

Silwood Park Union Constitution

1. Name and Status

1. The student's union of the Silwood Park Campus of Imperial College London shall be known as the Silwood Park Union, hereinafter referred to as "the SPU".
2. The SPU shall be a Campus Union of the Imperial College Union ("ICU") or the 'Union'.

2. Aims and Objects

1. The aims and objects of the SPU shall be:
 1. The promotion of recreational and social activity at Silwood Park,
 2. The promotion of environmental awareness and sustainable living at Silwood Park,
 3. The lobbying for appropriate social, recreational, educational and welfare facilities and support for students at Silwood Park.
2. In pursuing its aims and objects, the SPU 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 SPU, as provided in the following categories. Membership of the ICU or SPU entitles the holder to make use of all facilities, amenities and services of the SPU.

2. Full Members

1. All registered students of Imperial College London studying at Silwood Park are Full Members of the SPU.
2. Only Full Members of the ICU are entitled to receive any form of subsidy from the SPU.
3. Only Full Members of the SPU are entitled to participate in the government of the SPU.

3. Honorary Members

1. The SPU may confer honorary membership upon those persons deemed to have served the SPU in a positive manner. The terms under which persons are elected to honorary membership shall be set out in policy.

4. Government of the SPU

1. Only Full Members of the SPU are permitted to participate in the government of the SPU, 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 SPU 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 SPU 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 SPU may stand for office in the SPU 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 SPU 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.

5. Opting Out

1. Any student shall have the right not to be a member of the SPU and signify that he or she does not wish to be represented by it.
2. The SPU 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 SPU.
4. A person who has opted out of the SPU 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 SPU and its clubs and societies may affiliate to any organization which furthers its aims, subject to a resolution of the Executive Committee.

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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 SPU 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 SPU 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 SPU**
1. The Officers of the SPU shall be the President and other Officers who shall be Full Members of the SPU.
 2. The titles and duties of the officers of the SPU 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 SPU 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 Treasurer or Secretary 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 SPU and any other position within the SPU for which a date is not otherwise prescribed shall hand over to their successor on or by the 15th October each year.
 6. No person may hold more than one Office of the SPU.
6. **General Committee**
1. The SPU General Committee, hereinafter referred to as “the Committee”, shall be the sovereign and governing body of the SPU. 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 SPU Executive Committee reporting to each Ordinary Meeting. The Committee may require any Officer and any other post-holder within the SPU to attend and answer questions.
 3. All Full Members of the SPU 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 SPU Executive Committee,
 3. Resolution of an Ordinary Meeting of the Committee,
 4. Twenty Full Members of the SPU.
 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 SPU 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. Two other members of the Executive Committee.
 4. Emergency action:

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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 SPU to its members.
2. All Full Members of the SPU may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 10 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 10 Full Members of the SPU 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 SPU to account, and
 3. Exercise any other power granted to it by Regulations or SPU policy.
6. A General Meeting shall be chaired by a Full Member of the ICU appointed by the Committee.

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

10. Finance

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

11. 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 the ICU Constitution.
2. Only Full Members of the SPU may vote in SPU elections. Further restrictions may apply for certain SPU positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election, their proposers and seconders must be Full Members of the SPU. Further restrictions may apply for certain SPU 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 SPU elections, and responsible for their fair and efficient conduct.

12. 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 SPU or any of its members.

13. Policy

1. Policy of the SPU is subordinate to policy of the ICU.
2. Policy of the SPU 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 SPU 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.

14. 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.

15. 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.

16. Regulations

1. The Regulations of the SPU are:
 1. Officers of the SPU.
 2. Composition of SPU Committees.
 3. SPU Colours and Logo.

17. Revocation

1. This Constitution shall be binding on the SPU from the 21st June, 2012.
2. From the 21st June, 2012, all previous Constitutions and Regulations are revoked.

Regulation One – Officers of the SPU

A. Officers of the SPU

1. The Officers of the SPU shall be the:
 1. President,
 2. Honorary Junior Treasurer,
 3. Honorary Secretary,
 4. Transport officer,
 5. Education Officer,
 6. Welfare Officer,
 7. Sports Officer,
 8. Events Officer(s),
 9. International Officer(s),
 10. Activity Chairs,
 11. Master and PhD course representatives.

B. General Provisions

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

C. Job Descriptions for Officers of the SPU

1. President

The President shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- 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 SPU'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 responsible to the Deputy President (Education and Welfare) for the education and welfare issues of their members,
- vii. Be accountable to the ICU Council for the activities of the SPU,
- viii. Carry out such duties as may, from time to time, be laid down by the ICU Council or the ICU Executive Committee,
- ix. Maintain relations between the SPU and the ICU, College, and other committees, institutions and Unions as appropriate,
- x. Be responsible for the external communications of the SPU,
- xi. Be responsible to the ICU for the SPU's elections,
- xii. Be responsible for discipline and grievance issues within the SPU,
- xiii. Chair the Committee and Executive Committee,
- xiv. Supervise and co-ordinate the work of the other Officers of the SPU,
- xv. In the event of a vacancy or any Officer of the SPU being unable to fulfil his or her duties and responsibilities, delegate those powers and responsibilities held by that Officer.
- xvi. Negotiate extra duties for SPU Officers where appropriate.

