

MINUTES OF THE PROCEEDINGS
of the first meeting of
the **Executive Committee**
of the Imperial College Union
in the 2011-2012 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 27th September 2011 at 2.00pm

Present:

President - Chair	Scott Heath (SH)
Deputy President (Clubs & Societies)	Monya Zard (MZ)
Deputy President (Education)	Jason Parmar (JP)
Deputy President (Welfare)	Nicolas Massie (NM)
Deputy President (Finance & Services)	Michael Foster (MF)
CGCU President	Jacky Kwan (JK)
ICSMSU President	Suzie Rayner (SR)
RCSU President	Luke Kanczes (LK)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Acting General Manager	Alex McKee

Observers: Finance Manger Mayuri Patel

Apologies: GSA President Robert Tang (RT), Honorary Senior Treasurer Colin Kerr

1. CHAIRS BUSINESS

NOTED:

- a) The Sport Imperial Invoice decision made my email was unanimously passed.
 - i. The invoice amount was incorrect in that the actual amount due was £500 more than on the invoice.

At this point the agenda was reordered to consider agenda item 5 as the next item

5. APPROVAL OF NEW MINIBUS DRIVER

RECEIVED: The paper was presented by the Minibus Inductions Officer

NOTED:

- a) The driver has no points on their licence.
- b) This has been their only incident.
- c) The committee moved to a vote and the vote is as follows:

FOR	2
AGAINST	1
ABSTAIN	3

RESOLVED:

- 1) **For the Executive Committee to approve the student applicant to undertake the procedure to become an approved Union Mini bus driver**

At this point the agenda was reordered to consider agenda item 8 as the next item

8. FUSION EVENT

RECEIVED: The papers were presented by Angela Udemba

NOTED:

- a) The Deputy President (Finance & Services) stated that he has signed some sponsorship contracts already and he is confident in the budget.
- b) Most expenses are actual costs rather than estimates and the estimates are very conservative.
- c) VAT is not reclaimable on all expenditure.
- d) The Fusion launch event budget has been approved by the Deputy President (Finance & Services) as it within his level of authority.
- e) The tickets and publicity need to state explicitly that the event is a fundraising event.
 - i. The Finance Manager stated that she will assist with the wording of the tickets/publicity to make it explicit that the event is a fundraising event.
- f) Security is included in the venue hire.
- g) Imperial Fusion is taking the financial and organisational risk although the other Fusion Societies are assisting in the organisation and publicity of the event.
- h) There will be a stall at Kings and UCL Fresher's Fair's publicising the event.
- i) The committee moved to a vote and the event budget was passed unanimously.

RESOLVED:

- 1) **To pass the presented budget for the Fusion Event.**

At this point the agenda was reordered to consider agenda item 6 as the next item

6. SUB AQUA APPEAL

RECEIVED: The paper was presented by representatives from ICSMSU Sub Aqua

NOTED:

- a) The reason that the appeal on the decision on the Executive Committee decision of last year, to merge the RCC Underwater Club and the ICSMSU Sub Aqua, has come back to Executive Committee is due to the ICSMSU sub aqua felt that they were not consulted nor had the opportunity to defend the original proposal of the merger.
- b) It was stated that timetabling for ICSMSU Sub Aqua runs throughout the summer which is different to IC Underwater.
 - i. IC Underwater tours mostly happen in Easter when this is where the majority of exams take place for medics.
- c) The medicine degree is expensive and Sub Aqua try to make the activity as cost accessible as possible.
 - i. Currently it costs more to join the Underwater club.
 - ii. Members pay to hire equipment from the underwater club whereas sub aqua does not charge.
- d) Sub Aqua assured the committee that the tour report was submitted contrary to it being stated that it was not.
- e) The Deputy President (Clubs and Societies) states that Clubs that have the same aims and objectives should be merged.
- f) Timetabling for pool training sessions at St Mary's pool were not made by Sub Aqua which is integral to the activity of the club.

- i. A Sub Aqua representative stated that she was prioritising a very important piece of course work and she thought that the bookings had been made but admitted that this was her oversight.
- g) The President stated that when the decision that was made to merge the clubs, it was envisaged that Sub Aqua would operate within the Underwater club as a subcommittee with there being a position specific to medics on the Underwater Committee.
- h) It was suggested that there could be a 2 tier membership for those that wish to train either at St Mary's or Ethos; a member can choose which pool they would prefer to train at the beginning of the year.
 - i. It was pointed that this would be good to offer flexibility but would lose the continuity of the club.
- i) Some of the life members in Sub Aqua are also instructors.
- j) Sub Aqua has relationships with dive companies and is able to negotiate discounts.
- k) Concern was raised that the club will lose access to St Mary's Trust funding if merged.
- l) The Deputy President (Clubs and Societies) stated that she had been trying to contact the Sub Aqua club all summer to attend a meeting with Underwater Club but it never eventuated.
 - i. The logistics of the merge have never been discussed and it is difficult to substantiate the merger not being feasible when the 2 clubs have not met.
- m) There could only be one teaching of BSAC where currently both clubs are able to teach the qualification.
- n) The President stated that the Union will assist with the logistics of the merge at every point and with encourage a Sub Aqua rep position to be on the Underwater committee.
- o) The President clarified that the Committee were voting on whether to support the appeal of the ICSMSU Sub Aqua to the Trustee Board and the vote is as follows:

FOR	3
AGAINST	1
ABSTAIN	3
Passes	

RESOLVED:

- 1) **To support the appeal of the Executive Committee decision to merge ICSMSU Sub Aqua and RCC Underwater Club.**

At this point the agenda resumed normal order

2. MINUTES

RECEIVED: Minutes from the 8th July, 19th July and 28th July 2011

RESOLVED:

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

4. MANAGEMENT ACCOUNTS – AUGUST 2011

RECEIVED: The accounts were presented by the Deputy President (Finance & Services)

NOTED:

- a) The till shortages at Reynolds are of concern.
 - i. Staff training is addressing this issue.
 - ii. It will be worrying if the trend continues.

