

MINUTES OF THE PROCEEDINGS  
of the seventh 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 16th February January at 12.00pm

**Present:**

President - Chair	Scott Heath (SH)
Deputy President (Clubs & Societies)	Monya Zard (MZ),
Deputy President (Finance & Services)	Michael Foster (MF)
CGCU President	Jacky Kwan (JK)
GSA President	Robert Tang (RT)
RCSU President	Luke Kanczes (LK)
ICSMSU President	Suzie Rayner (SR)
CSB Representative	Chandana Shankar (CS)
CSB Representative	Richard Simons (RS)
RWB Representative	Steven Tran (ST)
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

**Apologies:** Deputy President (Education) Jason Parmar (JP), Deputy President (Welfare) Nicolas Massie (NM) RWB Representative Mikhail Nikitin, General Manager Joe Cooper, Finance Manger Mayuri Patel (MP), Honorary Senior Treasurer Colin Kerr

**1. CHAIRS BUSINESS**

NOTED:

- a) A change to the bank mandate of signatories will be circulated by the President by email for decision.

**2. MINUTES OF LAST MEETING – 26<sup>th</sup> January 2012**

RESOLVED:

- 1) To pass the minutes.

**3. MATTERS ARISING**

NOTED:

- a) The Deputy President (Clubs & Societies) stated that she is still awaiting data on the correlation on accidents in minibuses to drivers who have had declared insurance claims and points on licences previously.

***Agenda item 4, Sabbatical Updates did not occur***

## 5. CINEMA COMPENSATION CLAIM

RECEIVED: The paper was presented by Adam Gillman

### NOTED:

- a) It was established that it is hard to differentiate between people wishing to enter the venue and those who wished to attend the cinema screenings.
- b) It is impossible to have a guest list left at the front gate due to the nature of cinema attendees.
- c) It was agreed that communication between cinema and central union/security could have been better on the evening.
- d) By the time that cinema realised that people were not attending due to being granted entry through the front gate, it was too late to do anything about it.
- e) Cinema is run by volunteers and it is difficult to get enough staff to be able to have them work at the gate and at the concert hall entrances.
- f) Student activity that takes place within the Union often happens after 8pm.
- g) This has highlighted that there is no process or procedure for when there is an entrance being charged at the front gate and members that genuinely need to enter union premises during this time.
- h) If cinema wishes to do screenings on an evening that there is also central union events taking place, they will need to work with the DPFS to come to a workable solution.
  - i. It may be that stewards can sell tickets at the front gate and provide wrist bands that can identify them as cinema participants.
- i) The Board were asked to declare if they were members of Cinema and MZ, MF and CS all declared they were.
  - i. The above did not cast votes due to them being conflicted.
- j) Resolve 2 was struck from the paper as it was an action that had already been discussed in the meeting with the DPFS working with cinema if the screening are taking place at the same time as central union events.
- k) The Board moved to a vote on the paper and the vote is as follows:

FOR	3
AGAINST	0
ABSTAIN	3

Passes

### RESOLVED:

- 1) **To compensate Cinema £94.50 from Executive Reserve for lost revenue.**

## 6. RSMU CONSTITUTION

RECEIVED: The Constitution was presented by the RSMU Chair

### NOTED:

- a) The committee has been restructured to reflect how the roles have changed.
- b) The creation of the Welfare Support and Academic Liaison Officers is to try to engage students who aren't engaged through clubs.
- c) The Publicity Officer will help with the continuity of promotional material.
- d) The purpose of the Academic Liaison Officer is to act as a first contact for students and a feedback system between the RSMU Chair, Dep Reps and CGCU AAO.
  - i. Concern was raised that this overlaps with the role of the AAO and Dep Reps.
  - ii. It was stated that the new positions can be trialed and reassessed later.
- e) The committee moved to a vote and the RSMU Constitution was passed unanimously.

### RESOLVED:

- 1) **To pass the RSMU Constitution (see appendix)**

The meeting moved in to closed session at this point (1.05pm)

9. ANY OTHER BUSINESS – none

The meeting closed at 1.10pm

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

\_\_\_\_\_ 2011/12

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

## Royal School of Mines Union Constitution

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### 1. Name and Status

1. The student's union of the departments of Materials Science and Earth Science and Engineering, hereinafter referred to as "the Departments" (formerly the Royal School of Mines), shall be known as the Royal School of Mines Union, hereinafter referred to as "the RSMU".
2. The RSMU shall be a Constituent Union of the Imperial College Union ("ICU") or the 'Union'
3. The RSMU and its recognised clubs and societies may use the name and arms of Imperial College and the Royal School of Mines in their titles and in pursuit of their activities but they may not assign the privilege to any other individual, group or company without the approval of the College Secretary or his or her nominee. In using the names and arms, the RSMU and its clubs and societies shall have due regard for Imperial College's status and reputation.

### 2. Aims and Objects

1. The aims and objects of the RSMU shall be:
  1. The furthering of the interests of the members and the status of the RSM,
  2. The promotion of sport and social activity within the RSM,
  3. The promotion of interest in all aspects of the geosciences and materials science,
  4. The promotion of social intercourse among its members.
2. In pursuing its aims and objects, the RSMU shall govern itself democratically and with regards to the principles of equality and diversity.

### 3. Membership

1. The following persons shall be members of the RSMU, as provided in the following categories. Membership of the ICU or RSMU entitles the holder to make use of all facilities, amenities and services of the RSMU.
2. **Full Members**
  1. All registered students of Imperial College London studying in the departments of Earth Science and Engineering and Materials are Full Members of the RSMU.
  2. Only Full Members of the ICU are entitled to receive any form of subsidy from the RSMU.
  3. Only Full Members of the RSMU are entitled to participate in the government of the RSMU.
3. **Honorary Members**
  1. The RSMU may confer honorary membership upon those persons deemed to have served the RSMU in a positive manner. The terms under which persons are elected to honorary membership shall be set out in policy.
4. **Life Members**
  1. A person shall be entitled to become a Life Member of the RSMU if they become a Life Member of the ICU and are currently or have previously been:
    - a. A Full or Honorary member of the RSMU or its former inceptions.
    - b. A Research or Teaching Assistant within the departments of Earth Science Engineering or Materials for at least two academic years.
    - c. A member of Imperial College Staff or Research Associate in the Departments for at least two academic years.
  2. Life Members may not participate in the government of the Union except where permitted under the ICU Constitution.

### 5. Government of the RSMU

1. Only Full Members of the RSMU are permitted to participate in the government of the RSMU, i.e. standing for or holding office, or voting in any election or meeting.
2. A person who is not a Full Member may only participate in the government of the RSMU as set out above under the terms of the ICU Constitution for persons who are not a Full Member of the ICU.
3. Notwithstanding paragraph 5.1:
  - a. The government of the clubs and societies of the RSMU shall be open to all Full Members of the ICU, given that they possess membership to that club or society.
  - b. A person holding sabbatical office and returning to a course qualifying that person for membership of the RSMU may stand for office in the RSMU if the term of office will commence after the end of their Sabbatical year.
  - c. Any Full Member of the ICU may be permitted to chair a meeting of the RSMU and will hold a casting vote in the event of a vote being equally split but shall not have a vote in any other circumstances.

### 6. Opting Out

1. Any student shall have the right not to be a member of the RSMU and signify that he or she does not wish to be represented by it.
2. The RSMU shall liaise with the ICU to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so.
3. A student opting out of membership of the ICU is deemed to have opted out of membership of the RSMU.
4. A person who has opted out of the RSMU may rejoin with the permission of the General Committee subject to their qualification to hold membership as set out in paragraphs 3.2 – 3.4.

#### 4. Affiliation

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

#### 5. Officers of the RSMU

1. The Officers of the RSMU shall be the President and other Officers who shall be Full Members of the RSMU.
2. The titles and duties of the officers of the RSMU and the means by which they are elected, censured and dismissed shall be established in Regulation One.
3. In the event of a vacancy or an Officer of the RSMU being unable to fulfil his or her duties, the President may delegate those powers and responsibilities held by that Officer pending elections.
  1. In the event of a vacancy for President or the President being unable to fulfil his or her duties, the Vice President of Activities and Events shall become President *pro tempore* and hold all powers and responsibilities of the President pending elections.
4. In the event of a vacancy, nomination papers will be circulated within ten College days of the vacancy occurring.
5. Officers of the RSMU and any other position within the RSMU for which a date is not otherwise prescribed shall hand over to their successor on the 1<sup>st</sup> August each year.
6. No person may hold more than one Officer of the RSMU post.

