

# Imperial College Union Constitution

## 1. Name and Status

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

## 2. Aims and Objects

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

## 3. Membership

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

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

#### 4. **Affiliation**

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

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

1. The Officers of the Union shall be the President and Deputy Presidents, who shall be Sabbatical Officers on conditions approved by Imperial College, and non sabbatical Officers who shall be Full Members of the Union.
2. The President shall be the chief executive officer and representative of the Union.

3. The titles and duties of the Officers of the Union and the means by which they are elected, censured and dismissed shall be established in the Regulations.
4. No person shall hold sabbatical office in the Union for more than two full academic years. No person who held sabbatical office during an undergraduate or postgraduate course may hold sabbatical office until their entire course is completed to the satisfaction of Imperial College.
5. No person may hold more than one Officer of the Union post.

#### 6. **The Trustee Board**

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

#### 7. **The Council**

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

c. 100 Full Members of the Union.

8. **Management Board**

1. The **Management Board** shall be the paramount executive body and is responsible for the overseeing the general day to day management of the Union and co-ordinating the Union's affairs.
2. **Management Board** shall:
  - a. Advance the aims and objects of the Union,
  - b. Comply with and implement Union policy,
  - c. Set operational policy, which should be reported to Council at its next meeting.
  - d. Oversee the day-to-day running of the Union and the co-ordination of its activities,
  - e. Establish principles for the fair allocation of the resources available to the Union, after consultation with the Council,
  - f. Allocate financial resources,
  - g. Monitor financial performance against budget,
  - h. Receive the audited annual accounts of the Union and report their findings to the Trustee Board and, for information, the Council,
  - i. Monitor the performance of the trading outlets, services and retail facilities of the Union,
  - j. **Be responsible for maintenance of the Health and Safety Policies of the Union, acting as its Health and Safety Committee,** and
  - k. Receive a report in respect of any incident affecting Health and Safety at the Union each ordinary meeting.
3. The **Management Board** shall:
  - a. consist of the **Executive Officers**, have a quorum of **three** members, and
  - b. meet at least every month.
4. The Union **Managing Director, Union Senior Managers** and a Union Honorary Senior Treasurer shall be permanent observers of the **Management Board**.
5. In matters of urgency, the **Management Board** may act on behalf of the Council with its authority in any matter except those requiring at least a two-thirds majority, provided all such actions are reported to and approved by the Council at its next meeting.
6. An emergency meeting of the **Management Board** **must meet within two College days of being called. It** may be called by:
  - a. The Trustee Board,
  - b. The Council,
  - c. The Court,
  - d. The President, or
  - e. Three other members of the **Management Board**,

9. **The Court**

1. The Court shall exercise paramount power over:
  1. The interpretation of this Constitution, its Regulations and any reserved matter, policy, rule, act or omission made under it;
  2. The administration of and resolution of any dispute in individual elections or referenda,
  3. Disciplinary matters, though not relating to staff or Trustees nor extending to dismissal in any other part of the Union,
  4. Its own administration.
2. The Court shall perform such other judicial, investigative or disciplinary roles as may be allocated to it by the Regulations or any policy or rule.
3. The Court shall not manage or exercise policy-making powers over any other part of the Union.
4. Decisions of the Court bind the whole Union, or such constituent part of it as may be defined by the Court. An interpretation of a rule has the same status as the rule itself.

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5. The Court's jurisdiction shall not be restricted except over the Trustee Board and staff matters to the extent set out in the Regulations.
6. Members of the Court shall adhere to a code of conduct approved by the Court and the Trustee Board.
7. No member of the Court may simultaneously be:
  - i. an Officer of the Union or Felix Editor,
  - ii. a member of the Trustee Board (except if *ex officio*), Council, ~~Management Board~~, Clubs and Societies Board, ~~the Education or Welfare Boards~~,
  - iii. a member of the permanent Union staff, or
  - iv. an Honorary Senior Treasurer.
8. The Court may include Life Members and one member of the Imperial College academic, academic-related or senior administrative staff under terms established in the Regulations. No such Life Member shall have their life membership suspended or removed unless they are first removed from the Court.
9. Regulations may provide for an appeal within the Court and from the Court to the Trustee Board, under such circumstances as established in the Regulations.

#### 10. General Meetings

1. General Meetings are held to ensure the accountability of the Union to its members.
2. All Full Members of the Union may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 200 Full Members.
3. The standing orders and procedures for the calling and conduct of General Meetings shall be established in the Regulations.
4. A General Meeting may be called by:
  1. The President,
  2. The Council Chair upon receipt of a request by:
    - a. The Trustee Board, Council, ~~Management Board~~ ~~Management Board~~ or Court, or,
    - b. A petition signed by at least 200 Full Members of the Union requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
    - c. An Executive Officer, the Felix Editor or the Court Chair appealing a Censure or No Confidence Motion.
  3. A General Meeting shall discuss a specific item of business only, and may:
    - a. Review and refer back policy or operational policy approved by the Council, ~~Management or~~ Clubs and Societies Board, ~~respectively~~, and
    - b. Hold the ~~Executive~~ Officers and Felix Editor to account,
    - c. Remove a non *ex-officio* Trustee, and
    - d. Exercise any other power granted to it by Regulations or Union policy.

#### 11. Referenda

1. Referenda, in which all and only Full Members of the Union may vote, shall be the last resort in deciding policy of the Union,
2. A referendum may be called by:
  1. ~~Five per cent~~ of the Full Membership of the Union, or
  2. The Council by two thirds majority,
3. A referendum called within twenty College days before the end of the Summer Term shall be disregarded.
4. A motion for referendum shall relate to a single issue and have a 'yes' or 'no' resolution.
5. A petition for a referendum under 11.2.1 shall include names, years, departments and signatures or College identification numbers ("CIDs") of the petitioners and

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shall be received by the President. The constitutionality of the petition must be resolved by the Court prior to the referendum proceeding.

6. No issue that has been put to referendum can be the topic of another referendum in the same academic year.
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 Union, 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.

## 12. Committees of the Union

1. In addition to the Trustee Board, Council, Management Board, and Court, there shall be the following standing committees of the Union:
  1. The Clubs and Societies Board,
  2. Clubs and Societies Committees,
  3. President's Committees,
  4. Constituent Unions
  5. Campus Unions
2. The Committees of the Union, except for the Clubs and Societies Board, shall be known as Management Groups.

### Delegation

3. The Council, Management Board and the standing committees may establish and thereafter dissolve sub-committees and delegate powers to them or individuals save:
  1. that such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
  2. that a record of delegated power shall reported by the Chair of the delegating committee to the Council and retained by the President.
4. All Union committees shall follow the standing orders and rules of procedure established in the Regulations.
5. The chair or president of the standing committees shall be required to make such reports to Council as it may require, which shall be at least once per year.
6. The provisions in 12.2 to 12.4 do not apply to the Trustee Board or the Court, which delegate under their own rules.
7. The Sabbatical Officers shall be *ex-officio*:
  1. Non-voting members of clubs and societies and their committees,
  2. Non-voting members of the Faculty Unions and their committees,
  3. Non-voting members of the Constituent and Campus Unions and their committees, and
  4. Voting members of all other Union committees, except the Trustee Board, Court, disciplinary, disciplinary appellate, elections and referenda committees.

## 13. The Constituent Unions

1. The Constituent Unions are the students' unions modelled upon the former institutions which combined to make Imperial College. They are integral parts of the Union.
2. The Constituent Unions are defined as: The City and Guilds College Union, Imperial College School of Medicine Students' Union, The Royal College of Science Union, The Royal School of Mines Union and the Graduate Students' Association.
3. All students are automatically represented by one Constituent Union only. Students may join additional constituent Unions, if the Constituent Union allows additional membership.
4. The constitutions of the Constituent Unions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Management Board, which shall either

accept the amendments or refer them to the Council for consideration.

14. **The Campus Unions**

1. The Campus Unions are the students' unions for postgraduate students who study at campuses outside of South Kensington.
2. The Campus Unions are defined as: Silwood Park Union.
3. Students may be represented by both a Constituent and Campus Union.
4. The Campus Unions' constitutions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Management Board, which shall either accept the amendments or refer them to the Council for consideration.

15. **Finance**

1. The President is responsible through the Trustee Board to the Imperial College Council for the finances of the Union.
2. The day to day administration of the Union's finances shall be delegated by the President to a Deputy President with responsibility for finance.
3. The Council shall establish Regulations for the financial management of the Union, provided that no alteration to these Regulations shall take effect until approved by the Imperial College Council on the recommendation of the College Audit Committee.
4. The Union's accounts shall be approved by the Trustee Board and the College Audit Committee prior to approval by the Imperial College Council, and made available to the public.
5. There shall be a Union Honorary Senior Treasurer appointed by the Council and approved by the Rector, who shall specifically approve the Union's budget and monitor expenditure on behalf of the Imperial College Council, and exercise other duties established in the Financial Regulations.
6. In so far as it furthers the aims and objects of the Union, the Union may accumulate financial reserves to invest in capital projects.

16. **Elections**

1. Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the procedures in the Regulation Four.
2. Only Full Members of the Union may vote in Union elections. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election must be Full Members of the Union. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
4. All Full Members of the Union may stand for and vote in Sabbatical Officer, Student Trustee and Felix Editor elections, which shall be by College-wide secret ballot.

17. **Personnel**

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

18. **Discipline**

1. Misconduct in the Union is dealt with in the following ways depending on the individual concerned (refer to Union Disciplinary Policy and Regulation Seven):
  1. Misconduct, negligence or failure to maintain the confidence of the Council by Officers of the Union and others holding elected or unpaid

appointed office in any part of the Union or misconduct by members of the Court may be dealt with by the Council, its committees or the Court under Regulations; this may include censure, suspension or dismissal. Those holding sabbatical office or otherwise deriving employment from office may only be finally dismissed by the Trustee Board.

2. Misconduct by any member or officer of the Union or staff may be dealt with by or under the authority of the Trustee Board.
  3. Misconduct by students of a non-academic nature shall be dealt with by the Union under Union policy approved by the Imperial College Council, which forms part of the College Code of Discipline for students.
  4. Misconduct by Associate or Life Members shall be dealt with under Union policy, which may include their expulsion from the Union.
  5. Misconduct by Union staff shall be dealt with by the President and Union Managing Director through the line management structure, under policy established by   or under the authority of   the Trustee Board.
2. Regulations may stipulate that a person dismissed from office or guilty of misconduct in an election or referendum may be prohibited from election or appointment to that or any other office.
  3. Those found guilty in ponts 1-4, may appeal to the Court,

#### 19. Policy and reserved matters

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

#### 20. Interpretation

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

#### 21. Relationship with Imperial College

1. Under the Education Act 1994, the relationship between the Union and Imperial College is defined in the Code of Practice, which is a College Ordinance. Those



matters set out in the Education Act 1994 are to be approved by the Imperial College Council after due consultation with the Union. All other matters set out in the Code of Practice are to be agreed between the College and the Union.

**22. Amendment**

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

**23. Regulations**

1. The Regulations of the Union shall be:
  1. Trustee Board.
  2. Union Court.
  3. Officers of the Union.
  4. Elections and Referenda.
  5. Composition of Union Committees.
  6. Standing Orders for all Union meetings.
  7. Disciplinary Procedure.
  8. Finance.
  9. Code of Practice

**24. Revocation**

1. This Constitution shall be binding on the Union from the 1st August ~~2012~~.
2. From the 1st August ~~2012~~ all previous constitutions and regulations are revoked.

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# Regulation One – Trustee Board

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## A. Duties of the Trustee Board

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

## B. Appointment of Trustees and Chair

6. The composition of the Trustee Board is established in the Constitution.
- Trustees**
7. The Trustees *ex officio* shall be appointed automatically as Trustee upon taking office in the position deriving Trustee status.
- ~~8. Two of the Student Trustees (i.e. those referred to in section 6.3.4 of the Constitution and excluding Trustees *ex officio*) shall be the Elected Trustees. They shall be elected by and from the Full Membership under the Election Regulations concurrently with the Sabbatical elections.~~
- ~~9. The remaining two Student Trustees shall be the Nominated Trustees. They shall appointed by the Council. The appointments will be:
  1. From the Full Membership of the Union;
  2. Made by the Union Council in their last meeting of the Year,
  3. On the advice of the Trustee Board Nominations and Remunerations sub-committee, that has responsibility for finding lay trustees. This committee will compile the applications and provide all to the Union Council with a recommendation.~~
10. The Lay Trustees, who shall be natural persons, shall be appointed by the Council for a term of up to three years, which may be renewed until they have served for six years.

11. One Lay Trustee shall upon initial appointment be a member of the Imperial College Council.
12. A term of office as Student or Lay Trustee starts by default upon the 1<sup>st</sup> August.

#### **Chair**

13. The Chair of the Trustee Board shall be elected by the Board for a term of one year following the 1<sup>st</sup> August. A term may be renewed.
14. The Chair shall not be one of the Trustees *ex officio*.
15. If the Chair is absent at the start of a meeting, the Board may nominate a replacement for that meeting (which may include a Trustee *ex officio* but not the President).

#### **Secretary**

16. The Trustee Board shall appoint a Secretary to the Trustee Board, who shall not be a Trustee. The Secretary shall be responsible to the Trustee Board through its Chair. If the Secretary has other administrative or executive duties in the Union, he or she shall be responsible to the President, Council Chair or Court Chair as appropriate in relation to them.

#### **Induction**

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

#### **Code of Conduct**

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

#### **Validity**

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

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

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

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

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

## E. Trustees' Committees

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

## F. Payments and conflicts of interest

### Payments to Trustees

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

### Conflicts of Interest

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

## G. Disqualification and removal of Trustees

44. A person is disqualified from holding office as Trustee if:

1. He or she is a member of the Council, ~~Management Board, Court, or Clubs and Societies Board~~ (unless as a Trustee *ex officio*),
  2. He or she is a member of the Union permanent, part time or casual staff,
  3. He or she is employed by Imperial College, unless employed on a casual basis, or as a Professor of at least three years' standing who is a member of the College Council.
  4. He or she is not a Full Member of the Union, unless he or she is a Lay Trustee or the Court Chair as a Life Member,
  5. He or she is a Full Member of the Union in the case of a Lay Trustee,
  6. He or she is subject to an electoral disqualification, or
  7. He or she is prohibited by operation of law from being a Trustee,
45. A Trustee shall cease to hold office as Trustee if:
1. His or her term of office as a Trustee or in a post conferring *ex officio* Trustee status comes to an end and is not renewed;
  2. He or she resigns as Trustee,
  3. He or she is a Trustee *ex-officio* and has resigned, been dismissed or removed from the office from which they derived their status as Trustee,
  4. He or she does not attend three ordinary meetings within twelve months, irrespective of apologies,
  5. He or she is removed by resolution of two-thirds of the Trustee Board,
  6. He or she is not a Trustee *ex-officio* and is removed by resolution by two-thirds majority of the Council or a General Meeting under Regulation Seven, or
  7. He or she, during the course of office as Trustee, becomes or is disqualified under paragraph 43.
46. A Trustee who is seeking election as a Sabbatical Officer shall not exercise the office of Trustee during the course of the election until it is concluded. The election shall for the purposes of this paragraph run between the Trustee having placed his or her name on the nomination paper and the declaration of the result with no appeal outstanding.
47. A Trustee *ex-officio* upon resignation as a Trustee is deemed to have resigned from the post from which he or she derived his or her status as Trustee.
48. A Trustee *ex-officio* who is removed as a Trustee (except under paragraphs 44.1, 44.2 or 44.3 above) shall not automatically be removed from the office from which he or she derived *ex officio* Trustee status. This does not prevent any separate action to suspend or dismiss the person.

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# Regulation Two – Union Court

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## A. Jurisdiction

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

## B. Membership

9. The Court shall consist of members appointed in the following manner:
  1. Five Full Members of the Union nominated by the Management Board and approved by the Council.
  2. Three Life Members of the Union nominated by the Management Board and approved by the Council,
  3. One member of the academic, academic-related or senior administrative staff of Imperial College, of a rank equivalent to that of Senior Lecturer or above, nominated by the Council and approved by the Rector.
10. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.
11. Each Faculty Union shall have one place reserved among the Full Members. Those who are not members of any Faculty Union will be treated for the purposes of this election as members of the Faculty Union which otherwise has the smallest number of Full Members.

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

### **C. Administration**

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

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

23. A case may be requested by such people or bodies and in such circumstances as may be prescribed in standing orders. When the Court hears a case it shall be composed of a panel drawn from the membership of the Court.
24. A nominee of the Court Chair may, prior to a case being commenced, make any direction (including a specified compulsory direction) or interim order pending commencement, subject to standing orders.
25. A panel, unless it is one person sitting alone, must contain at least one Full Member of the Union. Standing orders may provide for panel chair's action on its behalf in specified circumstances.
26. The Court may make directions for the management of a case, administratively or in a hearing, subject to standing orders. Such directions may govern the agenda, time limits, advance notice, adjournments of or bringing forward hearings, submissions or evidence received, agreement of facts, narrowing any contested issue, excluding irrelevant issues, consolidation or severance of cases, or any other matter. A direction may specify the consequences of a breach, and be subject to conditions.
27. The Court may make specified compulsory directions:
  1. Any person holding a post in the Union including staff may be required by direction to attend a Court hearing and answer questions.
  2. The Court may require the production of any document or item, or copies thereof, created or held by the Union or any person holding office including staff within it in their capacity as such.
  3. The Court may require the searching of any premises administered by the Union under the Code of Practice. Such a direction may only apply to the offices of permanent staff with the consent of the President or Union **Managing Director**.
28. A breach of a specified compulsory direction (which includes a lack of open candour in complying with it) may result in the Court making disciplinary referrals or penal orders. A breach of any type of direction may result in issues or evidence being excluded, further directions made, or a hearing being discontinued.

## F. Determinations and reports

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

## G. Orders

34. In a determination, the Court may make no order, or make one or more of the following orders:
  1. A declaration of what the Constitution, its Regulations and any policy or rule means, and its consequences,
  2. Quash a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful,
  3. Suspend a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful, until such time as may be specified,
  4. Remit a decision back to a person or part of the Union with its opinion or ruling,
  5. Require a committee or person which improperly avoided or dismissed a motion to reconsider it, and may set aside any time limit if fair to do so,
  6. Summon an emergency meeting of any committee in the Union,



7. Mandate an officer, post-holder or committee to act in accordance with the Constitution, its Regulations and any policy or rule, or prohibit them from breaching it,
  8. Refer any matter to the Trustee Board,
  9. Replace the decision of a returning officer, supervisory authority, elections or referendum committee with any other that they would have been authorised to make,
  10. Require or authorise a meeting in another part of the Union to be in open or closed session,
  11. Propose a motion of censure or no confidence to the Council or any other committee entitled to pass it,
  12. When acting as a disciplinary tribunal, exercise such disciplinary or other authority as delegated by the Trustee Board,
  13. Make a penal order,
  14. Authorise a more senior budget holder to spend out of a subsidiary budget,
  15. Declare that a publication complaint was upheld, dismissed or that sufficient remedial action was offered,
  16. Order that a publication against which a complaint is upheld must print or publish the result and reasoning behind it with due prominence,
  17. Make any order which the Press Complaints Commission is entitled to make in respect of a member publication, except for awards of money,
  18. Make any other order which a Regulation, policy or rule permits, or
  19. Make any order which is necessary or expedient to give effect to another order which the Court is entitled to make.
35. Any order is discretionary. The fact that a breach of a rule has been found does not require the court to make further orders. The Court may also make recommendations to any person or body.
36. The Court may apply a time limit to any order, or make it subject to conditions. An order in relation to any policy, rule, decision, act or omission may apply to a proposal or suggestion to implement the same.
37. The Court may not make any order:
1. Relating to matter outside the jurisdiction of the Union under the Constitution and Code of Practice,
  2. Requiring, in the opinion of the Court, the Union or any person to act unlawfully, including any contractual breach or tort,
  3. Quashing or suspending a resolution of the Trustee Board or a Trustees' Committee, or
  4. In respect of any matter for which a time limit has expired under the Regulations or standing orders.
38. The Court may not make any mandatory or prohibiting order:
1. in respect of the Council,
  2. in respect of a person's choice of vote,
  3. directly requiring any person to authorise or not authorise anything under the Finance Regulations,
  4. upon a member of the Union staff; any such order being made upon the President instead, or
  5. in respect of an act which a person with responsibility for Health and Safety in the Union reasonably declares would impose legal liability on them or the Union, and whose declaration is not countermanded by a more senior authority.
39. If a proposal for a censure or no confidence is made, it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. Directions or orders may be made in relation to calling and scheduling the committee to hear it at any time which the Court may establish, though any such meeting must be held at least one week after the proposal is made.
40. A penal order may be imposed upon any constituent part of the Union apart from the Trustee Board, Council, Management Board, commercial services, individual members or staff. It may include suspension, freezing of budget (subject to the President or Deputy President (Student Development) authorising expenditure for the performance of a legal obligation) and a prohibition on use of room bookings or other Union facilities.

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41. A penal order made in relation to a breach of a specified compulsory direction may apply to any constituent part of the Union allowable above, for which an individual breaching a direction is the chair, treasurer, secretary, other post-holder or member if the breach is relevant to that constituent part of the Union.
42. A penal order may be reduced or rescinded by the Trustee Board.



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# Regulation Three - Officers of the Union

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## **A. Officers of the Union**

1. The Officers of the Union shall be the:

### **The Executive Officers**

1. President,
2. Deputy President (Activities),
3. Deputy President (Education),
4. Deputy President (Postgraduates)
5. Deputy President (Student Development),
6. Deputy President (Welfare),
  
7. Council Chair

### **The Constituent and Campus Union Presidents**

8. President of the City and Guilds College Union,
9. President of the Imperial College School of Medicine Students' Union,
10. President of the Royal College of Science Union,
11. President of the Royal School of Mines Union,
12. President of the Silwood Park Union,
13. President of the Graduate Student's Association

### **The Management Group Chairs**

14. Arts and Entertainments Board Chair,
15. Athletics Clubs Committee Chair,
16. Media Group Chair,
17. Overseas Societies Committee Chair,
18. Recreational Clubs Committee Chair,
19. Social Clubs Committee Chair,
20. RAG Chair,
21. CAG Chair,

### **The Constituent Union Academic and Welfare Officers**

22. City and Guilds College Union Academic Affairs Officer,
23. City and Guilds College Union Welfare Officer,
24. Imperial College School of Medicine Students' Union Welfare Officer,
25. Imperial College School of Medicine Students' Union Academic Affairs Officer for Years 1, 2 and Graduate Entry Programme; Years 3, 5 and 6; and Year 4 and Biomedical Sciences; acting as one Officer.
26. Royal College of Science Union Academic Affairs Officer,
27. Royal College of Science Union Welfare Officer,
28. Royal School of Mines Academic Officer,
29. Royal School of Mines Welfare Officer,
30. Graduate Students' Association Academic Affairs Officer (Engineering),
31. Graduate Students' Association Academic Affairs Officer (Physical Sciences),
32. Graduate Students' Association Academic Affairs Officer (Life Sciences),
33. Graduate Students' Association Academic Affairs Officer (Medicine),
34. Graduate Students' Association Academic Affairs Officer (Non-Faculty),

## The Union Welfare Officers

35. BME (Black and Minority Ethnic) Officer.
36. Disabilities Officer.
37. Environmental Officer.
38. Gender Equality Officer.
39. Interfaith Officer.
40. International Officer.
41. LGBT (Lesbian, Gay, Bisexual and Transgender) Officer.

## B. Student Development Register of Interests.

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

## C. Job Descriptions for the Executive Officers and the Felix Editor

51. The **President**  
The Union President shall:
  - i. Execute the policy and further the aims and objects of the Union,
  - ii. Be the ultimate representative of the Union,
  - iii. Be the chief executive officer of the Union,
  - iv. Be responsible for the activities of the Union,
  - v. Act as a Trustee *ex-officio*,
  - vi. Be responsible to the Trustee Board for the Union's Elections,
  - vii. Be responsible for constitutional development and preliminary interpretation,
  - viii. Be responsible for the finances of the Union,

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- ix. Be responsible for staffing and discipline issues,
- x. Be the manager of the other Executive Officers in their role as employees and co-ordinate their work and that of the non-sabbatical Officers of the Union,
- xi. Be the manager of the Felix Editor and other holders of sabbatical office, in their role as employees, without prejudice to their operational and representative independence,
- xii. Delegate the duties and responsibilities of Officers in the case of vacancies of if any Officer is unable to carry out their duties,
- xiii. Be responsible for the work of the Management Board,~~Management Board,~~
- xiv. Chair relevant Union Committees,
- xv. Liaise with Union and College staff as appropriate,
- xvi. Represent the Union on external committees as appropriate,
- xvii. Be responsible for Health and Safety across the whole Union,
- xviii. Report to Union Committees as appropriate, and
- xix. Negotiate extra duties for Union Officers where appropriate.

## **52. Deputy President (Activities)**

The Deputy President (Activities) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for the effective co-ordination and representation of Union Clubs and Societies, in conjunction with the relevant Union committees,
- iv. Be the Chair of the Clubs and Societies Board and any other relevant Deputy President's Committee,
- v. Be responsible to the President for Health and Safety issues within Clubs, Societies and Projects, Be responsible for the organisation of Freshers' Fair,
- vi. Liaise with the Student Activities Manager to ensure that appropriate support is being given to all Union Clubs, Societies and Projects,
- vii. Liaise with other Union and College staff as appropriate,
- viii. Liaise with Student Hubs (Imperial) as appropriate,
- ix. Attend the relevant Union Committees,
- x. Represent the Union on external committees, as appropriate,
- xi. Represent Union Clubs and Societies to the British Universities Sports Association,
- xii. Promote the positive work the Union's Clubs, Societies and Projects have done in enhancing the student experience
- xiii. Report to Union Committees as appropriate, and
- xiv. Negotiate other duties with the President.

## **52. Deputy President (Student Development)**

The Deputy President (Student Development) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Act as a Trustee, *ex-officio*
- iv. Be responsible for the effective co-ordination and representation of Union activities relating to student citizenship,
- v. Oversee student fundraising activities,
- vi. Co-ordinate student volunteering opportunities,
- vii. Liaise with the Union's Volunteering Coordinator,
- viii. Liaise with Union and College staff as appropriate,
- ix. Liaise with Student Hubs (Imperial), Imperial Innovations, Imperial Careers Service and other College Departments as required,
- x. Represent the Union on external committees as appropriate,
- xi. Promote the positive work the Union's has done through its provision of Student Development opportunities,
  - xii. Engage with external charities and organisations, as required,
  - xiii. Report to Union Committees as appropriate, and
  - xiv. Negotiate other duties with the President.

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### 53. Deputy President (Education)

The Deputy President (Education) shall

- i. Uphold the policy and further the aims and objectives of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on academic affairs and suggesting areas for development,
- iv. Be responsible for the development of materials for external organisations consulting on Higher Educational Matters,
- v. Work with College on enhancing the student experience and provision for student development,
- vi. Chair and host the Education Board of the Union,
- vii. Be for responsible for the training and running of a Representation Network for the Constituent Union Academic Representatives and other student bodies,
- viii. Liaise with the Constituent Unions on all academic matters concerning Undergraduate and Postgraduate students respectively,
- ix. Liaise with Union and College staff as appropriate,
- x. Promote the positive work the Union has done in enhancing the Educational experience of an Imperial Student,
- xi. Monitor and respond to the data from the National Students Survey,
- xii. Attend the relevant Union Committees,
- xiii. Represent the Union on external committees as appropriate,
- xiv. Report to Union Committees as appropriate, and
- xv. Negotiate other duties with the President.

### xvi. Deputy President (Postgraduates)

The Deputy President (Postgraduates) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Act as a Trustee, ex-officio
- iv. Be responsible for identifying and informing College of student opinion on academic and welfare matters relating specifically to postgraduate students,
- v. Be responsible for the development of materials for external organisations consulting on matters in Higher Education relating to postgraduate study,
- vi. Represent postgraduate students on the Graduate School Committees,
- vii. Support the Graduate School Association as an ex officio member of its committee,
- viii. Support, alongside the Deputy President (Education) and Deputy President (Welfare), the postgraduate academic and welfare representative network,
- ix. Monitor and respond to data from the Postgraduate Taught Experience Survey (PTES), the Postgraduate Research Experience Survey (PRES) and other relevant sources,
- x. Liaise with Union and College staff as appropriate,
- xi. Attend the relevant Union Committees,
- xii. Represent the Union on external committees as appropriate,
- xiii. Report to Union Committees as appropriate, and
- xiv. Negotiate other duties with the President.

### 54. Deputy President (Welfare)

The Deputy President (Welfare) shall

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development,
- iv. Be responsible for the management and support of the Union Welfare Officers,
- v. Be responsible for representing the welfare needs of all students, including minority or under-represented groups to the College,
- vi. Be responsible for representing the welfare needs of students in relation to their local environment and, as such, liaise with the local council, police, neighbourhood groups and other bodies
- vii. Be responsible for coordinating and publicising all campaigns concerning

- equal opportunities and welfare issues.
- viii. Be responsible for the development of materials for external organisations consulting on welfare matters in Higher Educational Institutes,
- ix. Be the Unions advocate on Student Accommodation and, as such, chair the Halls Committee and represent the Union on the College's Accommodation Committee,
- x. Be responsible for maintaining and running a Welfare Network for the Welfare Officers of the Constituent Unions and other student bodies,
- xi. Chair and host the Welfare Board of the Union
- xii. Assist the President in enforcing the Union's Equal Opportunities Policy, Promote the positive work the Union has done in enhancing Student Welfare
- xiii. Liaise with Union and College staff as appropriate,
- xiv. Attend the relevant Union Committees,
- xv. Represent the Union on external committees as appropriate,
- xvi. Report to Union Committees as appropriate, and
- xvii. Negotiate other duties with the President.

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

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

56. The **Presidents of the Constituent and Campus Unions, and the Chairs of the Club and Societies Committees, Community Action Group and Rag**
- The Presidents of the Constituent and Campus Unions, and Chairs of the Club and Societies Committees, Community Action Group and Rag Chair, in addition to any duties laid down by their respective Committee, shall:
- i. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
  - ii. Be responsible for the development and preliminary interpretation of their constitutions,
  - iii. Be responsible to the Deputy President (Activities) for:
    - i. all aspects of their union's or committee's finances,
    - ii. the duty of care and health and safety of their members
  - iv.
  - v. In the case of Constituent Union Presidents, the Overseas Societies Committee Chair and Silwood Park Chair, be responsible to the Deputy President (Education) and Deputy President (Welfare) for the academic and welfare issues of their members,
  - vi. Be accountable to Council for the activities of their union or committee, and
  - vii. Carry out such duties as may, from time to time, be laid down by the Council or the Management Board.
57. The **Council Chair** shall:
- i. Chair Council and other relevant Union committees,
  - ii. Uphold the duties and responsibilities detailed in the Constitution and Regulations,
  - iii. Be independent and impartial in all proceedings and duties as Council Chair,
  - iv. Shall not sit as an ordinary member of the Management Board, Clubs and Societies Board, Education Board or Welfare Board,

- v. Be an advocate of the Union Court, advising those who wish to pursue matters relating to the Union President.
- vi. Act as a Trustee *ex-officio*, and
- vii. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council.

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

- i. Be responsible to the Deputy President (Welfare)
- ii. Be responsible for those issues which specifically relate to Equal Opportunities and organise relevant educational and training events and briefings, and report accordingly,
- iii. Co-ordinate activities with members of the Welfare Board with responsibility for issues related to Equal Opportunities,
- iv. Sit on appropriate Union Committees,
- v. Represent the Union's views on the relevant College Committees,
- vi. Assist the President in enforcing the Union's Equal Opportunities Policy, and
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Management Board.

59. The **Constituent Union Academic (Affairs) Officers** shall:

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

60. The **Constituent Union Welfare Officers** shall:

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

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**61. The Union Welfare Officers shall:**

- i. Be the welfare representative to the College and the Union for the area of focus of their remit;
- ii. Have specific remits as determined by the Representation Policy;
- iii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest, with the assistance of the Campaigns Officer
- iv. Be responsible to the Deputy President (Welfare) as well as the Union President,
- v. Sit on appropriate Union Committees, including the Union Council ,
- vi. Represent the Union's views on the relevant College Committees,
- vii. Carry out such duties as may, from time to time, be laid down by the Council or the Management Board.

# Regulation Four - Elections and Referenda

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In the interest of fair and democratic elections Imperial College Union, its Constituent and Campus Unions, Clubs, Societies and Projects shall hold elections which adhere to this Regulation.

## A. General

1. Only Full Members of the Union may stand and vote in an election or referenda.
2. The right to stand and vote in an election of a Constituent or Campus Union, Club, Society and Project may be restricted to their full members only.
3. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
4. The President is responsible to the College Council to ensure elections are fairly and properly conducted, under the terms of the Education Act 1994.
5. All candidates shall self-propose and no candidate shall require seconding.
6. The electorate shall have the opportunity to Re-Open Nominations (RON), in the form of the
  7. RON candidate on the ballot, as well as the opportunity to abstain.
8. Those who assume a role within the Union shall be elected at an Annual General Meeting (AGM) or via electronic voting (EV). All positions that require a cross-campus ballot shall be elected by EV.
9. All elections must be performed by secret ballot. The only exception to this is when one candidate is standing against RON. In such a situation, the following applies:
  1. Two people wishing to share a role are still classified as 'one candidate.'
  2. The election will proceed with a show of hands, should no member of the electorate dissent.
  3. This exception cannot apply to the election of any role requiring a cross-campus ballot.

## B. Procedure for Elections

10. The Sabbatical Elections are not governed by these rules. Instead they are governed by Part E.
11. Elections consist of three core elements. These are Nominations, the opportunity to stand for a position; Hustings, the opportunity for voters to ask candidates questions and Voting, the opportunity for the electorate to decide.
12. Part C provides details about Hustings.
13. Nominations shall:
  1. Be publicised for a minimum of five and a maximum of fifteen whole consecutive College Days before opening.
  2. Must open between the hours of 9am and 5pm on a College Day.
  3. Be open for a minimum of three, and a maximum of six, whole consecutive College Days.
14. Voting, and the rules surrounding it, shall be governed by the environment in which it take place:
  - a. If voting at an AGM:
    1. The time, date and location of the AGM must be declared before nominations open and called by the typical means.

2. The AGM must be held no more than ten whole consecutive College Days after nominations closed.
3. The AGM must be attended by the Returning Officer, as outlined in Part E.

b. If voting via EV:

1. The date and time of voting opening must be declared before nominations open.
  2. The vote must open no more than ten whole consecutive College Days after nominations closed. A gap of at least two College days must also be provided, in order to facilitate a hustings.
  3. The vote must be open for a minimum of two and a maximum of five whole consecutive College Days.
  4. Voting must open between the hours of 9am and 5pm on a College Day.
15. An AGM of a Club, Society and Project may resolve to hold a vote during its meeting for positions that did not receive nominees.
    - a. This rule also applies to vacancies of the ordinary members and welfare Officers of Council; where the Membership of Council shall act as the electorate.
  16. If RON wins an election, the election must be reopened and reran in accordance with these regulations.
  17. The Council or policy-making body of a constituent part of the Union in which an election is held may, by two-thirds majority, suspend all time limits in a particular election.
  18. All clubs, society, project elections should be completed by the end of the second term.
  19. In the event of a vacancy, nomination shall be opened within ten College days of the vacancy occurring.
  20. Union Committees which resolve to use EV to elect representatives for other Union Committees are permitted to do so without following sections 13 and 14.

**Year, Course and Division Representatives**

21. Due to the complex nature of the electorate for Year, Course and Division Representatives the President shall, before the beginning of the new academic year, agree with the Management Board the method to elect these representatives.
22. They can be elected without following the restrictions of sections 13 and 14, and may use EV.

**C. Hustings**

23. There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
24. In referenda, there shall be a debate. This is described in Part D.
25. The Returning Officer, or Elections Committee if applicable, shall determine the date and format of hustings. Such decisions include, but is not exclusive to:
  1. Who shall chair or supervise the proceedings;
  2. Whether it shall be a public meeting, live-streamed recording or web-based event;
  3. The number of husting events required.
  4. When said hustings shall be.
26. A Club, Society or Project, when conducting a vote by AGM, is welcome to perform hustings during the meeting.
27. When voting by EV, a hustings must be provided before the voting opens.
28. The chair or supervisor of hustings shall ensure that each candidate is treated equally in the proceedings and that questions proposed are not inappropriate.

**D. Referenda**

29. Section 11 of the Constitution provides elementary rules of referenda, including how one is called. Only Parts D, E, H and I of these Regulations contain elements which apply to referenda.
30. The Court is required to consider the constitutionality of any petition for a referendum including the subject matter. The Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy.
31. The Court shall determine the wording of the referendum question to ensure that it becomes constitutional. In doing so it may, with the approval of those the Court deems responsible for organising the petition and, as an alternative to quashing a proposed policy, amend it.
32. Once constitutionality is resolved, the Management Board shall authorise notice to be given of the referendum within five College days.
33. The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Management Board may direct the holding of the referendum in the first twenty College days of the next term.
34. A referendum committee shall be formed to supervise the proceedings. It shall act as a supervisory authority above the Returning Officer.
35. The referendum committee shall initially be the Management Board, and the President the Returning Officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee may appoint new members or a Returning Officer from Council with the approval of the Court.
36. The referendum committee shall organise at least one fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.
37. The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.
38. All College and Union media must be equally available to both sides of the referendum.
39. No publicity shall be published until the announcement of the Referenda has been published.
40. Unfair practices within a referenda are identical to those outlined within Part F

## **E. Sabbatical elections**

### **General**

41. A 'Sabbatical Election' is described as the election for the any officer which sits on the Trustee Board as an Elected Trustee. This election should occur in the spring term. Any other roles elected on the same ballot will follow the same rules as set within this section.

### **Vacancies of the sabbatical team**

42. Vacancies of non-sabbatical officers are addressed in Part B.
43. In the event of a vacancy or RON in the Sabbatical Election an election shall take place within twenty College Days of the vacancy occurring. Should a re-election return a vacancy or RON then the actions in section 44 shall be followed.
44. In the event of a vacancy occurring within the Sabbatical team that is during their term and coincides with the Academic Year, an Emergency Meeting of Council shall be called to provide a resolution. Such resolutions may include Re-Opening Nominations or reallocation of duties and responsibilities amongst the remaining Sabbaticals.

### **Returning Officer**

45. The rules surrounding the Campaigning, Publicity, Hustings and Timetable of the Sabbatical Election shall be decided by the Returning Officer. This will be done in consultation with the President and may use elements of this Regulation as guidance.
46. The Returning Officer must be external to Imperial College Union. As such they cannot be a member of the Union, a member of staff of the Union, a member of staff of the College or a person who was in any of these positions within the last twelve months.
47. The Returning Officer shall be nominated by the Management Board to the Council for appointment. The Management Board is tasked with searching for candidates.
48. The Council reserves the right to reject a Returning Officer nomination.
49. A Returning Officer must be appointed within the first term of the Academic Year.
50. The Returning Officer shall submit a report, usually within ten working days, on the conduct of the elections. This report shall be provided to the Union Council.
51. The determination of the Returning Officer is final and there is no route of appeal. However the Returning Officer, in light of new evidence, may alter their ruling. This must be done before the announcement of results.

### **Deputy Returning Officer**

52. A Deputy Returning Officer shall be appointed to supervise the day-to-day running of the elections. They shall also support and advice the Returning Officer.
53. The Deputy Returning Officer may have delegated duties, as prescribed by the Returning Officer.
54. The Deputy Returning Officer shall be a member of the Imperial College Union Full-Time staff team. They shall be nominated by the Management Board to the Council for appointment. The Management Board is tasked with searching for candidates.

## **F. Non-Sabbatical Elections**

### **General**

55. A 'Non-Sabbatical Election' is described as an election held to appoint student officers who are not a part of Trustee Board or elected on the same ballot as a Trustee.

### **Returning Officer**

56. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.
57. The Returning Officer shall be:
  1. For Constituent Unions, Clubs, Societies, Projects and Committees holding elections their President or Chair, unless otherwise prescribed.
  2. The President or their nominee for the election of Officers of the Union in a Non-Sabbatical Election.
58. The Returning Officer may appoint deputies or assistants and allocate duties to them.
59. The Returning Officer, any deputies or assistants may not participate in any part of the election, except as part of their duties or vote.

### **Re-Open Nominations ('RON')**

60. 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.
61. In the event of RON winning or the decision to re-run the entire election, including nominations, nominations shall be re-opened within ten College days and the election repeated.
62. In the event that RON commits an unfair practice, as described in Part G it may be ordered that the election is re-run without recourse to new nominations within ten College days of reaching such a conclusion.

#### **General Publicity**

63. The Returning Officer is responsible for ensuring the election is publicised in advance of nominations.
64. In any election publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.
65. All media or newsletter reports or comments must mention the names of all candidates standing for a post within the body of the report. Reports and comments should be fair and accurate.

#### **Candidates' publicity**

66. No candidates' campaign publicity may appear prior to the close of nominations.
67. All publicity material is to be covered by a suitable receipt. The maximum amount that may be spent on an election or referendum campaign will be decided by the Returning Officer and notified to the candidates at close of nominations.
68. No form of Union or College insignia shall appear on any candidate's publicity material.
69. All poster publicity must comply with the Union's Publicity Policy.

#### **Campaigning on the record**

70. Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
  1. Statements made by candidates.
  2. Conduct by candidates previously or currently in office, related to their office.
  3. A disciplinary hearing in relation to a candidate.
71. Any reference must fulfil the following conditions:
  1. A reference must be relevant to a candidate's integrity or ability.
  2. No reference may be made which is merely scandalous or intended only to vilify, insult or annoy.
  3. No reference may be made to any personal trait of character, except in so far as it is clearly demonstrated by other statements or conduct.
  4. No reference may be made to another candidate's political views, except in so far as they relate to students in their interests as students.
  5. No reference may be made to another candidate's religious views.
72. Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the Returning Officer must be sure that they are true.
73. Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The Returning Officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.
74. If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A Returning Officer may choose to hear both candidates' arguments in any fair way he or she wishes.
75. Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.

## **G. Objections and Unfair Practices**

76. 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.
77. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the Returning Officer.
78. Depending on the type of objection, they are dealt within this part of the Regulation.

### **Supervisory authorities**

79. Supervisory authorities oversee elections and step in, in exceptional circumstances, to ensure an election is run fairly.
80. A supervisory authority may impose or fill a vacancy in the post of Returning Officer for any election in the Union.
81. In all elections the supervisory authority may also replace a Returning Officer (even if *ex officio*). The Court may also act to remove and replace any person involved in the administration of any election in the Union.
82. In this regulation, the term "supervisory authority" shall refer to, in increasing order of seniority:
  3. the Returning Officer in question
  4. the President of the Management Group to which the Returning Officers Committee belongs (if applicable)
  5. the Referendum Committee (if applicable)
  6. the President of the Union.
  7. the Court (whose decision is final).
83. An authority is exercisable as a standing order or policy (though not in the case of the Court), or just invoked for a particular election. A more senior supervisory authority may amend the decision of a junior one, and may act whether or not it has previously acted.
84. If the President is the Returning Officer, a candidate or otherwise not impartial, his position as an authority in 82.2 shall be struck out for that election.

### **Unfair practices**

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

### **Statements of intent**

88. After voting has ceased and before the count has started, the Returning Officer shall require candidates to declare that they have no recourse to complaint against the actions of the Returning Officer or Elections Committee for the fair and constitutional running of the election.

89. In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College.

#### **Enforcement and remedies**

90. 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.

91. The Returning Officer shall be able to:

1. ratify the election or referendum,
2. order the election or referendum to be re-run,
3. disqualify a candidate (subject to appeal as in sections 95-97), or
4. disregard all submission of electronic votes from a particular source (this decision must be taken before the count commences).

92. The election or referendum may be re-run (under section 91.2) if the election has been run unconstitutionally, if it is in the interests of justice to do so. If a breach during an election occurred during nomination it must be opened again for between two and five College days after they would have normally closed. No new nominations shall be sought if the breach occurred after nomination closed.

93. If electronic votes were tampered with, the Returning Officer may disregard the entire submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

94. The Returning Officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 91.2.

#### **Appeals panel**

95. In the event of an objection not being resolved by action of the Returning Officer the matter may be referred to the Court.

96. If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.

97. The Court may replace the decision of the Returning Officer, referendum committee, or internal appeal process with any other decision.

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

98. The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.

99. An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

#### **Disqualification**

100. A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected or unpaid appointed office in the Union. Such a candidate is also disqualified from acting as a Returning Officer, observer, member of a referendum committee, or supervisory authority.

101. A person who acts as an agent for a candidate who is disqualified from the election as a result or partly as a result of the person's misconduct may be similarly disqualified.

102. A person (including those administering the election) whose misconduct in an election results in or contributes to a re-run, or which would have resulted in or contributed to the disqualification of a candidate, had the misconduct been upon a candidate's behalf may be similarly disqualified.

103. A person guilty of misconduct in a referendum may be similarly disqualified.

104. An order to disqualify any person except an election candidate may only be made by the Court. The Returning Officer, a Sabbatical Officer, elections, referendum, internal appeals, Disciplinary or Appeals committees may refer any case to the Court for this purpose.

105. No disqualification will act to remove a person from a post he or she already holds, unless that of Returning Officer or member of an elections or referendum committee. The Council may remove an indefinite disqualification.



106. The President shall maintain a register of people subject to a disqualification under the preceding paragraphs, and any Returning Officer or the Court in imposing a disqualification must notify the President of the same.

Passed by Union Council, Union Trustee Board and College Council July 2011

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# Regulation Five - Composition of Union Committees

## **A. The Council**

1. The Council shall consist of:

### **The Chair of Council**

1. The Council Chair

### **The Executive Officers**

- 2. President,
- 3. Deputy President (Activities),
- 4. Deputy President (Education),
- 5. Deputy President (Postgraduates),
- 6. Deputy President (Student Development),
- 7. Deputy President (Welfare),

### **The Constituent and Campus Union Presidents**

- 8. President of the City and Guilds College Union,
- 9. President of the Imperial College School of Medicine Students' Union,
- 10. President of the Royal College of Science Union,
- 11. President of the Royal School of Mines Union,
- 12. President of the Silwood Park Union,
- 13. President of the Graduate Student's Association

### **The Management Group Chairs**

- 14. Arts and Entertainments Board Chair,
- 15. Athletics Clubs Committee Chair,
- 16. Media Group Chair,
- 17. Overseas Societies Committee Chair,
- 18. Recreational Clubs Committee Chair,
- 19. Social Clubs Committee Chair,
- 20. RAG Chair,
- 21. CAG Chair,

### **The Constituent Union Academic and Welfare Officers**

- 22. City and Guilds College Union Academic Affairs Officer,
- 23. City and Guilds College Union Welfare Officer,
- 24. Imperial College School of Medicine Students' Union Academic Affairs Officer for Years 1, 2 and Graduate Entry Programme; Years 3, 5 and 6; and Year 4 and Biomedical Sciences; acting as one Officer.
- 25. Imperial College School of Medicine Students' Union Welfare Officer,
- 26. Royal College of Science Union Academic Affairs Officer,
- 27. Royal College of Science Union Welfare Officer,
- 28. Royal School of Mines Academic Officer,
- 29. Royal School of Mines Welfare Officer,
- 30. Graduate Students' Association Academic Affairs Officer (Engineering),

31. Graduate Students' Association Academic Affairs Officer (Physical Sciences).
32. Graduate Students' Association Academic Affairs Officer (Life Sciences).
33. Graduate Students' Association Academic Affairs Officer (Medicine).
34. Graduate Students' Association Academic Affairs Officer (Non-Faculty).

#### **The Union Welfare Officers**

35. BME (Black and Minority Ethnic) Officer.
36. Disabilities Officer.
37. Environmental Officer.
38. Gender Equality Officer.
39. Interfaith Officer.
40. International Officer.
41. LGBT (Lesbian, Gay, Bisexual and Transgender) Officer.

#### **The Ordinary Members**

42. Sixteen Ordinary Members:
  1. One Union Councillor elected from the students of the Business School and Humanities;
  2. Fifteen Further Union Councillors elected proportionately from the undergraduate and postgraduate population.
  3. The President shall review the allocation of Councillors annually to ensure that it remains representative of the proportions of students in the University.

#### **The Permanent Observers**

43. The Felix Editor.
44. The Court Chair and Deputy Court Chair.
45. The Union Managing Director, and
46. The Honorary Senior Treasurer.

### **B. The Management Board**

1. The Management Board shall consist of the Executive Officers, as voting members, as well as the following, as permanent observers:
  - a. The Union Managing Director
  - b. The Honorary Senior Treasurer
  - c. The Union Senior Managers
2. The Management Board shall be chaired by the President or their nominee.
3. The Management Board shall meet at least once a term specifically to discuss trading and financial matters.
4. The Management Board may require any person within the Union except members of the Court, Trustee Board or the Council Chair to attend, answer questions and produce relevant documents. The Management Board may authorise the searching of any premises within the Union.
5. The Management Board's powers and responsibilities are set out in section 8 of the Constitution.
6. The Management Board shall allocate funds to the central functions of the Constituent Unions.

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## **C. The Deputy President's Committees**

### **1. The Clubs and Societies Board**

2. The Clubs and Societies Board is the Deputy President's Committee of the Deputy President (Activities). As such they, or their nominee, shall be the chair.
3. The Clubs and Societies Board oversees the clubs, societies, and the central activities of Club and Society Committees. It does not oversee commercial, welfare or academic matters.
4. The Clubs and Societies Board shall allocate funding to the clubs and societies, RAG and CAG, and the Club and Society Committees, according to Union or operational policy, in particular the Union's policy on the fair allocation of resources.
5. The Clubs and Societies Board may determine policy governing the management, governance and finance of the areas of the Union within its jurisdiction, subject to Union policy and operational policy.
6. The Clubs and Societies Board shall consider best practice on the organisation of student activities within its jurisdiction. It shall also be a forum for the resolution of disputes among clubs and societies.
7. The Clubs and Societies Board shall report its business to the Management Board and the Council.

#### **Membership**

8. The Clubs and Societies Board shall consist of:
  1. The Sabbatical Officers,
  2. A representative appointed by each Constituent and Campus Union,
  3. A representative appointed by the Overseas Societies Committee,
  4. The Chairs of the other Clubs and Societies Committees, including RAG and CAG.
9. The Clubs and Societies Board shall have a quorum of six members, of whom at least three shall not be Sabbatical Officers.
10. The Union Managing Director and other appropriate staff members determined by the President, as advised by the Union Managing Director, shall have permanent observer status.

#### **Meetings**

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

### **2. Halls Committee**

13. The Halls Committee is a committee of the Deputy President (Welfare). As such they, or their nominee, shall be the chair.
14. The Halls Committee may consider and co-ordinate any issue relating to the provision of accommodation and related services to Imperial College students within the College.
15. It shall have a quorum of five voting members.
16. It shall meet upon the request of a Sabbatical Officer or six members.
17. It shall consist of:
  1. The Sabbatical Officers,
  2. One representative for each College Hall of Residence, and
  3. A representative appointed by the Overseas Societies Committee.

### **3. The Welfare Board**

18. The Welfare Board is a committee of the Deputy President (Welfare). As such they, or their nominee, shall be the chair.
19. The Welfare Board shall convene to discuss matters relating to student welfare, local community, campaigning and policy development. It shall also be tasked with supporting the members of the committee with their aims and ambitions for the year.

20. The Welfare Board shall meet a minimum of twice termly, except in the Summer Term when it shall meet a minimum of once.

21. It shall consider of:

4. The Sabbatical Officers

5. The Welfare Officers of the Union

6. The Welfare Officers of the Constituent Unions

7. Further representatives invited by the Deputy President (Welfare) or members of the Committee, as observers.

22. It shall not be a deliberative committee and therefore requires no quorum.

#### **4. The Education Board**

23. The Education Board is a committee of the Deputy President (Education). As such they, or their nominee, shall be the chair.

24. The Education Board shall convene to discuss matters relating to educational quality, experience and support. It shall also be tasked with supporting the members of the committee with their aims and ambitions for the year.

25. The Education Board shall meet a minimum of twice termly, except in the Summer Term when it shall meet a minimum of once.

26. It shall consider of:

8. The Sabbatical Officers

9. The Education Officers of the Constituent Unions

10. The Departmental Representatives

11. Further representatives invited by the Deputy President (Education) or members of the Committee, as observers.

27. It shall not be a deliberative committee and therefore requires no quorum.

### **D. The Constituent Unions**

28. The Constituent Unions shall consider welfare and academic affairs issues relating to students in their respective constituency and shall provide for the co-ordination of student activities within their membership.

29. The Constituent Unions are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.

30. The Constituent Unions are defined within the Constitution, Section 13 as :

a. The City and Guilds College Union; representing the Undergraduate Students of the Faculty of Engineering, with the exception of the students in b,

b. The Royal School of Mines Union; representing the Undergraduate Students of the Departments of Earth Science and Engineering and Materials,

c. The Imperial College School of Medicine Students' Union; representing the Undergraduates of the Faculty of Medicine.

d. The Royal College of Science Union; representing the Undergraduates of the Faculty of Natural Sciences.

e. The Graduate's School Association; representing the Students of the Graduate School of Imperial College.

31. Constituent Unions have constitutions that shall govern their activities, subject to any Union rule.

32. Constitutions or standing orders shall be approved by the Management Board

33. The President of the Constituent Union shall make preliminary interpretations of their constitution, which shall be reported to their Management Board. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

### **E. The Campus Unions**

34. The Campus Unions shall provide for the co-ordination of student activities targeted towards their campus.

35. Campus Unions shall also consider academic affairs and welfare issues which relate to the location of the campus.

36. The Campus Unions are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.

37. The Campus Unions are defined within the Constitution, Section 13 as:
  - a. The Silwood Park Union, for students on courses of study predominantly at Silwood Park.
38. Campus Unions have constitutions that shall govern their activities, subject to any Union rule.
39. Constitutions or standing orders shall be approved by the Management Board
40. The President of the Campus Union shall make preliminary interpretations of their constitution, which shall be reported to the Clubs and Societies Board. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

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

### **Names**

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

### **General**

42. The Clubs and Societies Committees shall provide for the co-ordination and development of student activity within their clubs and societies or central activities.
43. The Clubs and Societies Committees may elect, mandate, censure and dismiss their officers. They are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administrated by them.

### **Constitutions or Standing Orders**

44. Club and Society Committees shall adopt standing orders which shall govern their activities, subject to any Union rule.
45. Constitutions or standing orders shall be approved by the Council.
46. The Chair or President of the Club and Society Committee shall make preliminary interpretations of their governing document, and the governing documents of the societies under their supervision. This shall be reported to the Clubs and Societies Board. Appeals against preliminary interpretations can first be made to the President and ultimately to the Union Court whose decision is final.

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

### **1. Colours Committee**

47. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.
48. It shall be chaired by the Union President.
49. It shall consist of the:
  1. Sabbatical Officers,
  2. Presidents of the Constituent and Campus Unions,
  3. Three Members of the Clubs & Societies Board (appointed by that board),
  4. Two Members of the Education Board
  5. Two Members of the Welfare Board.
50. It shall have a quorum of six members and meet as required under Union policy.

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

51. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.
52. It shall consist of:
  1. A Chair,
  2. A Treasurer,
  3. A Secretary,

- 4. A Publicity Officer,
- 5. A co-ordinator for each project approved by the committee,
- 6. Such additional members as the committee may co-opt.
- 53. The officers of the committee, except the Chair, shall be elected by the normal means in Regulation 4, Part B. Vacancies may be filled at another meeting.
- 54. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.
- 55. The Chair shall be elected by cross-campus ballot.
- 56. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.
- 57. The committee shall adopt or amend by a two-thirds majority standing orders, setting out the job descriptions of its officers. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

**2. Raising and Giving ('RAG') Committee**

- 58. The RAG Committee shall co-ordinate and promote charity events within the College and raise money for charity.
- 59. Charities shall be chosen for allocation of monies to be raised at a meeting in the Summer Term after the new committee has been elected and upon the recommendation of the incoming committee.
- 60. It shall consist of:
  - 1. A Chair,
  - 2. A Treasurer,
  - 3. A Secretary,
  - 4. A co-ordinator for each project approved by the committee,
  - 5. Such additional members as the committee may co-opt.
- 61. Only members of the committee who are not co-opted may vote to add or remove co-opted members.
- 62. The officers of the committee, except the Chair, shall be elected by the normal means in Regulation 4, Part B. Vacancies may be filled at another meeting.
- 63. The chair shall be elected by cross-campus ballot.
- 64. It shall be chaired by the RAG Chair, and have a quorum of half the committee.
- 65. It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.
- 66. The committee shall adopt or amend by a two-thirds majority standing orders setting out the job descriptions of its officers and a code of conduct for members. The committee may censure and dismiss its officers, excluding the Chair.

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**H. The Clubs and Societies Committees**

**Names**

- 67. The Clubs and Societies Committees shall be the:
  - 7. Arts and Entertainments Board.
  - 8. Athletics Clubs Committee.
  - 9. Media Group.
  - 10. Overseas Societies Committee.
  - 11. Recreational Clubs Committee.
  - 12. Social Clubs Committee.

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

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

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

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

#### **Names**

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

#### **Colours Committee**

76. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.
77. It shall consist of the:
  6. Sabbatical Officers,
  7. Presidents of the Faculty Unions,
  8. Presidents of the Constituent and Campus Unions,
  9. Chair of the Graduate Students' Association,
  10. Three Members of the Clubs & Societies Board (appointed by that board).
  11. Three Members of the Representation and Welfare Board (appointed by that board).
78. It shall be chaired by the President, with a quorum of six members, and meet as required under Union policy.

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

79. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.
80. It shall consist of:
  7. A Chair,
  8. A Treasurer,
  9. A Secretary,
  10. A Publicity Officer,
  11. A co-ordinator for each project approved by the committee,
  12. Such additional members as the committee may co-opt.
81. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.
82. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.
83. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.

84. The committee shall adopt or amend by a two-thirds majority standing orders, setting out the job descriptions of its officers. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

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

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

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

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

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

#### **General**

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

**Standing Orders**

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

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# Regulation Six - Standing Orders for all Union meetings

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## A. General

### Jurisdiction

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

### Membership

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

## B. Procedures

### Notice and Procedures

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

### General Meetings, Council and Management Board

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

### Chairing Meetings

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

### Chair's action

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

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### **Agenda items**

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

### **Voting**

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

### **Special types of voting**

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

### **Proxy Votes**

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

### **Joint posts**

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

### **Elections**

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

### **Quorum**

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

### **Automatic resignation of members**

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

32. Ordinary members of the Council who do not attend two consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.

#### **Guillotines**

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

#### **Adjournment and recess**

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

#### **Observer Status**

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

#### **Staff**

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

#### **Closed Session**

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

#### **Disorder**

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

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

#### **General**

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

### **Involvement**

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

### **The Chair**

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

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

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

### **Amendments**

64. At any time after a motion has been proposed and seconded and before the proposer starts summing up, a member may propose an amendment to that motion. Amendments must be seconded and require acceptance as valid amendments by the Chair.
65. Every amendment shall be relevant to the motion.
66. Once an amendment is before the meeting it must be dealt with before returning to discussion of the motion, as follows:

1. If the amendment is carried discussion now continues on the amended motion,
  2. If the amendment is defeated, discussion reverts to the original motion.
67. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion whereupon any further amendment relating to any portion of the substantive motion may be moved. After the votes on succeeding amendments have been taken, the surviving proposition shall be put to the vote as the main question and if carried shall then become a resolution of the meeting.
68. On an amendment being carried, the proposer of the original substantive motion still has the right of reply to debate except that he may waive this right in favour of the proposer of the amendment.

### **Reports**

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

### **Rejected reports**

75. If a report is rejected after a vote, the person responsible for it will be required to re-present it with such amendments as that person shall choose to make at the next meeting of the Council, so long as the following conditions are satisfied:
1. The chair informs the person that he or she must re-present the report and the consequences of it again being rejected,
  2. The next meeting must be between one and seven weeks later,
  3. The 1<sup>st</sup> August must not intervene before the next meeting,
  4. An intervening Emergency meeting or meeting within one week does not count as the "next meeting", unless, in the case of an Emergency meeting, it is called specifically to hear the re-presented report, and
  5. The report was not by a member of the Court and in that capacity.
76. If the person whose report was rejected holds sabbatical office or otherwise derives employment by the Union from office, then a disciplinary investigation under regulation 7.19 – 7.23 shall be undertaken by a nominee of the Council Chair.
77. If, in respect of 75.1, the person was not in attendance when the report was rejected, or the requirement to re-present the report was not mentioned, the chair or a nominee must use his or her best endeavours to inform the person before the start of the next meeting.
78. A requirement to re-present a report does not affect any separate requirement to make any other report to the Council.
79. If the conditions in 75.1 – 75.5 are not satisfied, or the next meeting of the Council approves or does not vote upon the re-presented report, the requirement to do so lapses.



80. The re-presented report may be discussed and voted upon in the same manner as a normal report. If it is rejected a motion of censure in relation to the author of the report will be immediately added to the agenda directly after the rejected report.
81. If the person whose re-presented report is rejected has previously been censured in the same academic year in the post for which he or she was the author of the report, that censure also being in existence at the beginning of the meeting in which the re-presented report was rejected the motion shall instead be of no confidence.

### Procedural motions

82. In addition to original motions, amendments and reports, the procedural motions below may be proposed.
83. Procedural motions have differing conditions as follows:
  1. Motions with asterisks (\*) have no discussion before being accepted or refused.
  2. The chair rules on all motions, except motion d (challenge to the Chair) and those requiring the meeting's approval (+, ++).
  3. Motions with a percentage sign (%) are decided by the Chair alone and cannot be overturned by motion 'd'.
  4. Motions with two pluses (++) require a two-thirds majority.
  5. Motions with a hash (#) are irreversible once accepted.
  6. Motion i (&) requires only one-third of those members present and voting, abstentions being ignored (that is, it requires two-thirds of the meeting to vote a roll-call vote down).
  7. Motions with a tilde '~' may not be used at general meetings.
84. The motions are as follows, in decreasing order of precedence:
  - a. Point of order, \* %
  - b. Point of information, \*
  - c. Point of privilege, \* %
  - d. To vote on a ruling of the Chair, +
  - e. An objection to consideration of a question or motion,
  - f. To suspend or revoke a guillotine, #
  - g. To recess the meeting, #
  - h. To vote on a question in specific parts,\* #
  - i. To vote on a question as a public roll-call vote, & ~
  - j. To vote on a question as a secret ballot vote, ++ ~
  - k. To reconsider something already voted on, \*
  - l. To consider something out of its scheduled order, \*
  - m. To move to a vote, #
  - n. To adjourn the meeting. + #
85. On motion d, the proposer shall then state his reasons for the challenge, the Chair shall state the reasons behind his decision, and the meeting shall then vote by show of hands without further discussion.
86. Only points of order, information and privilege may interrupt another speaker. No procedural motions or amendments may be proposed on these points.
87. A vote on a procedural motion must not itself be held by roll-call or secret ballot.
88. Points of order (motion a) shall draw the Chair's attention to an error in procedure or lack of decorum in debate. They may not be raised during a vote except when directly connected with the vote.
89. Points of information (motion b) may be raised to the speaker holding the floor, in order to offer or request simple information. They are accepted at the absolute discretion of the speaker alone. No points of information may be raised on a summing up speech.
90. Points of privilege (motion c) concern the rights and privileges of the meeting or a member, which may concern reputation, the staff-student protocol, or other matter requiring the urgent attention of the meeting.
91. An adjournment of the meeting (motion n) closes the meeting, to meet again at an arranged time. A recess (motion g) permits a break in the meeting (of such length as the meeting decides), even during discussion of a motion, amendment or report.

### Voting

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

# Regulation Seven - Disciplinary and Complaints Procedure

## Preamble

Disciplinary actions are an unfortunate necessity within any organisation. They exist to ensure integrity, compliance with procedures, policy and protocols as well as respect for facilities and those who use them.

Fundamental to any system being effective is that it should also be fair. As such, Imperial College Union has compiled this Regulation to provide structure, clear guidance and continuity with any disciplinary action it takes.

This regulation shall deal with issues relating to actions of:

- A. Officers and Representatives of the Union and its Clubs, Societies and Projects;
- B. The Executive Officers and Felix Editor;
- C. A Committee of the Union and its Clubs, Societies or Projects;
- D. An individual, or group, on or with Imperial College Union property or during activities associated with the Union.

Furthermore this regulation shall provide details of a complaints procedure (E).

This regulation shall not provide information relating to:

- E. Discipline of a Student or Lay Trustee. See Regulation One and related policies
- F. Discipline of Staff. Dealt with by the President and Union Managing Director.

## Responsibility

The President is responsible to the Trustee Board (through the Court) for Union disciplinary matters.

They are also responsible for the reporting and directing of matters to the College, when applicable.

## General

In the interest of fairness, the following shall always be followed:

- G. Any accused officer shall be given due notice of any proceedings that they must attend.
- H. Any meeting discussing disciplinary matters shall be an open forum, unless doing so prevents evidence from being discussed;
- I. All proceedings shall be recorded in writing;
- J. Those proposing and those defending a motion may not vote.

## A. Officers and Representatives of the Union and its Clubs, Societies and Projects

1. This Section deals with complaints and the related disciplinary actions for officers and representatives of the Union, in its committees, clubs, societies and projects whilst executing their office. This excludes:
  1. The Executive Officers and the Felix Editor, see Section B.

2. Any action of an officer in the licensed premises, if deemed misuse of facilities and equipment or other offences in Section D. Section D and Section A may, however, be used in conjunction.
2. If someone is dissatisfied with or concerned by the conduct of an officer they may wish to do one of two things. They may either 1. Lodge a complaint or 2. Lodge a petition of no confidence. Action 2. is the most severe and often follows an unsatisfactory result of action 1.

#### **Complaining about an officer**

3. A complaint about a member of a committee should be reported to the committee's President/Chair. Should the complaint be about the President/Chair then it should be reported to the **next senior body** i.e. for a Club, Society or Project the next senior body is the President/Chair of the Management Group and for the President/Chair of the Management Group the next senior body is President of the Union.
4. The person dealing with the complaint should take action within 10 college days. They should report their action to the complainant within 24 hours.
5. On receipt of the complaint the President/Chair will have to decide which action is necessary to take. Their choices are, in escalating severity:
  1. Take no action.
  2. Verbal Warning.
  3. Written Warning.
  4. Motion of no confidence.
6. A complainant always reserves the right to petition for no confidence before, instead of or during the complaints procedure.

#### **Take no action**

7. The President/Chair may decide that the complaint is not severe enough to pursue through any available action and decides to take no action. The complainant may appeal the decision to next senior body within 5 college days of this ruling; equally they may pursue a petition of no confidence, which has no time restrictions.

#### **Warnings**

8. The President/Chair can decide that the complaint is severe enough to discuss with the accused officer. They may, during this meeting:
  1. Issue a verbal warning

A (in)formal discussion of the problem which indicates a set time period for the problem to be resolved before escalation to a written warning. This is reported to the relevant committee and the next senior authority.
  2. Issue a written warning

An email, with the next senior authority copied in, which details the problem, the solution (if applicable) and a set time period for rectification before escalation to a motion of no confidence. This is reported to the relevant committee.
9. The 'set period' for rectifying a problem must be considered fair by the next senior authority. They reserve the right to amend the duration if they feel it is too short/long. The recipient of the warning may also appeal to the next senior body. If they feel this (default) senior body is bias, they reserve the right to appeal to the senior body above them. For the case where the Union President is the default, they would appeal to the Court.

#### **Motion of No Confidence**

10. Should the issuer of a written warning find the result unsatisfactory (i.e. action 8.2), or if the complainant is unsatisfied with the action taken by the President/Chair, a Motion of No Confidence may be considered.
11. This may also be considered if the complaint received by the President/Chair seems too serious for a Warning.
12. Should the President/Chair feel that they must establish the establish facts and explanations before a motion can be discussed, they may call for an investigation.
13. Furthermore, a President/Chair may consider a temporary suspension of the officer between the receiving the petition of No Confidence and the meeting to discuss the

matter. This may be necessary for complaints relating to officer integrity, especially in the instance when the officer's duties relate to financial transactions.

14. The following details the rules and protocol surrounding investigations, temporary suspensions and the petition of no confidence.

#### **Investigation**

15. If the President/Chair believes an investigation is necessary they shall inform their senior body who shall be tasked with managing the proceedings through their committee (i.e Management Group Committee, Management Board, etc.). They may choose to lead the investigation, however should they feel they will not be impartial or able, they may ask another officer to undertake the actions. This officer must be more senior than the officer who is being investigated.
16. The Court reserves the right to stop any investigation, replace the person leading the investigation or take over responsibility for it.
17. The investigation lead can establish a small panel to assist with the investigation. It is typically made of three people and the investigation lead shall be the chair. This panel may ask for other officers to provide evidence and can ask the defendant officer to rebuke any comments.
18. Should the investigation not reach a conclusion before the motion of no confidence is set to be discussed, it may request the date be moved back to a later meeting. The Union President must authorise this.
19. The Investigation should produce a report which states the finding in an easy-to-read format.

#### **Temporary Suspension**

20. The President/Chair may feel the accusations provide reasonable grounds for temporarily suspending an Officer. Such grounds may include:
1. Gross or serious misconduct;
  2. Risks to property of the Union, College or a third-party;
  3. Financial misconduct
  4. Where a working relationship may be damaged;
  5. Where continuing in a role may hinder an investigation
21. The President/Chair must ask their senior body for permission to apply a temporary suspension.
22. Should the suspension be required for more than 14 days, permission must be granted by Court.
23. During a period of suspension, the suspended officer may not execute the office to which they were elected. However:
1. This does not affect their ordinary rights as a Full Member of the Union;
  2. This does not remove the right to vote at or attend a Union Meeting. Only the Trustee Board can remove this elected right.
  3. This does not mean their duties are reallocated. Only the Union President may do this.
  4. This does not constitute guilt
24. A suspension may be appealed to the Union Court.

#### **Petition of No Confidence**

25. An Emergency General Meeting of the relevant committee shall be called within 14 college days if it receives a valid petition of No Confidence.
26. A petition of No Confidence shall be valid if it is one of the following:
1. A request by the President/Chair after unsatisfactory performance following a Written Warning,
  2. The request of the President of the Union;
  3. A request by a Full Member of the Union, who is a Member of the Constituency to which this officer is associated. It must be supported by 10 seconders, who are also from the Constituency. This list does not have to be shown to the defendant officer must be validated by the senior body. Where the senior body is Court, it shall be validated by the Court Chair.
  4. A petition which has not previously been rejected.
27. The petition is required to contain:
1. Name of the officer who is subject of the petition;

2. The grounds of complaint;
3. The details of previous warnings (if applicable);
4. Details of any breaches of the Constitution, Regulations, Union Policy, Court Determinations or written agreements.

#### **Procedure at Emergency General Meeting**

28. The Emergency General Meeting shall be chaired by the committee's normal chair, unless their partiality can be questioned. Should they not be able to chair it is recommended to use a member of the committee who is deemed impartial, and approved by a majority of the committee, or the senior authority.
29. If the committee is discussing a Petition of No Confidence lodged against multiple people, it may choose to vote on each person separately.
30. The defendant officer may provide a representative to speak on their behalf. They must be a member of the College or Union and they shall be granted a full right of reply. They may not, however, be a lawyer acting in a legal capacity.
31. The Chair shall provide time for the defendant officer to speak to the petition and members of the committee the opportunity to ask questions and provide statements. They Chair may also allow an opportunity for the committee to discuss the petition without the defendant officer present.
32. Voting on whether to accept the petition shall be done by secret ballot, with the options being a 'vote of confidence', 'vote of no confidence' and 'abstention.'
33. No proxy votes shall be accepted.
34. A vote of no confidence shall be accepted if a two-third majority, with abstentions ignored, of the quorate committee vote in favour of it.
35. The defendant officer maintains a right of appeal to the Union Court.

#### **Disqualification from office**

36. A person dismissed from office by virtue of a motion of no confidence under this Regulation may not be elected to or hold that office again. The Council may remove this disqualification.

#### **Ordinary or Co-opted Committee Member**

37. A committee, including the Council, may resolve to remove an Ordinary or Co-opted Member of that by a simple majority. Such action does not require a petition of No Confidence.

### **B. The Executive Officers, the Felix Editor and the Court Chair**

38. This Section deals with complaints and the related disciplinary actions for the Executive Officers of the Union and the Felix Editor.
39. Disciplinary matters related to the President, the Felix Editor and the Court Chair shall be dealt with by the Council Chair. All other Executive Officers are dealt with by the President.
40. A complaint may, but not exclusively, be made in relation to:
  1. The conduct of the officer;
  2. A breach of the Union Constitution, Regulations, Policy or Protocols;
  3. Misrepresentation of the Union;
  4. Misuse of funds or Union Property;
  5. Unsatisfactory performance.
41. Furthermore, the Executive Officers may receive disciplinary action from the Union Council, in the form of a censure, for unsatisfactory reporting.
42. On receipt of a complaint the President/Council Chair will have to decide which action is necessary to take. Their choices are, in escalating severity:
  1. Take no action.
  2. Verbal Warning.
  3. Written Warning.
  4. Motion of censure.
  5. Motion of no confidence.

43. All complaints must receive notice of a resolution within 10 College Days. This resolution may require actions that take place later than 10 days from receipt of the complaint.

#### **Take no action**

44. The President/Council Chair may decide that the complaint is not severe enough to pursue through any available action and therefore takes no action. The complainant, if unsatisfied with this decision, may pursue further actions stated within this Section.

#### **Warnings**

45. The President/Council Chair can decide that the complaint is severe enough to discuss with the accused officer. They may, during this meeting:

1. Issue a verbal warning

A (in)formal discussion of the problem which indicates a set time period for the problem to be resolved before escalation to a written warning. This is reported to the Union Council.

2. Issue a written warning

An email which details the problem, the solution (if applicable) and a set time period for rectification before escalation to a motion of censure or no confidence. This is reported to the Union Council and Trustee Board

46. The Officer reserves the right to appeal to the Union Council.

#### **Motions of Censure and No Confidence**

47. Should the issuer of a written warning find the result unsatisfactory (i.e. action 45.2), if the complainant is unsatisfied with the action taken by the President/Council Chair or if the complaint is considered serious, a Motion of Censure or a Motion of No Confidence may be considered.

48. The President/Council Chair is required to call for an investigation in order to establish the facts and explanations before a Motion of No Confidence can be discussed by the Council.

49. Furthermore, the President/Council Chair may consider a temporary suspension of the officer, see points 55 onwards

50. The following details the rules and protocol surrounding investigations, temporary suspensions, petition of censure and petitions of no confidence.

#### **Investigation**

51. The President/Council Chair may choose to lead the investigation; however should they feel they will not be impartial, or able, they may ask the Court to undertake it.

52. The Court reserves the right to stop any investigation, replace the person leading the investigation or take over responsibility for it.

53. The investigation lead can establish a small panel to assist with the investigation. It is typically made of three people and the investigation lead shall be the chair.. The panel may ask for other officers to provide evidence, request information from members of Union Staff and can ask the defendant officer to rebuke any comments.

54. Should the investigation not reach a conclusion before the motion of no confidence is set to be discussed, it may request the date be moved back to a later meeting.

55. The Investigation is required to produce a report which states the finding in an easy-to-read format.

#### **Temporary Suspension**

56. The accusation may be serious enough to provide reasonable grounds for temporarily suspending an Officer. Such grounds may include:

1. Gross or serious misconduct;

2. Reasonable risks to property of the Union, College or a third-party;

3. Financial misconduct;

4. Where a working relationship may be damaged;

5. Where there is a threat to the reputation to the Union;

6. Where continuing in a role may hinder an investigation

57. Should the suspension be required for more than 14 days, permission must be granted by Court.

58. During a period of suspension, the suspended officer may not execute the office to which they were elected. However:

1. This does not affect their ordinary rights as a Full Member of the Union;
2. This does not remove the right to vote at or attend a Union Meeting. Only the Trustee Board can remove this elected right.
3. This does not mean their duties are automatically reallocated. The President, however, may do this.
4. This does not constitute guilt.

#### **Petition of Censure or No Confidence**

59. A petition of Censure is equivocal to a written warning from the Council. Any Union Officer who has received a Motion of Censure shall automatically be considered for a Motion of No Confidence should another Petition of Censure be received.

60. A petition of No Confidence is a request to vote on whether someone should be removed from office.

61. Any valid petition(s) shall be discussed at the next meeting of the Council.

62. A petition of Censure is automatically discussed if the Council has twice rejected a report by an Executive Officer. A representative of the Council Chair shall present it on their behalf.

63. A petition shall be valid if it is one of the following:

1. A request by the President/Council Chair,
2. A request by a nominee of the Court,
3. A request by a Full Member of the Union supported by 20 seconders, who are also Full Members of the Union.

64. The petition, unless arisen from point 61, is required to contain:

1. Name of the officer who is subject of the petition;
2. The grounds of complaint;
3. The details of previous warnings (if applicable);
4. Details of any breaches of the Constitution, Regulations, Union Policy, Court Determinations or written agreements.

65. A petition must be presented to the Council Chair at least 10 days before the next meeting of Council.

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

66. If more than one motion of censure or no confidence is submitted to any meeting, they may be considered as a single motion but at the discretion of the proposers of the motions.

67. The following amendments to the standing orders for Council shall have effect:

1. The substantive intent of motion of censure or no confidence may not be amended, although supporting arguments may be amended,
2. A motion of no confidence may be downgraded to a censure; however a motion of censure may not be upgraded to no confidence,
3. The defendant officer may bring their own representative (who may be any member of the College, but not a lawyer acting in a legal capacity), and either person may address the meeting and have full right of reply,
4. If a single motion is about several people, the Council may choose to vote on each person separately.
5. The proposer and subject of a motion may not vote upon it or disputed amendment to it,
6. No vote cast may be a proxy vote.
7. The vote upon the motion, and any disputed amendment to it, shall be held by secret ballot
8. The motion must be approved by a two-thirds majority of those present and voting, abstentions being ignored, and more than half of those present and eligible to vote,
9. A motion which having been voted on and rejected may not later be reconsidered by the Council, unless it is an automatic censure.
10. A motion that is not discussed for any reason at the meeting is deemed to have fallen, except when the Council specifically adjourns to reconsider the motion.



### **Route of Appeal**

68. The only route of appeal against a Motion of No Confidence or Censure is through a General Meeting. An appeal, in the form of a request to the Council Chair to call a General Meeting, must be lodged within 5 College Days. The location and time shall be agreed between the appealing officer and the Council Chair. If an agreement cannot be made, the time and date shall be decided by the Trustee Board.
69. If an appeal cannot be petitioned within the time constraints of a General Meeting or the meeting does not quorate the appeal is dismissed.
70. The General Meeting reserves the right to downgrade a resolution of No Confidence to a resolution of Censure.
71. A Sabbatical Officer removed from office that does not appeal or does not successfully appeal shall have their employment terminated. If they reside in halls, they may continue to do so for a maximum of two months.

### **Disqualification from office**

72. A person dismissed from office by the Council by virtue of a motion of no confidence may not be elected to or hold any Sabbatical Officer post again. The Council may remove this disqualification.

## **C. A Committee of the Union and its Clubs, Societies and Projects**

73. This section deals with complaints and disciplinary actions relating to the actions committees of the Union, Clubs, Societies and Projects.
74. The typical issues this section is designed to deal with is, but not exclusively:
1. Misconduct or disrespectful use of rooms, both within the College or the Union;
  2. Breaches of the Publicity Policy;
  3. Breaches of the Speakers Policy;
  4. Damage to property of the Union;
  5. Misuse of the Email List or membership data;
  6. Misuse of Funds and Breaches of the Financial Regulations;
  7. Bringing the Union and/or the College into disrepute;
  8. Breaches of any other policies of the Union, the constitution or the regulations.
75. Complaints lodged against a club, society of project shall be dealt with by the Deputy President (Activities) or President. If the complaint is about the actions of a Committee of the Union, for instance the Union Council, it shall be dealt with by the Court.
76. The actions available upon receipt of a complaint are:
1. Take no action
  2. Issue a warning
  3. Investigate Further
  4. Take Action(s)

### **Take no action**

77. It may be felt that the complaint is not severe enough to pursue through any available action and therefore no action is taken.

### **Warnings**

78. The Deputy President (Activities)/President can decide that the complaint is severe enough to discuss with the accused committees. They may, during this meeting:
1. Issue a verbal warning  
A (in)formal discussion of the problem which indicates a set time period for a problem to be resolved before escalation to a written warning. This is reported to the Management Group of the Club, Society or Project.
  2. Issue a written warning  
An email which details the problem, the solution (if applicable) and a set time period for rectification before escalation to a motion of censure or no

confidence. This is reported to the Management Group of the Club, Society or Project and the Management Board of the Union.

79. The committee reserves the right to appeal to the Union Court.

#### **Investigate Further**

80. The Deputy President (Activities)/President may feel that an accusation is severe enough to investigate further. This is often the case with items such as 73.6.

81. Due to this they may form a panel to help with the investigation. This panel should be chaired by the Deputy President (Activities) and contain two members of the Clubs and Societies Board. The panel would be expected to speak to the committee.

82. The panel may take any of the actions stated below, refer individuals for separate disciplinary action under Section D or refer students to the College for disciplinary action under the College regulations.

#### **Take Actions**

83. The Deputy President (Activities)/President has a selection of disciplinary actions available to them.

84. Should they feel the actions have mistakenly blamed on the committee, when they are the actions of a few members of that committee, they may refer these individuals for discipline under Section D.

85. No disciplinary action can be applied for more than the academic year without the permission of the Trustee Board. The actions available are:

1. A fine, not exceeding £500. If damage causes exceeds this, the Trustee Board must authorise it;
2. A ban from using rooms for the Union and/or College;
3. Union Service i.e. work on Union or College campuses of benefit to the College community;
4. A ban from using the email system;
5. A ban from using union equipment, including hiring minibus;
6. A ban from entering or using Union facilities;
7. The cancellation of, or ban from having, a tour;
8. A ban on all club, society or project activities.

86. The Deputy President (Activities)/President may combine these actions.

87. The Union Court provides the route of appeal for any actions taken.

#### **Licensed Premises**

88. The licence holder reserves the right to bar any person(s) from the licenced premises. Equally they reserve the right to repeal any such exclusion.

### **D. An individual, or group, on or with Imperial College Union property or during activities associated with the Union.**

89. This Section deals with issues relating to individuals or groups who were:

1. Using or present on Union property when actions leading to a complaint were committed;
2. Participating in an activity of the Union i.e. something funded by or organised by a club, society or project of the Union;
3. Using Union equipment, such as a minibus;
4. Taking actions which could bring the Union into disrepute.

90. Some disciplinary matters may be resolved through policy attached to this regulation or through staff of the Union. Such examples are:

1. Minibuses: Covered by the Transport Policy
2. Licenced premises: Dealt with by the personal license holder.

91. The remaining matters are dealt with by the student disciplinary policy.

### **E. Complaints Procedure**

92. This complaints procedure is provided for all students or groups of students who:

1. Are dissatisfied in their dealings with the ICU,

2. Claim that they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the ICU, or
3. Are dissatisfied with the conduct or performance of a member of staff.
93. Any complaint shall in the first instance be referred to the President who shall take such steps as are reasonable to meet the complaint. A complaint in relation to the President, Felix Editor or Court Chair shall be dealt with by the Council Chair whilst complaints about Court Members shall be dealt with by the Court Chair. Media complaints shall be referred to the President.
94. A complaint in relation to a constituent part of the Union shall be referred to its chair/president for resolution.
95. If a complainant is dissatisfied with the resolution of the complaint by the President or other person and the complaint is not a staff matter, it may be referred to the Union Court through the Council Chair.
96. The President, Council Chair or Court respectively shall respond to any complaint within 10 working days.
97. If a complainant is still dissatisfied with the resolution of the complaint they may pursue the matter with the College under the Code of Practice.
98. This procedure does not prevent a complainant from taking proper action themselves under this Regulation or participating in any open Union meetings.

#### **Commercial Areas of the Union**

99. Commercial areas of the Union may facilitate their own mechanism for dealing with complaints about service. This is at the discretion of the President.

Deleted:

1. ~~Management Board~~~~Management Board~~~~Management Board~~~~Management Board~~~~Management Board~~

## Regulation Eight - Union Financial Regulations

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

The President is ultimately responsible for the finances of the Union. The responsibility for the day-to-day administration of the finances of the Union is delegated by the President to the Deputy President (Activities) or their nominee, and the Finance Manager, through the Union Managing Director as appropriate. The Union annual accounts shall be approved by the Trustee Board and the College Audit Committee prior to report to the College Council.

### Use of Union Funds

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

### Trustee Board Responsibilities

2. As established in Regulation One of the Union, the Union's Trustee Board shall be responsible in particular for:
  1. The Union's long term objectives and strategy,
  2. The Union's operating and capital expenditure budgets and any significant changes in them,
  3. Strategic oversight of the Union's operations (both voluntary and commercial), including competent management, sound planning, adequate systems of internal control, adequate accounting, risk management and compliance with statutory and regulatory procedures,
  4. Personnel, particularly strategic re-organizations,
  5. Health and Safety,
  6. Investment or borrowing of Union funds,
  7. Reviewing performance in light of the Union's strategic direction.
3. The Trustee Board shall:
  1. Approve the Union's Annual Report and accounts,
  2. Approve any significant change in accounting practices,
  3. Approve any major capital project and contract which is significant strategically or by its size, and

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4. Approve the remuneration of the Sabbatical Officers and Union Managing Director.
4. The Trustee Board shall, as established in Union Regulation 1.33, be responsible for approving without delegation any capital project or contract valued in excess of £1,000,000.

### Budgets

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

### Budget Holders' Responsibility

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

### Bank Accounts and Investments

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

### Payment Authority

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

### Limits of Authority

16. No unauthorised member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
17. Expenditure up to £20 may be authorised by any financially responsible officer on behalf of their respective Club, Society or Project.
18. Expenditure greater than £20 and up to £1000 must be authorised by any financially responsible officer on behalf of their respective Club, Society or Project, and their respective Management Group Chair or Treasurer. In the absence of any of the financially responsible officers required, the Student Development~~Deputy President (Activities)~~Deputy President (Activities) or their nominee may authorise expenditure on their behalf.
19. The Management Group Chair and Treasurer must both authorise all expenditure above £20 and up to £1,000 from their budget. In the absence of any of the financially responsible officers required, Student Development~~Deputy President (Activities)~~Deputy President (Activities) or their nominee may authorise expenditure on their behalf.

20. Operational managers may authorise expenditure consistent with their budgets, subject to approval by the Union Managing Director or the Deputy President (Finance & Services) for orders or contracts in excess of £5,000 up to £50,000.
21. Deputy President (Activities) or their nominee, Student Development shall authorise all other expenditure up to £50,000.
22. The Management Board shall authorise all expenditure over £50,000 up to £500,000.
23. The Trustee Board, on the recommendation of the Management Board, shall authorise all other expenditure.

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#### Orders

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

#### Loans to Staff

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

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#### Long-Term Commitments

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

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#### Events

28. The limits of authority as defined in paragraphs 12 – 23 of this regulation shall be applied to the total of all expenditures relating to events organised on behalf of the Union.
29. Prior authorisation shall be given in writing.

#### Cash Holding

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

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#### Borrowing

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

#### Guarantees and Indemnities

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

#### Supplies on Credit

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

#### **Inventories and Asset Management**

36. The Union shall maintain a full inventory of all its assets valued (individually or in aggregate) in excess of £50.

37. It is the responsibility of all Union Officers, Club or Society or Project Chairs and Managers to ensure that they maintain a register of such items and inform the Union Managing Director when such items are disposed of.

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38. Equipment valued in excess of £50 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorisation of the relevant budget holder and the President. Authorisation shall only be granted after consultation with the Union Managing Director by the President.

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#### **Union Honorary Senior Treasurer**

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

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1. Act as a payment authority for the main Union bank accounts.
2. Ensure, on behalf of the College, that the Union Financial regulations are observed,
3. Be a Permanent Observer of the Trustee Board, Council and Management Board,
4. Ensure that all books and financial records pertaining to the Union are submitted to the Clerk to the College Council within 45 days of the end of the financial year,
5. Be responsible for ensuring that any anomaly or discrepancy in the financial management of the Union is reported to the President.
6. Exercise office for a maximum of five years.

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# Regulation Nine – Code of Practice

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**IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE**

**CODE OF PRACTICE**

**FOR THE IMPERIAL COLLEGE UNION**

**Contents**

**Draft Code of Practice in separate document**