- iii. This area is being monitored by the acting General Manager and the Deputy President (Finance & Services).
- b) Prices have now been increased in bars and catering.
 - i. A review of suppliers will also be undertaken which will involve a tender process.
- c) August is low trading month.
 - i. Even with the removal of the large conferencing income, August is still ahead of budget.

7. ACC HOCKEY CONTINGENCY REQUEST

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

NOTED:

- a) The committee moved to a vote and it was unanimously passed.

RESOLVED:

- 1) **To transfer £1036.24 to ACC Hockey to allow them to purchase a replacement goal-keeping kit.**

9. RECOVERING CONTINGENCY

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

NOTED:

- a) The committee moved to a vote on resolve 1 and it was passed unanimously.

RESOLVED:

- 1) **To move £325 to ICSMSU Football and £325 to ICSMSU EMSA from Executive Committee reserve**

- b) In regards to ICSMSU Cricket, it was suggested that the amount come from ICSMSU Executive Committee contingency.
 - i. Concern was raised that if Executive Committee covered that amount for the discrepancy, this would set a dangerous precedent, however it was explicitly stated that this would not 'open the flood gates' for other clubs to apply to the committee for things that have been coded incorrectly.
 - ii. The committee moved to a vote on whether Executive Committee should award money to ICSMSU Cricket in the Affiliation Fees category from the Exec Reserve and the vote is as follows:

FOR	3
AGAINST	2
ABSTAIN	1
Pass	

RESOLVED:

- 2) **To move £245 from Executive Committee reserve to ICSMSU Cricket.**

10. LORD MAYOR'S SHOW CLOSURE PLAN

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

NOTED:

- a) This situation is not unique to the CGCU; new committees have to take on debt from which previous committees management has accumulated.
- b) It was suggested that a 3 year repayment plan is the best way to take on the debt.

- c) The Lord Mayor's Show club has been dormant for 3 years but the Deputy President (Clubs and Societies) wants the debt sorted out before closing it.
 - i. The CGCU is already in a large amount of debt and this society will sit on the union accounts until the debt is cleared.
- d) The Executive Committee reserve is made up of closed clubs SGI and the President felt it unfair that only one Management Group was benefiting from this when it should be given back to the Management Groups of the closed clubs.
- e) The committee moved to a vote on decision 1 and it was passed unanimously.

RESOLVED:

1) To allow the remaining Faculty Grant to be used to clear £2000 of the debt.

- f) The committee moved to a vote on decision 2 and the vote is as follows:

FOR	6
AGAINST	1
ABSTAIN	0
Pass	

RESOLVED:

2) To allow the SGI absorbed into the Central Union Reserve at the previous meeting to offset the outstanding debt, reducing it by £1528.38

- g) The committee moved to a vote on decision 3 and it was passed unanimously.

RESOLVED:

3) To allow the DPCS and DPFS to monitor the situation and once the debt is reduced by £1045.21, close the club.

11. RCSU CONSTITUTION

RECEIVED: The paper was presented by the President

NOTED:

- a) The document has been brought in to line with changes made in the Union.
- b) The committee moved to a vote and the Constitution was passed unanimously.

RESOLVED:

1) To pass the RCSU Constitution

12. ANY OTHER BUSINESS

12.1 BARS AND ENTS PRICING

NOTED:

- a) The Deputy President (Clubs and Societies) expressed concern that entrance fees are being charged on Wednesdays and Friday nights.
- b) It is of concern that drink prices have increased and so there is limited motivation for students to choose the Union over other establishments.
 - i. It was pointed that there will be drinks offers.
- c) It was pointed that there are costs to cover and that the VAT increases have not been passed on for the last 2 rises.
- d) Ents has been budgeted to make a profit this year and as such, door charges are necessary to meet this.

- i. Ents have costs associated to the budget heading and as such need to also have income.
- e) The question was raised in that Ents has always been a lost leader.
- f) The Finance Manager stated that comparisons can't be made on last year due to the venue not being open until late November.
 - i. Once the Union registers as a charity, the Union will become a commercial trading entity which needs to make profit.
- g) It was suggested that could be 1 night where the entrance fee could start at 9pm.
- h) Students need to develop a culture to value the venue and an entrance fee will go some way to encourage this.
- i) It was suggested that 'student labour' should be utilised in roles such as DJing .
- j) Commercial Services' budget will be reforecast in November.
- k) It was agreed that entrance fee will be £2.50 after 8pm on Wednesdays and £3.00 after 8pm on Friday.

RESOLVED:

- 1) The entrance fee to the Union to be £2.50 after 8pm on Wednesdays and £3.00 after 8pm on Friday.**

The meeting closed at 3.40pm

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

_____ 2011/12

_____ Chair of the Meeting

Royal College of Science Students' Union: Constitution

1 Name

- 1.1 The students' union of the Faculty of Natural Sciences of Imperial College shall be known as the Royal College of Science Students' Union, hereinafter referred to as "the Union".
- 1.2 The Union and recognised clubs and societies may use the name and insignia of Imperial College and the Royal College of Science in their titles and in pursuit of their activities, but may not assign the privilege to any other entity. In using the names and insignia, the Union and its clubs and societies shall have due regard for the Colleges' status and reputations.

2 Status

- 2.1 The Union shall be a Faculty Union of Imperial College Union ("ICU") representing the Faculty of Natural Science

3 Aims and Objects

- 3.1 The Aims and Objects of the Union shall be as per the ICU constitution:

4 Membership

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

4.2 Full Members

- 4.2.1 All registered students of the Imperial College Faculty of Natural Sciences are automatically Full Members of the Union. Departments outside of the administration of the Faculty, but within its quality assurance structure, are considered to be part of the Faculty for this purpose.
- 4.2.2 A person opting out of membership of ICU is deemed to have opted out of membership of the Union. Such a person shall enjoy all the facilities and amenities of the Union, but may not participate in its governance, including, voting or standing for election.
- 4.2.3 The ICU Sabbatical Officers are *ex officio* non-voting members of the Union and its Committees.

4.3 Honorary Members

- 4.3.1 The procedures to award and revoke Honorary Membership to individuals shall be defined in Policy.
- 4.3.2 The Principal of Natural Sciences is an *ex officio* Honorary Member.

4.4 Life Members

- 4.4.1 Any former Full Member of the RCSU, or its previous incarnations, who is a Life Member of ICU is a Life Member of the Union.

5 Affiliation

- 5.1 The Union and its clubs and societies may affiliate to any organisation that furthers their aims.
- 5.2 No affiliation shall knowingly be made to an organisation involved in illegal activities.
- 5.3 The Union shall not make any affiliation that might affect its political impartiality. Clubs and societies are free to make such affiliations.
- 5.4 The Union shall publish annually a list of any external organisations to which an affiliation fee has been paid or donation given and inform Imperial College Union Council as necessary

6 Officers of the Union

- 6.1 The Officers of the Union shall be the President and other officers listed in Regulation 1.
- 6.2 The duties and responsibilities of the Officers of the Union are listed in Regulation 1.
- 6.3 Officers of the Union shall be elected according to Regulation 2.
- 6.4 In the event of a vacancy or an Officer of the Union being unable to fulfil his or her duties the President may delegate those powers and responsibilities held by that Officer pending elections.
- 6.5 Officers of the Union and any other position in the Union for which a date is not otherwise prescribed shall hand over to their successors on the 1st August.
 - 6.5.1 The Postgraduate Representative(s) shall be the normal exception to this rule, being elected at the start of Autumn term and receiving handover at this time from either the out-going Representative or the President of the Union

7 General Committee

- 7.1 General Committee shall be the sovereign and governing body of the Union. All Officers, committees, clubs and societies shall be accountable to General Committee.
- 7.2 General Committee shall receive such reports from Officers and committees that it may require, with the President and Executive Committee reporting to each ordinary meeting.
- 7.3 The standing orders for the conduct of General Committees shall be set in Regulation 4.
- 7.4 The President shall convene General Committees once each term and additionally as necessary.
- 7.5 Emergency meetings
- 7.5.1 Emergency meetings shall be convened upon the request of:
- a) The President.
 - b) The Executive Committee.
 - c) Resolution of a previous meeting of the General Committee.
 - d) Twenty Full Members of the Union.
- 7.5.2 An Emergency meeting shall
- a) Be held between two and five College days of being called.
 - b) Discuss only those matters that it was called to debate.
 - c) Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, so long as it is within the matter of debate.

8 Executive Committee

- 8.1 The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to any direction of General Committee.
- 8.2 The President shall convene the Executive at least every four weeks during term time.
- 8.3 An emergency meeting of Executive may be called by
- 8.3.1 Resolution of General Committee,
 - 8.3.2 The President, or
 - 8.3.3 Four other members of the Executive Committee.
- 8.4 Emergency action:
- 8.4.1 The President may act on behalf of the Executive, provided that these actions are reported to and reviewed by the Executive at its next meeting.
- 8.4.2 The Executive may act on behalf of General Committee in matters of urgency, provided that these actions are reported to and reviewed by the General Committee at its next meeting.

9 Committees of the Union

- 9.1 General Committee, the Executive and other committees (see Regulation 3) may establish and dissolve sub-committees and may delegate any powers to them or individuals save that such establishment or delegation shall not affect the rights, powers and responsibilities of any other committee.
- 9.2 The President is an *ex-officio* voting member of all committees of the Union.

10 Clubs and Societies of the Union

- 10.1 The Union shall assist Clubs and Societies in advancing their own and the Unions' Aims and Objects.
- 10.2 Clubs and Societies shall be managed by their Committees and governed under Policy.
- 10.3 Any Member of ICU is entitled to join any Club or Society and any member of the Union to serve on its Committee.
- 10.4 The President shall be an *ipso facto* Full Member of all Clubs and Societies, and an *ex-officio* voting member of all Club and Society Committees.

