



DRAFT MINUTES OF THE PROCEEDINGS  
of the ninth 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 16<sup>th</sup> June 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
RCSU President	Scott Heath
ICSMSU President	David Smith
GSA Chair	Deena Blumenkrantz
A&E Chair	Adam Khamis
ACC Representative	Michael Foster
Media Group Chair	Matt Allinson
RCC Chair	Nathanial Bottrell
OSC Chair	Ahmad Alsaadi,
SCC Chair	Rhodri Oliver
CAG Chair	Nicolas Massie
RAG Chair	Naida Dzigal
Equal Ops Officer	Stuart Haylock
RCSU Welfare Officer	Mevani Jagodage
CGCU Academic Affairs Officer	Marcus Ulmefors
ICSMSU Rep 12 & GEP	Ali Hosin
ICSMSU Education Rep 356 vote	1
	Annalan Navaratnam
ICSMSU Education Rep 4, Biomed and Pharm	Suzie Rayner (proxy for ICSMSU Welfare Officer)
GSA Life Science Academic and Welfare Officer	Sadia Ahmed
GSLSM Representative	Mary O'Sullivan
Non Faculty Ordinary Member	Mark Collins
CGCU Ordinary Member	Steve Long
ICSMSU Ordinary Member	Aislinn O'Malley
<b>Permanent observers</b>	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

**Apologies:**, C&GCU President Victor Du Mesnil Du Buisson, ACC Chair Monya Zard, RSMU President Ben Moorhouse, CGCU Welfare Officer Sahil Chugani, GSEPS Representative Edafe Edivri, ICSMSU Welfare Officer Gayathri Rajasooriar, RCSU Academic Affairs Officer Catherine Wu, GSEPS Representative William Montague, GSA Engineering Academic and Welfare Officer Tom Luth, GSA Medicine academic and Welfare Officer Elena Lovo, GSA Physical Sciences academic and Welfare Officer Edward Yoxall, CGCU Ordinary Member Tom Hills

**Not present:**

Silwood Park Chair Mark Ramsden

**1. Chairs business**

NOTED:

- a) Voting on reports at this meeting will be done by secret ballot and the result will be emailed out to Council.

**2. Minutes – 23.05.11**

NOTED:

- a) The SCC Chair was not in attendance at this meeting and as such should be removed from the attendance list.

**RESOLVED:**

- 1) **To pass the minutes as an accurate record of the meeting.**

**3. MATTERS ARISING – none**

The reports were heard in order of being received

**9. FELIX REPORT**

RECEIVED: The report was presented by the Felix Editor

NOTED;

- a) The report was corrected that there is still 1 more issue to be printed; the Felix Editor got a little confused.
- b) The Felix music night had 135 attendees which and broke even.

**4. PRESIDENTS REPORT**

RECEIVED: The report was presented by the President

NOTED:

- a) All questions from the Ideas Cafe went in to a survey for members on other campuses, which were unable to attend the event, to fill in of which there were 60 responses.

5. Deputy President (Clubs and Societies)

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

NOTED:

- a) It was questioned as to why the Deputy President (Clubs and Societies) was organising the Princes Garden part of the Summer Ball of which her response was that it is the student groups performing arena which does come under her remit.
  - i. The Deputy President (Clubs and Societies) took up a certain part of the organisational aspects of the ball when the Deputy President (Finance & Services) was away.
- b) Management Group's should take more responsibility for closing clubs.
- c) The Deputy President (Clubs and Societies) is following up Postgraduate use of Ethos in an upcoming meeting with Neil Mosley.

6. **DEPUTY PRESIDENT (EDUCATION)**

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

NOTED:

- a) Will be writing up a formal response to College in regards to the working day committee.
  - i. The Deputy President (Education) stated that the Humanities Department had not been consulted at such a greater level which the Deputy President (Education) had been inclined to believe.
- b) In regards to the transferable skills (Imperial Horizons), it was questioned if this should be year 1 or year 2 for UG.
  - i. The GSA Chair suggested that in her experience, it would be best to have it later; if first year courses involve group work then it is not as necessary but if the first year is essay driven then it would be much more beneficial to have it then.
  - ii. It was suggested that an intro could be done in the first year and then more in the second year.
  - iii. In the second year, people are motivated more with transferable skills as they are approaching job applications.
- c) In regards to feedback, it was stated that the deadline of turnaround needs to be put in to perspective on the size of the assessment.
- d) Concerns was raised that the results for exams the CivEng have at Christmas are not released until 6 months after.
  - i. It was suggested the Faculty of Engineering tend to moderate results.

7. **DEPUTY PRESIDENT (FINANCE & SERVICES)**

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

NOTED:

- a) The Summer Ball preparation has taken a lot of time.
  - i. It was questioned if going on holiday during Summer Ball planning was wise. The Deputy President (Finance & Services) stated that he did a lot

of pre planning at he went on leave at the point where staff were organising the operational aspects.

- ii. There have been poor ticket sales through other Universities but are expecting a last minute rush.
- iii. Data from paper ticket sales from other universities can be gotten however it is hard to track door sales of non Imperial students.
- iv. It was stated that the budget is not dependant on ticket sales of other universities to make a profit.
- v. In regards to the comments in Felix in regards to making the Summer Ball next year much bigger and moving to Hyde Park, it was stated that this was an ambition for the future and not being planned for next years ball.
- vi. It was questioned if Council should see the Summer Ball plans and/or budget in advance of the ball but it was pointed that Executive Committee is the most appropriate body for this die to it being there for operational oversight.
- vii. In regards to the attendance, it was requested that zone related data be included in the report to assess how successful each stage will be. However it was stated that this is hard to measure and ultimately each stage serves a purpose.
- viii. The RAG Chair stated that she wants the Ents committee involved earlier in the year for the planning and report to Council so that they can 'interfere' in enough time to make changes if needed. It was pointed that the Deputy President (Finance & Services) provides updates in every report to Council and this was deemed redundant to also have the Ents committee report also.
- ix. It was requested that a Summer Ball debrief, including a financial breakdown, be presented to Council in the next academic year. This was agreed that the Deputy President (Finance & Services) and Deputy President (Finance & Services) elect will create this and the Deputy President (Finance & Services) will present to the Council meeting in the next academic term. Council moved to a vote on this request and the vote was as follows:

FOR	12
AGAINST	12
ABSTAIN	0

*The Chair cast the deciding for which was FOR and as such the request was passed.*

**ACTION:**

- 1. The Deputy President (Finance & Services) and Deputy President (Finance & Services) elect to create a Summer Ball debrief document and the Deputy President (Finance & Services) elect to present this Union Council in the next academic year.**
- b) The Deputy President (Finance & Services) stated that he didn't put in his manifesto updates as he didn't read the email from the Council Chair properly.
- i. The SCC Chair suggested there should be financial repercussions if Sabbatical Officers did not meet their manifesto pledges. It was pointed that there are far too many unknowns to make this happen.
  - ii. Council has every opportunity to hold Sabbaticals to account throughout the year.