2. Honorary Junior Treasurer

The Honorary Junior Treasurer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Be responsible to the President for the day to day management of the finances of the SPU,

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- iii. Report the financial position of the SPU to the Executive Committee and Committee as required,
 - iv. Maintain an inventory of SPU assets and financial records as required and in accordance with the ICU Finance Regulations and Procedures,
 - v. Monitor and authorize all expenditure within the SPU in accordance with the ICU Finance Regulations,
 - vi. Prepare the SPU's budget submission to the ICU and allocate any budget awarded,
 - vii. Apply for any grants and sponsorships for the SPU,
 - viii. Represent the interests of SPU members at ICU and other meetings as appropriate,
 - ix. Be responsible for informing all club and society officers with financial responsibility of their duties and responsibilities.
 - x. Report any irregularities in the finances of the SPU to the President.
3. **Honorary Secretary**
The Honorary Secretary shall:
- i. Uphold the policy and further the aims and objectives of the SPU,
 - ii. Oversee the accurate recording and compilation of all minutes of meetings of the Committee and Executive and archive full copies when appropriate,
 - iii. Maintain a list of names and contact details of Officers of the SPU, representatives and officers of SPU clubs and societies,
 - iv. 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 SPU policy,
 - v. Maintain and update the SPU website and social networking groups,
 - vi. Be responsible for maintaining a full record of SPU activity during the academic year.
4. **Transport Officer**
The Transport Officer shall:
- i. Uphold the policy and further the aims and objectives of the SPU,
 - ii. Be responsible for the administration of the Silwood Park Union minibus.
 - iii. Carry out student and academic minibus booking and invoicing.
 - iv. Carry out minibus maintenance checks and report any issues to the President.
 - v. Be responsible for maintaining driver details and training and registering new drivers.
 - vi. Ensure that student weekly shopping trips are held.
5. **Education Officer**
The Education Officer shall:
- i. Uphold the policy and further the aims and objectives of the SPU,
 - ii. Co-ordinate with the Master and PhD course reps, the Departmental and Faculty teaching committees and the ICU to improve educational provision at Silwood Park,
 - iii. Encourage students to complete college and ICU education surveys 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.
6. **Welfare Officer**
The Welfare Officer shall:
- i. Uphold the policy and further the aims and objectives of the SPU,
 - ii. Act as a point of contact for students at Silwood Park in cases where welfare assistance is required,
 - iii. Co-ordinate with the Wardening team, course convenors, tutors at Silwood Park and ICU to maintain and improve welfare provision at Silwood Park,
 - iv. Promote the welfare services provided by Imperial College and the ICU,
 - v. Offer assistance and support to students with disabilities and/or special needs,
 - vi. Maintain the 'Silwood Families' support network.
7. **Sports Officer**
The Sports Officer shall:
- i. Uphold the policy and further the aims and objectives of the SPU,
 - ii. Co-ordinate sport activity at Silwood Park,
 - iii. Be responsible for the purchase and replacement of sports equipment,
 - iv. Liaise with Imperial College about the upkeep of sports facilities at Silwood Park.

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8. **Events Officer(s)**

The Events Officer(s) shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Be responsible for organising social events at Silwood Park,
- iii. Submit budgets for events to the Honorary Junior Treasurer,
- iv. Liaise with Silwood Halls Representatives if events are run in conjunction with Silwood Halls.

9. **International Officer(s)**

The International Officer(s) shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Represent the needs of International Students at Silwood Park,
- iii. Organise cultural events.

10. **Activity Chairs**

Activity Chairs shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Co-ordinate individual recreational activities at Silwood Park,
- iii. Submit a budget for their activity to the Honorary Junior Treasurer at the beginning of November and ensure that ICU grant allocated to them is spent appropriately.

11. **Master and PhD Representatives**

Master and PhD Representatives shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Include representatives for each Masters course and PhD cohort year,
- iii. Attend staff-student meetings and represent the views of fellow students,
- iv. Report to the Educational Officer issues relating to educational provision,
- v. Take part with ICU representation initiatives.

Regulation Three – Composition of SPU Committees

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. Honorary Junior Treasurer,
 - v. Transport officer,
 - vi. Education Officer,
 - vii. Welfare Officer,
 - viii. Sports Officer,
 - ix. Events Officer(s),
 - x. International Officer(s),
 - xi. Activity Chairs,
 - xii. Master and PhD course representatives,
 - xiii. The ICU President (*ex officio*).
 - Permanent Observer**
 - xiv. 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. Honorary Secretary,
 - iii. Honorary Junior Treasurer.
4. Each member is of equal status to every other member. No member is the representative of any group within the SPU.
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.

C. Silfest Committee

4. The Silfest Committee shall be responsible for the organisation and running of the music festival 'Silfest' held annually at Silwood Park,
5. The Silfest Committee should consist of the:
 - i. Silfest Chair,
 - ii. Silfest Music Officer(s),
 - iii. Silfest Publicity Officer(s),
 - iv. Silfest Entertainments Officer(s),
 - v. Silfest Food and Drink Officer(s).
6. Committee members will be elected in an SPU General Meeting in March
7. Committee members should not be elected from the Executive Committee.
8. The Committee will meet at least every fortnight before the event.

A. Colours Committee

1. The Colours Committee shall consider recommendations for the Colours and Awards of the SPU in accordance with SPU and ICU policy.
2. The full terms of reference of the Colours Committee are detailed in the ICU awards policy.
3. All individuals deemed to have served the SPU in an exceptional manner shall be eligible to be considered for colours regardless of membership status.
4. The Colours Committee shall consist of the:
 - i. The President,
 - ii. The Honorary Secretary,
 - iii. The Honorary Junior Treasurer
 - iv. Three members not on the Executive Committee, nominated from and elected by the Committee.
5. The committee shall be convened and chaired by the President.

Regulation Four – Logo of Silwood Park Union

1. The logo of Silwood Park Union shall be as follows:

