgets and any significant changes in them,
  3. Strategic oversight of the Union's operations (both voluntary and commercial), including competent management, sound planning, adequate systems of internal control, adequate accounting, risk management and compliance with statutory and regulatory procedures,
  4. Personnel, particularly strategic re-organisations,
  5. Health and safety,
  6. Investment or borrowing of Union funds, and
  7. Reviewing performance in light of the Union's strategic direction.
5. The Trustee Board shall:
  1. Approve the Union's Annual Report and accounts,
  2. Approve any significant change in accounting practices,
  3. Approve any major capital project and contract which is significant strategically or by its size,
  4. Approve the remuneration of the Sabbatical Officers and Union Operations Manager, and
  5. Receive an update on Health and Safety related incidents concerning the Union at every meeting.
  6. Receive the yearly Budget

## B. Appointment of Trustees and Chair

6. The composition of the Trustee Board is established in the Constitution.
- Trustees**
7. The Trustees *ex officio* shall be appointed automatically as Trustee upon taking office in the position deriving Trustee status.
  8. The Student Trustees (that is, those referred to in section 6.3.4 of the Constitution and excluding Trustees *ex officio*) shall be elected by and from the Full Membership under the Election Regulations concurrently with the sabbatical elections.
  9. The Lay Trustees, who shall be natural persons, shall be appointed by the Council for a term of up to three years, which may be renewed until they have served for six years.
  10. One Lay Trustee shall upon initial appointment be a member of the Imperial College Council.
  11. A term of office as Student or Lay Trustee starts by default upon the 1<sup>st</sup> August.
- Chair**
12. The Chair of the Trustee Board shall be elected by the Board for a term of one year following the 1<sup>st</sup> August. A term may be renewed.
  13. The Chair shall not be one of the Trustees *ex officio*.
  14. If the Chair is absent at the start of a meeting, the Board may nominate a replacement for that meeting (which may include a Trustee *ex officio* but not the President).
- Secretary**
15. The Trustee Board shall appoint a Secretary to the Trustee Board, who shall not be a Trustee. The Secretary shall be responsible to the Trustee Board through its Chair. If the Secretary has



other administrative or executive duties in the Union, he or she shall be responsible to the President, Council Chair or Court Chair as appropriate in relation to them.

#### **Induction**

16. A new Trustee shall be required within six months of being appointed to office (the time running from date of appointment, not date of taking office) to undertake training commensurate with an appointment as Trustee.
17. The Trustee Board shall determine the nature of such training, any exemptions or extensions thereof, and may provide for the withdrawal of voting privileges from a Trustee considered not to have satisfactorily completed it.

#### **Code of Conduct**

18. The Trustee Board shall adopt a code of conduct for Trustees.

#### **Validity**

19. A decision of the Trustee Board shall not be invalidated solely due to any vacancy or invalidity later found in the election or appointment of members.

### **C. Meetings of the Trustee Board and Trustees' Committees**

20. The quorum, method of calling Trustee Board and permanent observers are established in section 6 of the Constitution.
21. The Trustee Board shall receive reports from each of the Trustees *ex officio* and the Union Operations Manager at each ordinary meeting.
22. The agenda shall be determined by the Chair in consultation with the President and Secretary.
23. The time, venue, agenda and papers for a meeting shall be circulated to members and permanent observers not less than one week before the meeting.
24. Supplementary agenda items and any other business may be tabled only with the approval of the Chair.
25. A resolution shall be approved by a majority of votes, abstentions being ignored, at a quorate meeting. The Chair shall have a casting vote only. If a count takes place, the numbers shall be recorded.
26. Proxy votes are not permitted. A substitute may be sent in place of a Trustee but shall have no vote and may contribute to debate only with the permission of the meeting.
27. Minutes of each meeting shall be prepared by the Secretary and signed by the Chair at the next meeting upon confirmation. Past Minutes shall be available to any Full Member of the Union, with redactions for staff matters and any other area approved by the Trustee Board, with the reason for redaction in the latter case explained in the redacted minutes.
28. The jurisdiction of the Union Court shall not extend to any dispute within the Trustee Board or Trustees' Committees, unless requested to do so by them in a binding or advisory capacity.

### **D. Delegation of authority**

29. The Trustee Board may only delegate authority in the manner set out in this Part.
30. A power of delegation must be exercised with a view to
  1. The proper exercise of its functions under Part A, and
  2. Ensuring that each of the Council, Executive Committee and Court are capable of properly exercising their respective functions set out in the Constitution.
31. A power of delegation is revocable and may be subject to conditions. A delegated act on behalf of the Trustee Board shall be reported in writing to it.
32. Authority may not be delegated to the permanent staff, except:
  1. By the President of authority delegated to him or her, in the President's discretion. and
  2. To the Secretary in relation to his or her duties as Secretary.
33. The following matters shall not be delegated:
  1. The appointment of the Chair and Secretary,
  2. The approval of the Union's accounts,
  3. A capital project or contract valued in excess of one million pounds,
  4. The removal of a Trustee, including an *ex officio* Trustee, or
  5. Any other matter determined by the Trustee Board.
34. The following matters may be delegated but only to a Trustees' Committee:
  1. Changes to the Constitution or Regulations,
  2. An appeal from a determination of the Union Court,

3. The removal of a Sabbatical Officer (except the President) or other elected officer deriving employment from office, and
4. Any other matter determined by the Trustee Board.

## **E. Trustees' Committees**

35. The Trustee Board may create sub-committees, known as Trustees' Committees to consider any matter, and in doing so appoint its members, chair and secretary.
36. A Trustees' Committee shall consist of a majority of Trustees, shall be chaired by a Trustee, and be composed of at least three members.
37. No person shall be a member of a Trustees' Committee if they are disqualified from holding office as Trustee under any part of Part G except paragraph 43.1.
38. Trustees' Committees shall be represented upon the Board by its chair. Any decision taken by a Trustees' Committee shall be reported in writing to the Trustee Board.

## **F. Payments and conflicts of interest**

### **Payments to Trustees**

39. No Trustee except the President shall be remunerated but may be compensated for reasonable out of pocket expenses. Trustees who are Members of the Union may receive benefits due to any other Member of their category.

### **Conflicts of Interest**

40. The Trustees shall declare their interests for the register in the same manner as Officers of the Union, though any dispute upon the registration of a Trustee's interest shall be adjudicated upon by the Trustee Board Chair.
41. If a Trustee has any personal interest or interest in another organisation whose interests are reasonably likely to conflict with the Union, that Trustee must:
  1. Declare the interest,
  2. Withdraw from discussion unless expressly invited to remain, and
  3. Not vote, be present during the vote, or be counted in the quorum for any vote.
42. If the Trustee Board are considering an appeal from a determination of the Union Court then the Trustees *ex officio* shall not vote or be counted in the quorum.

## **G. Disqualification and removal of Trustees**

43. A person is disqualified from holding office as Trustee if:
  1. He or she is a member of the Council, Executive Committee, Court, Clubs and Societies Board or Representation and Welfare Board (unless as a Trustee *ex officio*),
  2. He or she is a member of the Union permanent, part time or casual staff,
  3. He or she is employed by Imperial College, unless employed on a casual basis, or as a Professor of at least three years' standing who is a member of the College Council.
  4. He or she is not a Full Member of the Union, unless he or she is a Lay Trustee or the Court Chair as a Life Member,
  5. He or she is a Full Member of the Union in the case of a Lay Trustee,
  6. He or she is subject to an electoral disqualification, or
  7. He or she is prohibited by operation of law from being a Trustee,
44. A Trustee shall cease to hold office as Trustee if:
  1. His or her term of office as a Trustee or in a post conferring *ex officio* Trustee status comes to an end and is not renewed;
  2. He or she resigns as Trustee,
  3. He or she is a Trustee *ex-officio* and has resigned, been dismissed or removed from the office from which they derived their status as Trustee,
  4. He or she does not attend three ordinary meetings within twelve months, irrespective of apologies,
  5. He or she is removed by resolution of two-thirds of the Trustee Board,
  6. He or she is not a Trustee *ex-officio* and is removed by resolution by two-thirds majority of the Council or a General Meeting under Regulation Seven, or
  7. He or she, during the course of office as Trustee, becomes or is disqualified under paragraph 43.

45. A Trustee who is seeking election as a Sabbatical Officer shall not exercise the office of Trustee during the course of the election until it is concluded. The election shall for the purposes of this paragraph run between the Trustee having placed his or her name on the nomination paper and the declaration of the result with no appeal outstanding.
46. A Trustee *ex-officio* upon resignation as a Trustee is deemed to have resigned from the post from which he or she derived his or her status as Trustee.
47. A Trustee *ex-officio* who is removed as a Trustee (except under paragraphs 44.1, 44.2 or 44.3 above) shall not automatically be removed from the office from which he or she derived *ex officio* Trustee status. This does not prevent any separate action to suspend or dismiss the person.

# Regulation Two – Union Court

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## A. Jurisdiction

1. The Court has jurisdiction over and in the following areas within the Union:
  1. Interpretations,
  2. Administration and disputes in individual elections or referenda,
  3. Disciplinary matters
  4. Union publications, in a role equivalent to that of the Press Complaints Commission,
  5. Inquiries,
  6. Reports and commentary upon proposed changes to rules, and
  7. Other such judicial, investigative or disciplinary functions as may be allocated by any policy or rule.
2. The Court shall not manage or exercise policy-making powers over any other part of the Union. The Court shall direct its own procedure, subject only to the Constitution and Regulations.
3. Issues or evidence which are confidential or sensitive are not thereby excluded from the Court's jurisdiction.
4. The Court's jurisdiction shall extend to staff matters as defined by the Staff Student Protocol to the extent that it assists in determining any disputed fact or rule which is not a staff matter. The Court may hear and require evidence, documentation and items from members of staff in closed session which may involve staff matters.
5. The Court shall interpret the meaning of the Staff-Student Protocol. Any such declaration shall only be made after the President or Union Operations Manager has had the opportunity to make submissions or comments. The Court Chair or panel chair shall be responsible for clarifying and enforcing this protocol when the Court is sitting or in administrative matters relating to the Court.
6. The Executive Committee has jurisdiction to act in a role equivalent to that of the Press Complaints Commission in response to any complaint made by the Court or any member of it in a personal capacity. When doing so it may, in addition to its normal jurisdiction, make an order under paragraphs 34.11, 34.13 and 34.15 – 34.17.
7. A determination of the Union Court may be appealed to the Trustee Board under conditions established by it (which may include excluding the right to appeal).
8. The Court may establish subordinate positions, tribunals or mediation panels under standing orders for any matter within its jurisdiction and delegate authority to them. Such tribunals or panels shall be wholly subject to the Court's jurisdiction.

## B. Membership

9. The Court shall consist of members appointed in the following manner:
  1. Five Full Members of the Union nominated by the Executive Committee and approved by the Council.
  2. Three Life Members of the Union nominated by the Executive Committee and approved by the Council,
  3. One member of the academic, academic-related or senior administrative staff of Imperial College, of a rank equivalent to that of Senior Lecturer or above, nominated by the Council and approved by the Rector.
10. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.
11. Each Faculty Union shall have one place reserved among the Full Members. Those who are not members of any Faculty Union will be treated for the purposes of this election as members of the Faculty Union which otherwise has the smallest number of Full Members.
12. The term of office runs from the 1st of August in each year. The term for Full and Life Members is one year and three years respectively. The term of office for each of the Life Members shall expire in consecutive years.
13. The renewal of a term for a nominated member shall be subject to the approval of the Council, but not the re-nomination of the Executive Committee.

14. A Full Member on the Court who becomes a Life Member during the course of an academic year shall remain on the Court (notwithstanding regulation 9) pending his or her replacement by a Full Member.
15. A vacancy on the Court shall be filled in the same manner as the annual nominations and elections. A vacancy filled after the 1st April may be combined with the election or appointment for the subsequent term of office. A term of a Life Member filled following a vacancy shall expire when it would otherwise have, had it not become vacant. If there is more than one vacancy for a Life Member on the Court, the person filling it shall take over the vacant term which expires latest. If more than one person fills such vacancies at one meeting of the Council, the terms shall be allocated by lot at the Council.
16. The Court, in committee (comprising at least one member) may extend its own membership, within the qualifying categories for each class of member, if there are three or more vacancies (excluding the College staff member) upon it. The later election or appointment of a member by the Council rescinds the appointment of a temporary member. The Court's standing orders may restrict the functions of temporary members, and determine whose appointment is rescinded upon the Council's election or appointment of a replacement.

### **C. Administration**

17. The Court shall appoint a Chair and Deputy Chair from amongst its members. If the Chair is a Life Member of the Union, the Deputy Chair shall be a Full Member of the Union, and vice-versa. No staff member of the College may become Chair or Deputy Chair.
18. The Court shall meet 'in committee' to deal with its own administrative business and appointment of officers. If conducting a hearing it shall meet 'in session'.
19. No person may proxy a vote under any circumstances within the Court when in committee or in session.
20. The Court shall adopt, with the approval of the Trustee Board, a code of conduct which its members shall adhere to. The code of conduct shall set out the ethical principles and rules upon and within which its members must operate. The code shall include the circumstances in which members are disqualified from hearing a case. The code may impose restrictions on the rights of members of the Court within the rest of the Union.
21. The Court shall adopt standing orders within which it shall operate for its internal administration and supplementing this Regulation. The standing orders, among other things:
  1. Shall not affect the Council's jurisdiction under this Regulation, nor the role of the Council, Council Chair or Court Chair under Regulation Seven,
  2. May exempt the Court from the application of other Regulations (except for Trustee Board and Finance Regulations) or policies in respect of the Court's internal procedure,
  3. May permit the Council Chair or another independent person to chair meetings in committee or perform other roles under specified circumstances, and
  4. May provide for the automatic resignation, removal, censure or dismissal of members or post-holders within the Court, though proposals for censure and dismissal shall comply with Regulation Seven.
22. An amendment to the code of conduct or standing orders requires the approval of a two-thirds majority of those present and voting, abstentions being ignored. Standing orders governing the directions for searches, the compulsion of evidence and production of documents or items require the approval of the Trustee Board.

### **D. Cases and Directions**

23. A case may be requested by such people or bodies and in such circumstances as may be prescribed in standing orders. When the Court hears a case it shall be composed of a panel drawn from the membership of the Court.
24. A nominee of the Court Chair may, prior to a case being commenced, make any direction (including a specified compulsory direction) or interim order pending commencement, subject to standing orders.
25. A panel, unless it is one person sitting alone, must contain at least one Full Member of the Union. Standing orders may provide for panel chair's action on its behalf in specified circumstances.
26. The Court may make directions for the management of a case, administratively or in a hearing, subject to standing orders. Such directions may govern the agenda, time limits, advance notice, adjournments of or bringing forward hearings, submissions or evidence received, agreement of facts, narrowing any contested issue, excluding irrelevant issues,

consolidation or severance of cases, or any other matter. A direction may specify the consequences of a breach, and be subject to conditions.

27. The Court may make specified compulsory directions:
  1. Any person holding a post in the Union including staff may be required by direction to attend a Court hearing and answer questions.
  2. The Court may require the production of any document or item, or copies thereof, created or held by the Union or any person holding office including staff within it in their capacity as such.
  3. The Court may require the searching of any premises administered by the Union under the Code of Practice. Such a direction may only apply to the offices of permanent staff with the consent of the President or Union Operations Manager.
28. A breach of a specified compulsory direction (which includes a lack of open candour in complying with it) may result in the Court making disciplinary referrals or penal orders. A breach of any type of direction may result in issues or evidence being excluded, further directions made, or a hearing being discontinued.

## **F. Determinations and reports**

29. A determination or report shall be made at the end of the case, unless it was discontinued.
30. The deliberations of the panel in coming to a determination or report shall be in closed session and remain confidential. No panel member may abstain in a determination or part thereof.
31. The determination or report shall be available to any Full Member of the Union, and any other person whom it directly affects. Details may be redacted if necessary and staff matters shall be omitted or anonymised.
32. An interim determination may be made. An interim determination, which may include interim orders, may be made before, during or after a case to which it relates.
33. A declaration becomes a binding precedent upon the Court, from which it can only depart in the interests of justice. The opinions of those in the majority, and the circumstances in which orders were made, becomes a persuasive precedent which may form a basis for future determinations.

## **G. Orders**

34. In a determination, the Court may make no order, or make one or more of the following orders:
  1. A declaration of what the Constitution, its Regulations and any policy or rule means, and its consequences,
  2. Quash a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful,
  3. Suspend a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful, until such time as may be specified,
  4. Remit a decision back to a person or part of the Union with its opinion or ruling,
  5. Require a committee or person which improperly avoided or dismissed a motion to reconsider it, and may set aside any time limit if fair to do so,
  6. Summon an emergency meeting of any committee in the Union,
  7. Mandate an officer, post-holder or committee to act in accordance with the Constitution, its Regulations and any policy or rule, or prohibit them from breaching it,
  8. Refer any matter to the Trustee Board,
  9. Replace the decision of a returning officer, supervisory authority, elections or referendum committee with any other that they would have been authorised to make,
  10. Require or authorise a meeting in another part of the Union to be in open or closed session,
  11. Propose a motion of censure or no confidence to the Council or any other committee entitled to pass it,
  12. When acting as a disciplinary tribunal, exercise such disciplinary or other authority as delegated by the Trustee Board,
  13. Make a penal order,
  14. Authorise a more senior budget holder to spend out of a subsidiary budget,
  15. Declare that a publication complaint was upheld, dismissed or that sufficient remedial action was offered,

16. Order that a publication against which a complaint is upheld must print or publish the result and reasoning behind it with due prominence,
  17. Make any order which the Press Complaints Commission is entitled to make in respect of a member publication, except for awards of money,
  18. Make any other order which a Regulation, policy or rule permits, or
  19. Make any order which is necessary or expedient to give effect to another order which the Court is entitled to make.
35. Any order is discretionary. The fact that a breach of a rule has been found does not require the court to make further orders. The Court may also make recommendations to any person or body.
  36. The Court may apply a time limit to any order, or make it subject to conditions. An order in relation to any policy, rule, decision, act or omission may apply to a proposal or suggestion to implement the same.
  37. The Court may not make any order:
    1. Relating to matter outside the jurisdiction of the Union under the Constitution and Code of Practice,
    2. Requiring, in the opinion of the Court, the Union or any person to act unlawfully, including any contractual breach or tort,
    3. Quashing or suspending a resolution of the Trustee Board or a Trustees' Committee, or
    4. In respect of any matter for which a time limit has expired under the Regulations or standing orders.
  38. The Court may not make any mandatory or prohibiting order:
    1. in respect of the Council,
    2. in respect of a person's choice of vote,
    3. directly requiring any person to authorise or not authorise anything under the Finance Regulations,
    4. upon a member of the Union staff; any such order being made upon the President instead, or
    5. in respect of an act which a person with responsibility for Health and Safety in the Union reasonably declares would impose legal liability on them or the Union, and whose declaration is not countermanded by a more senior authority.
  39. If a proposal for a censure or no confidence is made, it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. Directions or orders may be made in relation to calling and scheduling the committee to hear it at any time which the Court may establish, though any such meeting must be held at least one week after the proposal is made.
  40. A penal order may be imposed upon any constituent part of the Union apart from the Trustee Board, Council, Executive Committee, commercial services, individual members or staff. It may include suspension, freezing of budget (subject to the President or Deputy President (Finance and Services) authorising expenditure for the performance of a legal obligation) and a prohibition on use of room bookings or other Union facilities.
  41. A penal order made in relation to a breach of a specified compulsory direction may apply to any constituent part of the Union allowable above, for which an individual breaching a direction is the chair, treasurer, secretary, other post-holder or member if the breach is relevant to that constituent part of the Union.
  42. A penal order may be reduced or rescinded by the Trustee Board.

## H. The Union Advocate

43. The **Union Advocate** shall:
  1. Represent the interests of Full Union Members to the Union Court,
  2. Assist members of the Council and other committees in clarifying any relevant constitutional rule or Union Court decision,
  3. Be independent and impartial,
  4. Refer any appropriate subject matter to the Union Court, including those requiring clarification or any apparent unconstitutional practice,
  5. Assist the Union Court when dealing with a case, in bringing to its attention any relevant Union rules, previously decided cases, and the views of Union Officers, and
  6. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council or the Court.
  7. Be elected by cross-campus secret ballot.





# Regulation Three - Officers of the Union

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## A. Officers of the Union

44. The Officers of the Union shall be the:
  1. President,
  2. Deputy President (Clubs and Societies),
  3. Deputy President (Education),
  4. Deputy President (Welfare),
  5. Deputy President (Finance and Services),
  6. Council Chair,
  
  7. President of the City and Guilds College Union,
  8. President of the Imperial College School of Medicine Students' Union,
  9. President of the Royal College of Science Union,
  
  10. President of the Royal School of Mines Union,
  
  11. President of the Silwood Park Union,
  
  12. Arts and Entertainments Board Chair,
  13. Athletics Clubs Committee Chair,
  14. Graduate Students' Association Chair,
  15. Media Group Chair,
  16. Overseas Societies Committee Chair,
  17. Recreational Clubs Committee Chair,
  18. Social Clubs Committee Chair,
  
  20. City and Guilds College Union Academic Affairs Officer (Undergraduate),
  21. Imperial College School of Medicine Students' Union Academic Affairs Officer (Years 1, 2 and Graduate Entry Programme),
  22. Imperial College School of Medicine Students' Union Academic Affairs Officer (Years 3, 5 and 6),
  23. Imperial College School of Medicine Students' Union Academic Affairs Officer (Year 4 and Biomedical Sciences),
  24. Royal College of Science Union Academic Affairs Officer (Undergraduate),
  25. Graduate Students' Association Academic Affairs Officer (Engineering),
  26. Graduate Students' Association Academic Affairs Officer (Physical Sciences),
  27. Graduate Students' Association Academic Affairs Officer (Life Sciences),
  28. Graduate Students' Association Academic Affairs Officer (Medicine),
  29. Graduate Students' Association Academic Affairs Officer (Non-Faculty),
  
  30. City and Guilds College Union Welfare Officer,
  31. Imperial College School of Medicine Students' Union Welfare Officer,
  32. Royal College of Science Union Welfare Officer,
  
  33. Community Action Group Chair,
  34. Equal Opportunities Officer,
  35. Rag Chair.

## **B. Register of Interests**

45. A Register of Interests shall be kept for Trustees, Officers of the Union, the Felix Editor, members of the Court and any other person at the discretion of the Trustee Board, Council or Executive Committee.
46. The Register shall be available to all Full Members of the Union and Trustees.
47. The Register shall contain any current part-time external employment, directorships and direct shareholdings, and the Officer's department/division and year.
48. The Register shall contain all current and former:
  1. courses of study at Imperial College,
  2. employment by the Union or by College,
  3. gifts, hospitality, and free or discounted tickets received in connection with Union business,
  4. sponsorship by any firm in connection with a course of study or Union business,
  5. positions of office held within the Union or any constituent part,
  6. membership of any Union committee,
  7. membership of any Union club or society, and their committees, and
  8. any employment, membership, or positions within the University of London Union, National Union of Students or any other representative student organisation.
49. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer receives which might reasonably be thought by others to influence his or her actions, speeches, or votes in committees, or actions taken in his or her capacity as an Officer.
50. Union Officers shall be required to sign the Register as an accurate record of their interests as a requirement of taking office.
51. The Register shall be kept and maintained by the President, who shall be responsible for notifying Officers of the responsibilities and requiring Officers to register.
52. In the event of a dispute on the question of whether a matter is registrable, the Council Chair shall adjudicate and make a ruling, which may be appealed to the Court, whose decision is final.

## **C. Job Descriptions for the Sabbatical Officers and the Felix Editor**

### **53. The President**

The Union President shall:

- i. Execute the policy and further the aims and objects of the Union,
- ii. Be the ultimate representative of the Union,
- iii. Be the chief executive officer of the Union,
- iv. Be responsible for the activities of the Union,
- v. Act as a Trustee *ex-officio*,
- vi. Be responsible to the Court for the Union's Elections,
- vii. Be responsible for constitutional development and preliminary interpretation,
- viii. Be responsible for the finances of the Union,
- ix. Be responsible for staffing and discipline issues,
- x. Be the manager of the other Sabbatical Officers in their role as employees and co-ordinate their work and that of the non-sabbatical Officers of the Union,
- xi. Be the manager of the Felix Editor and other holders of sabbatical office, in their role as employees, without prejudice to their operational and representative independence,
- xii. Delegate the duties and responsibilities of Officers in the case of vacancies of if any Officer is unable to carry out his or her duties,
- xiii. Be responsible for the work of the Executive Committee,
- xiv. Chair relevant Union Committees,
- xv. Liaise with Union and College staff as appropriate,
- xvi. Represent the Union on external committees as appropriate,
- xvii. Be responsible for Health and Safety across the whole Union,
- xviii. Report to Union Committees as appropriate, and
- xix. Negotiate extra duties for Union Officers where appropriate.

### **54. Deputy President (Finance and Services)**

The Deputy President (Finance and Services) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible to the President for all aspects of the Union finances,
- iv. Be responsible to the President for the Union's commercial services,
- v. Co-ordinate trading forums and the finance-related aspects of the Clubs and Societies Board,
- vi. Liaise with Union and College staff as appropriate,
- vii. Represent the Union on external committees as appropriate,
- viii. Report to Union Committees as appropriate, and
- ix. Negotiate other duties with the President.

**55. Deputy President (Clubs and Societies)**

The Deputy President (Clubs and Societies) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for the effective co-ordination and representation of Union Clubs and Societies, in conjunction with the relevant Union committees,
- iv. Be responsible to the President for Health and Safety issues within clubs and societies, and chair and administer the Union Health and Safety Committee,
- v. Be responsible for the organisation of Freshers' Fayre,
- vi. Liaise with the Clubs and Societies Administrator to ensure that appropriate support is being given to all Union clubs and societies,
- vii. Liaise with other Union and College staff as appropriate,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Represent Union Clubs and Societies to the British Universities Sports Association,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.

**56. Deputy President (Education)**

The Deputy President (Education) shall

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on academic affairs and suggesting areas for development,
- iv. Work with College on enhancing the student experience and provision for student development,
- v. Be for responsible for the training and running of a Representation Network for the Academic Representatives of the Faculty Unions and other student bodies,
- vi. Liaise with the Faculty Unions and Graduate Students' Association on all academic matters concerning Undergraduate and Postgraduate students respectively,
- vii. Liaise with Union and College staff as appropriate,
- viii. Attend the relevant Union Committees,
- ix. Represent the Union on external committees as appropriate,
- x. Report to Union Committees as appropriate, and
- xi. Negotiate other duties with the President.

**57. Deputy President (Welfare)**

The Deputy President (Welfare) shall

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development,
- iv. Be responsible for representing the welfare needs of all students, including minority or under-represented groups to the College,
- v. Be responsible for coordinating and publicising all campaigns concerning equal opportunities and welfare issues.
- vi. Be responsible for maintaining and running a Welfare Network for the Welfare Officers of the Faculty Unions and other student bodies,
- vii. Assist the President in enforcing the Union's Equal Opportunities Policy,
- viii. Liaise with Union and College staff as appropriate,
- ix. Attend the relevant Union Committees,

- x. Represent the Union on external committees as appropriate,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.

58. Felix Editor shall be responsible to Council for:

- i. The running and management of Felix in accordance with the Felix Constitution, the Code of Practice for ICU Publications, Annexe F of the Code of Practice and its other provisions for Union media, College Code of Practice (Freedom of Speech) and Section 43 of the Education (No.2) Act 1986 and any subsequent amendments of the above,
- ii. The proper financial management of Felix and adherence to budget,
- iii. Ensuring that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom,
- iv. The recruitment of such assistance as is necessary, from the student body of Imperial College in the first instance, and
- v. Any inaccuracies appearing in Felix articles which have been presented implicitly or explicitly as facts.

#### **D. Job Descriptions for Other Union Officers**

59. The **Presidents of the Faculty Unions and Constituent and Campus Unions, and the Chairs of the Club and Societies Committees, Graduate Students' Association, Community Action Group and Rag**

The Presidents of the Faculty Unions and the Constituent and Campus Unions, and Chairs of the Club and Societies Committees, Graduate Students' Association, Community Action Group and Rag Chair, in addition to any duties laid down by their respective Faculty Union, Constituent of Campus Union or committee, shall:

- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- ii. Be responsible for the development and preliminary interpretation of their constitutions,
- iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union's or committee's finances,
- iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and health and safety of their members,
- v. In the case of Faculty Union Presidents, Graduate Students' Association Chair, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy Presidents (Education) and (Welfare) for the academic and welfare issues of their members,
- vi. Be accountable to Council for the activities of their union or committee, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

60. The **Council Chair** shall:

- i. Chair Council and other relevant Union committees,
- ii. Uphold the duties and responsibilities detailed in the Constitution and Regulations,
- iii. Be independent and impartial in all proceedings and duties as Council Chair,
- iv. Shall not sit as an ordinary member of the Executive Committee, Clubs and Societies Board or Representation and Welfare Board,
- v. Act as a Trustee *ex-officio*, and
- vi. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council.

61. The **Equal Opportunities Officer** shall:

- i. Be responsible to the Deputy President (Welfare)
- ii. Be responsible for those issues which specifically relate to Equal Opportunities and organise relevant educational and training events and briefings, and report accordingly,
- iii. Co-ordinate activities with members of the Representation Welfare Board with responsibility for issues related to Equal Opportunities,
- iv. Sit on appropriate Union Committees,
- v. Represent the Union's views on the relevant College Committees,
- vi. Assist the President in enforcing the Union's Equal Opportunities Policy, and

- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

62. The **Graduate Students' Association Chair**

The Graduate Students' Association Chair shall, in addition to the responsibilities established in paragraph 15 and laid down by the Graduate Students' Association:

- i. Be responsible for the effective representation both to the College and within the Union itself of students registered on postgraduate courses,
- ii. Be responsible for the effective co-ordination of the Union's services to, and activities for, students registered on postgraduate courses,
- iii. Support postgraduate students' involvement in all relevant areas of Union and College activity,
- iv. Liaise with Union and College staff as appropriate,
- v. Attend the relevant Union Committees,
- vi. Represent the Union on external committees as appropriate, and
- vii. Report to Union Committees as appropriate.

63. The **Academic Affairs Officers** shall:

- i. Be the academic representative to the Union and the College for the students in their Faculty or School,
- ii. Co-ordinate the activities of the other representatives in their Faculty or School,
- iii. Faithfully represent the views and experiences of the students in their Faculty or School to the following and any other committees, institutions and associations:
  - a. Representation and Welfare Board
  - b. Union Council
  - c. The relevant Studies Committee and Faculty Teaching Committee for undergraduates or the relevant Graduate Schools committees for postgraduates,
- iv. Feed back all relevant decisions and information to students in their Faculty or School,
- v. Be responsible to the Deputy President (Education) for the academic representation of students in their Faculty or School,
- vi. Hold meetings of a committee known as the Academic Officer's Committee twice a term with all Department Representatives for that Faculty or School,
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee,
- viii. Submit termly reports detailing all activity in their capacity as a representative to the Representation and Welfare Board.

64. The **Welfare Officers** shall:

- i. Be the welfare representative to the Faculty and the Union for the students in their Faculty or School.
- ii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest to the Faculty and the Union that relate to welfare support, and report accordingly,
- iii. Be responsible to the Deputy President (Welfare),
- iv. Sit on appropriate Union Committees,
- v. Represent the Union's views on the relevant College Committees,
- vi. Feed back all relevant decisions and information to students in their Faculty or School.
- vii. Liaise with Departmental Representatives on welfare issues, and
- viii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

# Regulation Four - Elections and Referenda

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## A. General provisions

1. All elections in Imperial College Union, Faculty Unions, Constituent or Campus Unions, clubs and societies shall be held according to these regulations.
2. In any Union rule, the word "election" or any derivative thereof shall mean an election under these regulations.
3. Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
4. All elections and referenda shall be conducted by secret ballot, except that an election held at a meeting with a single candidate (apart from RON) may, if no elector dissents, proceed to elect summarily the person to office.
5. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
6. The candidate 'RON' stands fully nominated for every post.
7. The President is responsible to the College Council to ensure elections are fairly and properly conducted under the terms of the Education Act 1994.
8. In these regulations, "constituent part" means any committee (except the Council), Faculty Union, Constituent or Campus Union, club or society.

## B. Eligibility to participate

9. All Full Members of the Union may stand and vote in an election unless otherwise prescribed. All Full Members of the Union may vote in a referendum.
10. No person holding sabbatical office 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, unless limited under sections 10 or 11.
11. The right to stand, nominate and vote in elections for the officers of the Faculty Unions, the Constituent or Campus Unions, the Graduate Students' Association, clubs and societies may be restricted to their full members only.
12. The Silwood Park Union may restrict eligibility to stand, nominate and vote to those students on courses of study predominantly at Silwood Park.

## C. Nominations and Timetable

13. All elections require nominations to be publicised one week in advance and be placed in a public forum for at least one week, with the name, College identification number ("CID") or login of the candidate and seconders.
14. Nomination papers shall include the name and contact details of the returning officer. The requirements for nomination of candidates may not be amended once nomination papers are placed up.
15. Elections for Officers of the Union, Felix Editor, any position granting membership of the Council or Executive Committee and other posts as determined by the Executive Committee or Council have additional requirements:
  1. Notice and publicity for the election should be produced five College days in advance of nomination papers being placed up,
  2. Nomination papers should be up for at least ten College days for Sabbatical and Felix Editor elections and at least five College days for other elections, and
  3. Twenty seconders are required for Sabbatical Officer and Felix Editor elections and at least four seconders are normally required for other elections.
16. Elections during the first Council of the academic year require nomination papers to be up within the first ten College days of term, notwithstanding section 14.2.
17. The election shall be held within ten College days of nomination papers coming down. The ballot times shall be determined and publicised prior to nomination papers coming down, after which they may be amended only with the approval of the Union Court.

18. The Council or policy-making body of a constituent part of the Union in which an election is held may by two-thirds majority suspend time limits (except ballot times) in this part for particular elections, with a separate resolution required for each election.
19. In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

#### **D. Sabbatical elections**

20. The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot. All Full Members are entitled to stand and vote for these positions.
21. The election shall normally be held in the Spring Term on dates approved jointly by the Executive Committee and Court.
22. The Executive Committee shall determine whether the elections are to be held by paper ballot or electronic voting.
23. The ballot times shall include as a minimum the period between 10.00 and 17.00 on two consecutive College Days and as a maximum five whole days.
24. In the event of a vacancy in mid-session, an election shall take place within twenty College days of the vacancy occurring.

#### **E. Elections for non-sabbatical posts**

25. Elections for all non-sabbatical Union Officers except for officers of the Faculty Unions and Chairs of the Club and Society Committees shall be by and from the Full Membership at Council or by College-wide secret ballot as may be prescribed.
26. Elections for Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective Faculty Union. Other Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.
27. Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership. The Graduate Students' Association Chair shall be elected by the Full Membership from amongst those Full Members who are graduate students.
28. 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.
29. Elections for the Student Trustees and Ordinary Members of the Council shall be by College-wide secret ballot by and from the Full Membership. Student Trustees shall be elected concurrently with the sabbatical elections, and ordinary members of the Council at the start of the academic year.
30. The Council or relevant policy-making body may prescribe that any election is held by electronic ballot or departments-wide secret ballot notwithstanding any rule to the contrary. This does not change the composition of eligible candidates or electors in it.

#### **F. Referenda**

31. The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.
33. Upon receipt of a petition through the President, the Court shall consider its constitutionality and that of the subject matter of the referendum. The Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy.
34. The Court shall determine the wording of the referendum question. In doing so it may, with the approval of those the Court deems responsible for organising the petition and as an alternative to quashing a proposed policy, amend it to the extent that it becomes constitutional.
35. Once constitutionality is resolved, the Executive Committee shall authorise notice to be given of the referendum within five College days.
36. The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Executive Committee may direct the holding of the referendum in the first twenty College days of the next term.

37. A referendum committee shall act as the equivalent of the Elections Committee. The referendum committee shall initially be the Executive Committee, and the President the returning officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee or the Council may appoint new members or a returning officer with the approval of the Court.
38. The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.
39. All College and Union media must be equally available to both sides of the referendum.

## **G. Campaigning and Publicity**

### **General publicity**

40. The returning officer is responsible for ensuring the election is publicised in advance of nominations.
41. In any election or referendum publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.
42. All media or newsletter 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**

43. No candidates' campaign publicity may appear prior to the close of nominations, in the case of elections, or before notice of a referendum is published, in the case of a referendum.
44. All publicity material is to be covered by a suitable receipt. 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.
45. No form of Union or College insignia shall appear on any candidate's publicity material.
46. All poster publicity must comply with the Union's Publicity Policy.

### **Campaigning on the record**

47. Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
  1. Statements made by candidates,
  2. Conduct by candidates previously or currently in office, related to their office,
  3. A disciplinary hearing in relation to a candidate.
48. Any reference must fulfil the following conditions:
  1. A reference must be relevant to a candidate's integrity or ability,
  2. No reference may be made which is merely scandalous or intended only to vilify, insult or annoy,
  3. No reference may be made to any personal trait of character, except in so far as it is clearly demonstrated by other statements or conduct,
  4. No reference may be made to another candidate's political views, except in so far as they relate to students in their interests as students,
  5. No reference may be made to another candidate's religious views.
49. Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the returning officer or Elections Committee must be sure that they are true.
50. Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The returning officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.
51. If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A returning officer may choose to hear both candidates' arguments in any fair way he or she wishes.



52. Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.

## H. Hustings and debates

53. There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
55. 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.
56. 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.
57. In referenda, the referendum committee shall organise at least one public, fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.

## I. Re-Open Nominations ('RON')

58. The returning officer shall appoint a RON campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.
59. In the event of:
1. RON winning, or
  2. a decision to re-run the entire election including nominations,
- nominations shall be re-opened within ten College days and the election repeated.
60. In the event that RON commits an unfair practice as described in section 87 it may be ordered that the election is re-run without recourse to new nominations within ten College days of reaching such a conclusion.
61. In elections for multi-member constituencies, the default effect of RON being elected shall be that any candidate polling less than RON is excluded. The returning officer may decide (and if so doing must publicise it on or near the ballot box) that the effect of RON being elected is instead that one place is subject to new nominations, a further RON candidate is immediately created with no initial votes and further votes for RON are applied to it, with the process repeating if RON is again elected.

## J. Supervision of Elections

### **Returning Officer**

62. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.
63. The Returning Officer shall be:
1. In elections at a committee, the chair of the committee or nominee, unless otherwise prescribed,
  2. In elections held during the Council, Executive Committee or Clubs and Societies Board, the President or a nominee,
  3. For Sabbatical Officer and Felix Editor elections, a nominee of the Court, and
  4. For Faculty Unions, clubs and societies, their President or Chair, unless otherwise prescribed.

### **Supervisory authorities**

64. Supervisory authorities oversee elections and step in, in exceptional circumstances, to ensure an election is run fairly.
65. A supervisory authority may impose an Elections Committee or scrutineer or fill a vacancy in the post of returning officer for any election in the Union.
66. In all elections except for Union Officers or positions deriving membership or permanent observer rights upon the Trustee Board, Council, Executive Committee or Court, the supervisory authority may also replace a returning officer (even if *ex officio*), member of an

Elections Committee or scrutineer, and is the only body entitled to do so over the objections of the person being removed. The Court may also act to remove and replace any person involved in the administration of any election in the Union.

67. In this regulation, the term "supervisory authority" shall refer to, in increasing order of seniority:
1. the committee or senior policy-making body of the constituent part of the Union in which the election is held, or officer with their delegated powers,
  2. the President, and
  3. the Court (whose decision is final).
68. An authority is exercisable as a standing order or policy (though not in the case of the Court), or just invoked for a particular election. A more senior supervisory authority may amend the decision of a junior one, and may act whether or not it has previously acted.
69. If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 67.2 shall be struck out for that election.

### **Elections Committees**

70. In Sabbatical Officer, Felix Editor and Student Trustee elections, and other elections as may be prescribed or ordered, an Elections Committee shall supervise the elections and reserve certain duties of the returning officer to itself, including:
1. counting the votes,
  2. ratifying an election,
  3. ordering a re-run, and
  4. disqualifying a candidate.

An Elections Committee may also over-rule any decision of the returning officer.

71. The returning officer shall convene and chair the Elections Committee, which shall meet regularly during the course of the elections. The Elections Committee shall review all progress and decisions of the returning officer each meeting.
72. For Sabbatical Officer and Felix Editor elections, the Elections Committee shall consist of the returning officer and four other members of the Council, who are not members of the Executive Committee, chosen at random by the Court.
73. In any non-sabbatical election, the supervisory authority may require an election committee to be convened. It shall have two, four or six members (excluding the chair) appointed in such manner as the supervisory authority determines.

### **Observers and scrutineer**

74. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.
75. The supervisory authority may request a completely independent observer (who does not need to be a member of the Union) as scrutineer to oversee any part of the election proceedings. Sabbatical elections shall normally have a scrutineer appointed by the College.

### **Delegation**

76. The returning officer (or Elections Committee if there is one) may appoint deputies or assistants and allocate duties to them.
77. In Sabbatical Officer and Felix Editor elections, any deputy or assistant returning officer shall be permanent observers but not members of the Elections Committee.

### **Restriction of rights**

78. The Returning Officer, any deputies or assistants and members of an elections or referendum committee may not vote or participate in any part of the election except in furtherance of their duties, notwithstanding section 8.
79. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

## **K. Objections and Unfair Practices**

80. 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.
81. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.
82. Depending on the type of objection, they are dealt with in the following manner:
1. objections to the administration of the election are dealt with under part J (supervision of elections).

2. objections to all other matters are dealt with in the remainder of this part.

### **Statements of intent**

83. After voting has ceased and before the count has started, the returning officer shall require candidates to declare that they have no recourse to complaint against the actions of the returning officer or Elections Committee for the fair and constitutional running of the election.
84. In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College.

### **Unfair practices**

85. It is an unfair practice to:
  1. infringe the Union Constitution, regulations, elections or referenda policy,
  2. disobey instructions of the returning officer, elections or referendum committee or Court in carrying out their duties under 85.1,
  3. take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
  4. do permanent damage to any Union or College area as a consequence of a campaign,
  5. make any attempt to influence the impartiality of the returning officer, Elections Committee, referendum committee, Court or Union staff,
  6. deliberately sabotage any campaign other than one's own,
  7. infringe College rules,
  8. intimidate any participant in the election,
  9. overspend the allotted campaign budget, or not produce suitable receipts,
  10. Canvass for votes to voters using or about to use a ballot box, or
  11. tamper with any ballot box used in the election or with the submission of electronic votes.
86. An unfair practice may result in action being taken under the Disciplinary Regulation or Policy as well as action within the terms of this regulation. Unfair practices in referenda or sabbatical elections may also be referred by the President directly to the College Discipline Committee.
87. A candidate is wholly responsible for any act or omission made by another on his or her behalf.

### **Deposits**

88. The Elections Committee in Sabbatical Officer, Felix Editor and other elections as authorised by the Court may require a cash deposit (up to a maximum set by the Council) from each candidate in security for fair behaviour during the elections.
89. The cash deposit as authorised shall be required from each candidate at the close of nominations.
90. The deposit may be partially or totally withheld by the Elections Committee for unfair practices detailed in section 85.

### **Enforcement and remedies**

91. 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.
92. The returning officer (or the Elections Committee if there is one) shall be able to:
  1. ratify the election or referendum,
  2. order the election or referendum to be re-run,
  3. partially or totally withhold a candidate's deposit (see section 90),
  4. disqualify a candidate (subject to appeal as in sections 96-98 below), or
  5. disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision must be taken before the count commences).
93. The election or referendum may be re-run (under section 92.2) if the election has been run unconstitutionally, if it is in the interests of justice to do so. If a breach during an election 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.
94. If ballot boxes or the 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.

95. The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 92.2.

### **Appeals panel**

96. In the event of an objection not being resolved by action of the returning officer, elections or referendum committee, the matter may be referred to the Court.
97. If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.
98. The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision.

### **Setting aside election or referendum results**

99. The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.
100. An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

### **Disqualification**

101. A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected or unpaid appointed office in the Union. Such a candidate is also disqualified from acting as a returning officer, scrutineer, observer, member of an elections or referendum committee, or supervisory authority.
102. A person who acts as an agent for a candidate who is disqualified from the election as a result, or partly as a result of the person's misconduct may be similarly disqualified.
103. A person (including those administering the election) whose misconduct in an election results in or contributes to a re-run, or which would have resulted in or contributed to the disqualification of a candidate, had the misconduct been upon a candidate's behalf may be similarly disqualified.
104. A person guilty of misconduct in a referendum may be similarly disqualified.
105. An order to disqualify any person except an election candidate may only be made by the Court. The returning officer, a Sabbatical Officer, elections, referendum, internal appeals, Disciplinary or Appeals committees may refer any case to the Court for this purpose.
106. No disqualification will act to remove a person from a post he or she already holds, unless that of returning officer or member of an elections or referendum committee. The Council may remove an indefinite disqualification.
107. The President shall maintain a register of people subject to a disqualification under the preceding paragraphs, and any returning officer or the Court in imposing a disqualification must notify the President of the same.

# Regulation Five - Composition of Union Committees

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## A. The Council

1. The Council shall consist of:

### **The Chair of Council**

1. Council Chair.

### **Sabbatical Officers**

2. President,
3. Deputy President (Clubs and Societies),
4. Deputy President (Education),
5. Deputy President (Welfare),
6. Deputy President (Finance and Services),

### **Non-sabbatical Officers**

7. President of the City and Guilds College Union,
8. President of the Imperial College School of Medicine Students' Union,
9. President of the Royal College of Science Union,
10. Graduate Students' Association Chair,
11. President of the Royal School of Mines Union,
12. President of Silwood Park Union,
13. Arts and Entertainments Board Chair,
14. Athletic Clubs Committee Chair,
15. Media Group Chair,
16. Overseas Societies Committee Chair,
17. Recreational Clubs Committee Chair,
18. Social Clubs Committee Chair,
19. Equal Opportunities Officer,
20. Community Action Group Chair,
21. Raising and Giving Chair,
22. City and Guilds College Union Academic Affairs Officer (Undergraduate Students)
23. One Academic Affairs Officer from the Imperial College School of Medicine Students' Union,
24. Royal College of Science Union Academic Affairs Officer (Undergraduate Students),
25. Graduate Students' Association Academic Affairs Officer (Engineering),
26. Graduate Students' Association Academic Affairs Officer (Physical Sciences),
27. Graduate Students' Association Academic Affairs Officer (Life Sciences),
28. Graduate Students' Association Academic Affairs Officer (Medicine),
29. Graduate Students' Association Academic Affairs Officer (Non-Faculty),
30. City and Guilds College Union Welfare Officer,
31. Imperial College School of Medicine Students' Union Welfare Officer,
32. Royal College of Science Union Welfare Officer,

### **Ordinary Members**

33. Fifteen Union Councillors elected proportionately from undergraduate and postgraduate Faculty constituencies,

34. One Union Councillor elected by non-Faculty Students.

The President shall review the allocation of Councillors annually to ensure that it remains representative of the proportions of students in each constituency.

**Permanent Observers**

- i. The Felix Editor,
- ii. The Court Chair and Deputy Court Chair,
- iii. The Union Operations Manager, and
- iv. The Honorary Senior Treasurer.

**B. The Executive Committee**

2. The Executive Committee shall consist of:
  1. the Sabbatical Officers,
  2. the Presidents of the Faculty Unions,
  3. the Graduate Students' Association Chair,
  4. two Clubs and Societies Committee Chairs, elected by the Council as ordinary members on the recommendation of the Clubs and Societies Board, and
  5. two members of the Representation and Welfare Board, elected by the Council as ordinary members on the recommendation of the Representation and Welfare Board.
3. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.
4. The Executive Committee shall be chaired by the President or his or her nominee.
5. The Honorary Senior Treasurer and Union Operations Manager shall attend as permanent observers.
6. Appropriate staff members determined by the President, as advised by the Union Operations Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.
7. The Executive Committee shall meet at least once a term specifically to discuss trading and financial matters.
8. The Executive Committee may require any person within the Union except members of the Court, Trustee Board or the Council Chair to attend, answer questions and produce relevant documents. The Executive Committee may authorise the searching of any premises within the Union.
9. The Executive Committee's powers and responsibilities are set out in section 8 of the Constitution.
10. The Executive Committee shall allocate funds to the central functions of the Faculty Unions and Graduate Students' Association.

**C. The Clubs and Societies Board**

11. The Clubs and Societies Board oversees the clubs, societies, and the central activities of Club and Society Committees. It does not oversee commercial, welfare or academic matters.
12. The Clubs and Societies Board shall allocate funding to the clubs and societies, RAG and CAG, and the Club and Society Committees, according to Union or operational policy, in particular the Union's policy on the fair allocation of resources.
13. The Clubs and Societies Board may determine policy governing the management, governance and finance of the areas of the Union within its jurisdiction, subject to Union policy and operational policy.
14. The Clubs and Societies Board shall consider best practice on the organisation of student activities within its jurisdiction. It shall also be a forum for the resolution of disputes among clubs and societies.
15. The Clubs and Societies Board shall report its business to the Executive Committee and the Council.

**Membership**

16. The Clubs and Societies Board shall consist of:
  1. The Sabbatical Officers,
  2. A representative appointed by each Faculty Union,
  3. A representative appointed by each Constituent or Campus Union,
  4. A representative appointed by the Overseas Societies Committee,

5. The Chairs of the other Clubs and Societies Committees, including RAG and CAG.
17. The Clubs and Societies Board shall be chaired by the Deputy President (Clubs and Societies) or their nominee. It shall have a quorum of six members, of whom at least three shall not be Sabbatical Officers.
18. The Union Operations Manager and other appropriate staff members determined by the President, as advised by the Union Operations Manager, shall have permanent observer status.

#### **Meetings**

19. The Clubs and Societies Board shall meet at least once per month during term time.
20. An emergency meeting of the Clubs and Societies Board may be called by:
  1. A Sabbatical Officer,
  2. Five members of the board,
  3. The Board itself, the Court, the Executive Committee or the Council, or
  4. Thirty Full Members of the Union.

### **D. The Representation and Welfare Board**

#### **Powers and responsibilities**

21. The Representation and Welfare Board shall co-ordinate, manage and act as a forum for issues relating to student welfare, academic affairs, accommodation, representation, campaigns, diversity and equality.
22. The Representation and Welfare Board shall allocate funding for the better provision of such services and campaigns as it deems fit and the student welfare and academic affairs functions of the Faculty Unions, Constituent Unions and GSA, subject to Union or operational policy, in particular the Union's policy on the fair allocation of resources.
23. The Representation and Welfare Board shall determine policy within its operation, subject to Union policy and operational policy. It may only approve any policy stating the views of the Full Membership or committing the Union to a political position with the approval of the Council.
24. The Representation and Welfare Board may create and assign campaigns portfolios to any officer or co-opted member of the committee, whose job descriptions shall be defined in policy.
25. The Representation and Welfare Board shall report its business for approval by the Executive Committee and the Council.
26. The Representation and Welfare Board may require representatives whose duties include student welfare or academic affairs to submit a report to the Board.

#### **Membership**

27. The Representation and Welfare Board shall consist of:
  1. The Sabbatical Officers,
  2. Presidents of the Faculty Unions,
  3. Graduate Students' Association Chair,
  4. Equal Opportunities Officer,
  5. International Officer,
  6. A representative appointed by the Overseas Societies Committee,
  7. The Welfare Officers,
  8. The Academic Affairs Officers,
  10. A representative appointed by the Halls Committee, and
  11. Such additional voting or non-voting members as it may co-opt.
28. Staff members determined by the President, as advised by the Deputy President (Education), Deputy President (Welfare) and the Union Operations Manager may attend and present reports.

#### **Meetings**

29. The Representation and Welfare Board shall meet at least once per month during term time.
30. The Representation and Welfare Board shall be chaired alternately by the Deputy President (Education) and the Deputy President (Welfare) and may co-opt other non-voting members. It shall have a quorum of six members, of whom at least three shall not be Sabbatical Officers.
31. An emergency meeting of the Representation and Welfare Board may be called by:
  1. A Sabbatical Officer,

2. Five members of the board,
3. The Board itself, the Court, the Executive Committee or the Council, or
4. Thirty Full Members of the Union.

#### **Halls Committee**

32. The Halls Committee shall be a standing sub-committee of the Representation and Welfare Board, and may consider and co-ordinate any issue relating to the provision of accommodation and related services to Imperial College students within the College.
33. It shall be chaired by the Deputy President (Welfare) and have a quorum of seven voting members.
34. It shall meet upon the request of the Representation and Welfare Board, a Sabbatical Officer or six members.
35. It shall consist of:
  1. The Sabbatical Officers,
  2. One representative for each College Hall of Residence, and
  3. A representative appointed by the Overseas Societies Committee.

### **B. The Faculty Unions**

36. The Faculty Unions shall consider welfare and academic affairs issues relating to students at those respective faculties and shall provide for the co-ordination of student activities within their Faculty.
37. The Faculty Unions are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.
38. The Faculty Unions are:
  - a. The City and Guilds College Union, for the Faculty of Engineering.
  - b. The Imperial College School of Medicine Students' Union, for the Faculty of Medicine.
  - c. The Royal College of Science Union, for the Faculty of Natural Sciences.
39. Faculty Unions have constitutions that shall govern their activities, subject to any Union rule.
40. Constitutions or standing orders shall be approved by the Executive Committee
41. The President of the Faculty Union shall make preliminary interpretations of their constitution, which shall be reported to the Faculty Union Executive Committee. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

### **C. The Constituent and Campus Unions**

42. The Constituent and Campus Unions shall provide for the co-ordination of student activities targeted towards their students.
43. The Constituent and Campus Unions are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.
44. The Constituent and Campus Unions are:
  - a. The Royal School of Mines Union, for the departments that made the former Royal School of Mines.
  - b. The Silwood Park Union, for students on courses of study predominantly at Silwood Park.
45. Constituent and Campus Unions have constitutions that shall govern their activities, subject to any Union rule.
46. Constitutions or standing orders shall be approved by the Executive Committee
47. The President of the Constituent or Campus Union shall make preliminary interpretations of their constitution, which shall be reported to the Faculty Union Executive Committee. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

### **D. The Clubs and Societies Committees**

#### **Names**



48. The Clubs and Societies Committees shall be the:
1. Arts and Entertainments Board.
  2. Athletics Clubs Committee.
  3. Media Group.
  4. Overseas Societies Committee.
  5. Recreational Clubs Committee.
  6. Social Clubs Committee.

#### **General**

49. The Clubs and Societies Committees shall provide for the co-ordination and development of student activity within their clubs and societies or central activities. Silwood Park shall consider academic affairs and welfare issues relating to its members.
50. The Clubs and Societies Committees may elect, mandate, censure and dismiss their officers. They are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administrated by them.

#### **Constitutions or Standing Orders**

51. The Silwood Park Union shall operate under its own constitution which shall govern its activities, subject to any Union rule.
52. Club and Society Committees shall adopt standing orders which shall govern their activities, subject to any Union rule.
53. Constitutions or standing orders shall be approved by the Council.
54. The Chair or President of the Club and Society Committee shall make preliminary interpretations of their constitution, which shall be reported to the Faculty Union Executive Committee. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

### **E. The President's Committees**

#### **Names**

55. The President's Committees shall be the:
1. Colours Committee,
  2. Community Action Group,
  3. Health and Safety Committee, and the
  4. RAG Committee.
56. The Council may create other President's Committees for different purposes.

#### **Colours Committee**

57. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.
58. It shall consist of the:
1. Sabbatical Officers,
  2. Presidents of the Faculty Unions,
  3. Presidents of the Constituent and Campus Unions,
  4. Chair of the Graduate Students' Association,
  5. Three Members of the Clubs & Societies Board (appointed by that board).
  6. Three Members of the Representation and Welfare Board (appointed by that board).
59. It shall be chaired by the President, with a quorum of six members, and meet as required under Union policy.

#### **Community Action Group ('CAG') Committee**

60. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.
61. It shall consist of:
1. A Chair,
  2. A Treasurer,
  3. A Secretary,
  4. A Publicity Officer,
  5. A co-ordinator for each project approved by the committee,
  6. Such additional members as the committee may co-opt.
62. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.

63. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.
64. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.
65. The committee shall adopt or amend by a two-thirds majority standing orders, setting out the job descriptions of its officers. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

#### **Health and Safety Committee**

66. The Health and Safety Committee shall consider and monitor Health and Safety issues in the Union and shall advise on the adequacy and suitability of current Health and Safety policies and practices.
67. It shall consist of:
  1. The Sabbatical Officers,
  2. A representative appointed by each Faculty Union,
  3. A representative appointed by each Club and Society Committee.
68. The Union Operations Manager, any staff member appointed as Departmental Safety Officer and other posts determined by the President, particularly including those responsible for commercial services, shall be permanent observers.
69. It shall be chaired by the Deputy President (Clubs and Societies) and shall have a quorum of six voting members.
70. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer, or three members or permanent observers.

#### **Raising and Giving ('RAG') Committee**

71. The RAG Committee shall co-ordinate and promote charity events within the College and raise money for charity.
72. Charities shall be chosen for allocation of monies to be raised at a meeting in the Summer Term after the new committee has been elected and upon the recommendation of the incoming committee.
73. It shall consist of:
  1. A Chair,
  2. A Treasurer,
  3. A Secretary,
  4. A co-ordinator for each project approved by the committee,
  5. Such additional members as the committee may co-opt.
74. Only members of the committee who are not co-opted may vote to add or remove co-opted members.
75. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.
76. It shall be chaired by the RAG Chair, and have a quorum of half the committee.
77. It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.
78. The committee shall adopt or amend by a two-thirds majority standing orders setting out the job descriptions of its officers and a code of conduct for members. The committee may censure and dismiss its officers, excluding the Chair.

## **F. The Graduate Students' Association**

### **General**

79. The Graduate Students' Association ("GSA") shall co-ordinate and oversee all welfare and academic affairs issues relating to students registered on postgraduate courses, act as an advocate on their behalf throughout Imperial College Union and shall provide for the co-ordination of student activities targeted towards graduate students.
80. There shall be the following officers of the GSA who shall be elected by cross-campus secret ballot:
  1. President
  2. Treasurer
  3. Secretary
  4. Marketing Officer
  5. Academic and Welfare Officers for Engineering, Physical Sciences, Life Sciences, Medicine, Business and Humanities.

### **Standing Orders**

81. The GSA shall have standing orders which shall detail the following:
  1. The aims and objects of the Association,
  2. The officers of the Association and their job descriptions,
  3. The composition of the Association and its sub-committees,
  4. Procedure for ordinary and emergency meetings,
  5. Procedure for the election, mandating, censure and dismissal of its officers, and
  6. Any other matters within the competence of the Association.
82. Its standing orders shall be approved by the Executive Committee. A decision to approve or reject a standing order amendment may be overturned by the Council.
83. The Graduate Students' Association President shall make preliminary interpretations of their constitution, which shall be reported to the Union Executive Committee. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

# Regulation Six - Standing Orders for all Union meetings

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## A. General

### **Jurisdiction**

1. These standing orders apply to all Union committees and meetings with formal authority or those established under any Union rule, including Faculty Unions, other standing committees, clubs and societies, but not the Trustee Board or Court (except to the extent they adopt them). General Meetings and the Council shall also follow the additional provisions in Part C. Union committees' standing orders may provide for additional or stricter rules.

### **Membership**

2. Membership of the Union's statutory committees are defined in Regulation Five, or standing orders thereunder. Membership of other Union committees may also be defined in other regulations, constitutions, standing orders and policy.
3. No resolution of a committee shall be invalidated solely due to any vacancy or invalidity later found in the election or appointment of members.

## B. Procedures

### **Notice and Procedures**

4. Notice and papers for all scheduled meetings of the Union should be circulated a week in advance of the meeting.
5. All items of business for the meeting should be submitted at least a week in advance of the meeting, so they can be circulated in advance.
6. In the event of an emergency meeting being called, every effort shall be made to notify members, submit and circulate papers well in advance.
7. Minutes shall be circulated to all members within a week of the meeting having taken place.
8. Should any member of a committee be unable to attend a meeting of that committee, the member should send their apologies.

### **General Meetings, Council and Executive Committee**

9. The President or their nominee shall draw up and circulate the agenda, papers and minutes for General Meetings, the Council and Executive Committee.

### **Chairing Meetings**

10. All meetings shall be chaired by a Full Member of the Union except those where provision is made under section 3.5.3 of the Constitution.
11. The Chair shall determine the order of the speeches, and all questions and contributions shall be made through the Chair.
12. The meeting may pass a motion to overturn the Chair's ruling by simple majority.
13. The Chair shall act to maintain the order of the meeting.

### **Chair's action**

14. The Chair of a committee does not hold a default right to act on behalf of the committee.
15. Chair's action may only be taken under a standing or particular authorisation from the committee on a particular matter, and must always be reported back to the committee and approved by them at the next meeting.

### **Agenda items**

16. The meeting or, if approved, its chair may move, add to or delete items from the agenda during the course of the meeting.
17. No person may exercise a veto on admissibility of agenda items, unless in exercise of a clearly defined standing order.

### **Voting**

18. Only Full Members of the Union may vote in any Union meeting except those where provision is made under section 3.5.3 of the Constitution.
19. Resolutions of the meeting are decided by a majority of the members voting, abstentions being ignored. Policy or standing orders may require varying majorities to approve particular items.
20. The Chair may not vote in any meeting, except when the meeting is equally divided.
21. A meeting may decide to go straight to a vote or not to vote on an issue.

### **Special types of voting**

22. Any person present may request a count is held, the result of which shall be minuted. The meeting may choose to vote by roll-call or secret ballot, though motions relating to election appeals, censure and dismissal shall always be by secret ballot.

### **Proxy Votes**

23. Any voting member of a committee (including general meetings of the Union or any constituent part) may request another Full Member of the Union to attend and vote in their place, whose presence shall count towards its quorum.
24. Notification of alternate membership must be presented in writing at the meeting.
25. No person shall hold more than one proxy vote.

### **Joint posts**

26. Persons holding a joint position hold only one vote between them. In the event of disagreement on a vote their vote shall be recorded as an abstention (though a roll-call vote shall record their respective intentions).
27. Where a chair or president jointly holds one vote on a committee with another officer or officers, the chair's or president's vote has precedence.