## **8. DEPUTY PRESIDENT (WELFARE) REPORT**

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

NOTED:

- a) 3 new projects have been set up and there has been a steady stream of applications which is promising.
- b) There are still some outstanding reports from Welfare officers which is extremely disappointing.
- c) It was questioned if any postgraduate students attending the 'flat speed dating' event.
  - i. The Deputy President (Welfare) stated that she may be able to get the data but was unsure.
  - ii. There may be scope to hold a postgraduate only 'flat speed dating' event.
- d) The Union catering provision focus group was supposed to happen this year however, there is now a new Commercial Services Manager which will work with the Deputy President (Welfare) elect to set this up in the next academic year.

## **10. WELFARE SURVEY**

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

NOTED:

- a) The Deputy President (Welfare) was requested to source the number of people who access the disability service and report back a debrief of the Welfare Seminar that College held to Representation and Welfare Board

**ACTION:**

- 1. The Deputy President (Welfare) to report back a debrief of the Welfare Seminar that College held to Representation and Welfare Board and to inform of the number of students who access the College disability service.**
- b) Students indicated in the survey that they wanted long term counselling service provision.
  - i. Current staffing levels do not allow this to happen.
- c) There is still a stigma attached to students who use the counselling service. 40 % of students indicated that they would not use the service.
- d) The data is not being used in the Union's strategic review.
- e) The Deputy President (Welfare) will give the individual departments the data pertaining to their areas.
  - i. The results will be presented to College committees
- f) Ideally next year it would be run centrally.
- g) It was recognised that there will be natural skews in the data.
- h) The RCC Chair stated that this is something that should be carried out every year and hopes that this does not get 'lost'.
- i) Council moved to a vote on passing the paper and it was accepted unanimously.

**RESOLVED:**

- 1) To pass the report.

## 11. RCC AND OSC STANDING ORDERS

RECEIVED: The standing orders were presented by the RCC and OSC Chairs

NOTED:

- a) Council moved to a vote on passing the presented documents and they were passed unanimously.

RESOLVED:

- 1) To pass the presented standing orders (see appendix i)

## 12. HIGHER EDUCATION FUNDING POLICY

NOTED:

- a) The policy has been updated to reflect the updated bursaries and the outcome of the bursaries survey which indicated that students wanted money in 'the hand' rather than payment of fees etc. (Point 7)
- b) The Office of Fair access is responding by the 11<sup>th</sup> July and the PRES will email out the results of the offer agreement once received.
- c) It was suggested that the survey be conducted annually.
- d) It was agreed to remove all reference to the Browne Review as this is irrelevant

RESOLVED:

- 1) To remove all reference to the Browne Review in the policy

- e) It was agreed to add a resolve to review the paper in November after the release of the white paper.

RESOLVED:

- 2) To add a resolve to review the paper in November after the release of the White Paper.

- f) Council moved to a vote on passing the amended policy and the vote is as follows:

FOR	27
AGAINST	1
ABSTAIN	1
Pass	

RESOLVED:

- 3) To pass the amended policy (see appendix ii)

## 13. JOURNAL PRICING POLICY

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

NOTED:

- a) ASPI is supported by NUS and ULU but if this policy is passed, Imperial would be the first union to support.
- b) It was agreed that resolve 3 should be lead by the Deputy President (Education).

**RESOLVED:**

**1) Resolve 3 to read as follows:**

*'The Deputy President (Education) to take a leading role in informing the student body about this campaign and the possible consequences of having to cancel journal subscriptions'*

- c) It was agreed to change the word 'central' to essential on 'believes 1'.

**RESOLVED:**

**2) Believes 1 to read as follows:**

*'The Library, and the resource it provides, is essential to Imperial's academic student experience'*

- d) It was suggested that the word 'exploiting' in believes 2 is too strong and that 'monopolising' may be better.
  - i. Council moved to a vote on changing the wording and the vote is as follows:

FOR	2
AGAINST	19
ABSTAIN	6

Falls
- e) It was clarified that there is no contingency plan for if lobbying is not successful but a loophole has been found in that journals can be shared with other universities in London and as such a buying agreement with the other universities may be created.
- f) The Rector of Oxford is not in support of the policy.
- g) Journals are currently purchased in Euros.
- h) The Deputy President (Education) stated that he will write an article for the GSA newsletter within 3 weeks.

**ACTION:**

**1. The Deputy President (Education) to write an article pertaining to journals pricing with the next 3 weeks.**

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

**RESOLVED:**

**3) To pass the amended policy (see appendix iii)**

**14. SABBATICAL OFFICERS LIVING OUT OF HALLS**

RECEIVED: The paper was presented by the President elect

NOTED:

- a) It is more practical with current logistics for both the Felix Editor elect and Deputy President (Finance & Services) elect to live out of halls.
- b) Council moved to a vote on the paper and it was passed unanimously apart from 1 abstention.