11 Financial Responsibility of the Union

- 11.1 The President is ultimately responsible to the ICU President through the ICU Deputy President (Finance & Services) for the finances of the Union.
- 11.2 All constituent parts of the Union shall comply with ICU Financial Regulations.

12 Elections

- 12.1 Only Full Members of the Union may stand or vote in Union elections. Further restrictions shall be applied for certain positions.
- 12.2 Only Full Members of the Union may stand or vote in Officer elections.
- 12.3 The President or a nominee approved by the Executive shall be the returning officer for Union Officer elections, and responsible for their fair and efficient conduct.

13 Regulations

- 13.1 The regulations of the Union are:
 - 13.1.1 Officers of the Union
 - 13.1.2 Elections
 - 13.1.3 Composition of Committees
 - 13.1.4 Meetings Standing Order
 - 13.1.5 Disciplinary Procedure
 - 13.1.6 Colours, Regalia and Insignia

14 Policy

- 14.1 Policy is established by the General Committee or Executive Committee.
- 14.2 Policy shall lapse after three years unless presented for re-approval.
- 14.3 Policy shall be kept by the President and Honorary Secretary and be freely available to any member of ICU.

15 Interpretation

- 15.1 This Constitution is bound by the Constitution of ICU.
- 15.2 This Constitution binds the Union in its entirety including the Clubs and Societies.
- 15.3 This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.
- 15.4 In the event of an interpretation being sought for this Constitution, its Regulations or Policies, the President shall make a ruling, which shall be reported to the Executive. Precedent shall provide a basis for future interpretations.
- 15.5 Where an interpretation involves the Constitution of ICU, and the matter is not resolved, it shall be referred to the ICU President.

16 Amendments

- 16.1 Alterations to the Constitution shall be proposed by a two-thirds majority of the General Committee, though may be requested by a majority of members of the Executive Committee. The ICU Executive shall approve any amendments, which shall then be as valid as this Constitution.
- 16.2 Alterations to the Regulations shall be proposed by a simple majority of the General Committee and approved by the ICU Executive.

17 Revocation

- 17.1 This Constitution shall be binding on all parts of the Union from August 2011.
- 17.2 This Constitution shall supersede all previous constitutions.

Regulation One – Officers of the Union

18 Officers of the Union

- 18.1 The Officers of the Union shall be:
- 18.1.1 President
 - 18.1.2 Vice-President (Operations)
 - 18.1.3 Vice-President (Activities)
 - 18.1.4 Honorary Secretary
 - 18.1.5 Honorary Junior Treasurer
 - 18.1.6 Academic Affairs Officer
 - 18.1.7 Welfare Officer
 - 18.1.8 Broadsheet Editor
 - 18.1.9 Events Officer
 - 18.1.10 Publicity and Web Communications Officer
 - 18.1.11 Sports Officer
 - 18.1.12 PG Representative (Careers and Development)
 - 18.1.13 PG Representative (Activities and Events)
 - 18.1.14 PG Ordinary Member
 - 18.1.15 The RAG Champion/Officer
- 18.2 No person may hold more than one of the posts listed in Article 1.1
- 18.3 All posts may be held jointly by two or more persons, except for:
- 18.3.1 President
 - 18.3.2 Vice-President (Operations)
 - 18.3.3 Vice-President (Activities)
 - 18.3.4 Honorary Secretary
 - 18.3.5 Honorary Junior Treasurer

19 Representatives to the Union

- 19.1 The Representatives to the Union shall be:
- 19.1.1 Chair of Silwood Campus Union

20 Job Descriptions for Officers and Representatives

- 20.1 The President shall:
- 20.1.1 Be the ultimate representative of the Union.
 - 20.1.2 Maintain relations between the Union and ICU, College, and other committees, institutions and Unions as appropriate.
 - 20.1.3 Be responsible for the interpretation and development of the Constitution and Regulations.
 - 20.1.4 Be responsible for the external communications of the Union
 - 20.1.5 Be ultimately responsible for the finances of the Union.
 - 20.1.6 Be ultimately responsible for Health & Safety issues within the Union.
 - 20.1.7 Be ultimately responsible for the Academic Affairs Network.
 - 20.1.8 Be ultimately responsible for all elections within the Union.
 - 20.1.9 Be ultimately responsible for the publications of the Union.
 - 20.1.10 Be ultimately responsible for discipline and grievance issues in the Union.
 - 20.1.11 Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
 - 20.1.12 Be ultimately responsible for all activities of the Union.
 - 20.1.13 Be ultimately responsible for the work of the Executive and represent their views to the Council.
 - 20.1.14 Supervise other Officers of the Union, delegate the duties of any Officer who is unable to fulfil them and negotiate extra duties with other Union Officers, as appropriate.
- 20.2 The Vice-President (Operations) shall:
- 20.2.1 Deputise for the President on the South Kensington Campus as required
 - 20.2.2 Liaise with the treasurer with regard to the finances of departmental societies
 - 20.2.3 Co-ordinate the procurement of sponsorship for the Union
 - 20.2.4 Facilitate communication and cooperation between departmental societies and organisation of inter-departmental events and activities in conjunction with the Vice-President (Activities) and the Event Officer.
 - 20.2.5 Be responsible for public relations issues of the Union.

- 20.2.6 Be responsible for liaising with the Imperial College Careers Service and external groups in the organisation of the specialised Natural Sciences Careers/Internship Fair
 - 20.2.7 Be responsible for ensuring all Officers of the Union have completed their ICU Officer training
 - 20.2.8 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences
- 20.3 The Vice-President (Activities) shall:
- 20.3.1 Deputise for the President on the South Kensington Campus as required
 - 20.3.2 Oversee Union events and host traditional events
 - 20.3.3 Be responsible for the organisation of and supervision of the Freshers' Ball
 - 20.3.4 Be responsible for the sales and security of tickets, regalia and other assets of the Union
 - 20.3.5 Be responsible for the supervision of Union events and participation in RAG Week activities
 - 20.3.6 Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee; though these roles may be delegated to a Science Challenge Chair upon permission of the Executive Committee
 - 20.3.7 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences
- 20.4 The Honorary Secretary shall:
- 20.4.1 Be responsible for the provision of Office facilities and services.
 - 20.4.2 Oversee the accurate recording and compilation of all minutes of meetings of General Committee and Executive Committee. A full copy shall be archived when appropriate.
 - 20.4.3 Maintain a list of names and contact details, of all Officers and representatives of the Union.
 - 20.4.4 Maintain and protect a written and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.
 - 20.4.5 Submit material to Imperial College Archives as and when necessary.
 - 20.4.6 Ensure all Officers of the Union prepare and provide hand-over documents for their successors a minimum of 10 weeks before handover period – a copy to be archived in the RCSU Office.
 - 20.4.7 Ensure that a copy of the current Constitution, Regulations and Union Policy is available to all members of the Union and that the master copy is kept secure.
- 20.5 The Honorary Junior Treasurer shall:
- 20.5.1 Report the financial position of the Union to the Executive, as required.
 - 20.5.2 Report the financial position of the Unions' Clubs and Societies to the Executive, as required.
 - 20.5.3 Maintain an inventory and records in accordance with the ICU Financial Regulations.
 - 20.5.4 Be made available to assist Departmental Society Treasurers upon reasonable request
 - 20.5.5 Facilitate the payment of debtors in conjunction with the Honorary Senior Treasurer
 - 20.5.6 Inform all persons with financial authority in the Union of their duties and responsibilities and obtain a written declaration from each such person to confirm their knowledge and acceptance of this responsibility.
- 20.6 The Academic Affairs Officer shall:
- 20.6.1 Be responsible for the Academic Affairs Network for undergraduate and postgraduate students.
 - 20.6.2 Represent the views of students of the Union in matters concerning academic affairs to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) The Faculty of Science Teaching Committee
 - d) The Science Studies Committee of Imperial College
 - e) The Staff-Student Committees of each department
 - 20.6.3 Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate and postgraduate students in the Union.
 - 20.6.4 Ensure compliance of the elections of Academic Representatives of undergraduate and postgraduate students with the Election Regulations.
 - 20.6.5 Liase with the Education Officers of other Faculty of Natural Sciences Campuses, and the PG Representatives in order to ensure complete representation of students within the Faculty
 - 20.6.6 Actively participate in the planning of the Science Challenge.

- 20.7 Postgraduate Representative (Activities and Events) shall:
- 20.7.1 Be responsible for the organising events for postgraduate students.
 - 20.7.2 Be an *ex officio* voting member of the Graduate Students Association (GSA) Executive Committee
 - 20.7.3 Represent the views of Postgraduate students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - a) General Committee
 - b) The Graduate Students Association
 - 20.7.4 Liaise, where appropriate, with the Academic Affairs Officer in the representation of undergraduate students studying a postgraduate degree.
 - 20.7.5 Promote communication and cooperation with the GSA and the organisation of joint events
 - 20.7.6 Act as returning officer in the election of Postgraduate Representative (Activities and Events), under the Election Regulations.
- 20.8 Postgraduate Representative (Careers and Development) shall:
- 20.8.1 Be responsible for the Academic Affairs Network for research students.
 - 20.8.2 Be an *ex officio* voting member of the GSA Executive Committee
 - 20.8.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - a) General Committee
 - b) The Graduate Students Association
 - 20.8.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.
 - 20.8.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.
 - 20.8.6 Promote communication and cooperation with the GSA and the organisation of joint events
 - 20.8.7 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.
- 20.9 The Postgraduate Ordinary Member shall:
- 20.9.1 Be responsible for the Academic Affairs Network for research students.
 - 20.9.2 Be an *ex officio* voting member of the GSA Executive Committee
 - 20.9.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) The Graduate School of Engineering and Physical Sciences Management Committee
 - d) The Graduate Students Association
 - e) Postgraduate Quality Committee
 - f) GSEPS Academic Training Committee
 - 20.9.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.
 - 20.9.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.
 - 20.9.6 Promote communication and cooperation with the GSA and the organisation of joint events
 - 20.9.7 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.
- 20.10 The Welfare Officer shall:
- 20.10.1 Co-ordinate and supervise the promotion of welfare issues in the Union.
 - 20.10.2 Co-ordinate and supervise the promotion of health and safety issues in the Union
 - 20.10.3 Represent the views of the students of the Union in matters concerning welfare and/or health and safety issues to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) ICU Welfare Committee
 - d) Faculty Health and Safety Committee
 - 20.10.4 Organise a minimum of one Welfare Week (Which aims to enhance awareness of a variety of welfare issues, typically one a day).
 - 20.10.5 Organise and arrange Workshops relating to a variety of Welfare issues through the year.

- 20.10.6 Liaise with the ICU Deputy President (Welfare) to publicise Campaign Weeks and other Imperial College bodies to publicise and increase awareness of Welfare Facilities.
 - 20.10.7 Be available at an accessible location once a week for Welfare Drop-in sessions.
 - 20.10.8 Liaise with the Welfare Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of undergraduate students within the Faculty
- 20.11 The Broadsheet Editor shall:
- 20.11.1 Organise the publication and distribution of the publication of the Union, which shall be called Broadsheet
 - 20.11.2 Organise the publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.
 - 20.11.3 Form a Broadsheet Publication Team consisting of a minimum of 2 additional members: One to be Copy Editor and One to assist with finance and sponsorship. These appointments should be agreed by the Executive Committee.
 - 20.11.4 Archive a copy of all publications.
- 20.12 The Events Officer shall:
- 20.12.1 Co-ordinate and supervise events held on a Union-wide scale, to a minimum of two events in Autumn and Spring terms
 - 20.12.2 Recruit for and assist with the activities of an Events Committee to be composed of volunteers from the student body. See Regulation 3.
 - 20.12.3 Liaise with the Vice Presidents in the organisation of inter-departmental events.
 - 20.12.4 Liaise with the Honorary Junior Treasurer to ensure that budgets are prepared and authorised for events.
 - 20.12.5 Liaise with the Departmental Representatives to organise a minimum of one Buddy event per department
 - 20.12.6 Co-ordinate with the RAG Champion the involvement of the Union in ICU RAG, including organisation of RAG Union events and representation of the Union to the ICU RAG Committee
- 20.13 The Publicity Officer shall:
- 20.13.1 Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.
 - 20.13.2 Maintain the Union notice boards and departmental notice boards.
 - 20.13.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities
- 20.14 The Web Communications Officer shall:
- 20.14.1 Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.
 - 20.14.2 Maintain the Union notice boards and departmental notice boards.
 - 20.14.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities
 - 20.14.4 Create and deliver the Union's E-bulletin to promote and publicise the Union and its activities
 - 20.14.5 Maintain and develop the Union website to promote and further the Union's Aims and Objectives
- 20.15 The Sports Officer shall:
- 20.15.1 Facilitate the organisation of competitive and participative sports teams within the Faculty
 - 20.15.2 Liaise with other Faculty representatives in the organisation of sporting events within the Faculty
 - 20.15.3 Liaise with Campus Officers for the organisation of inter-campus sporting events
 - 20.15.4 Encourage and support the active participation of the student body in sporting activities
- 20.16 The Departmental Representatives shall:
- 20.16.1 Be the representative to the Union, College and ICU for their respective courses/departments.
 - 20.16.2 Co-ordinate the activities of the academic representatives of their course/department.
 - 20.16.3 Communicate with the Year Representatives frequently to ensure Departmental Issues are resolved rapidly.
 - 20.16.4 Represent the views of the students of their department to the following and any other committees:
 - a) General Committee
 - b) The Staff-Student Committee of their course/department
 - 20.16.5 Promote the activities of the Union.

20.16.6 Act as returning officer in the election of Academic Representatives, under the Election Regulations.

20.17 The Undergraduate Year Representatives shall:

20.17.1 Be the representative to the Union, College and ICU for their respective year groups

20.17.2 Represent the views of the students of their department to the following and any other committees:

- a) Departmental Representative Committee
- b) General Committee
- c) The Staff-Student Committee of their course/department

20.17.3 Promote the activities of the Union

Regulation Two – Elections

1 General Provisions

- 1.1 In all elections, the Single Transferable Vote with Quota System shall be operated as defined by the Electoral Reform Society.
- 1.2 The results of all elections shall be copied immediately to the Honorary Secretary.
- 1.3 These policy is superseded by the ICU Elections Policy

2 Nominations

- 2.1 Nominations shall be advertised by email ten College days before they open.
- 2.2 At the close of nominations, any incomplete nominations shall be discarded.

3 Returning Officer

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

4 Re-Open Nomination (RON)

- 4.1 A person shall be nominated by the Returning Officer to run the RON campaign. Their identity shall be made known at the close of nominations.
- 4.2 For Union Officer elections, the Executive shall allocate a New Election campaign budget.
- 4.3 If RON is elected, nominations shall be opened for a further ten College days.

5 Elections of Union Officers

- 5.1 Only Full Members of the Union may stand or vote, and nominations require ten seconders, excluding President which requires twenty.
- 5.2 The initial elections for the following Officers shall be by secret ballot, governed by section 6:
 - 5.2.1 President
 - 5.2.2 Vice-Presidents
 - 5.2.3 Honorary Secretary
 - 5.2.4 Honorary Junior Treasurer
 - 5.2.5 Academic Affairs Officer
 - 5.2.6 Welfare Officer
- 5.3 All other Union Officers may be elected by secret ballot or at a General Committee meeting, at the discretion of the Executive.
- 5.4 Vacancies may be filled by election at General Committee.
- 5.5 The President, Treasurer and Academic Affairs Officer shall always be elected by secret ballot.

6 Secret Ballot Elections

- 6.1 Secret ballot elections shall take place College-wide over a minimum of two consecutive College days.
- 6.2 Elections should be held electronically at the discretion of the Executive.
- 6.3 Ballot boxes may be placed at the discretion of the Returning Officer.
- 6.4 Hustings shall be held after nominations close and before the elections are held. Each candidate and proposer shall have a period of time to speak. All Union members shall have the right to question candidates. Conduct shall be at the discretion of the Returning Officer.
- 6.6 Copies of these Election Regulations shall be displayed on the Union notice board and/or web site from the day nominations open until voting is finished.
- 6.7 The following information shall be made available to Members of the Union:
 - 6.7.1 Dates between which the nominations are open
 - 6.7.2 Deadline for manifesto submission

- 6.7.3 Date from which publicity may be displayed
- 6.7.4 Date and time of Hustings
- 6.7.5 Dates of voting for the elections
- 6.7.6 Date, time and place of announcement of election results
- 6.7.7 Contact details for the Returning Officer
- 6.7.8 Contact details for the current holders of the posts being elected

7 Elections of Departmental and Academic Representatives

- 7.1 Any Full Member of the Union may stand for election as, and vote for, their respective Departmental or Academic Representative. That is to say that the member must fall within the population represented by the post in question. For example, only a postgraduate student may stand for election as, and vote for a postgraduate representative position.
- 7.2 The appropriate Academic Affairs Officer is responsible to the President for overall supervision of elections for Course and Academic Representatives.
- 7.3 The initial elections for Course Representatives shall be by secret-ballot or online election, held at the start of the new academic year, as governed by section 6

8 Campaigns and Publicity

- 8.1 The Returning Officer must approve all campaign material, and a copy shall be lodged with the Returning Officer in case of any dispute.
- 8.2 Posters must comply with ICU Poster Rules, except where contradicted by this Regulation.
- 8.3 All publicity shall contain:
 - 8.3.1 The post the candidate is standing for
 - 8.3.2 The date, time and place that the election is to be held
- 8.4 Publicity may not include:
 - 8.4.1 Any logos, shields or Arms used by the Union or ICU.
- 8.5 Publicity may only begin on a day decided by the Returning Officer after nominations have closed.
- 8.6 The Returning Officer may set a limit on campaign spending.

9 Infringement

- 9.1 The enforcement of these rules shall be in the hands of the Returning Officer, and in certain cases the Executive, as detailed below.
 - 9.1.1 The Returning Officer may disqualify any candidate, or declare that an election be re-run
 - 9.1.2 Any decision may be appealed to the Executive whose decision is final. Further appeal may be possible under ICU Election Regulations
 - 9.1.3 Any person sabotaging another person's campaign shall be referred to the ICU President to be dealt with under the ICU Disciplinary Procedure, in addition to being disqualified from any election.
- 9.2 In all elections except Union Officer elections, the Executive may de-ratify any election within five College days of the result being declared if it feels it has been run unconstitutionally.
 - 9.2.1 The Executive shall inform the Returning Officer, candidates and relevant committees of the decision within one day. Nominations shall be re-opened and elections run again.
 - 9.2.2 There is no internal appeals process. Appeals must be referred to ICU, under ICU Election Regulations.
- 9.3 In Union Officer elections, complaints must be lodged with the President or Returning Officer before the start of counting. If a complaint is made, and not resolved, the Executive shall resolve the matter.

Regulation Three - Composition of Committees

21 General Committee

- 21.1 The powers and responsibilities of the General Committee are set out in the Constitution.
- 21.2 The General Committee shall meet once a term and additionally as needed.
- 21.3 The members of the General Committee shall be:
 - 21.3.1 the President,
 - 21.3.2 the Vice-President (Operations),
 - 21.3.3 the Vice President (Activities),
 - 21.3.4 the Honorary Secretary,
 - 21.3.5 the Honorary Junior Treasurer,
 - 21.3.6 the Academic Affairs Officer ,
 - 21.3.7 the Welfare Officer,
 - 21.3.8 the Publicity Officer
 - 21.3.9 The Web Communications Officer
 - 21.3.10the Broadsheet Editor,
 - 21.3.11the Sports Officer,
 - 21.3.12the three PG Committee Members
 - 21.3.13each Departmental Representative (Undergraduate),
 - 21.3.14each Year Representative (Undergraduate),
 - 21.3.15each Divisional Representative (Research),
 - 21.3.16each Course Representative (Masters),
 - 21.3.17Members of Union sub-committees,
 - 21.3.18the Chair of Silwood Park Campus Student Union or their nominee
 - 21.3.19The ICU Sabbatical Officers as *ex officio* non-voting members.
- 21.4 The Permanent Observer shall be the Honorary Senior Treasurer

22 Executive Committee

- 22.1 The powers and responsibilities of the Executive are set out in the Constitution.
- 22.2 The Executive shall meet once every three weeks during term time and additionally as needed.
- 22.3 The members of the Executive shall be:
 - 22.3.1 the President,
 - 22.3.2 the Vice-President (Operations)
 - 22.3.3 the Vice-President (Activities),
 - 22.3.4 the Honorary Secretary,
 - 22.3.5 the Honorary Junior Treasurer,
 - 22.3.6 the Academic Affairs Officer,
 - 22.3.7 the Welfare Officer,
 - 22.3.8 the Publicity
 - 22.3.9 the Web Communications Officer
 - 22.3.10the Broadsheet Editor,
 - 22.3.11the Events Officer
 - 22.3.12the Three PG Committee Members
 - 22.3.13the President of the Silwood Park Campus Student Union
 - 22.3.14the RAG champion
 - 22.3.15The ICU Sabbatical Officers as *ex officio* non-voting members
- 22.4 The Permanent Observer shall be the Honorary Senior Treasurer
- 22.5 The Executive shall be convened by the President.
- 22.6 The Executive shall be chaired by the President or their nominee.

23 Clubs and Activities Committee

- 23.1 The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies and central activities of the Union
- 23.2 The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive
- 23.3 The Clubs and Activities Committee shall report to the Executive.

- 23.4 The Clubs and Activities Committee shall meet twice in each of the autumn and spring terms, once in the summer term, and additionally as needed.
- 23.5 The members of the Clubs and Activities Committee shall be:
- 23.5.1 President,
 - 23.5.2 The Vice-Presidents,
 - 23.5.3 The Events Officer
 - 23.5.4 The Chair and Treasurer of each Club or Society
 - 23.5.5 The RAG Champion as an observer
- 23.6 Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.
- 23.7 The Clubs and Activities Committee shall be convened and chaired by the Vice-President (Operations) or, in his/her absence, by another Vice-President.

24 Departmental Society Committees

- 24.1 There may be a Departmental Society for each department or course
- 24.2 Each Departmental Society shall be responsible for organising activities in furtherance of the academic, welfare and social interests of the students of the department or course.
- 24.3 Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.
- 24.4 Membership
- 24.4.1 Each committee shall, as a minimum, consist of the following officers:
 - a) Chair
 - b) Treasurer
 - c) Secretary
 - d) The Departmental Representative as an *ipso facto* member,
 - e) The President as an *ex-officio* member
 - f) The Vice-Presidents as *ex-officio* non-voting members
 - 24.4.2 Committees may co-opt additional members
 - 24.4.3 Committees may elect a member of staff, approved by the Head of the Department, as Honorary President of the Society, who shall be a non-voting member of the committee.
 - 24.4.4 Committee may decide to make additional posts available for election for the following year.
 - 24.4.5 All Full Members may stand for election to and vote for the committee members for their department and/or course.
 - 24.4.6 Elections for committee members shall be by secret ballot, as governed by Election Regulations.
 - 24.4.7 Casual vacancies shall be held as determined by the committee, with the Chair or his nominee as Returning Officer, subject to the Election Regulations.
- 24.5 The Chair shall be responsible for promoting Union activities within their department or course
- 24.6 The Chair shall be responsible to the Union President through the Vice-President (Operations) for the finances of the committee and any health and safety issues of its activities.

25 Colours Committee

- 25.1 The terms of reference of the Colours Committee are detailed in the Colours Policy.
- 25.2 The members of the Colours Committee shall be:
- 25.2.1 the President,
 - 25.2.2 the Vice-President (Operations)
 - 25.2.3 the Vice-President (Activities)
 - 25.2.4 the Honorary Secretary,
 - 25.2.5 Four Ordinary Members nominated by the following committees from within their memberships:
 - a) Two members of the Executive,
 - b) Two non-Executive members of the General Committee,
- 25.3 The Committee shall be convened and chaired by the Vice-President (Operations) of the Union

26 Entertainments (Ents.) Sub-Committee

- 26.1 The Entertainments Committee is responsible for organising all events, as decided by the Vice-President (Activities) and the Events Officers, as a sub-committee of the Executive Committee

- 26.2 The termly budget for the Ents. Committee shall be determined by the first Executive Committee at the start of the term. This budget shall be reviewed by the Executive Committee upon each meeting.
- 26.3 The members of the Ents. Committee shall be:
 - 26.3.1 The Vice-President (Activities), as chair
 - 26.3.2 The Events Officer
 - 26.3.3 The Publicity Officer
 - 26.3.4 The RAG Champion
 - 26.3.5 The Ordinary Members
- 26.4 The Ordinary Members shall be elected to the Committee by the Executive Committee after advertisement via email.
- 26.5 The committee shall convene as frequently as necessary, upon the request of the Vice-President (Activities) or the Events Officer
- 26.6 The committee should prepare budgets for all events; to be accepted by the President and the ICU Deputy-President (Finance and Services)
- 26.7 The Secretary shall act as the Clerk to the Ents. Committee

27 Academic and Welfare Committee

- 27.1 The A&W Committee is responsible to the Executive Committee as a forum for discussing the issues of the Union relating to Academic and Welfare issues.
- 27.2 The committee shall be co-chaired by the Welfare Officer and the Academic Affairs Officer
- 27.3 The committee shall discuss recent meeting of ICU Council, ICU Representation and Welfare Board and Student-Staff Committee Meetings
- 27.4 The members of the Ents. Committee shall be:
 - 27.4.1 The President
 - 27.4.2 The Welfare officer
 - 27.4.3 The Academic Affairs officer
 - 27.4.4 The Departmental Representatives
 - 27.4.5 The ICU Deputy-President (Education) as an *ex-officio* non-voting member
 - 27.4.6 The ICU Deputy-President (Welfare) as an *ex-officio* non-voting member
 - 27.4.7 The Departmental Society Chairs as permanent observers
- 27.5 The committee's duties also including planning the Welfare Week in conjunction with the Events Committee
- 27.6 The committee shall convene upon the request of either chairs or the President; though must gather at least two times each term