### **Elections**

28. In an election where the meeting forms the electorate, proxies (subject to a maximum of one proxy per voter) are permitted and joint posts have one vote between them, though the meeting's standing orders may make alternate provision. Paragraphs 18 – 27 (voting procedure) do not apply to voting in an election held at a meeting. In any conflict of rules on election and meeting procedures, election procedures have priority.

### **Quorum**

29. Half the meeting's voting members, *ex-officio* and vacant posts being ignored, constitute a quorum unless otherwise provided. Any meeting except general meetings must be quorate for decisions made and elections held to be legitimate, though those undertaken prior to quorum failing shall not be invalid by virtue of later inquoracy. A meeting shall be deemed quorate unless the contrary is demonstrated.
30. A meeting must specifically ascertain its quoracy upon starting, re-starting or challenge by any Full Member of the Union, and close if quorum fails. However, general meetings need not ascertain quoracy upon starting or re-starting.

### **Automatic resignation of members**

31. Should a non *ex-officio* member of a committee fail to attend or to send apologies to the satisfaction of the committee to two consecutive meetings, the member shall be deemed to have resigned their place on the committee (though the committee may later resolve to restore their place).
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.

### **Guillotines**

33. A meeting may by two-thirds majority implement a guillotine (a time of day or length of time after which the meeting closes) for the meeting or individual agenda items.

34. At the time the guillotine comes into force, the item under discussion goes to an immediate vote without further discussion of any kind. If an amendment is being discussed, the amendment is voted on followed immediately by a vote on the main motion, with no further amendments being accepted.
35. When a guillotine for the end of the meeting comes into force, all business after the item under discussion falls. The meeting may by two-thirds majority suspend or revoke a guillotine.

#### **Adjournment and recess**

36. A meeting is entitled to adjourn or recess itself for any reasonable period. In doing so it may specify the time and place at which it shall meet again.

#### **Observer Status**

37. Any Full Member of the Union shall have the right to observe and speak at any open meeting of the Union. Life and Associate Members may observe and speak with the Chair's or meeting's permission.

#### **Staff**

38. Union staff may attend meetings when permanent observers or at the invitation of the Chair with speaking rights only.

#### **Closed Session**

39. A meeting of the Union may be held in closed session when only members and permanent observers of the committee may attend. The meeting may, at its discretion, allow other individuals to observe. Proceedings in closed session shall remain confidential unless otherwise prescribed.
40. The Council may not go into closed session, though it may resolve to exclude those who are not Full Members nor permanent observers from attending. The Council may limit dissemination of its papers and minutes to those who are members of the Union or Trustees. The Executive Committee must discuss all staffing matters in closed session and these should only be released when required by law.
41. The Union Disciplinary Committee and the Union Appeals Committee may hold their hearings in closed session, except when required by law.
42. In all other circumstances, a meeting may only be held in closed session with the prior approval of the Trustee Board, Council, Executive Committee, or Court.

#### **Disorder**

43. The Chair may require an observer to leave upon repeated disorder or breach of standing orders.
44. The meeting may require a member or observer to leave upon repeated disorder or breach of standing orders, having provided the person with an opportunity to proxy their vote if they possess one.
45. If grave disorder should arise, the Chair, acting on his or her discretion can declare the meeting adjourned, and quit the Chair; and by that declaration the meeting is immediately adjourned, and no business may subsequently be transacted.

### **C. Provisions for Council and General Meetings**

#### **General**

46. All provisions in Part B also apply to the Council and General Meetings.
47. Policy-making bodies and general meetings of any constituent part of the Union may choose to adopt these standing orders with appropriate modifications.

#### **Involvement**

48. All Full Members of the Union have speaking rights and may propose and second motions and amendments and play a full part in proceedings, except that only members of the Council may vote in Council meetings.

#### **The Chair**

49. The Chair shall normally be the Council Chair.
50. In the event of no Chair being elected the Chair shall be taken by the President or a nominee. The Chair operates with the same authority and under the same restrictions regardless of the person holding the Chair.

51. The Chair shall have general power to direct the proceedings of the meetings, and his or her ruling on any point shall be final, except under certain procedural motions.
52. The Chair may address the meeting to explain these standing orders or to answer a question addressed to the Chair as a point of uncontested fact.
53. The Chair shall not participate in debate. If the Chair desires to speak on a motion or amendment he or she shall vacate the Chair for the duration of that motion.
54. The Chair shall not propose any motion or amendment except a procedural motion, or to request another person to consolidate a debate into a vote on a motion or amendment.
55. Members shall always address themselves to the Chair. When the Chair replies, any member speaking or offering to speak must give way, and all must remain sitting in order that the Chair's word may be heard.
56. It shall be the duty of the Chair to see that the meeting is in order, that the remarks are relevant to the matter under debate, that no defamatory remarks are made about another member of Council and that no new material is introduced in a summing up speech.

### **Motions, amendments, reports and points**

57. Any Full Member present may:
  1. Propose or second a motion,
  2. Propose or second an amendment to a current motion,
  3. Table a report, or
  4. Propose a procedural motion.
58. Only one motion or amendment may be debated at any one time.
59. Motions and amendments require one proposer and one seconder. Reports are tabled by the person submitting the report, and procedural motions may be brought during discussion of any motion, amendment or report.
60. No member may speak more than once on the same motion, amendment or report, unless the are the proposer, have been deferred to by the proposer, or at the Chair's discretion.
61. A tabled motion or amendment may only be withdrawn with the consent of the meeting.
62. Upon accepting any motion, the Chair shall invite discussion to the motion or amended motion. At the termination of such discussion the proposer of the motion or amendment has the right of reply immediately after which the question shall be put, save that no new subject matter shall be introduced in such replies.
63. In the event of there being no discussion once a motion, amendment or report has been proposed and seconded, the Chair shall:
  1. Formally ask if there is any opposition or questions, and
  2. Warn the meeting that if there is no opposition or questions the motion, amendment or report shall be declared as carried. In the event of there being still no opposition or questions, the Chair shall declare the same.

### **Amendments**

64. At any time after a motion has been proposed and seconded and before the proposer starts summing up, a member may propose an amendment to that motion. Amendments must be seconded and require acceptance as valid amendments by the Chair.
65. Every amendment shall be relevant to the motion.
66. Once an amendment is before the meeting it must be dealt with before returning to discussion of the motion, as follows:
  1. If the amendment is carried discussion now continues on the amended motion,
  2. If the amendment is defeated, discussion reverts to the original motion.
67. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion whereupon any further amendment relating to any portion of the substantive motion may be moved. After the votes on succeeding amendments have been taken, the surviving proposition shall be put to the vote as the main question and if carried shall then become a resolution of the meeting.
68. On an amendment being carried, the proposer of the original substantive motion still has the right of reply to debate except that he may waive this right in favour of the proposer of the amendment.

### **Reports**

69. A member presenting a report shall move that 'The report be accepted', or that 'The report be received'. A discussion shall be held, and if the report is tabled to 'be accepted' a vote shall be taken on approval of the report. Reports tabled for the meeting's specific approval must be tabled to 'be accepted'.

70. The meeting may not amend a report, but may invite the person presenting it to do so. Approved reports do not form a resolution of the meeting in themselves. An item of the report shall be approved separately as a motion to the meeting to form such a resolution.
71. A report by an officer or representative which he or she is required to table to Council or General Meeting by the Constitution, Regulations, prior Union policy or their resolution shall be either approved or rejected by that meeting. A meeting may only reject a report (or lack thereof) submitted under a policy or resolution if it was in force before and at the start of the meeting.
72. If a General Meeting is called to hold a Sabbatical Officer or Felix Editor to account, that person must submit a report to it, which may be accepted or rejected by the meeting.
73. If such a report is not submitted to the Council or General Meeting, or it is submitted late, a good reason may be demanded for the nil or late report to not be rejected.
74. If a report is not discussed or voted upon at a Council meeting for any reason except deciding specifically not to discuss it, it may be added to the agenda of the subsequent meeting at the discretion of the Council Chair.

### **Rejected reports**

75. If a report is rejected after a vote, the person responsible for it will be required to re-present it with such amendments as that person shall choose to make at the next meeting of the Council, so long as the following conditions are satisfied:
  1. The chair informs the person that he or she must re-present the report and the consequences of it again being rejected,
  2. The next meeting must be between one and seven weeks later,
  3. The 1<sup>st</sup> August must not intervene before the next meeting,
  4. An intervening Emergency meeting or meeting within one week does not count as the “next meeting”, unless, in the case of an Emergency meeting, it is called specifically to hear the re-presented report, and
  5. The report was not by a member of the Court and in that capacity.
76. If the person whose report was rejected holds sabbatical office or otherwise derives employment by the Union from office, then a disciplinary investigation under regulation 7.19 – 7.23 shall be undertaken by a nominee of the Council Chair.
77. If, in respect of 75.1, the person was not in attendance when the report was rejected, or the requirement to re-present the report was not mentioned, the chair or a nominee must use his or her best endeavours to inform the person before the start of the next meeting.
78. A requirement to re-present a report does not affect any separate requirement to make any other report to the Council.
79. If the conditions in 75.1 – 75.5 are not satisfied, or the next meeting of the Council approves or does not vote upon the re-presented report, the requirement to do so lapses.
80. The re-presented report may be discussed and voted upon in the same manner as a normal report. If it is rejected a motion of censure in relation to the author of the report will be immediately added to the agenda directly after the rejected report.
81. If the person whose re-presented report is rejected has previously been censured in the same academic year in the post for which he or she was the author of the report, that censure also being in existence at the beginning of the meeting in which the re-presented report was rejected the motion shall instead be of no confidence.

### **Procedural motions**

82. In addition to original motions, amendments and reports, the procedural motions below may be proposed.
83. Procedural motions have differing conditions as follows:
  1. Motions with asterisks (\*) have no discussion before being accepted or refused.
  2. The chair rules on all motions, except motion d (challenge to the Chair) and those requiring the meeting's approval (+, ++).
  3. Motions with a percentage sign (%) are decided by the Chair alone and cannot be overturned by motion ‘d’.
  4. Motions with two pluses (++) require a two-thirds majority.
  5. Motions with a hash (#) are irreversible once accepted.
  6. Motion i (&) requires only one-third of those members present and voting, abstentions being ignored (that is, it requires two-thirds of the meeting to vote a roll-call vote down).
  7. Motions with a tilde ‘~’ may not be used at general meetings.
84. The motions are as follows, in decreasing order of precedence:
  - a. Point of order, \* %
  - b. Point of information, \*



- c. Point of privilege, \* %
  - d. To vote on a ruling of the Chair, +
  - e. An objection to consideration of a question or motion,
  - f. To suspend or revoke a guillotine, #
  - g. To recess the meeting, #
  - h. To vote on a question in specific parts,\* #
  - i. To vote on a question as a public roll-call vote, & ~
  - j. To vote on a question as a secret ballot vote, ++ ~
  - k. To reconsider something already voted on, \*
  - l. To consider something out of its scheduled order, \*
  - m. To move to a vote, #
  - n. To adjourn the meeting. + #
85. On motion d, the proposer shall then state his reasons for the challenge, the Chair shall state the reasons behind his decision, and the meeting shall then vote by show of hands without further discussion.
86. Only points of order, information and privilege may interrupt another speaker. No procedural motions or amendments may be proposed on these points.
87. A vote on a procedural motion must not itself be held by roll-call or secret ballot.
88. Points of order (motion a) shall draw the Chair's attention to an error in procedure or lack of decorum in debate. They may not be raised during a vote except when directly connected with the vote.
89. Points of information (motion b) may be raised to the speaker holding the floor, in order to offer or request simple information. They are accepted at the absolute discretion of the speaker alone. No points of information may be raised on a summing up speech.
90. Points of privilege (motion c) concern the rights and privileges of the meeting or a member, which may concern reputation, the staff-student protocol, or other matter requiring the urgent attention of the meeting.
91. An adjournment of the meeting (motion n) closes the meeting, to meet again at an arranged time. A recess (motion g) permits a break in the meeting (of such length as the meeting decides), even during discussion of a motion, amendment or report.

### **Voting**

92. A disputed final vote or disputed amendment to the following motions must be held by secret ballot:
- 1. A motion, amendment or appeal under the Disciplinary Procedure in Regulation Seven,
  - 2. Rescinding of a disqualification from being elected to or holding any elected office in the Union.
  - 3. An approval of a nomination or renewing of a term of a member of the Court, and
  - 4. Closure of a Court inquiry.
93. Members must think before voting.