**RESOLVED:**

- 1) To allow the DPFS-elect, Michael Foster to live out**
- 2) To allow the Felix Editor-elect, Matthew Colvin to live out.**

*The agenda was reordered to consider agenda item 16 as the next item of business*

**16. UNION AWARDS POLICY AMENDMENT**

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

NOTED:

- a) This has highlighted some ambiguity in wording of the current policy which could be interpreted in many ways.
- b) Postgraduate students would benefit from having their own award.
- c) Council moved to a vote on the preference of wording 3 as this was the most popular as indicated by a show of hands of Council. The vote is as follows:

FOR	26
AGAINST	1
ABSTAIN	2
Pass	

**RESOLVED:**

- 1) To pass the amended Union Awards Policy (see appendix iv)**

At this stage the Chair was handed to the President as the Chair declared conflict of interest

**17. UNION COLOURS**

RECEIVED: The paper was presented by the President

NOTED:

- a) Council moved to a vote on awarding the presented Colours and it was passed unanimously apart from 1 abstention and 1 against.

**RESOLVED:**

- 1) To award the following:**



**Colours**

Ahmad	Alsaadi
Diana	Anderson
Dominic	Andradi Brown
Aaron	Berk
Elwin	Carlos
David	Coolegem
Bernice	Cutler
Rory	Fenton
Elizabeth	Griffiths
Joseph	Harris
Stuart	Haylock
Jasmin	Hodgson
Vanessa	Hume
Mevani	Jagodage
Robin	Jones
Christina	Kontoghiorghe
Roger	Liew
Chia	Lim
Benjamin	Lindsey
Kin-Hing	Lo
Roxanne	Middleton
Annalan	Navaratnam
Isaac	Obisanya
Jack	Patten
William	Pearse
Stefan	Piatek
Charles	Poon
Gregory	Power
Kajann	Prathapan
Uthishtan	Ranjan
Thomas	Rushton
Mohammad	Salamsi
Hamza	Shaikh
Aamir	Shamsi
Varun	Sharma
Christine	Simpson
Shivendra	Singh
Michael	Squire
Charles	Thomas
Ryan	Tunstall
Marcus	Ulmefors
Kevin	Wallace
Oliver	Wilkie
Edward	Willans
Simon	Worthington
Jennifer	Zanin

**Outstanding Services Award**

Paul	Beaumont
Deena	Blumenkrantz
Michael	Colwill
Michael	Foster
Adam	Funnell
James	Geraets
Scott	Heath
Christopher	Hopper
Laura	Jeffrey
Adam	Khamis
Nigel	Kheng
Jonathan	Kim
Elena	Lovo
Joe	Mckenna
Ben	Moorhouse
Stefan	Nubert
Rhodri	Oliver
Mark	Ramsden
Deep	Shah
Kadhim	Shubber
Dan	Wan
Henry	Whittaker
John	Winters
Monya	Zard

**Fellowship**

William	Ibbotson
Oluwatosin	Ajayi
Gilead	Amit
Nathaniel	Bottrell
Anil	Chopra
Jad	Marrouche
Hannah	Theodorou

**Fellowship with Distinction**

Christopher	Birkett
Jennifer	Wilson

- b) The President announced the Presidents Awards which are as follows:
- Dan Wan
  - Nathaniel Bottrell (Transport Team)
  - The Senior Steward Team
  - The President’s Award for Clubs, Societies and Project – ICU Cinema
  - The President’s Award for Representation
    - UG – Physics
    - PG – Medicine

**18. HONORARY LIFE MEMBERSHIP FOR SABBATICAL OFFICERS**

NOTED:

- a) All Sabbatical Officers were asked to leave the room of which they did at this point.
- b) The Chair asked Council was asked if it wished to award Honorary Life Membership to the Sabbatical Officers. The results are as follows:
- i. President Alex Kendall– no objection.
  - ii. Deputy President (Clubs & Societies) Heather Jones – no objection
  - iii. Deputy President (Education) Alex Dahinten–no objection.
  - iv. Deputy President (Finance & Services) Ravi Pall – Council moved to a vote:
 

FOR	5
AGAINST	6
ABSTAIN	10
Falls	
  - v. Deputy President (Welfare) Charlotte Ivison – no objection
  - vi. ICSMSU President David Smith – no objection
  - vii. Felix Editor Kadhim Shubber– no objection

RESOLVED:

- 1) To grant Honorary Life Membership to the following Sabbatical Officers**
- Alex Kendall**
  - Heather Jones**
  - Alex Dahinten**
  - Charlotte Ivison**
  - David Smith**
  - Kadhim Shubber**

*The Sabbatical Officers returned to the room at this point.*

19. Any other business
- 19.1 lapsed policies

NOTED:

- a) The President stated that the following policies have lapsed:
- Motion to Support Student Military Organisations recruiting at Imperial College
  - UKFPO reform policy
  - Supporting Iranian Student

19.2 Rector Award

NOTED:

- a) Dr Phil Power was awarded the Rectors award for student Support. Immense congratulations were given to him by Council.

19.3 Honorary Life membership

NOTED:

- a) Lewis Hands and Graham Howard were granted Honorary Life Membership for their service as Lay Trustees to the Trustee Board.

Meeting closed 9.00pm

Approved as a correct record at a meeting of Union Council

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

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

## Appendix i

### Recreational Clubs Committee Standing Orders

1. Aims and Objectives
  - 1.1. The Committee shall co-ordinate the development, provision and promotion of recreational activities within Imperial College Union.
  - 1.2. To represent the recreational interests of the student body at Imperial College.
2. Status
  - 2.1. The Committee is a Management Group of the Union
3. General Meetings
  - 3.1. The Committee shall consist of:
    - 3.1.1. The Officers (as listed in section 5.1),
    - 3.1.2. A representative (normally presidents, chairs or equivalent) of its clubs and societies.
  - 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the RCC, and its decisions are binding on sub-committees, clubs and societies.
  - 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer shall be an observer at general meetings.
  - 3.4. General meetings shall be held once per month during term-time and emergency meetings called on petition of the Chair or a 10% of the Committee. The quorum shall be a representative from half of the Clubs.
  - 3.5. Voting. Each club and Officer shall have a vote at the meetings. Club votes shall be offered by the club representative where appropriate.
  - 3.6. Meetings shall be advertised by the Chair or Honorary Secretary at least one week in advance via the committee mailing list. It is the responsibility of club presidents (captains, chairs or equivalent) to inform the Honorary Secretary of changes to club or society officers' contact details, so the Committee mailing list can be kept up to date.
  - 3.7. The Annual General Meeting shall take place before the end of Spring Term.
4. Sub-committees
  - 4.1. The Executive Committee shall implement the decisions of general meetings and consist of the Officers (as listed in section 5.1).
  - 4.2. Treasurers' meetings, at the discretion of the Committee, shall be convened on the same day each week during term-time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for treasurers' meetings. Changes to the day should be communicated in advanced via the Committee mailing list.
  - 4.3. Treasurer's meetings shall consist of the
    - 4.3.1. Honorary Junior Treasurer, as chair,
    - 4.3.2. The Honorary Senior Treasurer,
    - 4.3.3. The treasurers of each club.
  - 4.4. The Colours Committee shall co-ordinate the organisation and implementation of RCC Colours, according to section 10. It shall consist of the Officers (as listed in section 5.1).
5. Officers
  - 5.1. The Officers of the Executive Committee shall be the:
    - 5.1.1. Chair,

- 5.1.2. Honorary Secretary,
- 5.1.3. Honorary Junior Treasurer,
- 5.1.4. Equipment Officer,
- 5.1.5. Events Officer,
- 5.1.6. Communications Officer.
- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1<sup>st</sup> of August.
- 5.3. Officers shall be ex-officio members of all RCC Clubs and shall be allowed to be club officers, including President and Treasurer.
- 6. Job descriptions and responsibilities
  - 6.1. The Chair shall:
    - 6.1.1. Represent the RCC and chair its main and Executive Committee.
    - 6.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the Committee and its clubs and societies.
    - 6.1.3. Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising of the RCC within Imperial College Union.
    - 6.1.4. Advise on the preparation and justification of tour proposals.
    - 6.1.5. Chair the sub-committees in the absence of the respective sub-committee chair.
    - 6.1.6. Represent the Committee at any formal or ad hoc union or college committees or meetings which may be of importance to the RCC.
    - 6.1.7.
    - 6.1.8. Negotiate other duties with officers.
  - 6.2. The Honorary Secretary shall:
    - 6.2.1. Be responsible to the Chair for the efficient administration of the Committee.
    - 6.2.2. Record and prepare minutes for the main and Executive Committee.
    - 6.2.3. Manage the Committee membership records including keeping the Committee mailing lists up to date.
    - 6.2.4. Be responsible for organising the times and venues of the general meetings.
    - 6.2.5. Be responsible for promoting and advertising the RCC within Imperial College Union.
  - 6.3. The Honorary Junior Treasurer shall
    - 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and its sub committees.
    - 6.3.2. Organise weekly Treasurers' meetings, if required by the Committee.
    - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
    - 6.3.4. Assist and promote clubs to gain external sponsorship and equipment discounts.
    - 6.3.5. Deputise for the Chair in his or her absence.
  - 6.4. The Equipment Officer shall
    - 6.4.1. Be responsible to the Chair for the efficient administration and upkeep of central RCC equipment.
    - 6.4.2. Ensure club equipment officers (or those with equivalent responsibilities) to review equipment records at least twice a year.

- 6.4.3. To be responsible for any equipment required by the RCC Night Hike and any other RCC social event.
- 6.4.4. Assist clubs, with the RCC Treasurer, to gain equipment discounts.
- 6.5. The Events Officer shall
  - 6.5.1. Be responsible to the Chair for the efficient organisation and management of the annual RCC Night Hike.
  - 6.5.2. To ensure the RCC Night Hike takes place under the chairpersonship of an appropriately experienced person.
  - 6.5.3. To report the RCC Night Hike budget and risk assessment to the RCC for approval at a general meeting. Final approval shall be through the appropriate Deputy President.
  - 6.5.4. To report RCC Night Hike updates to the RCC without disclosure of the route.
  - 6.5.5. Organise or appoint an appropriately experienced chairpersonship for other RCC social events.
  - 6.5.6. To ensure other RCC Social events are reported back to the RCC for approval. This shall include any required budget or risk assessment.
- 6.6. The Communications Officer shall
  - 6.6.1. Assist the promotion of and advertising of the RCC club activities within Imperial College Union
  - 6.6.2. Assist clubs, with the RCC Treasurer, in preparing IC Trust & Harlington Trust applications.
  - 6.6.3. Assist and promote clubs, with the RCC Treasurer, to gain external sponsorship and equipment discounts.
- 6.7. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.
- 6.8. The most qualified officer of the Committee, at the decision of the Chair, shall be responsible for the development and updating of the RCC website.
- 7. Elections
  - 7.1. Elections for Officers of the Committee shall be at an Annual General Meeting held before the end of Spring Term.
  - 7.2. All Full Members of the Union may stand for any Officer post, and only members of the Committee may vote in the election.
  - 7.3. A proposer and ten seconders are required to make a nomination valid. Only Full Members of the Union may be proposers and seconders.
  - 7.4. Nominations may only be accepted from the floor if no valid nominations are received for a post.
  - 7.5. The procedure and timetable for the election shall be as follows:
    - 7.5.1. The election should be advertised for at least one week before nomination papers go up.
    - 7.5.2. Nomination papers should be up for two weeks.
    - 7.5.3. The election is held at the Annual General Meeting, including hustings for all candidates.
    - 7.5.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.

- 7.6. The Returning Officer is normally the Chair, though another Officer may be appointed by the Committee.
- 7.7. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
- 7.8. Disputes over an election, including elections within RCC clubs and societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union Court under the Union's Election Regulations.
8. Censure and dismissal of officers
  - 8.1. A General Meeting of the Committee may censure or dismiss the Officers by special resolution with the following requirements:
    - 8.1.1. The motion shall be proposed by a member of the Committee and seconded by ten full members of the Union at least one week before the meeting.
    - 8.1.2. The subject of the motion has full right of reply at the meeting.
    - 8.1.3. The motion shall be passed only by a two-thirds majority of those present and voting.
  - 8.2. Officers may appeal to the Union President within a week, who may uphold or overturn the motion. In the case of the Chair the appeal lies to the Union Executive Committee.
  - 8.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.
9. Creation and closure of clubs and societies
  - 9.1. A new club may be created by the New Clubs Committee and allocated to the RCC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the RCC, a new club should submit a constitution for the approval of the Committee at the next meeting. This shall be done at a General Meeting.
  - 9.2. Any Full Member of the Union may appeal the decision of the New Clubs Committee to allocate a club to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.
  - 9.3. A current club or society in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a club has been made Dormant, the RCC Secretary shall contact the club's members. Once before the next RCC General meeting and again with at least a week's notice before the review. The email shall inform the club's members about the dormancy process. If a club remains dormant for the specified period, the Committee or the Union may shut it down.
  - 9.4. A club may shut itself down with the consent of a General Meeting. The Committee may shut down a club or society by special resolution with at least a week's notice and concurrence of a two-thirds majority.
10. Colours
  - 10.1. Awards of Recreational Clubs' Committee Half or Full Colours for Commitment or Achievement, as well Distinguished Service Awards, shall be made by the Colours Committee upon nominations from any Full Union member.
  - 10.2. The Colours shall normally be awarded at the June general meeting of the Committee and published in Felix.
11. Status, interpretation and amendment of these standing orders

- 11.1. These standing orders are enacted under Regulation 5 Part C of the Union and as such are bound by the Union's constitution, regulations and policy.
- 11.2. The Chair shall make formal interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
- 11.3. The Committee may propose an amendment to these standing orders by a special resolution, with at least one week's notice of the amendment circulated to all members and concurrence of two-thirds of them. The Clubs & Societies Board of the Union is required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.



**Overseas Societies Committee Standing Orders**

*V2.1 May 2011*

1. Aims and Objects

1.1. The Committee shall co-ordinate the development and provision of cultural activities

within Imperial College Union.

1.2. The Committee shall support the international student community in ICU and promote understanding and exchange between all different cultures within Imperial College Union.

2. Status

2.1. The Committee is a Management Group Committee of the Union.

3. General Meetings

3.1. The Committee shall consist of:

3.1.1. The Officers (as listed in section 4.1),

3.1.2. The Presidents (Chairs or equivalent) and Treasurers of its clubs and societies,

3.1.3. The Sabbatical Officers.

3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the OSC, and its decisions are binding on sub-committees, clubs and societies.

3.3. General meetings and their subcommittees shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer shall be an observer at general meetings.

3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair or 10% of the Committee. The quorum shall be half of the OSC societies' Presidents (chairs or equivalent.).

3.5. Voting. Each society shall have one vote at meetings. Society vote shall be offered by the President where appropriate.

3.6. Provisional meeting dates for the election year shall be advertised at the beginning of Autumn term at the latest and must not clash with Union meetings.

3.7. Meetings shall be advertised by the Chair at least two week in advance via the committee mailing list. It is the responsibility of society Presidents (chairs or equivalent) to inform the committee secretary of changes to club or society officers' contact details, so the committee mailing list can be kept up to date.

3.8. The Annual General Meeting shall take place before the end of Spring Term.

4. Officers

4.1. The Officers of the Committee shall be the:

4.1.1. Chair,

4.1.2. Honorary Secretary,

- 4.1.3. Honorary Junior Treasurer,
  - 4.1.4. Assistant Junior Treasurer,
  - 4.1.5. International Night Chair,
  - 4.1.6 Sports Officer.
- 4.2. No person shall hold more than one Officer post. Officers hand over to their successors on the 1st of August.
- 4.3. Officers shall be *ex-officio* members of all OSC societies and shall also be allowed to be officers, including President, Treasurer.

## 5. Job descriptions and responsibilities

### 5.1. The Chair shall:

- 5.1.1. Represent the OSC and chair its main and executive committees.
- 5.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the OSC and its societies.
- 5.1.3. Be responsible for the efficient organisation and administration of the OSC.
- 5.1.4. Chair the Sub-Committees in the absence of the respective sub-committee chair.
- 5.1.5. Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the OSC.
- 5.1.6. Negotiate other duties with officers.
- 5.1.7 Be aware of and advise on the preparation and justification of tour proposals.

### 5.2. The Secretary shall:

- 5.2.1. Be responsible for the efficient administration of the OSC.
- 5.2.2. Prepare minutes of the main and executive subcommittees.
- 5.2.3. Maintain and develop the OSC website.
- 5.2.4. Be responsible for promoting and advertising the OSC within Imperial College Union.
- 5.2.5 Act as a Social Secretary.

### 5.3. The Honorary Junior Treasurer shall:

- 5.3.1. Be responsible to the Chair for the efficient administration of the finances of the committee, and its OSC societies.
- 5.3.2. Organise weekly Treasurers' meetings.
- 5.3.3. Deputise for the Chair his or her absence.

### 5.4. The Assistant Junior Treasurer shall:

- 5.4.1. Be responsible for observing the efficient spending of monies granted to the societies of the committee.
- 5.4.2. Produce a monthly report summarising activity.
- 5.4.3. Assist the Honorary Junior Treasurer with their task of writing out cheques for the OSC.
- 5.4.4 Be co-responsible with the sub-committee Chair to the Chair or Honorary Junior Treasurer to complete the budgets and finance ground work of events organised by the Officers.

### 5.5. The International Night Chair shall:

5.5.1. Be responsible for coordinating and running the annual International Night Show which acts as a showcase for OSC societies.

5.5.2. Report to the OSC with the outcome of International Night including points for improvement.

5.5.3. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the International Night expenses.

5.6. The Sports Officer shall:

5.6.1. Be responsible for coordinating and running the annual OSC Football World Cup for OSC societies.

5.6.2 Ensure and maintain the OSC Football World Cup Trophy and its engraving system.

5.6.3 Maintain a good relationship with Sport Imperial and organise more sports events as per OSC societies' requests.

5.6.4. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the OSC Sports events expenses.

## 6. Sub-Committees

6.1 . The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.

6.2. Treasurer's meetings shall be convened on the same day each week during term time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for Treasurers' meetings. Changes to the day should be communicated in advance via the committee mailing list.

6.3. Treasurers' meetings shall consist of the:

6.3.1.Honorary Junior Treasurer, as chair,

6.3.2.The Chair,

6.3.3.The Honorary Senior Treasurer,

6.3.4 The Assistant Junior Treasurer,

6.3.5.Treasurers of each society.

6.4. The International Night Committee shall co-ordinate the organisation and implementation of the Imperial College Union International Night Show. It shall consist of:

6.3.1. International Night Chair, as chair;

6.3.2 The Assistant Junior Treasurer, as main treasurer,

6.3.3. The Chair,

6.3.4. The Honorary Junior Treasurer,

6.3.5. The Honorary Secretary.

6.3.6. Any other Full Union members, as co-opted by the committee.

6.5. The International Night Committee shall be elected by the OSC though all Full Members of the Union may stand:

6.5. 1.The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.6. The OSC Sports events committee shall co-ordinate the organisation and implementation of OSC Sports events and the OSC Football World Cup. It shall consist of:

6.6.1. Sports Officer, as chair;

6.6.2 The Assistant Junior Treasurer, as main treasurer,

6.6.3. The Chair,

6.6.4. The Honorary Junior Treasurer,

6.6.5. The Honorary Secretary.

6.6.6. Any other Full Union members, as co-opted by the committee.

6.7. The OSC Sports events Committee shall be elected by the OSC though all Full Members of the Union may stand:

6.7. 1.The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.8. The Colours Committee shall make the awards of OSC Colours, according to section 10. It shall consist of:

6.8. 1.The Chair, as chair,

6.8.2. The Officers.

## 7. Elections

7.1. Elections for Officers of the OSC shall be at an Annual General Meeting held before the end of the Spring Term.

7.2. All Full Members of the Union may stand for any Officer post, and only members of the OSC may vote in the election. A proposer and ten seconders are required to make a nomination valid. Nominations may only be accepted from the floor if no valid nominations are received for a post.

7.3. The procedure and timetable for the election shall be as follows:

7.3.1. The election should be advertised for at least one week before nomination papers go up,

7.3.2.Nomination papers should be up for two weeks,

7.3.3. The election is held at the Annual General Meeting, including hustings for all candidates.

7.3.4.The election shall be counted by Single Transferable Vote with Re-Open Nominations (RON) standing for each post.

7.3.5 In the case of two valid nominees stand for International Night Chair in the election, and votes for both are judged close by the Returning Officer, a further vote may be conducted on electing Co-International Night Chairs if the committee and nominees seconds such motion.

7.4. The Returning Officer is normally the Chair, though another may appointed by the Committee.

7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.

7.6. Disputes over an election, including elections within the committee's clubs and societies should be resolved by the Officers of the Committee if possible, and otherwise referred to the Union under the Union's Election Regulations.

## 8. Censure and dismissal of Officers

8.1. A general meeting of the committee may censure or dismiss its officers by special resolution with the following requirements:

8.1.1. The motion shall be proposed by a member of the Board and seconded by ten full members of the Union at least one week before the meeting.

8.1.2.The subject of the motion has full right of reply at the meeting.

8.1.3.The motion shall be passed only by a two-thirds majority of those present and voting.

8.2. Officers may appeal to the Union President within a week, who may uphold or overturn the motion. In the case of the Chair the appeal lies to the Union Executive Committee.

8.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

#### 9. Creation and Closure of Societies.

9.1 A new society may be created by the New Clubs Committee and allocated to OSC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the OSC, a new society should submit a constitution for approval of the OSC at the next meeting. This shall be done at a General Meeting.

9.2 Any Full member of the Union may appeal the decision of the New Clubs Committee to allocate a Club or Society to a Management Group to the Clubs and Societies Board, whose decision is final.

9.3 Dormancy reviews conducted every term as per Clubs and Societies Board Policy shall be used to dormant societies that fulfil the dormancy requirement. Dormancy requirement shall in addition to its definition in the Clubs and Societies Board Policy, include not attending two consecutive Committee meetings. Once a society is dormant for 12 months it may be shut down by the Committee or the Union.

9.4 A society may shut itself down with the consent of general meeting. A society may be shut down by the committee by special resolution with at least a week's notice and concurrence of a two-thirds majority.

#### 10. Colours

10.1 Awards of Half and Full OSC Colours shall be made by the OSC Colours Committee upon nominations by any member of the Union. Half Colours shall be given for extraordinary dedication to a role within the OSC and Full to where achievement is judged beyond those awarded Half Colours. The Colours Committee will then pass on the strongest cases to the Union President for consideration for higher awards

10.2 The Colours Committee shall consist of the Officers of the OSC and will meet in the Summer term to decide upon the recipient of OSC Colours

#### 11. Status, interpretation and amendment of these standing orders

11.1. These standing orders are bound by the Union's constitution, regulations and policies.

11.2. The Chair shall make formal interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President via the appropriate Deputy President.

11.3. The main Board may propose an amendment to these standing orders by a special resolution, with at least one week's notice of the amendment circulated to all members and concurrence of two-thirds of them. The Clubs and Societies Board of the Union are required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

Approved by OSC Chair: Ahmad Alsaadi  
Approved by Clubs & Societies Board: CSB

Date: May 2011  
Date :May 2011

Imperial College Union  
Higher Education Funding Policy

**Notes**

1. Lack of funding to Universities has led to the closure of departments all over the country, from Philosophy at Middlesex to Engineering at Kings. The amount of money provided to Universities per student has declined since 1992 as participation has increased.
2. With the increased loan repayment threshold to £21,000, PhD students would mostly not be repaying their loan while completing their PhD.
4. Two Committees exist at Imperial which take an active role in raising money for poorer and disadvantaged students. The Fees and Financial Aid Group takes makes recommendation to Management Board on the level of the tuition fee and the financial aid package. The Scholarships Campaign Board is tasked with raising money for the College endowment through philanthropic donations. The Union President is a member of both of these Committees.

