

Regulation One – Officers of the Union

1 Officers of the Union

1.1 The Officers of the Union shall be:

- 1.1.1 President
- 1.1.2 Vice-President (Operations)
- 1.1.3 Vice-President (Activities)
- 1.1.4 Honorary Secretary
- 1.1.5 Honorary Junior Treasurer
- 1.1.6 Academic Affairs Officer
- 1.1.7 Welfare Officer
- 1.1.8 Broadsheet Editor
- 1.1.9 Events Officer
- 1.1.10 Publicity Officer
- 1.1.11 Web Communications Officer
- 1.1.12 Sports Officer
- 1.1.13 The RAG Champion/Officer
- 1.1.14 The Science Challenge Chair

1.2 No person may hold more than one of the posts listed in Article 1.1

1.3 All posts may be held jointly by two or more persons, except for:

- 1.3.1 President
- 1.3.2 Vice-President (Operations)
- 1.3.3 Vice-President (Activities)
- 1.3.4 Honorary Secretary
- 1.3.5 Honorary Junior Treasurer

2 Representatives to the Union

2.1 The Representatives to the Union shall be:

- 2.1.1 Chair of Silwood Campus Union

3 Job Descriptions for Officers and Representatives

3.1 The President shall:

- 3.1.1 Be the ultimate representative of the Union.
- 3.1.2 Maintain relations between the Union and ICU, College, and other committees, institutions and Unions as appropriate.
- 3.1.3 Be responsible for the interpretation and development of the Constitution and Regulations.
- 3.1.4 Be responsible for the external communications of the Union
- 3.1.5 Be ultimately responsible for the finances of the Union.
- 3.1.6 Be ultimately responsible for Health & Safety issues within the Union.
- 3.1.7 Be ultimately responsible for the Academic Affairs Network.
- 3.1.8 Be ultimately responsible for all elections within the Union.
- 3.1.9 Be ultimately responsible for the publications of the Union.
- 3.1.10 Be ultimately responsible for discipline and grievance issues in the Union.
- 3.1.11 Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
- 3.1.12 Be ultimately responsible for all activities of the Union.
- 3.1.13 Be ultimately responsible for the work of the Executive and represent their views to the Council.
- 3.1.14 Supervise other Officers of the Union, delegate the duties of any Officer who is unable to fulfil them and negotiate extra duties with other Union Officers, as appropriate.

3.2 The Vice-President (Operations) shall:

- 3.2.1 Deputise for the President on the South Kensington Campus as required
- 3.2.2 Liaise with the treasurer with regard to the finances of departmental societies
- 3.2.3 Co-ordinate the procurement of sponsorship for the Union

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- 3.2.4 Facilitate communication and cooperation between departmental societies and organisation of inter-departmental events and activities in conjunction with the Vice-President (Activities) and the Event Officer.
 - 3.2.5 Be responsible for public relations issues of the Union.
 - 3.2.6 Be responsible for liaising with the Imperial College Careers Service and external groups in the organisation of the specialised Natural Sciences Careers/Internship Fair
 - 3.2.7 Be responsible for ensuring all Officers of the Union have completed their ICU Officer training
 - 3.2.8 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences
- 3.3 The Vice-President (Activities) shall:
- 3.3.1 Deputise for the President on the South Kensington Campus as required
 - 3.3.2 Oversee Union events and host traditional events
 - 3.3.3 Be responsible for the organisation of and supervision of the Freshers' Ball
 - 3.3.4 Be responsible for the sales and security of tickets, regalia and other assets of the Union
 - 3.3.5 Be responsible for the supervision of Union events and participation in RAG Week activities
 - ~~3.3.6 Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee; though these roles may be delegated to a Science Challenge Chair upon permission of the Executive Committee.~~
 - ~~3.3.7~~ ~~3.3.6~~ Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences
- 3.4 The Honorary Secretary shall:
- 3.4.1 Be responsible for the provision of Office facilities and services.
 - 3.4.2 Oversee the accurate recording and compilation of all minutes of meetings of General Committee and Executive Committee. A full copy shall be archived when appropriate.
 - 3.4.3 Maintain a list of names and contact details, of all Officers and representatives of the Union.
 - 3.4.4 Maintain and protect a written and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.
 - 3.4.5 Submit material to Imperial College Archives as and when necessary.
 - 3.4.6 Ensure all Officers of the Union prepare and provide hand-over documents for their successors a minimum of 10 weeks before handover period – a copy to be archived in the RCSU Office.
 - 3.4.7 Ensure that a copy of the current Constitution, Regulations and Union Policy is available to all members of the Union and that the master copy is kept secure.
- 3.5 The Honorary Junior Treasurer shall:
- 3.5.1 Report the financial position of the Union to the Executive, as required.
 - 3.5.2 Report the financial position of the Union's Clubs and Societies to the Executive, as required.
 - 3.5.3 Maintain an inventory and records in accordance with the ICU Financial Regulations.
 - 3.5.4 Be made available to assist Departmental Society Treasurers upon reasonable request
 - 3.5.5 Facilitate the payment of debtors in conjunction with the Honorary Senior Treasurer
 - 3.5.6 Inform all persons with financial authority in the Union of their duties and responsibilities and obtain a written declaration from each such person to confirm their knowledge and acceptance of this responsibility.
- 3.6 The Academic Affairs Officer shall:
- 3.6.1 Be responsible for the Academic Affairs Network for undergraduate students.
 - 3.6.2 Represent the views of students of the Union in matters concerning academic affairs to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) The Faculty of Natural Sciences Teaching Committee
 - d) The Science Studies Committee of Imperial College
 - e) The Staff-Student Committees of each department
 - 3.6.3 Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate students in the Union.

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- 3.6.4 Ensure compliance of the elections of Academic Representatives of undergraduate students with the Election Regulations.
- 3.6.5 Liaise with the Education Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of students within the Faculty
- ~~3.6.6 Actively participate in the planning of the Science Challenge.~~

~~3.7 Postgraduate Representative (Activities and Events) shall:~~

- ~~3.7.1 Be responsible for the organising events for research students.~~
- ~~3.7.2 Be an ex officio voting member of the GSA Executive Committee~~
- ~~3.7.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:~~
 - ~~a) General Committee~~
 - ~~b) The Graduate Students Association~~
- ~~3.7.4 Liaise, where appropriate, with the Academic Affairs Officer in the representation of undergraduate students studying a postgraduate degree.~~
- ~~3.7.5 Promote communication and cooperation with the GSA and organisation of joint events~~
- ~~3.7.6 Act as a returning officer in the election of Postgraduate Representative (Activities and Events), under the Election Regulations.~~

~~3.8 Postgraduate Representative (Careers and Development) shall:~~

- ~~3.8.1 Be responsible for the Academic Affairs Network for research students.~~
- ~~3.8.2 Be an ex officio voting member of the GSA Executive Committee~~
- ~~3.8.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:~~
 - ~~a) General Committee~~
 - ~~b) The Graduate Students Association~~
- ~~3.8.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.~~
- ~~3.8.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.~~
- ~~3.8.6 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.~~

~~3.9 Postgraduate Ordinary Member shall:~~

- ~~3.9.1 Be responsible for the Academic Affairs Network for research students.~~
- ~~3.9.2 Be an ex officio voting member of the GSA Executive Committee~~
- ~~3.9.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:~~
 - ~~a) General Committee~~
 - ~~b) ICU Council~~
 - ~~e) The Graduate School of Engineering and Physical Sciences Management Committee~~
 - ~~d) The Graduate Students Association~~
 - ~~e) Postgraduate Quality Committee~~
 - ~~f) GSEPS Academic Training Committee~~
- ~~3.9.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.~~
- ~~3.9.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.~~
- ~~3.9.6 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.~~

~~3.10.3.7~~ The Welfare Officer shall:

- ~~3.10.13.7.1~~ Co-ordinate and supervise the promotion of welfare issues in the Union.
- ~~3.10.23.7.2~~ Co-ordinate and supervise the promotion of health and safety issues in the Union
- ~~3.10.33.7.3~~ Represent the views of the students of the Union in matters concerning welfare and/or health and safety issues to the following and any other appropriate committees:

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- a) General Committee
- b) ICU Council
- c) ICU Welfare Committee
- d) Faculty Health and Safety Committee

3.10.43.7.4 Organise a minimum of one Welfare Week (which aims to enhance the awareness of a variety of welfare issues, typically one a day).

3.10.53.7.5 Organise and arrange Workshops relating to a variety of Welfare issues through the year.

3.10.63.7.6 Liaise with the ICU Deputy President (Welfare) to publicise Campaign Weeks and other Imperial College bodies to publicise and increase awareness of Welfare Facilities.

3.10.73.7.7 Be available at an accessible location once a week for Welfare Drop-in sessions.

3.10.83.7.8 Liaise with the Welfare Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of undergraduate students within the Faculty

3.113.8 The Broadsheet Editor shall:

3.11.13.8.1 Organise the publication and distribution of the publication of the Union, which shall be called Broadsheet

3.11.23.8.2 Organise the publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.

3.11.33.8.3 Form a Broadsheet Publication Team consisting of a minimum of 2 additional members: one to be Copy Editor and one to assist with finance and sponsorship. These appointments should be agreed by the executive committee.

3.11.43.8.4 Archive a copy of all publications.

3.123.9 The Events Officer shall:

3.12.13.9.1 Co-ordinate and supervise events held on a Union-wide scale, to a minimum of two events in Autumn and Spring terms

3.12.23.9.2 Recruit, manage and be responsible for the activities of an Events Committee to be composed of volunteers from the student body. See Regulation 3.

3.12.33.9.3 Liaise with the Vice Presidents in the organisation of inter-departmental events.

3.12.43.9.4 Liaise with the Honorary Junior Treasurer to ensure that budgets are prepared and authorised for events.

3.12.53.9.5 Liaise with the Departmental Representatives to organise a minimum of one Buddy event per department

3.12.63.9.6 Co-ordinate with the RAG Champion the involvement of the Union in ICU RAG, including organisation of RAG Union events and representation of the Union to the ICU RAG Committee

3.133.10 The Publicity Officer shall:

3.13.13.10.1 Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.

3.13.23.10.2 Maintain the Union notice boards and departmental notice boards.

3.13.33.10.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities

3.143.11 The Web Communication Officer shall:

3.14.13.11.1 Publicise the union and its activities whilst ensuring compliance with appropriate Union regulations.

3.14.23.11.2 Create and deliver the Union's E-bulletin to promote and publicise the Union and its activities

3.14.33.11.3 Maintain and develop the Union website to promote and further the Union's Aims and Objectives

3.153.12 The Sports Officer shall:

3.15.13.12.1 Facilitate the organisation of competitive and participative sports teams within the Faculty

3.15.23.12.2 Liaise with other Faculty representatives in the organisation of sporting events within the Faculty

3.15.33.12.3 Liaise with Campus Officers for the organisation of inter-campus sporting events

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~~3.15.43.12.4~~ Encourage and support the active participation of the student body in sporting activities

~~3.163.13~~ The Departmental Representatives shall:

~~3.16.43.13.1~~ Be the representative to the Union, College and ICU for their respective courses/departments.

~~3.16.23.13.2~~ Co-ordinate the activities of the academic representatives of their course/department.

~~3.16.33.13.3~~ Communicate with the Year Representatives frequently to ensure Departmental Issues are resolved rapidly.

~~3.16.43.13.4~~ Represent the views of the students of their department to the following and any other committees:

a) General Committee

b) The Staff-Student Committee of their course/department

~~3.16.53.13.5~~ Promote the activities of the Union.

~~3.16.63.13.6~~ Act as returning officer in the election of Academic Representatives, under the Election Regulations.

~~3.173.14~~ The Undergraduate Year Representatives shall:

~~3.17.13.14.1~~ Be the representative to the Union, College and ICU for their respective year groups

~~3.17.23.14.2~~ Represent the views of the students of their department to the following and any other committees:

a) Departmental Representative Committee

b) General Committee

c) The Staff-Student Committee of their course/department

~~3.14.3~~ Promote the activities of the Union

3.15 The Science Challenge Chair shall:

3.15.1 Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee;

Regulation Two - Elections

1 General Provisions

~~1.1~~ In all elections, the Single Transferable Vote with Quota System shall be operated as defined by the Electoral Reform Society. Elections will be held in-keeping with the ICU Constitution and Bye-Laws, supplemented by this Regulation.

~~1.1.2~~ The positions of President and Honorary Junior Treasurer will be elected in accordance with the ICU Major Election Bye-Laws. All other positions will be elected in accordance with the ICU Minor Election Bye-Laws.

~~1.2.1.3~~ The results of all elections shall be copied immediately to the Honorary Secretary.

~~1.3.1.4~~ This policy is superseded by the ICU Constitution and Bye-Laws Elections Policy

2 ~~—~~ Nominations

~~2.1~~ Nominations shall be advertised by email ten College days before they open.

~~2.2~~ At the close of nominations, any incomplete nominations shall be discarded.

3 ~~2~~ Returning Officer

~~2.1~~ For elections of ~~Union Officers~~ the President and Treasurer the ICU appointed External Returning Officer shall be the Returning Officer and Departmental Representatives, the President, with the approval of the Executive, shall act as or appoint the Returning Officer.

~~2.2~~ For elections of Union Officers (other than the President and Treasurer) and Departmental Representatives, either the ICU External Returning Officer or the President, shall act as or appoint the Returning Officer.

~~3.1~~ —

~~3.2.3~~ In elections for Academic Representatives, the Departmental Representative or his nominee, approved by the appropriate Academic Affairs Officer, shall act as Returning Officer.

~~3.3.2.4~~ For Clubs and Societies, the appointment of the Returning Officer shall be governed by their respective constitutions. If there is no provision for one, he shall be appointed by their Committee.

~~3.4.2.5~~ The Returning Officer may not propose or second any candidate, or stand for election.

4 ~~3~~ Re-Open Nomination (RON)

~~4.1.3.1~~ A person shall be nominated by the Returning Officer to run the RON campaign. Their identity shall be made known at the close of nominations.

~~4.2.3.2~~ For Union Officer elections, the Executive shall allocate a New Election campaign budget.

~~4.3.3.3~~ If RON is elected, nominations shall be re-opened ~~for a further ten College days~~ and the elections process recommenced at a time determined by the Returning Officer, in accordance with the Bye-Laws.

5 ~~4~~ Elections of Union Officers

~~5.1~~ Only Full Members of the Union may stand or vote, ~~and nominations require ten seconders, excluding President which requires twenty.~~

~~5.2~~ The initial elections for the following Officers shall be by secret ballot, governed by section 6:

~~5.2.1~~ President

~~5.2.2~~ Vice-President

~~5.2.3~~ Honorary Secretary

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~~5.2.4~~ Honorary Junior Treasurer

~~5.2.5~~ Academic Affairs Officer

~~5.2.6~~ Welfare Officer

~~5.2.7~~ Departmental Society Chair

~~5.34.1~~ All other Union Officers may be elected by secret ballot or at a General Committee meeting, at the discretion of the Executive.

4.2 Vacancies (if RON is elected, or if a previously filled position falls vacant) may be filled by election at General Committee unless the position is:

4.2.1 President

4.2.2 Vice President (Operations)

4.2.3 Vice President (Activities)

4.2.4 Honorary Secretary

4.2.5 Honorary Junior Treasurer

4.2.6 Academic Affairs Officer

4.2.7 Welfare Officer

~~5.4~~ The positions listed in Article 5.2 shall always be elected by secret ballot.

65 Secret Ballot Elections

~~6.15.1~~ Secret ballot elections shall take place College-wide over a minimum of two consecutive College days.

~~6.25.2~~ Elections must be held electronically.

~~6.35.3~~ Hustings shall be held after nominations close and before the elections are held. Each candidate and proposer shall have a period of time to speak. All Full members shall have the right to question candidates. Conduct shall be at the discretion of the Returning Officer.

~~6.45.4~~ Copies of these Election Regulations shall be displayed on the Union notice board and/or web site from the day nominations open until voting is finished.

~~6.55.5~~ The following information shall be made available to Members of the Union:

~~6.5.15.5.1~~ Dates between which the nominations are open

~~6.5.25.5.2~~ Deadline for manifesto submission

~~6.5.35.5.3~~ Date from which publicity may be displayed

~~6.5.45.5.4~~ Date and time of Hustings

~~6.5.55.5.5~~ Dates of voting for the elections

~~6.5.65.5.6~~ Date, time and place of announcement of election results

~~6.5.75.5.7~~ Contact details for the Returning Officer

~~6.5.85.5.8~~ Contact details for the current holders of the posts being elected

76 Elections of Academic Representatives, Departmental Representatives and Club Officers

~~7.16.1~~ Any Full Member of the Union may stand for election as, and vote for, their respective Departmental or Academic Representative. That is to say that the member must fall within the population represented by the post in question.

~~7.26.2~~ The ~~appropriate~~ Academic Affairs Officer is responsible to the President for overall supervision of elections for Course and Academic Representatives.

~~7.36.3~~ The initial elections for Course Representatives shall be by secret-ballot or online election, held at the start of the new academic year, as governed by section ~~6.5~~

87 Campaigns and Publicity

~~8.17.1~~ The Returning Officer must approve all campaign material, and a copy shall be lodged with the Returning Officer in case of any dispute.

~~8.27.2~~ Posters must comply with ICU Poster Rules, ~~except where contradicted by this Regulation.~~

~~8.37.3~~ All publicity shall contain:

~~8.3.17.3.1~~ The post the candidate is standing for

~~8.3.27.3.2~~ The date, time and place that the election and hustings are to be held

~~8.47.4~~ Publicity may not include:

~~8.4.17.4.1~~ Any logos, shields or Arms used by the Union or ICU.

~~8.57.5~~ Publicity may only begin on a day decided by the Returning Officer after nominations have closed.

~~8.67.6~~ The Returning Officer may set a limit on campaign spending.

98 Infringement

~~9.1~~—The enforcement of these rules shall be in the hands of the Returning Officer, ~~and in certain cases the Executive, as detailed below.~~

~~9.1.1~~—The Returning Officer may disqualify any candidate, or declare that an election be re-run.

~~9.1.2~~—Any decision may be appealed to the Executive whose decision is final. Further appeal may be possible under ICU Election Regulations.

~~9.28.1~~ Any person sabotaging another person's campaign shall be referred to the ICU President to be dealt with under the ICU Disciplinary Procedure, in addition to being disqualified from any election, and in certain cases the ICU President, as detailed in the ICU Bye-Laws.

~~9.38.2~~ In all elections except Union Officer elections, the Executive may de-ratify any election within five College days of the result being declared if it feels it has been run unconstitutionally.

~~9.3.18.2.1~~ The Executive shall inform the Returning Officer, candidates and relevant committees of the decision within one day. Nominations shall be re-opened and elections run again.

~~9.3.28.2.2~~ There is no internal appeals process. Appeals must be referred to ICU, under ICU Election Regulations-Bye-Laws

~~9.48.3~~ In Union Officer elections, complaints must be lodged with the President or Returning Officer before the start of counting. If a complaint is made, and not resolved, the Executive-ICU Governance Committee or ICU President, as set out in the ICU Bye-Laws shall resolve the matter.

Regulation Three - Composition of Committees

1 General Committee

- 1.1 The powers and responsibilities of the General Committee are set out in the Constitution.
- 1.2 The General Committee shall meet once a term and additionally as needed.
- 1.3 The members of the General Committee shall be:
 - 1.3.1 the President,
 - 1.3.2 the Vice-President (Operations),
 - 1.3.3 the Vice President (Activities),
 - 1.3.4 the Honorary Secretary,
 - 1.3.5 the Honorary Junior Treasurer,
 - 1.3.6 the Academic Affairs Officer,
 - ~~1.3.7~~ the Welfare Officer,
 - ~~1.3.7~~~~1.3.8~~ the Science Challenge Chair,
 - ~~1.3.8~~~~1.3.9~~ the Publicity Officer,
 - ~~1.3.9~~~~1.3.10~~ the Web Communications Officer,
 - ~~1.3.10~~~~1.3.11~~ the Broadsheet Editor,
 - ~~1.3.11~~~~1.3.12~~ the Sports Officer,
 - ~~1.3.12~~~~1.3.13~~ each Departmental Representative,
 - ~~1.3.13~~~~1.3.14~~ each Year Representative,
 - 1.3.15 the RAG Champion,
 - ~~1.3.14~~ the three PG Committee Members,
 - ~~1.3.15~~~~1.3.16~~ Members of Union sub-committees,
 - ~~1.3.16~~~~1.3.17~~ the Chair of Silwood Park Campus Student Union or their nominee
 - ~~1.3.17~~~~1.3.18~~ The ICU Sabbatical Officers as *ex officio* non-voting members.
- 1.4 The Permanent Observer shall be the Honorary Senior Treasurer

2 Executive Committee

- 2.1 The powers and responsibilities of the Executive are set out in the Constitution.
- 2.2 The Executive shall meet once every three weeks during term time and additionally as needed.
- 2.3 The members of the Executive shall be:
 - 2.3.1 the President,
 - 2.3.2 the Vice-President (Operations)
 - 2.3.3 the Vice-President (Activities)
 - 2.3.4 the Honorary Secretary,
 - 2.3.5 the Honorary Junior Treasurer,
 - 2.3.6 the Academic Affairs Officer,
 - ~~2.3.7~~ the Welfare Officer,
 - ~~2.3.7~~~~2.3.8~~ the Science Challenge Chair,
 - ~~2.3.8~~~~2.3.9~~ the Publicity Officer,
 - ~~2.3.9~~~~2.3.10~~ the Web Communications Officer,
 - ~~2.3.10~~~~2.3.11~~ the Broadsheet Editor,
 - ~~2.3.11~~ the Events Officer,
 - ~~2.3.11~~ ~~the Three PG Committee Members~~
 - ~~2.3.12~~~~2.3.13~~ the RAG Champion,
 - ~~2.3.13~~~~2.3.14~~ the Chair of Silwood Campus Students' Union,
 - ~~2.3.14~~~~2.3.15~~ The ICU Sabbatical Officers as *ex officio* non-voting members.
- ~~2.4~~ 2.4 The Permanent Observer shall be the Honorary Senior Treasurer
- ~~2.4~~~~2.5~~ 2.5 The Executive shall be convened by the President.
- ~~2.5~~~~2.6~~ 2.6 The Executive shall be chaired by the President or their nominee.

3 Clubs and Activities Committee

- 3.1 The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies of the Union
- 3.2 The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive
- 3.3 The Clubs and Activities Committee shall report to the Executive.
- 3.4 The Clubs and Activities Committee shall meet twice in each of the autumn and spring terms, once in the summer term, and additionally as needed.
- 3.5 The members of the Clubs and Activities Committee shall be:
 - 3.5.1 President,
 - 3.5.2 The Vice-President, (Operations)
 - 3.5.3 The Events Officer,
 - 3.5.4 The Chair and Treasurer of each Club or Society,
 - 3.5.5 The RAG Champion as an observer
- 3.6 Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.
- 3.7 The Clubs and Activities Committee shall be convened and chaired by the Vice-President (Operations) or, in his/her absence, by another Vice-President.

4 Departmental Society Committees

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

5 Colours Committee

- 5.1 The terms of reference of the Colours Committee are detailed in the Colours Policy.
- 5.2 The members of the Colours Committee shall be:
 - 5.2.1 the President,

- 5.2.2 the Vice-President (Operations)
- 5.2.3 the Vice-President (Activities)
- 5.2.4 the Honorary Secretary,
- 5.2.5 Four Ordinary Members nominated by the following committees from within their memberships:
 - a) Two members of the Executive,
 - b) Two non-Executive members of the General Committee,

5.3 The Committee shall be convened and chaired by the Vice-President (Operations) of the Union

6 The Entertainments (Ents.) Sub-Committee

- 6.1 The Entertainments Committee is responsible for organising all events, as decided by the Events Officer, as a sub-committee of the Executive Committee
- 6.2 The termly budget for the Ents. Committee shall be determined by the first Executive Committee at the start of the term. This budget shall be reviewed by the Executive Committee upon each meeting.
- 6.3 The members of the Ents. Committee shall be:
 - 6.3.1 The Vice-President (Activities), as chair
 - 6.3.2 The Events Officer
 - 6.3.3 The Science Challenge Chair
 - 6.3.4 The Publicity Officer
 - 6.3.5 The RAG Champion
 - 6.3.6 The Ordinary Members

6.4 The Ordinary Members shall be elected to the Committee by the Executive Committee after advertisement via email.

6.5 The committee shall convene as frequently as necessary, upon the request of the Vice-President (Activities) or the Events Officer

6.6 The committee should prepare budgets for all events; to be accepted by the President and the ICU Deputy President (Finance and Services)

6.7 The Secretary shall act as the Clerk to the Ents. Committee

7 Academic and Welfare Committee

7.1 The A&W Committee is responsible to the Executive Committee as a forum for discussing the issues of the Union relating to Academic and Welfare issues.

7.2 The committee shall be co-chaired by the Welfare Officer and the Academic Affairs Officer

7.3 The committee shall discuss recent meeting of ICU Council, ICU Representation and Welfare Board and Student-Staff Committee Meetings

7.4 The members of the Academic and Welfare Committee shall be:

- 7.4.1 The President
- 7.4.2 The Welfare officer
- 7.4.3 The Academic Affairs officer
- 7.4.4 The Departmental Representatives
- 7.4.5 The ICU Deputy-President (Education) as an ex-officio non-voting member
- 7.4.6 The ICU Deputy-President (Welfare) as an ex-officio non-voting member
- 7.4.7 The Departmental Society Chairs as permanent observers