# Regulation Seven - Disciplinary and Complaints Procedure

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## A. Jurisdiction

1. This Regulation establishes or provides for the disciplinary and complaints procedures across the Union as set out in section 17 of the Constitution and the Code of Practice.
2. Officers and representatives may only be suspended, censured or dismissed within the provisions of this regulation.
3. The President is responsible through the Court (except for staff matters) to the Trustee Board for discipline in the Union.

### Complaints

4. A student or group of students who wish to make a complaint shall follow the procedure established in Part B.

### Definitions

5. A Union Officer or other person holding elected or unpaid appointed office in respect of whom an investigation or disciplinary action is being taken shall be referred to as the “defendant officer”.
6. A defendant officer who is a Sabbatical Officer or otherwise derives employment from office shall also be referred to as a “defendant sabbatical”.
7. The authority and responsibility for dealing with misconduct by any defendant officer shall be the President, though the Council Chair shall deal with cases involving the President, Felix Editor and Court Chair, and the Court Chair with other members of the Court and the Council Chair. The person concerned or his or her nominee shall be referred to as the “relevant authority”.

### Union Officers and other holders of office

8. This Regulation deals in Parts C, D, E, F and G with misconduct, negligence or failure to maintain the confidence of the Council or other policy-making body by Officers of the Union, others holding elected or unpaid appointed office in any part of the Union (including the Felix Editor) or misconduct by members of the Court.
9. This Regulation deals in Part H with the powers of the Court and Trustee Board to act as a disciplinary tribunal and to suspend, censure or dismiss a defendant officer for misconduct. Union policy may provide for other sanctions to be imposed by a disciplinary tribunal.

### Union Members and registered students

10. Misconduct by students of a non-academic nature within the Union shall be dealt with by the Union under Union policy approved by the Imperial College Council, which forms part of the College Code of Discipline for students. Such a policy may also deal with misconduct by clubs and societies, Associate or Life members. Other policies or rules may provide for disciplinary sanctions.

### Staff

11. Misconduct by Union staff shall be dealt with by the President and Union Operations Manager (or where provided for, the Trustee Board) through the line management structure, under policy established by or under the authority of the Trustee Board. No other part of this Regulation shall govern staff discipline.

### Miscellaneous

12. Any committee or person exercising disciplinary or quasi-disciplinary powers within the Union except in relation to staff matters shall follow the natural justice provisions in Part I.
13. Action under multiple parts of this Regulation may taken in respect of the same conduct.
14. No person or body may be required or mandated to take disciplinary action against a named person or body.

### **Trustees**

15. Trustees are dealt with in the Trustee Board Regulation and not this Regulation, except through a motion to remove, when:
  1. removing an *ex officio* Trustee by way of dismissal or removal from the office deriving Trustee status, or
  2. removing a non *ex officio* Trustee. The motion to remove a Trustee shall comply with paragraphs 41.1, 42 – 46 with a compulsory investigation under Part D. A student non *ex officio* Trustee shall be removed by General Meeting and any other reference to “Council” in this Regulation shall be read as “General Meeting”. A Lay Trustee shall be removed by the Council. If the motion is approved, the Trustee is removed immediately. There is no appeal.

## **B. Complaints Procedure**

16. This complaints procedure is provided for all students or groups of students who:
  1. Are dissatisfied in their dealings with the ICU,
  2. Claim that they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the ICU, or
  3. Are dissatisfied with the conduct or performance of an officer or member of staff.
17. Any complaint shall in the first instance be referred to the President who shall take such steps as are reasonable to meet the complaint. A complaint in relation to the President, Council Chair, Court Chair, Court member or Felix Editor shall be referred to the relevant authority (as established in paragraph 7). Media complaints shall be referred to the Court.
18. A complaint may, if in relation to a constituent part of the Union and at the discretion of the complainant, be referred to its chair, president or captain (or other person set out in its rules) for resolution.
19. If a complainant is dissatisfied with the resolution of the complaint by the President or other person and the complaint is not a staff matter, it may be referred to the Union Court through the Union Court Advocate.
20. The President, Council Chair or Court respectively shall respond to any complaint within ten working days.
21. If a complaint is upheld an effective remedy should be provided, which may, but need not, involve disciplinary action under this Regulation.
22. If a complainant is still dissatisfied with the resolution of the complaint they may pursue the matter with the College under the Code of Practice.
23. This procedure does not prevent a complainant from taking proper action themselves under this Regulation or participating in any open Union meetings.

## **C. Warnings**

24. The authority and responsibility for issuing disciplinary warnings shall be undertaken by the relevant authority.
25. A warning shall take the following forms:
  1. A verbal warning, which may take the form of an informal or formal discussion of the problem. This shall be reported to the Executive Committee and any other relevant committees.
  2. A written warning, which will take the form of a letter written by the relevant authority and copied to the Executive Committee and any other relevant committees.
26. The relevant authority issuing the warning must inform the defendant officer being warned of his or her rights of appeal.
27. The presidents and chairs of the Union’s standing committees, clubs and societies may also deal with minor cases involving their officers and members.

## **D. Investigations**

28. An investigation may be undertaken in respect of misconduct by a defendant officer. An investigation is compulsory in the case of alleged misconduct by a defendant sabbatical or Trustee. In other cases it is not compulsory, but the Council or other body may take into account the extent of any investigation prior to a motion being presented to it.
29. The purpose of the investigation is to establish any facts and explanations that may be relevant to an allegation of a motion of censure or no confidence.

30. The relevant authority shall commence the investigation and appoint its manager. The Court may upon request of any person institute an investigation, replace an investigation manager with another person, take it over as an inquiry, or shut it down.
31. The investigation, if undertaken, must:
  1. Be managed by a person senior in office to the defendant officer, or an independent person (who may, but need not be a Full Member of the Union, though not a member of the permanent staff), ,
  2. Put the allegations and evidence of misconduct to the subject of investigation in a manner he or she can understand,
  3. Be concluded prior to the motion being debated at the Council or other body and,
  4. Be provided to the Trustee Board, if the inquiry relates to a defendant sabbatical or Trustee.
32. An investigation manager or proposer may, with the permission of the Council Chair or the Court, put a proposed motion back to a later meeting of the Council or General Meeting within the same academic year for the purpose of ensuring an investigation is concluded satisfactorily.

## **E. Suspension**

33. The President or the Trustee Board may suspend any defendant officer holding sabbatical office or otherwise deriving employment by the Union from office upon full pay and accommodation if there are reasonable grounds for so doing, and in particular:
  1. gross or serious misconduct is alleged,
  2. there may be risks to third parties or Union or College property
  3. where the working relationship between the defendant officer and others may be impaired, or
  4. to assist, if necessary, an investigation.
34. The President may also suspend any defendant officer in relation to whom the President is the relevant authority. This power may be reasonably delegated to Union Officers. Any such delegation shall be reported to and minuted by the Executive Committee, and may be revoked by the Union Court if unreasonable.
35. The person or body suspending shall determine the extent of the suspension, which shall not restrict the defendant officer's ordinary rights as a Full Member of the Union. A suspension including removing the right to attend and vote at any Union meeting requires the approval of the Trustee Board or Court.
36. A suspension by the President for more than fourteen days requires the Court to be satisfied and remain satisfied that the grounds of the suspension are reasonable and proper.
37. The President or Trustee Board, as appropriate, may allocate any duties of the suspended officer during the course of a suspension. Any suspension may only continue for as long as is reasonable.

## **F. Censure and No Confidence Motions**

### **Jurisdiction**

38. The Council may censure or dismiss any defendant officer in the Union (though dismissal of a sabbatical defendant shall be referred to the Trustee Board).
39. The Court and the policy-making bodies of the Faculty Unions, Constituent and Campus Unions, Club and Society Committees, RAG, Community Action Group, clubs and societies may censure or dismiss their officers and representatives (including those that are Officers of the Union). These committees', clubs' or societies' standing orders shall comply with Part I and may further restrict or prohibit censure or dismissal.
40. The Court may censure or refer for dismissal any defendant officer under its own procedure.

### **Procedure for bringing motions to the Council**

41. Motions of censure or no confidence shall be proposed to the Council by one of the following people and methods:
  1. By a Full Member of the Union, seconded by twenty Full Members of the Union. The petition shall include the signatures or College identification numbers ("CIDs") and printed names, departments and years of the petitioners.
  2. By a nominee of the Council Chair, if the Council has twice rejected a report submitted by any person required to do so under regulations 6.75 to 6.81. If no-one wishes to be the proposer, the Council Chair shall be the nominal proposer, but remain under the same restrictions with respect to participation in the debate.

3. By the President, in relation to any person except the Council Chair, the Felix Editor or a member of the Court.
  4. By a nominee of the Court under its regulations. The Council Chair may be the default proposer as before. The Executive Committee may do so when acting under regulation 2.5.
42. All motions of censure or no confidence, except those arising from a rejected re-presentation of a report, must:
1. Name individual officers or representatives,
  2. State clearly in writing the grounds of the complaints,
  3. State the nature and conclusions of any relevant investigations undertaken,
  4. Include details of previous warnings under Part B, or lack of them,
  5. Include details of any part of the Constitution, Regulations, Policies or Court determinations alleged to have been breached,
  6. Include in the case of members of the Court, instead of 12.5 above, the provision of its Code of Conduct breached,
  7. Be presented with its supporting petition to the relevant authority, at least seven College Days before Council.
43. No motion of censure may lie against a person already censured, whether by the Council, Court or other committee entitled to do so.
44. Upon receipt of the motion of censure or no confidence unless automatically generated by a twice rejected report, the relevant authority will take all reasonable steps to inform the defendant officer of the grounds of the complaint, the procedures laid out in this document and the date of the meeting.

#### **Procedure for debating the motion at the Council**

45. If more than one motion of censure or no confidence is submitted to any meeting, they may be considered as a single motion, but if separately submitted may be considered separately, at the discretion of the proposers of the motions.
46. The following amendments to the standing orders for Council shall have effect, as well as the provisions of Part I:
1. The substantive intent of motion of censure or no confidence may not be amended, although supporting arguments may be amended,
  2. A motion of no confidence may be amended to a censure (notwithstanding subparagraph 1 above), but a motion of censure may not be amended to no confidence,
  3. The defendant officer may bring their own representative (who may be any member of the College, but not a lawyer acting in a legal capacity), and either person may address the meeting and have full right of reply,
  4. The Council shall have due regard for the gravity of the motion,
  5. The Council may choose to vote on a single motion against several individuals separately for each individual,
  6. The proposer and subject of a motion may not vote upon it or disputed amendment to it,
  7. No vote may be proxied,
  8. The vote upon the motion and any disputed amendment to it shall be held by secret ballot, notwithstanding regulations 6.22 and 6.84,
  9. The motion must be approved by a two-thirds majority of those present and voting, abstentions being ignored, and more than half of those present and eligible to vote,
  10. A motion which having been voted on and rejected may not later be reconsidered by the Council (notwithstanding regulation 6.84.k),
  11. A motion that is not discussed for any reason at the meeting is deemed to have fallen, except when the Council specifically adjourns to reconsider the motion.

#### **Procedure for censure and no confidence motions at other bodies**

47. In proceedings resulting in a censure or no confidence there shall be:
1. a necessity for a petition with a proposer and at least ten seconders,
  2. at least one week's notice to be given of a motion,
  3. a necessity for approval of the motion by at least a two-thirds majority of members present and voting, abstentions being ignored, and
  4. a course of appeal to a higher body.
48. Any constituent part of the Union entitled to dismiss a defendant sabbatical must conduct an investigation under Part D, and refer final dismissal to the Trustee Board under paragraphs 53 to 55.

49. If a proposal for a censure or no confidence is made by the Court it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it.

**Procedure on the motion being passed at the Council or other body**

50. On the passing of the motion, the defendant officer shall be informed by the Chair of the result of the motion and of the right of appeal, and if he or she is absent, all reasonable steps shall be taken to inform him or her of the result of the motion.
51. On the passing of a motion of censure the defendant officer shall be informed that further complaints may only be dealt with by a motion of no confidence.
52. On the passing of a motion of no confidence the defendant officer shall, if he or she does not hold sabbatical office, be dismissed immediately.
53. If a motion of no confidence is passed against a defendant sabbatical, the he or she shall be suspended from duty pending a meeting of the Trustee Board, which may then (after any further investigations and hearings which it may conduct) dismiss the defendant sabbatical, or remove the suspension.
54. A defendant sabbatical suspended following a motion of no confidence shall receive full pay and accommodation until the Trustee Board has determined the matter finally, with the following provisos:
1. the suspension on full pay and accommodation shall last no less than one month, unless
  2. their term of office ends earlier, in which case pay and accommodation terminates at the expiry of the term of office.
55. If the Trustee Board decides not to dismiss a defendant sabbatical following a motion of no confidence, he or she, if not already censured, shall be censured automatically. The Trustee Board shall provide the reasons for its decision to the Council.

**Removal from membership of a committee**

56. The Council may without notice and by simple majority remove any or all ordinary or co-opted members from any committee (but not individuals from their posts). This includes ordinary members of the Executive Committee but not the Council, Court or Trustee Board.

**Disqualification from office**

57. A person dismissed from office by the Council or any other committee by virtue of a motion of no confidence under this Regulation may not be elected to or hold that office again. In the case of a Sabbatical Officer a person may not hold any Sabbatical Officer post again. The Council may remove this disqualification.

**G. Appeal Procedure for Warnings, Censure and No Confidence Resolutions**

58. Any person warned under Part C may appeal to the Council whose decision is final. Warning appeals in constituent parts of the Union shall be governed by their rules.
59. Any person censured or dismissed by the Council (“the appellant”) may appeal to a General Meeting whose decision is final. The appellant should give notice of appeal within two College days to the relevant authority.
60. The appellant must then successfully petition a General Meeting according to the Constitution within five College days. It shall then meet at a time and place agreed between the person censured or dismissed and the Council Chair. If a time and place cannot be agreed it shall be determined by a nominee of the Trustee Board Chair.
61. If the General Meeting cannot be petitioned in time, or closes as inquorate before the vote is held, the appeal is dismissed. General Meeting may also amend a no confidence resolution to a censure.

**H. Disciplinary Tribunals**

62. The Trustee Board may establish a disciplinary tribunal to deal with misconduct by a defendant officer, or may delegate this function to the Court. Relevant misconduct shall not merely constitute (though it may include):
1. a failure to maintain the confidence of the Council or other policy-making body,
  2. a failure to adhere to any manifesto commitment, or
  3. inadequate representation on behalf of the student body.
63. A disciplinary tribunal may only be requested by the President, Council Chair, Trustee Board Chair, Faculty Union President, Constituent or Campus Union President or Clubs and

- Societies Committee Chair, and the Trustee Board may choose then whether to institute proceedings.
64. The Trustee Board shall administer the hearing in such manner as it may direct (complying with Part I), and may instigate an investigation and delegate any function to the Court.
  65. A disciplinary tribunal, as well as exercising any other appropriate authority, may warn, censure or dismiss the defendant officer.
  66. The Trustee Board may provide for an appeal under such conditions as it may determine.

## **I. Other disciplinary proceedings**

### **Minimum requirements for any disciplinary or quasi-disciplinary proceeding**

67. Any proceeding in any part of the Union which may result in disciplinary action being taken against any person or part of the Union, except staff matters, must satisfy the natural justice requirements set out in this Part.
68. Disciplinary or quasi-disciplinary action includes by way of example dismissal, censure, suspension, compulsory dissolution, withdrawal of rights or privileges, fine, compensation, or penal reduction or freezing of budget.
69. This Part does not apply to a person or constituent part of the Union in imposing any of the above outcomes upon themselves.
70. In proceedings resulting in disciplinary action:
  1. The defendant officer shall receive reasonable notice of any proceedings (which is deemed to have been provided if the proceedings are held at a scheduled Union meeting of which the defendant officer is a member or permanent observer),
  2. The proceedings shall be recorded in writing,
  3. The defendant officer may require the hearing to be in public, unless the quality of another person's evidence would be improved by it being in private,
  4. The defendant officer and any representative may not be excluded from the proceedings at any point except for disorder or with the approval of the Trustee Board, Council or Court,
  5. The burden is upon the disciplinary authority or proposer to demonstrate misconduct on the balance of probabilities or suspect it as appropriate,
  6. The defendant officer and representative has the right of reply at any hearing,
  7. Any voting member of the committee who has knowledge or suspicion of any adverse fact relating to the defendant officer which would tend to persuade them to vote against him or her, or who have knowledge that others do, must tell the defendant officer so that he or she may respond to them,
  8. The proposer and subject of the motion may not vote upon it,
  9. No vote may be proxied, and
  10. The defendant officer shall be notified of the result.
71. In disciplinary proceedings relating to a constituent part of the Union, the "defendant officer" shall be taken to mean its chair, president or other representative.

# Regulation Eight - Union Financial Regulations

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This regulation governs all financial matters relating to the Union. Although these Regulations contain no specific sanctions for non-compliance, deliberate, negligent or repeated disregard of their provisions may result in disciplinary action being taken against the person concerned, under the terms of their employment contract with the Union, or, in the case of students, under the Union Disciplinary Procedure. Where appropriate, criminal proceedings may also be considered.

The President is ultimately responsible for the finances of the Union. The responsibility for the day-to-day administration of the finances of the Union is delegated by the President to the Deputy President (Finance and Services). Day-to-day responsibilities may be allocated by the President to suitable members of staff. The Union annual accounts shall be approved by the Trustee Board and the College Audit Committee prior to report to the College Council.

## Use of Union Funds

1. The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may not be used for:
  1. Loans, grants or subsidies to individual students,
  2. Donations or payments to persons and bodies outside the Union except for subscriptions to national or regional student bodies approved by Council or payments for supplies and services rendered. In particular, no part of such funds shall be used to support or further the aims or activities of any body, group or campaign of a political nature, nor be paid to any voluntary body or other educational institution or any group of persons at any educational institution,
  3. The benefit of individuals in any way that would not be equally available to the membership as a whole,
  4. Donations to charitable causes, except where the Union authorizes fundraising events and donates the proceeds to charitable causes, provided that the object of the fundraising is made clear to the donors, or
  5. Ultra vires payments as defined by the Attorney General.

## Trustee Board Responsibilities

2. As established in Regulation One of the Union, the Union's Trustee Board shall be responsible in particular for:
  1. The Union's long term objectives and strategy,
  2. The Union's operating and capital expenditure budgets and any significant changes in them,
  3. Strategic oversight of the Union's operations (both voluntary and commercial), including competent management, sound planning, adequate systems of internal control, adequate accounting, risk management and compliance with statutory and regulatory procedures,
  4. Personnel, particularly strategic re-organizations,
  5. Health and Safety,
  6. Investment or borrowing of Union funds,
  7. Reviewing performance in light of the Union's strategic direction.
3. The Trustee Board shall:
  1. Approve the Union's Annual Report and accounts,
  2. Approve any significant change in accounting practices,
  3. Approve any major capital project and contract which is significant strategically or by its size, and
  4. Approve the remuneration of the Sabbatical Officers and Union Operations Manager.
4. The Trustee Board shall, as established in Union Regulation 1.33, be responsible for approving without delegation any capital project or contract valued in excess of £1,000,000.

## Budgets



5. The Executive Committee shall propose a consolidated income and expenditure budget and a capital expenditure budget for each financial year not later than the end of the summer term in the previous year.
6. The proposed budgets shall be approved by the Trustee Board, after ratification by the Council.
7. The approved budgets (or individual items within them) may be varied only with the authorisation of the President for amounts up to £5,000 and the Executive Committee for all amounts in excess of this. The President may delegate authority to vire to appropriate Officers or Committees, save that no Officer may exercise such authority in excess of the limits of authority defined in paragraphs 17 – 25 of this regulation.
8. The Executive Committee shall monitor the performance of the Union against budget during the financial year and may review the budgets in line with forecasts.

#### **Budget Holders' Responsibility**

9. It is the responsibility of every budget holder to ensure that expenditure committed from his/her budget complies with the Union financial procedures. Budget holders must also ensure that the handling of income complies with the Union financial procedures.

#### **Bank Accounts and Investments**

10. Neither the Union nor any constituent part of the Union nor any individual acting on behalf of such a part may operate a separate bank account other than that authorized in advance by the Executive Committee, in accordance with operational policy.
11. The Executive Committee shall be authorized to invest any surplus funds or reserves after taking reasonable professional advice.

#### **Payment Authority**

12. All payments (cheques and other paper/electronic financial instruments) must be signed or otherwise authorised by a Union Honorary Senior Treasurer.
13. All payments for amounts in excess of £1,000 shall be counter-signed by the President.
14. In the absence of the President, one of three other nominees may sign on his/her behalf.
15. The Executive Committee shall approve the nominee signatures on the recommendation of a Union Honorary Senior Treasurer and President respectively.

#### **Limits of Authority**

16. No unauthorised member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
17. Expenditure up to £20 may be authorised by any financially responsible officer on behalf of their respective Club, Society or Project.
18. Expenditure greater than £20 and up to £1000 must be authorised by any financially responsible officer on behalf of their respective Club, Society or Project, and their respective Management Group Chair or Treasurer. In the absence of any of the financially responsible officers required, the Deputy President (Finance and Services) or Deputy President (Clubs and Societies) may authorise expenditure on their behalf.
19. The Management Group Chair and Treasurer must both authorise all expenditure above £20 and up to £1,000 from their budget. In the absence of any of the financially responsible officers required, the Deputy President (Finance and Services) or Deputy President (Clubs and Societies) may authorise expenditure on their behalf.
20. Operational managers may authorise expenditure consistent with their budgets, subject to approval by the Union Operations Manager or the Deputy President (Finance & Services) for orders or contracts in excess of £5,000 up to £50,000.
21. The Deputy President (Finance and Services), or, in his or her absence, the Deputy President (Clubs & Societies), shall authorise all other expenditure up to £50,000.
22. The Executive Committee shall authorise all expenditure over £50,000 up to £500,000.
23. The Trustee Board, on the recommendation of the Executive Committee, shall authorise all other expenditure.

#### **Orders**

24. Orders of goods or services shall only be placed using an Imperial College Union order form or in accordance with a duly authorised contract.

### **Loans to Staff**

25. Loans to staff must not be made without the written permission of the Union Operations Manager and the Deputy President (Finance & Services). Arrangements for repayment of such loans must be put in place before the funds are advanced.

### **Long-Term Commitments**

26. Only the President jointly with the Union Operations Manager shall sign a contract which commits the Union to any obligation that extends beyond the current financial year. Such contracts shall only be signed with the prior written authorisation of the relevant budget holder. Such authorisations shall be made within the limits set out in paragraphs 14 – 21 of this regulation.
27. Appointments of staff (except those employed on a 'casual' or 'zero-hours' contract basis) and any variance to their contracts shall be authorised by the Deputy President (Finance & Services) or their nominee.

### **Events**

28. The limits of authority as defined in paragraphs 14 – 21 of this regulation shall be applied to the total of all expenditures relating to events organised on behalf of the Union.
29. Prior authorisation shall be given in writing.

### **Cash Holding**

30. Other than trading outlets for legitimate operational purposes (as determined by the Executive Committee), no constituent part of the Union may hold cash without the prior written authorisation of the Deputy President (Finance and Services).
31. Cash takings shall be deposited with the Union's bankers within three working days of receipt and no expenditure may be incurred from cash receipts.
32. Members and employees may carry or hold cash or other valuables with due regard to the limits set from time to time by the Union's insurers.

### **Borrowing**

33. The Union shall not borrow any external funds without the prior written authorization of the Trustee Board.

### **Guarantees and Indemnities**

34. The Union shall not give any guarantees or indemnities without the prior written authorisation of the Trustee Board.

### **Supplies on Credit**

35. Goods and services may be issued on credit in accordance with approval procedures and credit limits set by operational policy.

### **Inventories and Asset Management**

36. The Union shall maintain a full inventory of all its assets valued (individually or in aggregate) in excess of £50.
37. It is the responsibility of all Union Officers, Club or Society or Project Chairs and Managers to ensure that they maintain a register of such items and inform the Union Operations Manager when such items are disposed of.
38. Equipment valued in excess of £50 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorisation of the relevant budget holder and the President. Authorisation shall only be granted after consultation with the Union Operations Manager by the President.

### **Union Honorary Senior Treasurer**

39. The appointment of a Union Honorary Senior Treasurer shall be determined by the Trustee Board on the advice of the Executive Committee and approved by the Rector or his or her nominee and he or she shall:

1. Act as a payment authority for the main Union bank accounts.
2. Ensure, on behalf of the College, that the Union Financial regulations are observed,
3. Be a Permanent Observer of the Trustee Board, Council and Executive Committee,
4. Ensure that all books and financial records pertaining to the Union are submitted to the Clerk to the College Council within 45 days of the end of the financial year,
5. Be responsible for ensuring that any anomaly or discrepancy in the financial management of the Union is reported to the Deputy President (Finance and Services). If no satisfactory outcome results, the matter shall be reported to the President, and, if appropriate, to the College Internal Audit section and the Rector.
6. Exercise office for a maximum of five years.

# Regulation Nine – Code of Practice

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IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE

CODE OF PRACTICE

FOR THE IMPERIAL COLLEGE UNION

Contents

Draft Code of Practice in separate document