**Believes**

1. That access to University should be determined by nothing other than academic ability, and that especially wealth should play no effect, so that:
  - a. Any student regardless of financial situation can come to University.
  - b. Universities are not incentivised to be biased to richer students.
  - c. Students should be able to study anywhere in the country regardless of the location of their home town.
3. That the important aspect of what a degree costs a particular student is not the headline fee (eg. £10,000) but the cost the student ends up paying. University bursaries should bring down the headline fee for all but the richest students. Students should have to pay nothing upfront, only once they have graduated.
4. That any rise in fees proposed by the Government should not simply be to plug the gap left after Government funding is cut, but that it should be a mechanism to make access fairer, get money to Universities and give Universities more freedom, with the aim to improve teaching standards, contact time and feedback.
5. That there are gaps in Higher Education funding that need to be addressed, such as:
  - a. No effective provision for large families where multiple dependent children reduce the disposable household income for subsidising university
  - b. The financial provision for students from households with high income where families do not give adequate financial support .
  - c. The lack of Postgraduate education mentioned in the Review and the lack of analysis on how higher fees and debt will affect Postgraduate study.
6. That Universities need more money to be able afford the cost of the degrees they provide, with the understanding that:
  - a. It is in a Universities' best interest to give bursaries to help students, especially from lower income backgrounds, to result in either a lower fee to repay or increased help with living costs whilst at University.

- b. The Government and College should support expensive degrees which result in socially vital low income jobs, such as scientists who become teachers.
7. That the most effective form of financial aid is cash-in hand bursaries given to the student whilst they are at University, in preference to tuition fee waivers. The money should be up to the student to spend.

### **Resolves**

1. To lobby the College and Government for Postgraduate taught Masters to be included under the same payment method, where fee payment is not up-front.
2. To engage with College to increase bursary and scholarship provision, to advertise and promote these opportunities more widely, and to attract businesses to also provide bursaries and scholarships to students.
  - a. To show our commitment to supporting students, if the College comes up with an improved and fairer bursary endowment scheme then Council will be asked to consider whether a proportion of Commercial Services (bar and shop) profits from the Union should be fed into a bursary scheme.
  - b. To lobby College to consider the amount of dependants and siblings that families have to support.
3. To lobby College to reach out to potential students and their families/guardians to inform them of funding mechanisms and potential bursaries with the aim of widening participation.
4. To hold an annual Bursaries Survey targeted at all students in receipt of College financial aid to determine how they find the system, what they use the bursary for and what changes to the system they suggest. This should be fed back to College in good time to be included in the annual Imperial submission to OFFA.
5. To review the policy in November 2011 after the release of the White Paper.

**Background**

1. Academic journals sit at the heart of a research university such as Imperial;
2. High journal subscription prices have been an issue for a long time now; the Imperial College London Library (“the Library”) has in the past obediently paid organisations for access to the necessary journals;
3. These journals are either provided on an individual basis or as a “big deal” via large publishing companies such as Elsevier or Wiley-Blackwell;
  - 3.1. The “big deals” allow Imperial to access thousands of journals;
4. Large publishing companies are aware of the need for their product, which is reflected in their pricing:
  - 4.1. Subscription prices rise by about 6% every year (double the rate of RPI);
  - 4.2. The UK HE sector spends almost £200m/year on access to journals and databases (10% of total QR funding for sector);
  - 4.3. About 50% of the Library’s budget is currently spent on journals;
  - 4.4. From 2005 – 2009 Elsevier’s profits have increased by £600m;
5. The Library has been hit hard by the financial crisis, uncertainty in the future of HE funding and the decline in value of sterling;
  - 5.1. The Library has had to squeeze their budget, resulting in less resource for staff, books, maintenance of facilities etc.;
6. ASPI (Affordable Subscription for Periodicals Initiative) is a steering group within the RLUK<sup>1</sup> (Research Libraries UK) which are leading a campaign to combat the issue of overpriced journal subscriptions;
7. The ASPI Steering Group is asking for:
  - 7.1. Significant, real-term price reductions (15%);
  - 7.2. Prices (and any future rises) to be paid in sterling;
  - 7.3. No up-front payment of the full subscription price;
8. Should these demands not be met, the Library will cancel its subscriptions and find other ways to provide Imperial with the journals it needs;
  - 8.1. A comprehensive contingency plan is being created to ensure the transition to a more open-source model; this could cause some short-term disruptions to journal acquisitions in the future.
  - 8.2. About 10% of journals are currently available for free;
  - 8.3. 5% of journals make up 40% of journal subscription use;
  - 8.4. Our subscriptions end in January 2012.
9. All Russell Group Vice-Chancellors support this campaign, as do the NUS and ULU.

**Believes**

1. The Library, and the resource it provides, is essential to Imperial’s academic student experience;

---

<sup>1</sup> RLUK represent 29 of the largest research and university libraries in the UK.



2. Publishers are currently exploiting UK HE libraries by charging them overpriced sums for academic journal subscriptions;
3. The Library is being unnecessarily compromised in its ability to provide us with a far-reaching learning and research material, due to overpriced journal subscription rates;
4. Publishing companies should take into account the budget constraints of the Library and offer a fairer rate for academic journal;

**Resolves**

1. To publically endorse the Library, RLUK and all other involved institutions in the campaign to lower the cost of journal subscriptions, to pay in sterling and to not have to do so upfront ;
2. To support the Library in developing a contingency plan in case publishers decide to not back down.
3. The Deputy President (Education) to take a leading role in informing the student body about this campaign and the possible consequences of having to cancel journal subscriptions;

## Union Awards Policy

### **POLICY**

#### **A. Jurisdiction**

1. This policy shall have two areas of jurisdiction:
  - 1.1. The recognition by the Union of service, contribution and dedication by an individual, with the sole exceptions of the Sabbatical Officers and the Felix Editor, over the course of the year to Imperial College Union, and
  - 1.2. The recognition by the President of the Union of service, contribution and dedication by an individual or group over the course of the year to Imperial College Union.
2. The policy in no way rules out the recognition by the Union of an individual or group's contribution to the Union over some period of time in a manner not prescribed in this policy.
3. The policy does not cover Colours awarded by Management Groups to their members for service to that Management Group. Management Group Colours shall be decided by along a timetable and within a framework defined by each particular Management Group.