#### 6. General Committee

1. The RSMU General Committee, hereinafter referred to as “the Committee”, shall be the sovereign and governing body of the RSMU. All Officers, committees, clubs and societies shall be accountable to the Committee.
2. The Committee shall receive such reports from Officers and committees that it may require with the President and the RSMU Executive Committee reporting to each Ordinary Meeting. The Committee may require any Officer and any other post-holder within the RSMU to attend and answer questions.
3. All Full Members of the RSMU may attend the Committee as an observer with full speaking rights and the right to propose and second motions and other business.
4. The membership of the Committee and its standing orders shall be established in Regulation Three.

##### Meetings

5. The Committee meetings shall be classified as Ordinary, Extraordinary or Emergency.
6. Ordinary Meetings of the Committee shall be called once per month by the President who may also call Extraordinary Meetings as necessary during term time with at least five College days notice.
7. Emergency Meetings shall be called by the President upon a request from:
  1. The President,
  2. The RSMU Executive Committee,
  3. Resolution of an Ordinary Meeting of the Committee,
  4. Twenty Full Members of the RSMU.
8. Emergency Meetings shall:
  1. Be held between two and five College days of being called.
  2. Discuss only those matters it was called to debate.
  3. Be entitled to refer back or overrule and decision or policy of the Executive Committee or other committee of the RSMU so long as it pertains to the matter under debate.

#### 7. Executive Committee

1. The Executive Committee shall be responsible for the general management of the Union and may prescribe policy subject to the direction of the Committee.
2. The President shall convene the Executive Committee at least every three weeks during term time.
3. An Emergency Meeting of the Executive Committee may be called by:
  1. A resolution of the Committee,
  2. The President, or
  3. Four other members of the Executive Committee.
4. Emergency action:
  1. The President may act on behalf of the Executive Committee, provided that these actions are reported to and approved by the Executive Committee at its next meeting.
  2. The Executive Committee may act on behalf of the Committee in matters of urgency, provided that these actions are reported to and approved by the Committee at its next meeting.

#### **8. General Meetings**

1. General Meetings are held to ensure the accountability of the RSMU to its members.
2. All Full Members of the RSMU may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 30 Full Members.
3. The standing orders and procedures for the calling and conduct of General Meetings shall follow the constitution of the ICU.
4. A General Meeting may be called by the President upon receipt of a request by:
  1. The President,
  2. The Committee or Executive Committee, or
  3. A petition signed by at least 30 Full Members of the RSMU requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
5. A General Meeting shall discuss a specific item of business only, and may:
  1. Review and refer back policy or operational policy approved by the Committee or Executive Committee, and
  2. Hold the Executive Committee Officers of the RSMU to account, and
  3. Exercise any other power granted to it by Regulations or RSMU policy.
6. A General Meeting shall be chaired by a Full Member of the ICU appointed by the Committee.

#### **9. Referenda**

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

#### **10. Committees of the Union**

1. The Committee and the Executive Committee and other committees may establish and thereafter dissolve sub-committees and may delegate powers to them or individuals save:
2. That such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
3. That a record of the delegated power shall be reported by the Chair of the delegating committee to the Committee and retained by the President.
4. The President shall be *ex officio*:
  1. A non-voting member of all RSMU clubs and societies and their committees, and

2. A voting member of all other RSMU committees and sub-committees except disciplinary, disciplinary appellate, elections and referendum committees.
5. All RSMU committees shall follow the standing orders and rules of procedure established in the constitution of the ICU.

**11. Clubs and Societies of the RSMU**

1. The RSMU shall administer Clubs and Societies in advancing its Aims and Objects.
2. Clubs and Societies shall be administered by their committees under their constitutions, which shall not contradict this Constitution or its Regulations, and governed under Policy.
3. Any Full Member of the ICU is entitled to join any RSMU club or society as a Full Member with equal rights.
4. Any Life or Associate Member of the ICU is entitled to join any RSMU club or society as an Associate Member.
5. Any Full Member shall be entitled to stand for election to the committee of the club or society.
6. New clubs and societies may be established under the policy and procedure laid down by the ICU.

**12. Finance**

1. The President is responsible through the Deputy President (Finance and Services) to the President of the ICU for the finances of the RSMU.
2. The day to day administration of the RSMU's finances shall be delegated by the President to the Honorary Junior Treasurer.
3. All constituent parts of the RSMU shall comply with the ICU Finance Regulations and Procedures.
4. There shall be an Honorary Senior Treasurer of the RSMU appointed by the ICU Council under the advice of the President, who shall oversee the financial management of the RSMU on behalf of the College. The Honorary Senior Treasurer shall bring any possible anomalies or discrepancies in the financial management of the RSMU to the attention of the President.
5. The RSMU shall produce an annual budget submission to the ICU in line with the timetable and procedure set out by the Clubs and Societies Board of the ICU.

**13. Elections**

1. Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the procedures established in Regulation Two.
2. Only Full Members of the RSMU may vote in RSMU elections. Further restrictions may apply for certain RSMU positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election, their proposers and seconders must be Full Members of the RSMU. Further restrictions may apply for certain RSMU positions as detailed elsewhere in the Constitution and Regulations.
4. The President or a nominee approved by the Executive shall be the Returning Officer for the RSMU elections, and responsible for their fair and efficient conduct.

**14. Disciplinary Action**

1. In any case where disciplinary actions may need to be taken, such actions shall be conducted in accordance with the ICU constitution and follow its rules and regulations on the necessity, and implementation, of any and all disciplinary actions to be undertaken by, or against, the RSMU or any of its members.

**15. Policy**

1. Policy of the RSMU is subordinate to policy of the ICU.
2. Policy of the RSMU shall be determined by the Committee and referenda.
3. The Executive may determine operational policy when authorized by the Committee in support of a particular RSMU or ICU policy.
4. Policy shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President or relevant committee chair should re-present the policy with amendments as appropriate before it lapses and the Committee or relevant body may vote on whether to continue the policy for the next three academic years.

**16. Interpretation**

1. Words used in this Constitution and any Regulation made or policy passed hereunder have the same meaning as in the ICU Constitution and Regulations.
2. This Constitution is bound by the Constitution and Regulations of the ICU.
3. This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.

4. The ICU Court is the ultimate body responsible for the interpretation of this Constitution, its Regulations and any policy, rule, act or omission made under it.
5. If an issue requiring an interpretation arises when the ICU Court is not meeting, the chair of a meeting, or, if present, the President may give a preliminary ruling. Preliminary rulings do not bind the ICU Court.
6. Precedent shall provide a basis for preliminary interpretations.
7. Where an interpretation involves the Constitution or Regulations of the ICU, and the matter is not resolved, it shall be referred to the ICU President in the first instance.

**17. Amendments**

1. Amendments to this Constitution may be proposed by resolution of the Committee passed by two-thirds majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.
2. Amendments to the Regulations may be proposed by resolution of the Committee passed by simple majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.

**18. Regulations**

1. The Regulations of the RSMU are:
  1. Officers of the RSMU.
  2. Elections and Referenda.
  3. Composition of RSMU Committees.
  4. Colours, Regalia and Insignia.

**19. Revocation**

1. This Constitution shall be binding on the RSMU from the 20<sup>th</sup> February, 2012.
2. From the 20<sup>th</sup> February, 2012, all previous Constitutions and Regulations are revoked.



**A. Officers of the RSMU**

1. The Officers of the RSMU shall be the:
  1. President,
  2. Honorary Secretary,
  3. Honorary Junior Treasurer,
  4. Vice-President Activities & Events,
  5. Vice-President Clubs & Societies,
  
  6. Ball Officers,
  7. Davy Bearer,
  8. Academic Liaison Officer,
  9. Pit and Publicity Officers,
  10. Regalia Officers,
  11. Sponsorship Officer,
  12. Student Welfare Officer,
  13. Website Officer.

**B. General Provisions**

1. No person may hold more than one post as an Officer of the RSMU.
2. There shall be two Ball Officers, two Regalia Officers and two Pit and Publicity Officers.
3. All posts may be held jointly except the:
  1. President,
  2. Vice-President Activities & Events,
  3. Vice-President Clubs & Societies,
  4. Honorary Secretary,
  5. Honorary Junior Treasurer.
4. An Officer of the RSMU may resign in writing to the President. The President may resign in writing to the President of the ICU.
5. The President is responsible for co-ordinating the work of the Officers of the RSMU and in the event of a vacancy or an Officer of the RSMU being unable to fulfil his or her duties the President may delegate the powers and responsibilities of that Officer.
6. No Officer of the RSMU may co-opt their position.

**B. Job Descriptions for Officers of the RSMU**

**1. President**

The President shall:

- i. Uphold the policy and further the aims and objectives of the RSMU,
  - ii. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
  - iii. Be responsible for the development and preliminary interpretation of the Constitutions,
  - iv. Be responsible to the Deputy President (Finance and Services) for all aspects of the RSMU's finances,
  - v. Be responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
  - vi. Be accountable to the ICU Council for the activities of the RSMU,
  - vii. Carry out such duties as may, from time to time, be laid down by the ICU Council or the ICU Executive Committee,
  - viii. Maintain relations between the RSMU and the ICU, College, and other committees, institutions and Unions as appropriate,
  - ix. Be responsible for the external communications of the RSMU,
  - x. Be responsible to the ICU for the RSMU's elections,
  - xi. Be responsible for discipline and grievance issues within the RSMU,
  - xii. Chair the Committee and Executive Committee,
  - xiii. Supervise and co-ordinate the work of the other Officers of the RSMU,
  - xiv. In the event of a vacancy or any Officer of the RSMU being unable to fulfil his or her duties and responsibilities, delegate those powers and responsibilities held by that Officer.
  - xv. Negotiate extra duties for RSMU Officers where appropriate.
- i.

## 2. **The Honorary Secretary**

The Honorary Secretary shall:

- i. Uphold the policy and further the aims and objectives of the RSMU,
- ii. Be responsible for the provision of Office facilities and services,
- iii. Oversee the accurate recording and compilation of all minutes of meetings of the Committee and Executive and archive full copies when appropriate.
- iv. Maintain a list of names and contact details of Officers of the RSMU, representatives and officers of RSMU clubs and societies.
- v. Maintain a current version of the Constitution and Regulations and ensure that it is available to all members of the ICU along with a full list of all RSMU policy.
- vi. Be responsible for maintaining a full record of RSMU activity during the academic year.

## 3. **The Honorary Junior Treasurer**

The Honorary Junior Treasurer shall:

- i. Uphold the policy and further the aims and objectives of the RSMU,
- ii. Be responsible to the President for the day to day management of the finances of the RSMU,
- iii. Report the financial position of the RSMU to the Executive Committee and Committee as required,
- iv. Maintain an inventory of RSMU assets and financial records as required and in accordance with the ICU Finance Regulations and Procedures,
- v. Monitor and authorize all expenditure within the RSMU in accordance with the ICU Finance Regulations,
- vi. Prepare the RSMU's budget submission to the ICU and allocate any budget awarded,
- vii. Represent the interests of RSMU members at ICU and other meetings as appropriate,
- viii. Be responsible for informing all club and society officers with financial responsibility of their duties and responsibilities.
- ix. Report any irregularities in the finances of the RSMU to the President.

## 4. **The Vice President of Activities & Events**

The Vice President of Activities & Events, hereinafter referred to as "the VP AE", shall:

- i. Uphold the policy and further the aims and objectives of the RSMU,
- ii. Be responsible for organising all major RSMU events and dinners throughout the academic year,
- iii. Be responsible for overseeing and coordinating the work of the Ball Officers,
- iv. Co-ordinate and supervise a minimum of two events in each of the autumn and spring terms to be held on an RSMU-wide basis,
- v. Work with the Honorary Junior Treasurer to ensure that proper and realistic budgets are prepared and authorized for events,
- vi. Co-ordinate the involvement of the RSMU in ICU RAG, including the organization of RAG events and representation of the RSMU to the ICU RAG committee where appropriate.

## 5. **The Vice President of Clubs & Societies**

The Vice President of Clubs & Societies, hereinafter referred to as "the VP CS", shall:

- i. Uphold the policy and further the aims and objectives of the RSMU,
- ii. Facilitate the organization of competitive and recreational sports teams within the RSMU,
- iii. Oversee the running of all Clubs & Societies within the RSMU,
- iv. Liaise with Clubs and Activities Officers from the Faculty Unions for the organization of intramural sports and activity,
- v. Encourage and support the active participation of the membership in sporting activity,
- vi. Organise the annual varsity match against Camborne School of Mines, the Bottle Match
- vii. Be responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- viii. Attend meetings of the ICU Clubs and Societies Board as the RSMU representative.

## 6. **Ball Officers**

The Ball Officers shall:

- i. Co-ordinate the organization of the RSMU Freshers' Dinner, Christmas Dinner and Final Finale, by working closely with the VP Activities & Events,
- ii. Assist with logistical planning and on-the-night execution of the events.

## 7. **Davy Bearer**

The Davy Bearer shall:

- i. Be responsible for the safe-keeping of the RSMU mascots,
- ii. Be responsible for the presence of the RSMU mascots at all RSMU bar nights and other necessary events,
- iii. Recruit assistance as necessary from the student body for the purposes of raising money for RAG via inter-Union mascotry, see Skinners Bottom, Regulation Three,

Chair the sub-committee known as "Skinners Bottom".

**8. Academic Liaison Officer**

The Academic Liaison Officer shall:

- i. Co-ordinate with the Department Representatives of the Departments to facilitate better relations between the students and staff,
- ii. Co-chair the Academic and Welfare Committee (as outlined in Regulation Three),
- iii. Encourage students to complete surveys such as the NSS and SOLE with the aim of improving student involvement in the running of their degree courses,
- iv. Work to resolve any issues or grievances experienced by students in relation to their course and encourage use of the academic support network of the ICU.

**9. Pit and Publicity Officers**

The Pit and Publicity Officers shall:

- i. Be responsible for publicizing the Union and its activities in a manner compliant with all relevant ICU policies and Regulations,
- ii. Maintain all notice-boards under the control or in the use of the RSMU,
- iii. Create and ensure the timely delivery of targeted publicity campaigns to promote and publicize specific Union events and activities,
- iv. Create and co-ordinate the delivery of an RSMU e-bulletin to promote and publicize the RSMU and its activities where appropriate.
- v. Organize the publication and distribution of the newsletter of the RSMU, which shall be called "The Pit",
- vi. Organize the publication and distribution of a Freshers' Handbook, to be distributed to all Freshers before the commencement of the Academic year,
- vii. Recruit assistance as necessary from the student body,
- viii. Archive a copy of all publications.

**10. Regalia Officers**

The Regalia Officers shall:

- i. Maintain sales and stock levels of RSMU regalia under the supervision, and in agreement, with the President and Honorary Junior Treasurer of the RSMU,
- ii. Work with the Honorary Junior Treasurer to ensure that proper and realistic budgets are authorized for all regalia orders,
- iii. Work with the Publicity Officer to market and encourage sales of RSMU Regalia.

**11. Sponsorship Officer**

The Sponsorship Officer shall:

- i. Be responsible for the co-ordination and running of sponsorship campaigns within the RSMU,
- ii. Assist and advise officers of RSMU clubs in the procurement of sponsorship,
- iii. Ensure that the RSMU's obligations to sponsors are met.

**12. Student Welfare Officer**

The Student Welfare Officer shall:

- i. Co-chair the Academic and Welfare Committee (as outlined in Regulation Three),
- ii. Act as a point of contact for students of the Departments in cases where welfare assistance is required,
- iii. Promote the welfare services provided by Imperial College, the ICU and the Faculty Union of Engineering,
- iv. Offer assistance and support to students with disabilities and/or special needs.
- v. Work with the Departmental Representatives to maintain the Buddies System throughout the year.

**13. Website Officer**

The Website Officer shall:

- i. Maintain and develop the RSMU website,
- ii. Work with the Pit and Publicity Officers and Vice President Activities and Events to ensure adequate and correct content to further the RSMU's aims and objects,

- iii. Work with the Pit and Publicity Officers and Vice President Activities and Events to maintain the presence of the RSMU within social media,
- iv. Ensure that the contact details of the Officers of the RSMU and other relevant officers are correct and accessible via the RSMU website,
- v. Ensure that the RSMU website complies with all relevant ICU and RSMU policy,
- vi. Work to ensure that the RSMU website is accessible to those with disabilities.

**A. General provisions**

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

**B. Eligibility to participate**

4. All Full Members of the RSMU may stand and vote in an election unless otherwise prescribed.
5. No current Officer of the RSMU may propose or second a candidate in an election for the position that they currently hold, though all other Full Members of the RSMU may propose or second a candidate in an election.

**C. Nominations and Timetable**

6. All elections require nominations to be publicised a week in advance, placed on a public notice-board for at least a week, with the name, year and signature of the candidate, proposer and seconders.
7. Nomination papers shall include the name and contact details of the returning officer.
8. The election shall be held within ten College days of nomination papers coming down.
9. At least 2 seconders are required for position on the Executive Committee and 1 for all other Officer positions.
10. Elections shall be by secret ballot by and from all full members of the RSMU.

**D. Campaigning and Publicity**

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

**Candidates' publicity**

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

**E. Hustings**

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

**F. Re-Open Nominations (RON)**

24. The returning officer shall appoint a RON campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.
25. In the event of
  - a) RON winning, or
  - b) a decision to re-run the entire election including nominations,Nominations shall be re-opened within ten College days and the election repeated.
26. In the event that RON commits an unfair practise it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

**G. Supervision of Elections**

27. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.
28. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.

### **Appointment of Returning Officer**

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

### **Elections Committees**

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

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

### **Observers**

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

### **Delegation**

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

### **Restriction of rights**

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

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

## **H. Objections and Unfair Practices**

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

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

### **Unfair practises**

38. It is an unfair practise to

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

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

### **Enforcement and remedies**

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

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

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

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

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

### **Appeals panel**

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

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

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

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

1.

**A. General Committee**

1. The powers and responsibilities of the General Committee are set out in the Constitution.
2. The Committee shall meet as set out in the Constitution.
3. The Committee shall consist of the:

**The Chair of the Committee**

- i. President,

**The Voting Members**

- ii. President,
- iii. Honorary Secretary,
- iv. Vice-President Activities & Events
- v. Vice-President Clubs & Societies
- vi. Honorary Junior Treasurer,
  
- vii. Ball Officers,
- viii. Davy Bearer,
- ix. Academic Liaison Officer,
- x. Pit and Publicity Officers,
- xi. Regalia Officers,
- xii. Sponsorship Officer,
- xiii. Student Welfare Officer
- xiv. Website Officer,
  
- xv. Chairs of the RSMU Clubs and Societies,
  
- xvi. The ICU President (*ex officio*),

**Permanent Observer**

- xvii. Honorary Senior Treasurer.

**B. The Executive Committee**

1. The powers and responsibilities of the Executive Committee are set out in the Constitution.
2. The Executive Committee shall meet as set out in the Constitution.
3. The Executive Committee shall consist of the:
  - i. President,
  - ii. Vice-President Activities & Events
  - iii. Vice-President Clubs & Societies,
  - iv. Honorary Secretary,
  - v. Honorary Junior Treasurer,
4. Each member is of equal status to every other member. No member is the representative of any group within the RSMU.
5. The Executive Committee shall be chaired by the President or his or her nominee.
6. The Honorary Senior Treasurer shall attend as a Permanent Observer.

**B. The Clubs and Societies Committee**

1. The Clubs and Societies Committee shall be responsible for overseeing the operation of the Clubs and Societies of the RSMU.
2. The Clubs and Societies Committee shall consider best practice on the running of student activities.
3. The Clubs and Societies Committee shall report its business to the Executive Committee and the Committee.
4. The Clubs and Societies Committee shall consist of the :
  - i. Vice-President Clubs & Societies,
  - ii. The Chairs of all RSMU Clubs and Societies,
  - iii. The ICU President (*ex officio*)
5. The Clubs and Societies Committee shall meet at least twice in each of the Autumn and Spring terms, at least once in the Summer term and additionally as required.
6. The Clubs and Activities Committee shall be convened and chaired by the Vice-President Clubs & Societies or in his or her absence a nominee

**B. Academic and Welfare Committee**



1. The Academic and Welfare Committee will oversee representation of RSMU students within their departments and is responsible to The Executive Committee.
2. The committee shall be co-chaired by the Student Welfare Officer and the Academic Liaison Officer.
3. The committee shall discuss recent meeting of ICU Council, ICU Representation and Welfare Board and Student-Staff Committee Meetings
4. The Academic and Welfare Committee will also act as a body for the promotion of social integration between students of The Departments.
5. The Academic and Welfare Committee will consist of:
  - i. President
  - ii. Academic Liaison Officer
  - iii. Student Welfare Officer
  - iv. Departmental Representatives
  - v. Departmental Society Chairs as permanent observers
6. The committee shall convene upon the request of either chairs or the President; though must gather at least two times each term.
7. All Full Members of the RSMU may attend the committee as an observer with full speaking rights and the right to propose and second motions and other business.
8. Staff representatives from the Departments are welcome to attend the committee as an observer.

**B. Departmental Society Committees**

1. There may be a Departmental Society for each department or course.
2. Each Departmental Society shall be responsible for organizing activities in furtherance of the academic, welfare and social interests of the students of the department or course.
3. Financial responsibility for the committee shall be delegated to the Departmental Society Chair and Departmental Society Honorary Junior Treasurer who shall abide to ICU financial regulations and procedures for clubs and societies.

**Membership**

4. Each committee shall consist of the following officers:
  - i. Chair
  - ii. Honorary Junior Treasurer
  - iii. Secretary
  - iv. The Departmental Representative *ex officio*,
  - v. The President *ex officio*,
  - vi. Any such other voting members that the committee may co-opt.
5. Committees may elect a member of staff, approved by the Head of Department and President, as an Honorary President of the Departmental Society. Any Honorary President so elected will be a non-voting member of the committee *ex officio*.
6. All Full Members studying a course covered by a particular Departmental Society may stand for election to and vote in the committee of that Departmental Society.
7. Elections for committee members shall be held by secret ballot and in accordance with RSMU and ICU elections regulations.
8. The Chair shall be responsible for promoting RSMU activities within their department or course.
9. The Chair shall be responsible to the President through the RSMU Honorary Junior Treasurer for the finances of the committee.

**B. Colours Committee**

10. The Colours Committee shall consider recommendations for the Colours and Awards of the RSMU in accordance with RSMU and ICU policy.
11. The full terms of reference of the Colours Committee are detailed in the ICU awards policy.
12. All individuals deemed to have served the RSMU in an exceptional manner shall be eligible to be considered for colours regardless of membership status.
13. The Colours Committee shall consist of the:
  - i. The President,
  - ii. The Honorary Secretary,
  - iii. Two members nominated from and elected by the Executive Committee,
  - iv. Two members not on the Executive Committee and nominated from and elected by the Committee.
14. The committee shall be convened and chaired by the President.

**C. "Skinners Bottom"**

15. The RSMU Mascoty Committee shall be known as "Skinners Bottom"
16. Skinners Bottom shall:

- i. Be chaired by the Davy Bearer,
- ii. Comprise full or life RSMU members selected by the Davy Bearer,
- iii. Adhere to the rules of mascotry as agreed by the RSMU, CGCU, RCSU and RAG committees,
- iv. Have a minimum membership of 3.

**A. General Regalia**

1. Regalia may feature the Emblem of the Royal School of Mines, hereinafter referred to as “the Emblem”.
2. Past and Present Members shall be entitled to wear RSMU General Regalia.

**B. Sports Regalia**

1. Sports Regalia may only be worn by past or present members of an RSMU sports team.

**C. Colours Regalia**

1. Colours Regalia may only be worn by those people who have previously been awarded Colours of the RSMU.
2. Recipients of Colours are entitled to wear Colours Regalia as follows:
  - a. Half Colours: Half Colours tie which shall be a black tie with  $\frac{1}{4}$  width gold diagonal stripes with a single silver line through each stripe.
  - b. Full Colours: Full Colours tie which shall be a black tie with  $\frac{1}{4}$  width silver, black and gold diagonal stripes.
  - c. RSM Special Awards: RSM Special Awards tie which shall be a navy blue tie with gold emblems.

**D. Insignia**

1. The insignia of the RSMU shall be the Emblem of the RSM with or without scroll.
2. The insignia of the RSMU may be printed in colour or monochrome.
  - a. Emblem with scroll: The design and colours for the emblem shall be as follows:



- b. Emblem without scroll: The design and colours for the emblem without scroll shall be as follows:

