

**Tankards Policy**  
*Imperial College Union Executive Committee*

**Background**

1. Imperial College Union Bar is home to one of the largest collections of pewter tankards in Europe.
2. Every tankard represents a volunteer position within the Union - whether that is the President or Captain of a Club or Society, an Academic Representative or a role within one of the Constituent Unions. There are also tankards related to membership and positions within the 22's, Links and Chaps Clubs, that Imperial College Union is no longer affiliated with.

**Use of tankards**

1. Each tankard may only be used by the people whose names are engraved upon it and the member currently holding the position.
2. The bar staff will allow the use of a tankard when exchanged for some form of suitable identification which they will keep until the tankard is returned. Acceptable identification include: Imperial College identification card, Imperial College Union Associate or Life Associate Membership card, credit or debit card.
3. Requests for tankards kept in storage must be made two days in advance, in order to give time for them to be brought out of storage.

**Creation of tankards**

1. Tankards which represent a volunteer position in the Union can be added to the collection, but they must be of the standard design and purchased through the Union to ensure consistency. Tankards will be added under the following conditions:
  - a) Replacement of existing 'full' tankards where it is impossible to engrave further names. The cost of the new tankard and setup engraving to be borne by the club, society or union to whom the position relates.
  - b) New tankards, where the club or society has normally been in existence for at least 5 years. This time constraint may be waived by the Executive Committee. The tankard to be in the name of the club, with yearly engravings of the Chair/President of that club/society. Cost to be borne by the club/society.
  - c) New Union Officer positions and officer positions within the Union or any of its constituent parts, where the position has normally been in existence for at least 5 years. This time constraint may be waived by the Executive Committee. The tankard to be in the name of the officer position, with yearly engravings of the name of the individual who holds that position. Cost to be borne by the relevant group.

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- d) Newly created awards, which may wish to have a tankard in the Union Bar. Generally a donation or memorial naming opportunity (eg. Hardwick Award for Hockey). Yearly engraving of the award winner. Cost to be borne by the relevant body.
  - e) Other tankards and allocation of their associated costs at the discretion of the Union President.
2. The Union Colours Policy allows for the awarding of tankards to recipients of Union Fellowships and Presidents' Awards. Such tankards shall not be kept in the Union bar and the cost of these tankards shall be met by the Union. Should an individual be awarded a Fellowship and Presidents' Award in the same year then one tankard will be awarded.

### **Engraving of tankards**

1. Each summer the Union will facilitate that the name of the student who holds the role in the academic year which has just finished is allowed to be engraved on the tankard.
2. The cost of annual engraving is charged per name and charged to the Club, Society or Constituent Union to which the tankard is associated. The cost is set by the Executive Committee.
3. Should the Club, Society or Constituent Union not wish for the engraving to take place, they should inform the Membership Services team before July. The tankard in question shall automatically be placed into storage.
4. Engraving must be consistent, and as such, tankards not engraved one or many years, must be updated in full, at the rate per name at a later stage if so requested by the Club, Society or Constituent Union.
5. When there is no further space for further engravings, a new tankard may be purchased by the Club, Society or Constituent Union as set out below.

### **Setup of new tankards**

1. It is appropriate when a tankard is created to engrave the names of those who have held the role previously, so normally at least £150 should be budgeted for a new tankard. All costs of new tankards are passed to the associated Club, Society or Constituent Union.
2. New tankards are created once a year over the summer break and are subject to there being enough available space on the shelves behind the bar. Space shall be allocated in order of precedence:
  - a. Tankards for existing positions within the Union that are engraved up to date.
  - b. Tankards for existing positions within the Union that are not up to date, but have been requested from the archive.
  - c. Tankards for existing positions within the Union that have existed for less than five years but have been granted existence by the Executive Committee.
  - d. Tankards for existing positions within the Union that are not up to date, and have not been explicitly requested from the archive.
  - e. All other tankards.

**Tankard Designs**

1. The exact design requirements for tankards shall be as follows.

a. Yearly Names

To be in the form:

“2006 – 07 <First Initial> . (<Second initial> .) <Surname>”

Eg. “2006 – 07 J. O. Bloggs”

b. Club/Society Tankards

Front design to be:

Appropriate Crest  
Club/Society Name

c. Officer Tankards

Front design to be:

Appropriate Crest  
Club/Society Name  
Officer Position

d. Award Tankards

Front design to be:

Appropriate Crest  
Club/Society Name  
Award Name

e. Other Tankards

Design at discretion of Union President

f. President’s Award Tankards

Front design to be:

Imperial College Crest  
Year  
President’s Award  
Recipients Full Name (inc. middle names)  
“For services to  
Imperial College Union”

g. Fellowship Tankards

Front design to be:

Imperial College Crest  
Year  
Distinguished Fellowship  
Recipients Full Name (inc. middle names)

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h. Presidents Award & Fellowship Tankards

Front design to be:

Imperial College Crest  
Year  
Fellowship  
and  
President's Award  
Recipients Full Name (inc. middle names)  
"For services to  
Imperial College Union"

**Missing or broken tankards**

1. Imperial College Union accepts no responsibility for lost tankards. If a tankard is lost or broken then a replacement will need to be paid for by the Club, Society or Constituent Union responsible for it, including re-engraving of names on the broken or missing tankard.
2. As property of Imperial College Union, deliberate loss or damage to tankards shall be treated as a disciplinary offence.
3. Covering the cost of a replacement is not covered by the Union's Contingency Policy.
4. Repairs are carried out once a year over the summer break.

**Responsibilities for tankards**

1. The Union Managing Director shall hold the honorary title of "Tankard Viceroy" and shall be delegated responsibility from the President for managing the implementation of this policy.
2. In their role as line manager for the Membership Services Manager, who shall hold the honorary title of "Tankard Baron", the Managing Director shall ensure that the Membership Services team, through the Tankard Baron, manages the operations and annual processes identified in this policy.