#### **B. Eligibility and nomination**

4. Any individual, unless explicitly stated elsewhere in this policy, may be nominated by any Full Member of the Union for any of the awards described in this policy, save the President's awards.
5. Details of the awards, their descriptions and nomination procedure shall be first published at Council and in Felix at least fifteen College Days before the close of nominations. It should also be made explicitly clear that nominations received after the close of nominations shall not be accepted.
6. Each nomination must contain:
  - 6.1. The name, department and year of the proposer;
  - 6.2. The name of the nominee;
  - 6.3. The name of the award for which the nominee is nominated for;
  - 6.4. A citation of less than 200 words detailing the candidate's suitability for that award.
7. The date of the close of nominations shall be determined by the President in order that the nominations may be circulated to the members of the Colours Committee in accordance with Regulation 5 of the Union Constitution.

#### **C. Consideration and confirmation**

8. The nominations, with the exception of those for the President's Awards will be considered by the Colours Committee, which shall report the result of its deliberations to the final scheduled Council of the academic year. Council may choose to accept or amend, in part or

in whole, the recommendations of the Colours Committee. The decision of Council in this respect is final. However, Council may not refuse or amend the list of individuals nominated by the President for the President's Awards.

9. The Colours Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of award. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.
10. Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a 'lower' award for similar good work. Any individual may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.
11. The confirmed Colours shall be published in the final Felix of the academic year and in the Annual Report. The Executive, at its discretion, may organise a suitable opportunity to publish elsewhere or present some or all of the confirmed Colours.

#### **D. The Union Awards**

12. The Awards of the Union shall be the Union Colour, Outstanding Service Award, and the Imperial College Union Fellowship. Each individual presented with an award shall receive a certificate and pin, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy. The design of the pin shall be decided by the Executive. Each individual will also be allowed to purchase a tie.
13. **Union Colour:** The Union Colour should be awarded to those individuals who have given significant and repeated outstanding contributions to the student experience at Imperial and the life of the Union throughout the year.
14. **Outstanding Service Award:** The Outstanding Service Award should be awarded to those individuals who have, in addition to the requirements for a Union Colour, gone above and beyond their role, repeatedly, to enhance the student experience and life of the Union across a broad spectrum of areas during the year.
15. **Imperial College Union Fellowship:** The Imperial College Union Fellowship shall only be awarded to those individuals who have continuously served the Union and/or enhanced the student experience in an exceptional manner, usually over a number of years. Each individual, so awarded, will be granted Honorary Life Membership of the Union, and given a pin and pewter tankard with the year engraved.
16. **Imperial College Union Fellowship with Distinction:** The Imperial College Union Fellowship with Distinction shall only be awarded to those individuals who have exceeded the criteria of the Union Fellowship of longevity and excellence of service to the Union. They should additionally achieve being a significant party in making an innovative development to the work of the Union such as to leave a positive legacy that will make a lasting impression for future members. Each individual, so awarded will be granted Honorary Life Membership of the Union, and given a pin and pewter tankard with the year engraved.

## E. The President's Awards

17. The President shall have the option of presenting, not normally more than, five awards to individuals who he or she personally feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year. In years where the position of President is held by two or more individuals and the incumbent at the time of the presentation of nominations to Council has held office for a minority of the academic year then the individual or individuals who have held the office of President for the significant period of that academic year may petition the incumbent with their nominations for this award: however, the decision of the incumbent is final.
18. The exact terms of reference of the President's Award shall be at the discretion of the President. Nonetheless, and only in truly exceptional circumstances, is it envisaged that the President will award the President's Award to a Sabbatical Officer or the Felix Editor. In any case the President will not award himself or herself with the President's Award.
19. The recipient of the President's Award will receive a pewter tankard engraved with his or her name and the details of the award and year.
20. The President shall present as a verbal report, the details of the President's Awards, to the final scheduled Council of the year as the last scheduled item of business. The President, if he or she so chooses, may also present the individuals with their award at this time.
21. **The President's Award for Clubs, Societies & Projects:** There shall be an award each year to the club, society or project of the Union which has performed in an exceptional manner for its members and contributed significantly to the Union's aims and objectives. The award will be made by the President, who will take advice from the Deputy President (Clubs & Societies), Deputy President (Welfare) and the Presidents or Chairs of the Management Groups. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.
22. **The President's Award for Representation:** There shall be ~~an~~ two awards (one UG, one PG) each year to the Departments whose Representatives have performed in an exceptional manner in representing their student's academic and pastoral needs to the Union and to the College. The award will be made by the President, who will take advice from the Deputy President (Education) and the Faculty Academic Affairs Officers. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.

## F. Management Group Awards

21. Each Management Group should give awards each year to those students who have made an exceptional contribution to the Group.
22. The awards should be given in the Summer term.
23. Nominations should be open for three weeks.
  1. Each nomination must contain in addition to the name of the nominee, the name of the award for which the nominee is nominated and a citation of less than 200 words detailing the candidates suitability for that award, the name, department and year of the proposer. No individual may propose themselves.

24. The Management Group Awards Committee shall be the Executive Committee of that Management Group.
  1. The Committee shall meet after the close of nominations to decide who shall receive an award.
25. The nature and number of the awards shall be decided by the Management Group but it is suggested that the reasoning behind each award should mirror the reasoning behind each Union Awards.
  1. As well as the certificate of the award, each Management Group may decide to give a further item to the individual, such as a pin or scarf.
26. Management Group Awards Committees should be encouraged to nominate by referral any student who has been nominated for Management Group Awards to be considered for Union Awards.
  1. Therefore the Management Group Awards Committee should sit before the close of Union Awards nominations.
27. Lists detailing who has won Management Group Awards will be put up on the Union website.
28. Each Management Group should award a 'Club of the year' for that Management Group. All of these clubs will go forward for consideration for the President's Award for Clubs and Societies

#### **G. Sabbaticals**

21. The Union President, Union Deputy Presidents and Felix Editor shall not normally be considered for any of the awards.
22. The Council shall, after awarding Colours, consider and vote separately on conferring Honorary Life Membership upon each holder of Sabbatical office in the Union that year, as well as the Felix Editor.

#### **H. Amendments**

23. This Policy may only be amended by a simple majority resolution of the Council.