

Imperial College Union
Space for Friday Prayers
Proposed by the Equal Opportunities Officer, Hannah Theodorou
Seconded by Salman Waqar

The Union Notes:

1. That congregational Friday prayers are an obligation on Muslims.
2. That congregational Friday prayers have been performed weekly, during the lunch break, in the Union building for the past two years.
3. These are organised by the ICU Islamic Society and in excess of 300 Imperial College students and staff regularly attend prayers.
4. That in the past, there was a block booking at the old Southside Gym which guaranteed an adequate place for Friday prayers every week.
5. That in the past Friday prayers have taken place in numerous venues, resorting to the Queen's Lawn in the rain when no other location was available.
6. There have been situations where Union space is unavailable, either because of a booking clash or because of construction work. This has meant alternative, and often inadequate, arrangements have had to be made for Friday prayers.
7. There is great difficulty with informing and directing in excess of 300 people to different locations every week for the Friday prayer.

The Union Believes:

1. That students should have the right and access to provisions to practise their religion.
2. That according to the Clubs & Societies policy*, the Union has a duty to ensure that resources are provided for welfare needs – this includes congregational Friday prayers.
3. That the College has the responsibility to provide adequate facilities to clubs and societies of Imperial College Union in line with the Code of Practice† it has with ICU.

The Union Resolves:

1. For the Union to ensure sufficient space is available for Friday congregational prayers.
2. To provide at least one week's notice of changes to the Friday prayer location.
3. For the President to lobby the College to provide alternate space, should Union space be unavailable for reasons beyond the Union's control.

*** Clubs & Societies Policy**, point 10 of section B (DUTIES OF THE UNION AND CLUBS & SOCIETIES)

10. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).

The above point refers to the **Health and Safety policy**; point 4 is of particular interest:

4. Imperial College Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.

† Code of Practice Annex J

All space is College Space. Areas are only allocated to the ICU, as to a Department/ Division, on the understanding that the allocation may, after consultation with the ICU, be varied where necessary for the good of the College as a whole. The Union shall occupy the Union Building (the North Wing of Beit Quad and East and West Wing Basements). The Union will also be provided with rooms as identified in Annex D to this document for the furtherance of the social, cultural and welfare activities of the College's students, together with other areas in the College where the Union may carry out trading activities.

The College will at all times endeavour to preserve and augment the areas used for student activities. However the College may, after consultation with the ICU, alter, withdraw or limit the use of such areas if it is reasonable to do so in the wider interests of the College. In such cases, the College will endeavour to find suitable alternative space if it is possible so to do. Any requests by the ICU, its clubs, societies and other affiliated bodies, for the allocation or use of additional space in the College which is not part of an academic department nor listed above, should be made through the Union President or Union Manager to the College Secretary or such other officer as the Rector may designate.

Preservation of Queen's Lawn

Proposed by: Benjamin Harris, Physics 3 (DPEW elect);
Jonathan Matthews, Biological Sciences PhD
Seconded by: Alex Guite, Physics 4 (OM Council) et. al.
[see appendix A]

The Union Notes:

1. That Queen's Lawn is one of the few remaining green spaces on the South Kensington campus.
2. That Queen's Lawn is extensively used by students and staff as a social area throughout the year and especially during the summer months.
3. That Queen's Lawn is used for several prestigious and important events including Freshers' Fair, the Summer Ball and Commemoration Day.
4. That the croquet club use Queen's Lawn for their core activity.
5. That Queen's Lawn is home to three memorials to both students and staff, the sites to which these memorials will be relocated have not yet been identified and it is questionable that established living monuments will survive transplantation.
6. That building on the Queen's Lawn will greatly inconvenience a large proportion of the staff and students based in South Kensington and will have a large and negative impact on the quality of their working environment for a number of years.
7. That the Central Library suffers from unfavourable levels of natural light.
8. That College has submitted a planning proposal to Westminster City Council (ref: 06/02104/FULL) to erect a three storey temporary building, covering 1/3 of Queen's Lawn for a period of two years as well as a two-storey temporary building on the car-park next to the Skempton Building.
9. This planning application was submitted on the 17th of March, yet students were not informed, the statutory planning notices were not placed in the immediate vicinity of the site and the proposed development was only discovered the day before the deadline for objections.
10. The impact of placing a temporary building on the Queen's Lawn will last longer than the two years that the building will be present as it will take time for plants and the lawn itself to become re-established.
11. The designs for the development are not sympathetic to the surroundings which set the scene for a Grade II listed building.
12. Placing temporary structures on green space is less environmentally sound than placing them on hard-standing.

The Union Believes:

1. That it is important to maintain green space within the campus.
2. That the loss of even part of Queen's Lawn would significantly impact on the enjoyment that is gained from it.
3. That erecting unsightly Portakabins would detract greatly from events held on the Queen's Lawn.
4. That the proposed development would further reduce the levels of natural light in the Central Library.
5. It is disrespectful to remove the memorials currently situated on and around Queen's Lawn.
6. That students have a right to have input into developments on campus.
7. That alternative sites are available by placing Portakabins on hard-standing rather than green space (such as the car park outside Chemistry which had Portakabins on it housing building works until recently).

The Union Resolves:

1. To lobby college to abandon the proposed development and find suitable alternative sites that will not involve the destruction of green space.
2. To follow a policy of active protest should College refuse to revise the development.
3. To seek ways of ensuring that Queen's Lawn and other areas of green space are protected for future generations.
4. To ensure that students are informed of any future developments on campus.

Council
3 May 06

Agenda item 10

Appendix A – List of Seconders

Surname	Name	Dept	Position
Addis	Matt	Bioengineering PhD	GSA Welfare Officer
Allan	Charlotte	Chemistry PhD	
Archer (TBR's)	Martin	Physics UG 4	Head of Music, IC Radio Presenter/Producer Liquid Lunch - radio that flows
Attarzadeh	Nicola	Environmental Tech MSc	
Baillie	Tonje	Physics UG 2	
Banerjee	Ushnish	EEE UG 2	
Bates	Philip	Physics PhD	
Bedford	Lorna	Microbiology UG 2	
Bennett	Simon	Environmental Policy PhD	
Bianco	Nicola	Chem Eng PhD	
Billing	Adam	Physics UG 2	
Billingham	Laurence	Physics PhD	
Blackmar	Sarah	Aeronautics PhD	
Bottrill	Leo	Environmental Tech MSc	
Brinded	Timothy	ISE UG 1	
Brown	Ashley	Computing PhD	Ordinary Member Council
Brumby	Paul	Chemical Engineering, PG1	
Bull	Joseph	Environmental Tech MSc	
Bullock	Olivia	EEE UG 1	
Burrows	Daniel	Physics 1	PSU AAO
Carruthers	Thomas	Biology PhD	
Chan	Douglas	Maths UG 2	
Chang	Felicia	Materials UG 2	
Chang	Eugene	Maths UG 2	Croquet Club chair
Chapman	Peter	Chem Eng, PG3	
Chattaway	John	Biology UG 2	Social Secretary, Outdoor club
Cherrington	Laura	Medicine UG 3	
Christodoulou	Christiana	Physics UG 2	
Clark	Gary	Chem Eng PhD	
Coley	Philip	Physics UG 1	
Cottam	Ben	Chemistry PhD	
Courtney	Nicholas	Maths UG 2	
Coyle	Alison	Chemistry UG 3	
Crossley	Daniel	Environmental Tech MSc	
Daisley	Gavin	Chem Eng PhD	
Darby	John	Chemistry UG 3	
Davies	Rebecca	Maths UG 2	Treasurer Ski Club
Douglas	Christine	Environmental Tech MSc	
Dowse	Neil	Maths UG 1	
Elvira	Katherine	Chemistry UG 3	
Evans	Barbara	Environmental Tech MSc	
Ewen	Sally	Chemistry MSc	
Fairbairn	Oliver	Mech Eng UG 4	
Finn	Alistair	Aeronautics UG 2	Dept Rep elect
Fleming	Matthew	Mech Eng, PG2	
Fogden	Sian	Chemistry PhD	
Frensch	Kilian	Physics UG 3	PSU President
Gale	Ella	Chemistry PhD	
Gardner	Christopher	Mech Eng UG 1	
Garrett-Jones	Jack	Physics UG 2	
Garwood	Russell	ESE UG 3	
Gater	Deborah	Chemistry PhD	
Gill	Adrian	Aeronautics PhD	
Griffiths	Richard	Environmental Tech MSc	
Grummit	John	Physics UG 3	
Guite	Alex	Physics UG 4	Ordinary Member Council, PSU President 04/05, PSU Events Officer 03/04
Hall	Katherine	Chemistry PhD	
Harrigan	Nicholas	Physics PhD	Secretary Juggling Club
Hartfield	Matthew	Maths UG 3	RCSU AAO elect
Hartley	Matthew	Chem Eng PhD	
Hasted	Ben	Maths UG 4	
Heard	Stephanie	Biology UG 1	
Herbert	Alex	Biochemistry PhD	
Hooks	Simon	Physics UG 4	Physics Dept Rep
Hunt	Edmund	Physics UG 2	VP debating / 2nd year physics rep
Ibanez Garcia	Delisa	Biomedical Science, PG3	
James	John	Civ Eng UG 2	
Jefferys	Ben	Biochemistry PhD	
Jenkins	Jack	Environmental Tech MSc	
Johnson	Helen	Biomolecular Sci Mres	
Jones	David	Physics UG 2	
Jones	Richard	EEE UG 3	
Jones	Rachel	Chemistry UG 1	
Kaesbach	Saphira	Medicine UG 3	
Kaupilla	Juha	JMC UG 2	JMC Dept Rep elect
Kealey	Steven	Chemistry PhD	
Keane	Aidan	Environmental Tech MSc	
Klein	Noemie	Environmental Tech MSc	
Ladbroke-chartres	Wrettham	Medicine	
Lawson	Daniel	Maths PhD	
Laycock	Christopher	EEE UG 4	

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Lewis	Simon	Mech Eng PhD	
Lockwood	Tobias	Chemistry UG 1	
Marrouche	Jad	Physics UG 3	PSU Vice-President RCSU President elect Head Gardener elect, Esoc Quartermaster, Fellwanderers
Mavadia	Sandeep	Physics UG 2	
Mayne	Matthew	Chemistry UG 4	
McConville	Andrew	Environmental Tech MSc	
Mcleod	Max	EEE UG 2	
Medina	Adrian	Biology UG 3	
Michie	Emily	Materials PhD	
Miller	Jonathan	Environmental Tech MSc	
Mortera Blanco	Teresa	Chem Eng PhD	
Mulet	Xavier	Chemistry, PG3	
Nance	Simon	Chemistry, UG3	
Nathavitharana	Ruvandhi	Medicine 5	Medsin Imperial, Co-president
Norfolk	Andy	Physics UG 4	
Novitzky	Anna	Chemistry UG 3	
Or-back	Alon	Physics UG 4	ULU delegate Captain RCS Rugby Captain Imperial 1st XV
O'Rourke	Alexander	Chemistry UG 3	
Owen	Bryn	Medicine PhD	
Paloumbi	Vassia	Mech Eng PhD	Mech Eng PG rep
Pang	Sok	Environmental Tech MSc	
Papaefstathiou	Pavlos	ISE UG 4	
Pascoe	Simon	Maths UG 4	
Peel	Adele	Maths PhD	PSU PG rep
Pellis	Lorenzo	Department of Infectious Disease Epidemiology, PG1	
Pierre	Le Fur	Mech Eng PhD	
Pomarede	Marine	Biology PhD	VP Fencing
Proaktor	Gil	Biology PhD	
Purshouse	Charles	Environmental Tech MSc	
Rafiee	Siam	Maths UG 2	
Rafla	Marcus	Mech Eng UG 4	The Beard, ICMC
Ray	Michael	Biology PhD	
Redmond	Vicki	Biology UG 2	
Reed	Julie	Chemistry PhD	
Rees-Roberts	Dominic	Biology PhD	Head of Music, IC Radio
Roadnight	John	Mech Eng UG 4	
Rogers	Charlotte	Aeronautics PhD	Deputy Quartermaster, Fellwanderers
Rooney	Aaron	Chemistry PhD	
Rouilly	Vincent	Bio Eng PhD	
Royle	Camilla	Biology UG 1	Ordinary Member Council
Sakellariou	Georgios	Computing PhD	
Sandilands	Marietta	Environmental Tech MSc	
Scarborough	Tim	Physics UG 4	President elect, Fellwanderers
Schnadhorst	Susan	Environmental Tech MSc	
Seager	Michael	ESE UG 3	
Shardlow	Peter	Physics UG 4	Physics Year rep (04-06)
Sim	Way Way	Civ Eng MSc	
Sin	Alvin	Chem Eng 3	
Singh Dubb	Sukhpreet	Medicine, UG1	
Siveter	Robert	Environmental Tech MSc	
Sloyan	Katherine	Physics UG 3	Chair Choir
Steele	Duncan	Physics UG 4	
Stenzel	Till	Environmental Policy, PG2	
Strachan	Konrad	Chemistry UG 3	
Street	Nick	Computing UG 4	
Street	Laura	Environmental Tech MSc	
Swarbrick	Joanna	Chemistry PhD	Chemistry PG Rep
Sweetman	Stephen	Chem Eng PhD	
Sykes	Andrew	Chemistry UG 4	Felix Editor elect
Sykulski,	Adam	Maths UG 3	
Tai	Sheau-Tyun	Environmental Tech MSc	
Tallents	Seb	Physics PhD	
Trenchard	Alexander	Aeronautics3	Chair ICSF
Turner	Christina	Chemistry PhD	
Wadud	Zia	Civ Eng, PG2	
Wakeham	Charles	Chemistry UG 1	
Wang	Nicola	Biochemistry UG 1	Treasurer BioChem Soc
Waraich	Ammar	Medicine UG 2	
Watts	Hal	Mech Eng UG 2	
Williams	Leonie E	Medicine UG 3	
Yuen	Benjamin	Physics UG 3	VP ICMC

other supporters

Name	Link to Union	Department
Victoria Burnham	Alumni	Environmental Science and Technology
Elizabeth Carabine	Alumni	Environmental Science and Technology
Sven Nottebaum	Research Assistant	Division of Cell and Molecular Biology
Prof. Michael A. Ferenczi	Professor of Physiological Sciences	Biological Nanoscience Section
Dr. Nouri Samsati	Staff	Chemical Engineering
Kevin Palmer	Staff	Mechanical Engineering storekeeper
Agnieszka Schikora	Staff	Occupational Health Service
Charlee Brown	Staff/Alumni	Outreach office/computing

MIKE THE MICROMETER

Passed by Union Council 7th June 2010

1. Mike the Micrometer is the inviolate mascot of Imperial College Union.
2. It is inappropriate for any constituent part of ICU to violate an ICU mascot.
3. It is unacceptable for any constituent part of ICU to steal an ICU mascot.
4. Mike the Micrometer should attend all important Union events at the discretion of the President.
5. The President may appoint a "Mike-Bearer" if he or she feels incapable of bringing Mike to any event.
6. Mike the Micrometer shall remain under the guardianship of the President.
7. Mike the Micrometer shall remain in the President's Office when not attending events.

No-one should repair, alter or modify Mike the Micrometer without first obtaining consent from ICU Executive Committee.

RESERVED POWERS POLICY

Passed by Union Council ~~11th June 2007~~ 7th June 2010

1. All policies and resolutions of the Trustee Board shall be reserved to the Trustee Board (as “reserved matters” under the Constitution) unless specifically devolved by the Trustee Board.
2. Authority to amend or revoke the following Council policies is reserved to the Council alone:
 - i. Clubs and Societies Policy parts A and B only (passed ~~11th June~~ 15th June ~~March 2007~~ 2010)
 - ii. Colours Policy (passed ~~11th June~~ 7th June ~~2007~~ 2010)
 - iii. Disciplinary Policy (passed ~~11th June~~ 7th June ~~2007~~ 2010) E
 - iv. Equal Opportunities Policy (passed ~~11th June~~ 7th June ~~2007~~ 2010)
 - v. Felix Policy (passed ~~11th June~~ 7th June ~~2007~~ 2010)
 - vi. Transport Policy parts A, B and C only (passed ~~11th June~~ 17th June ~~May 2007~~ 2010)
3. The Clubs and Societies Board and the Representation and Welfare Board may pass or amend Union policy relevant to their areas of activity.
4. Only the Union Council may approve policy that obliges the Union to adopt a unified public stance on a political matter.

TRADING AT FRESHERS' FAIR

Passed by Union Council 7th June 2010

ICU Notes

1. The Union provides an annual Freshers' Fair at the start of each academic session.
2. That the event is aimed at encouraging the student body to participate in the wide range of Clubs and Societies on offer at Imperial.
3. That the event also marks the best opportunity for Imperial College Union to market its central services and activities to the students, especially Freshers.
4. In addition, there is a corporate presence at the event.
5. In the past there has been a rule that no trading shall take place during the fair. This has applied across the board, to externals and clubs and societies. However Union Ents was exempt from the policy.
6. Although this rule does not appear in current Union Policy, it has always been included in the Terms and Conditions on the booking form for external organisations.
7. The launch of online sales of tickets and club membership via www.imperialcollegeunion.org enables electronic sales to be made during the time of Fresher' Fair. Restricting the online sales part of www.imperialcollegeunion.org for the time of the Fresher' Fair is an impractical option.

ICU Believes

8. Corporate presence at these events is welcome.
9. That the intention of the restriction on trading is to avoid students paying to join many clubs and societies and later realising that there simply isn't the time to pursue a large number of extra-curricular activities.
10. That students expect to be able to purchase food and drink from College and Union bars and catering outlets during the event.
11. That it is convenient and beneficial for both students and the Union for tickets to Union events to be available for purchase during the fair.

ICU Further Believes

12. Collection of membership fees at the Fresher' Fair by clubs and societies is not in the best interests of the student body, though the option to buy membership online will exist during the time of the Fresher' Fair.
13. Trading by a corporate body will not be in the best interests of the student body present at Fresher' Fair.

ICU Resolves

14. Trading at Freshers' Fair, either in memberships or in other goods or services shall not be permitted.
15. Any external organisation given use of a stall or space at Freshers Fair shall not be permitted to exchange goods or services for payment.

Passed by Executive Committee 4th November 2010

Transport Policy

Proposed by the Deputy President (Finance & Services)

Seconded by the Deputy President (Clubs & Societies)

A. General

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.

2. Parts A, B, and C are the preserve of council while the Executive Committee determines operational policy (remaining parts).

B. Responsibilities

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.

4. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.

5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.

6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.

7. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of it's' passengers when on the road. If for any reason a driver or passengers are concerned with the condition of the vehicle then it should not be used.

C. Disciplinary action

8. The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.

9. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behavior likely to cause a danger to passengers, the President or his or her nominee may:

i. deregister and ban a driver for a period of time or indefinitely,

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ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required,

iii. deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),

iv. ban a club or society or group from using the Union's fleet.

10. Action in paragraphs 8 and 9 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.

11. The President or his nominee is responsible for writing to any individual whom action has been taken against under paragraph 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Executive Committee.

12. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Executive Committee.

D. Registration of drivers

Requirements for drivers

13. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.

14. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B manual category (car) driving licence for the previous two years.

15. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Executive Committee. Any previous disqualification from driving, valid endorsements or current restrictions on a driving licence must be declared, and driving history provided with this declaration. Changes to any information provided on a declaration must be reported via a new declaration.

16. Individuals shall cease to be registered drivers if they no longer fulfil the terms of paragraphs 13-15.

How drivers are registered and tested

17. The Membership Services Department shall appoint a number of individuals who shall be permitted to approve drivers for registration. The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.

18. The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers. This assessment will include a theory element which includes, but is not limited to, the current legislation applicable to minibus driving in the UK.

Passed by Executive Committee 4th November 2010

19. Registration as a driver shall normally be valid for three years in the first instance, subject to the driver still fulfilling the terms in paragraphs 13-15. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.

20. A list of registered drivers shall be kept by the Union.

Concerns about drivers

21. In the event of an incident the procedure in Parts H and C are to be followed.

22. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Membership Services Department.

23. If the concerns are of the driving ability or conduct of a member of the Membership Services Department the matter shall be brought up with the President.

24. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in paragraphs 22 and 23, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.

25. The relevant member of the Membership Services Department or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under part C. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under part C.

E. Maintenance of the fleet

26. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.

27. The Membership Services Department shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.

28. The Membership Services Department shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.

29. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.

Passed by Executive Committee 4th November 2010

30. Users of vehicles have a responsibility to conduct checks at the start of their use of the vehicle, and report any minor faults which are present.

F. Booking vehicles

31. Vehicles shall be requested through the union website – www.imperialcollegeunion.org.

32. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.

33. Requests for vehicles between October and March will be held in the order in which they were received; bookings will be made on the morning of the day of the proposed booking two weeks hence. If the supply of vehicles is insufficient to meet requests, the Membership Services Department staff will allocate vehicles accordingly in the following priority order:

i. Requests received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.

ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.

iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).

iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.

v. The order in which the requests were received.

vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.

vii. Requests for vehicles between April and September will be processed on a first-come, first-served basis.

34. Fees for use of vehicles shall be as determined by the Executive Committee.

35. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Executive Committee may determine a booking priority and fees according to the size of external contribution.

G. Motorised mascots

36. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.

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37. These mascots all remain permanently inviolate.

38. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Executive Committee.

39. The respective clubs are exempt from reporting incidents 41 *i, iv*, and *viii*) to the Union (though they may if they wish) with respect to their motorised mascots.

40. The respective clubs shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:

- i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
- ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
- iii. qualifications required of drivers (see paragraph 38) and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in paragraph 39.

H. Incidents

41. An 'incident' shall be defined as:

- i. A vehicle breakdown,
- ii. An accident or situation that could easily have resulted in an accident
- iii. Use of the emergency equipment,
- iv. Any damage to the exterior or interior of the vehicle
- v. Any criminal driving offence or parking offence,
- vi. Consuming alcohol or smoking in the vehicle,
- vii. Use of a Union vehicle without permission, or on un-agreed terms,
- viii. Non-payment of charges for use,
- ix. Complaint from another road user,
- x. Failure to report an incident in this paragraph, and
- xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.

42. Incidents include:

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- i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
- ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.

43. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.

44. An incident as defined in paragraph 41 must be reported by the driver to the Union in soon as possible, but within twenty four hours.

45. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.

46. In the event of a more serious incident, or any incident listed in paragraphs 41 *iv* to 41 *xi*,

- i. the President and Deputy President (Finance and Services) shall be informed,
- ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Membership Services Department take further action under Part C.

47. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Executive Committee.

Imperial College Union

ENVIRONMENTAL POLICY

Imperial College Union Notes:

1. That human activities are having significant negative impacts on the planet including climate change, deforestation, pollution, biodiversity loss and general environmental degradation.
2. Part L of Building and Approved Inspectors (Amendment) Regulations 2006 require that all building work is carried out such that *“Reasonable provision shall be made for the conservation of fuel and power in buildings...”* and that *“...the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances”*.

Imperial College Union Believes:

1. That we as a Union have a responsibility to ensure that our activities and the activities of our members consider these impacts and include measures to minimise these impacts.
2. Employing methods to reduce our environmental impact will be to the benefit of both our current and future members by educating current members on methods of reducing these impacts and by preserving our environment for future members.
3. Small financial investments to mitigate negative environmental impacts result in potentially huge savings over the long term.

Imperial College Union Resolves:

WASTE REDUCTION:

1. The Union shall aim to establish what quantity of waste ICU produces annually^[ci1] and estimate what proportion is disposed in landfill sites.
2. The Union aim to reduce waste sent to landfill to 70% of 2012 levels by 2014 by following the “Reduce, Reuse, Recycle” philosophy.
3. The methods employed by the Union to reduce its waste should include but not be limited to:
 - a) Catering suppliers tasked to only deliver in minimal packaging (eg without lids)
 - b) Exploring reusable packaging (eg crates)
 - c) Reducing waste by using reusable crockery and cutlery instead of disposable crockery and cutlery in our catering outlets. For the purpose of maintaining the take-away option, biodegradable disposable alternatives may be used.
 - d) Reusing waste by using reusable glasses, for example made from hard plastic, instead of using single-use skiffs, except for high capacity events where this is impracticable.

Passed by Union Council
14th March 2011

- e) Recycling waste by providing segregated recycling bins wherever there is currently an all-purpose bin in all Union buildings.
- f) Ensuring that the Union's food waste continues to be included in the College's composting scheme.
- g) Educating and encouraging all students to recycle their waste.
- h) Where the equivalent product exists with a higher recycled and / or manufactured content, this should be procured preferentially where practicable. .
- i) We will endeavour to print all documents on 100% recycled paper using vegetable based inks at a printer holding an ISO 14001 accreditation.

WATER USE:

1. The Union will cut consumption through installing simple devices in existing appliances that use water. This should include but not be limited to:
 - a. Low volume flushes (twin flush buttons).
 - b. Low flow, aerated showerheads (flow level <9litres/minute)
 - c. Percussion taps
 - d. Tap Inserts
 - e. Waterless urinals using a new valved system
2. When replacing appliances, The Union will choose water efficient models. The "DEFRA and HM Revenue & Customs Enhanced Capital Allowance Scheme for Water Technologies" shall be used to set a minimum benchmark for water efficiency in appliances (www.eca-water.gov.uk).
3. Work with catering suppliers to improve the efficiency of water use during production
4. Train all staff in water efficiency practices

CARBON EMISSIONS:

1. The total carbon dioxide emissions of the Union for electricity and heat from July 2009 to July 2010 is 178.92 Tonnes CO₂ per year. (Imperial College London Carbon Desktop)
2. The Union shall seek to reduce its carbon emissions by 20% of the July 2010 baseline by August 2014, in line with the College's target, by following the "Low Carbon Hierarchy" approach.
3. Specific methods to be employed by the Union to reduce its carbon emissions shall include but not be limited to:

Energy:

- a. Publicise the Union's carbon emissions from heat and electricity to its students by linking to the Union's Carbon Desktop page from the Union website

Passed by Union Council
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- b. Reducing energy use through maximising building energy performance. Both through building design and efficient end use. Any future building work shall incorporate energy efficiency initiatives including secondary glazing, low-energy lighting (including motion-sensor controls), draft reduction and services insulation.
- c. Turning off all electronic equipment such as computers, printers and plasma screens when not in use, especially overnight in the SAC and Union Offices. Plug sockets should also be switched off when not in use.
- d. Substitute carbon-emitting energy for renewable energy by lobbying the College to use energy supplies from a low-carbon source.
- e. Support and where feasible, pursue proposals for installation of onsite renewable energy/low and zero-carbon technology on Union buildings and/or IC campuses generally.
- f. Avoid use of patio heaters and similar appliances and discourage the use of personal heaters.
- g. Set double sided printing as standard in the SAC and Union Office.
- h. Training all staff in energy efficiency practices
- i. Minimise energy use in food production, transportation and storage via:
 - i. Usage of energy efficient equipment
 - ii. Reduction of suppliers / multi-temperature vehicles via liaison with College Commercial services

Transport:

- j. The Union will continue to send all waste cooking oil (estimated at 40L/week) to be made into Biodiesel in line with College's policy.
- k. The Union shall work towards storing Biodiesel in College for the minibus fleet, to be used by clubs and societies.

PROTECTING THE ENVIRONMENT

SUSTAINABLE PURCHASING POLICY

The Union aims to offer sustainable catering and retail products that are produced, processed and traded in ways that:

- Contribute to local economies and sustainable livelihoods
- Avoid damaging natural resources and contributing to climate change
- Protect the welfare of animals

To achieve this, the Union aims to:

- Ensure that the products it buys for catering and retail are of the highest environmental certification, and are sourced as locally as possible within reason.
- Only source meat which is reared according to sustainable farming methods and locally sourced where possible.

Passed by Union Council
14th March 2011

- Consider the use of cost effective cuts of meat that promote responsible animal welfare
- Work with Assured Food Standards to procure “Red Tractor” products where practicable
- Use free range eggs and win the ‘Good Egg’ Award
- Reduce the amount of foods from animal origin (meat, dairy and eggs) served by providing more vegetarian and vegan options and identifying them on the menu
- To consider the embedded water when choosing products, ingredients and services.
- Include the Part Time Carnivore affiliation logo on menus to encourage students to choose vegetarian options
- Only use fish from sustainable sources (those accredited by the Marine Stewardship Council), and achieve MSC accreditation
- Maintain Fairtrade Accreditation as laid out in the Fairtrade Policy and commit to buy Fairtrade produce where possible
- Menu planning to reflect seasonal foods
- Offer some organic meal options

N.B. The Union currently uses College suppliers for most of its catering procurement. The measures the suppliers are aiming to implement are marked with (College)

Bottled water

The Union recognises the negative environmental impact of bottled water consumption and so resolves to:

Only sell brands of ethically sourced bottled water in any Union outlet where bottled water is sold as determined by Executive Committee.

Encourage College to invest in more water fountains and look into making more available in the Union building, as well as raising awareness of pre-existing water fountains

Make reusable drinking bottles available in the Union shop and newsagent at a price our students consider reasonable

GREEN WEEK:

1. Green Week shall be set to take place during the first term of the year. .
 - a. Green week shall include a ‘meat-free’ day, on which everything sold or given away by any Union outlet must be vegetarian. There must also be at least one vegan option. This includes drinks.
 - b. It should seek to educate as many students as possible about the full range of environmental impacts their actions have and ways to reduce them, as well as informing on global environmental issues
2. The Environmental Officer is in charge of Green Week and can assemble a committee to help him/her.

Passed by Union Council
14th March 2011

3. The duties and responsibilities of the Environmental Officer are laid out in the Representation Policy.

HALLS

The Environmental Officer shall ensure that a Halls Green Rep is elected from every Hall as part of their Halls Committee each year, and is responsible for communicating environmental campaigns to them as well as lending support to their efforts to reduce the environmental impact of their Hall.

The Environmental Officer shall liaise with Estates and the Student Switch Off Campaign to publicise campaign events to encourage as wide a participation as possible.

IMPLEMENTATION:

1. It is the responsibility of the Environmental Officer, the Deputy President (Welfare) and ultimately the President to ensure that these policies are upheld.
2. The entire organisation, notably staff responsible for areas directly affected by the policy, will support the implementation of this policy.
3. The Environmental Officer shall submit a report to Council at the end of each term summarising the condition and progress of the Union's environmental record.
 - a. The Autumn term report should be to the first Council after Green Week to report on that week.
4. The Union shall lobby college to mitigate its contribution to climate change through the implementation of similar policies.

Future Projects

The following measures are considered goals for the future but are currently unfeasible due to their high cost:

1. Water from guttering being diverted to a water tank for use as grey water in toilets
2. Installing solar water heaters and or panels on the roof of the Union Building
3. Installing green roofs on the roof of the Union Building

CLUBS AND SOCIETIES POLICY

A. General Introduction

1. The Clubs and Societies Policy sets out the rights and responsibilities of the Union, Clubs, Societies, Projects, other relevant Union activity and individual members. It also sets out the method of administration of clubs, societies and projects.

2. This policy binds the whole Union, but is aimed in particular at clubs, societies and projects, their members and parts of the Union with responsibility for clubs and societies.

Statement of intent

3. The Union is committed under its Constitution: "To advance the education of its members" "To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests," and to "To provide or ensure a range of facilities which advance the interests of the students of Imperial College"

4. The Union believes the best way of fulfilling these obligations is by the provision of student-led clubs, societies and projects reflecting the full range of interests and abilities of its members.

Definitions

5. The words "club" and "society" are interchangeable and do not refer to specific types of organisation. It refers to a group officially supported by the Union to support a specific set of extra-curricular interests.

6. The word "project" refers to a group officially supported by the Union with charitable or outreach extra-curricular objectives and is bound by both this policy and that referring explicitly to Projects.

7. The Union Club and Society Committee, Faculty Union or President's Committee under which a club, society or project is constituted is referred to as Management Group (MG) in this policy.

8. The senior officer of a club, society or project will be referred to as the Chair in this policy, though other names (e.g. President or Captain) can be used in practice.

B. Duties of the Union and its Clubs, Societies & Projects

9. This part sets out the general duties of the Union and of the clubs, societies and projects to each other.

Duties of Imperial College Union

10. The Union shall fulfil its objects and statement of intent (sections 3 and 4).

11. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).

12. The Union shall permit club, societies and projects to be formed by groups of students with common aims, provided they do not reject the aims and objectives of the Union or its rules and policies, particularly the Equal Opportunities Policy, and no club, society or project currently exists which caters to their needs.

13. Once formed, clubs, societies and projects may not change their aims and objectives so that they clash with those of an established group, without the prior consent of the established club, society or project.

14. The Union shall provide a Freshers' Fair at the start of each academic year and will endeavour to ensure that all clubs and societies have a stall provided. No charge will be made to the club or society for the stall.

15. The Union shall provide space in the Freshers' Handbook at the start of each academic year for each club, society and project to have an entry and contact details.

16. The Union shall provide a page for each club, society and project on the Union website. This page can be altered by the club, society or project by using the club account details. This shall include the club shop function to allow for sales online, though minimum price limits may apply.

17. The Union shall provide a page for memberships to be bought. These may be free but in all other cases a minimum membership of £2 shall apply

18. The Union shall provide a page for receiving required documentation, finance information and information on bookings.

19. The Union shall provide funding for clubs, societies and projects according to budgetary constraints. The funding is allocated by the Clubs and Societies Board on which all clubs, societies and projects have direct or indirect representation.

20. The Union shall provide banking facilities, including assistance with ordering, deposits and advice for clubs, societies and projects at no charge to them.

21. The Union shall provide basic use of rooms within its premises to clubs, societies and projects at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy

22. The Union shall provide resources, including computing, webspace, printing, photocopying, phone and fax services, though a charge may be made for these.

Duties of Clubs and Societies

23. Clubs, societies and projects are expected to comply with the Union Constitution and its regulations and policies.

24. Clubs, societies and projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among them or harass them.

25. Clubs, societies and projects owe a duty to their members to ensure equal provision of facilities within the limits imposed by necessity where experienced or qualified members are required.

26. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, societies and projects will need to demonstrate to the Union that they are complying with these requirements.

27. In particular, clubs, societies and projects are expected to comply with the Financial Regulations, Health & Safety, Equal Opportunities, Room Bookings, Publicity and Web Policies, as well as this policy.

28. Clubs, societies and projects represent the Union and the College when holding events, trips, or performing or competing. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.

C. Chain of responsibility

29. The Union operates a chain of responsibility for all matters relating to clubs, societies and projects. This is as follows:

- i. The Union President,
- ii. The appropriate Deputy President,
- iii. The Chair or President of the Management Group,
- iv. The appropriate committee member for the Management Group,
- v. The Chair of the club, society or project, and
- vi. the appropriate committee member for the club, society or project

30. The appropriate Deputy President in section 23.ii) is:

- i. the Deputy President (Clubs & Societies) for documentation and Health & Safety requirements, and all other issues not covered by the other Deputy Presidents,
- ii. the Deputy President (Finance & Services) for financial issues, and
- iii. the Deputy President (Welfare) for issues relating to equal opportunities.

31. The appropriate committee member in a Management Group, club, society or project (section 23.iv) or vi)) depends upon the Management Group's, club's, society's or project's constitution (though always the Treasurer or Honorary Junior Treasurer for financial issues).

32. Individuals in section 23 are responsible to those above them in the list for the activities of the clubs, societies and projects.

D. Constitutional matters

Status

33. All clubs, societies and projects are formed under a Management Group, and are bound by their standing orders and decisions.

34. Management Groups are defined in the Union Constitution and Regulation 5 Part C. They have their own standing orders, officers and meetings, and are responsible providing for the co-ordination and development of student activity within their clubs and societies or projects or central activities.

35. Management Groups report in turn to the Clubs and Societies Board, which determines budgeting, advises on policy issues and deals with inter Management Group disputes. The Clubs and

Societies Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.

36. Clubs, societies and projects are also bound by their own constitution as approved by 2/3 of their membership and a majority of their Management Group. The Management Group standing orders supercede the constitutions of individual clubs, societies and projects.

Status of Management Group Executives and others

37. The central activities of Management Groups and other constituent parts of the Union are treated as clubs, societies and projects with respect to the duties, chain of responsibility, documentation and requirements (Parts B, C, F). They are not bound by the internal management provisions in Part E (except as those provisions may be incorporated into their own constitutions or standing orders) or the remainder of this Part, but are expected to run themselves democratically and properly.

Requirements for creation of a new club, society or project

38. Any Full Member of the Union may sponsor the creation of a new club, society or project. The decision to accept or reject the new club, society or project will be made in accordance with New Clubs Committee or New Projects Committee Standing Orders. Appeals shall be made to the Clubs and Societies Board whose decision shall be final.

39. The New Clubs Committee and New Projects Committee shall allocate all new clubs, societies or projects to whichever Management Group best matches the aims and objectives of the new club, society or project.

Prohibition on types of clubs and societies

40. The Clubs and Societies Board or Executive Committee may direct that a club, society or project with proscribed aims and objects, structure or sponsor may not be created. This measure should normally be used when new clubs and societies' purposes are expected to conflict either with the aims and objects of the Union or policy putting those into effect.

Initial management of a new club or society

41. The initial committee of a club, society or project shall be appointed by the Board creating it. This committee and its members act with the same authority as an elected committee, and holds office until the end of its first academic year or such earlier time as may be designated.

Transfers, mergers and splits of clubs, societies and projects

42. A club, society or project whose aims and objectives fit more appropriately in another Management Group will transfer to that Management Group under the following conditions:

- i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of the Management Group to which it would be transferred, or
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

43. Clubs, societies and projects whose aims and objectives are nearly identical should normally merge, unless there are pressing reasons for them remaining separate (which include activities mostly in separate locations). Clubs, societies and project's aims and objectives can be inferred from their activities as well as their constitution.

44. Clubs and societies whose principal resources (apart from money) required to carry out their regular activity are the same should normally merge.

45. Two or more clubs and societies shall merge under one of the following conditions:

i. Resolutions of each club and society's committee (or general meeting if required) and the consent of each Management Group governing them, or

ii. A resolution of the Clubs and Societies Board or Executive Committee.

46. Decisions concerning the appropriate Management Group for the merged club or society, and allocation of assets shall be taken by the Deputy President (Clubs & Societies). Appeal shall be to the Union President whose decision shall be final.

47. A club, society or project which has two or more distinct spheres of activity may split into separate clubs, societies and projects, by pursuing the same procedure as a new club or project application.

48. A split may occur under the following conditions:

i. The approval of the New Clubs Committee.

ii. A resolution of the Clubs and Societies Board or Executive Committee.

49. A consensus should be obtained between the new clubs, societies and projects for the splitting of assets. Any dispute will be ruled on by the Deputy President (Clubs and Societies) and appeal shall be to the Union President whose decision shall be final.

50. A club, society or project shall be dissolved and cease to exist under 1 or more of the following conditions:

i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of its Management Group

ii. A disciplinary resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or

iii. A special resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or

iv. Resolution of the Executive Committee or Clubs and Societies Board.

51. A club, society or project may appeal its dissolution to the body of higher authority than the one that closed it, in the case that it was not dissolved as a result of a disciplinary measure.

i. In the case that the club or society is dissolved by its Management Group the appeal should be brought to the Clubs & Societies Board.

ii. In the case that the club or society is dissolved by the Clubs & Societies Board, the appeal should be brought to the Executive Committee.

iii. In the case that the club or society is dissolved by the Executive Committee, the appeal should be brought to the Trustee Board.

52. Dissolved clubs and societies' funds shall be absorbed into the Central Union reserve unless it was received for the purpose of donation to charity in which case the appropriate charitable organisation shall receive the funds due.

53. Property of the club, society or project may either be reallocated to another club, society or project (preferably within the same Management Group), or sold and the proceeds absorbed into the Central Union reserve. This decision will be taken by the President on the advice of the relevant Deputy Presidents

Dormant club and societies

54. A club or society may be classed as dormant if it has not elected its minimum committee, it has under twenty members or does not attend three consecutive MG General Meetings. The Management Group is responsible for categorising the club or society as dormant, and exceptions may be made with good reason. The Management Group may also create additional criteria for dormancy in accordance with standing orders passed by the Clubs and Societies Board.

55. A Management Group may vote to make a club or society dormant for one, two or three terms. Unless stated, it shall be understood that the dormancy stands for three terms, though a shorter time may be given to clubs which have circumstances which are either simple to resolve or in situations where it seems that a revival of a club is unlikely and beyond reasonable doubt.

56. Dormant clubs and societies have equal rights to spaces and funds as active ones. Dormant clubs and societies become active upon obtaining the appropriate committee or membership or attendance of a Management Group Meeting.

57. Dormant clubs must submit a monthly report to their Management Group chair reporting what measures have been taken to address the reason for the club dormancy, which should include an analysis of the success of these measures. Failure to do so may result in the Management Group Executive taking a vote to shut down the club.

58. After the dormancy period, agreed by the Management Group, has lapsed, the Club shall be dissolved unless the Management Group should vote to withdraw the club from dormancy or to extend the dormancy period.

Suspension of club and societies

59. A club or society may be suspended for disciplinary reasons. Suspension is temporary withdrawal of Union support for a club, society or project and may result in frozen finances, inability to book facilities, withdrawal or ICT support and prohibition to represent the Union or College in any public forum. Suspension may be implemented by:

- i. A resolution of the Management Group, Clubs and Societies Board or Executive Committee,
- ii. The Deputy President (Clubs and Societies) for incomplete documentation, a severe breach of the Health and Safety or Equal Opportunities policy or any other Union rule pending investigation
- iii. The Union President.

60. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56 i) in the order the committees are listed; for ii) to the President; for iii) to the Union Court.

E. Use of Union grant

61. Union grant awarded to clubs and societies may not be spent on food or drink. Grant awarded to Projects may be spent on food or drink, though this should not be for student consumption.

62. Union grant may only be used on full members of Imperial College Union, so no subsidy may be spent on Associate or Life members.

E. Internal management of clubs, societies and projects

Management

63. All clubs, societies and projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances.

64. A club or society committee requires as a minimum a chair, secretary and treasurer, all of whom are Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. A project requires only a Chair and Treasurer both of whom must be full members of the Union.

Membership

65. Only Full Members of the Union may become full, voting members of a club, society or project

66. All Full Members of the Union are entitled to join any club, society or project, unless a club, society or project is registered with a government agency or national governing body which prohibits membership of affiliated clubs, societies and projects on certain grounds. Membership may only be restricted on unavoidable legal or insurance issues (e.g. firearms control). The minimum possible restriction of membership shall be implemented, and the Management Group and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.

i. All full memberships shall be purchased online on the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)

67. Life and Associate Members of the Union may become non-voting members of a club or society and may become non-voting members of a committee. They may not hold the posts prohibited for Life and Associated members.

68. The club, society or project's committee may refuse membership of a club, society or project to Life or Associate Members of the Union, though reasons for refusal must be given in writing to them within 10 working days.

69. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are not permitted. Such behaviour may result in severe disciplinary action being taken against the club, society or project, its committee and any others involved, and may result in the dissolution of the club, society or project.

General Meetings and Elections

70. All clubs, societies and projects shall hold general meetings upon a petition of 10 members to review the committee's actions and hold its officers to account. Matters for decision may be a review and repeal of decisions made by the committee and a general meeting shall have jurisdiction to censure and dismiss any officer. . Notice of a general meeting shall be given to all members before a meeting on a timetable agreed in the club, society or project constitution, passed by the Management Group.

71. All voting members of the committee for a club or society, including its chair, secretary and treasurer shall be elected from and amongst all full members of the club or society at its annual general meeting.

72. A club or society may set qualifications for membership of the committee (for example: the chair may have had to sit on the committee previously, or a post may not be filled by a finalist) but these shall not be unduly onerous, and if they are, may be struck out by the Management Group, the Deputy President (Clubs & Societies), Union President or Court. These qualifications must be set out in the club, society or project constitution.

73. All elections for next year's committee should be completed before the end of the Spring term though exemptions may be granted at the discretion of the Deputy President (Clubs and Societies). Election procedures should adhere to the Election Regulations in the constitution and any directions of the club, society or project's Management Group.

Removal of officers

74. Any procedure must be laid out in the constitution or standing orders and in accordance with Part G (censure and no confidence motions) and the principles of natural justice as set out in Part I of Regulation Seven of the Union Constitution:

- i. a necessity for a petition with at least ten seconders,
- ii. at least one week's notice to be given of a motion,
- iii. a necessity for at least a two thirds majority of members present and voting, and
- iv. a course of appeal to a higher body (e.g. the Management Group or a Sabbatical Officer).

Removal of members

75. Clubs, societies and projects may provide for the removal of members (whether full, associate or any other category). Any such removal is to be treated as a last resort when it is clear that it is not in the club, society or project and its members' interest for a person to continue membership of that club, society or project.

76. The committee or general meeting shall be sole authority for expulsion or suspension of members. Once any internal appeals have been exhausted there shall be an appeal to the Union Court.

77. The Trustee Board, Executive Committee, Union Court and Disciplinary committee can expel a person from membership of any club, society or project

78. A person removed from membership of a club, society or project may not rejoin without the sanction of its committee or the Deputy President (Clubs & Societies).

Constitution

79. Each club, society and project shall be governed in accordance with a constitution approved by the membership and the Management Group. It should be obeyed and regularly reviewed by them. It should set out the management structure and procedures enacted in the Clubs & Societies Policy.

F. Documentation

General

80. Clubs, societies and projects need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

Documentation required

81. Clubs and societies shall provide to the Deputy President (Clubs & Societies), or his or her nominee, the following items of documentation:

- i. **Financial Responsibility** – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the clubs and societies' duties (in Part B) and obey the poster rules ; (yearly)
- ii. **Committee contact list** – containing vacation and term time addresses, vacation and term time phone numbers and e-mail address; (yearly)
- iii. **Constitution** – (as required)
- v. **Risk Assessment** – analysing risk to members; (yearly)
- viii. **Instructor registration** – for all clubs; (yearly)
- ix. **Affiliation** – for all clubs; (yearly)
- x. **Inventory** – containing all items belonging to the club, society or project valued over £200 in total;
- xi. Any other documents as considered appropriate by the Clubs and Societies Board

Time limits and formats in which this documentation may be submitted will be set yearly by the Deputy President (Clubs and Societies) and widely publicised.

Exemptions on documentation

82. A club, society or project's constitution does not have to be resubmitted if a satisfactory copy is held by the Union.. The instructor registration, affiliation form and inventory may be submitted as null returns if appropriate.

Other Health & Safety documentation

83. Other documentation such as activity registration forms may be required for certain activities. Further approval by College bodies may be required for some activities. Where required documentation is not satisfactorily completed activities may not go ahead and disciplinary procedures will be invoked if the Union name is brought into disrepute as a result of incomplete documentation.

Sanctions for incomplete documentation

84. Documentation that is incomplete or invalid (for example: a code of conduct or constitution that has not been passed by the committee or derisorily or badly drafted) will be treated similarly as "incomplete documentation". Documentation only becomes "incomplete" after the deadline.

85. A club, society or project with incomplete documentation shall:

- i. have its budget frozen

Passed by Clubs and Societies Board 21st June 2011

ii. may not be permitted to use any Union facility (including booking all rooms under Union management)

iii. may not be permitted to authorise any posters or other publicity

iv. shall not be permitted to vote at any meeting where they are represented

86. Sanctions shall be authorised by the Deputy President (Clubs & Societies). A club, society or project may appeal to the President and then to the Union Court.

EQUAL OPPORTUNITIES POLICY

Passed by Union Council 7th June 2010 – expires 17th December 2010

Statement of intent

1. Imperial College Union as an employer, a service provider and a representative body for students is committed to a policy of equal opportunities for all. The Union wishes to develop and maintain an environment that encourages all to contribute fully to the life and work of the Union and which is supportive of the dignity and self-esteem of individuals.
2. Any election, selection, promotion and training of officers and staff will be based solely on merit, competence and skills. Unfair discrimination and harassment are not permitted in any area of Union activities.
3. All staff, job applicants, students and other people having dealings with the Union will receive equal treatment regardless of race, colour, sex, nationality, ethnic origin, marital status, disability, parental status, religious and political belief, socio-economic background, HIV status, trade union membership, sexual orientation, gender reassignment, pregnancy and maternity, age, degree status, degree subject and degree year (all subject to the law). Unequal treatment upon these grounds constitutes unfair discrimination.
4. All Union business including that within Clubs, Societies and Projects shall be conducted in English only excepting where an alternative is used specifically for educational purposes and does not inhibit the ability of any student to participate.
- 4.5. It is the shared responsibility of all staff and students to help foster an environment free of unfair discrimination and harassment. However the burden falls upon the shoulders of ~~the Union Officers~~ and permanent staff and Union Officers to ensure that Imperial College Union is free from institutional bias, hatred, unfair discrimination and harassment.
- 5.6. The Union also recognises its role under law (particularly section 43 of the Education (No.2) Act 1986, the Human Rights Act 1998 and the Equality Act 2010) to secure freedom of speech, within the law, for its members, guests and visitors, and not to deny use of its premises on any ground connected with the beliefs or views of an individual or of any member of a body, or the policy or objectives of that body; to the extent permitted by law.
- 6.7. It is recognised that some ~~of the athletic and recreational clubs, and~~ societies and projects may provide activities or enter competitions which discriminate on certain grounds (such as separate men's and women's teams or age requirements). Such discrimination shall be considered fair, but only to the extent that it is permitted by law and is reasonable.
8. It is recognised that, in exceptional circumstances and as a consequence of the Union's duty of care for its members, there may be a requirement to prohibit individual involvement of students in some activities ~~where the student's actions, through negligence, recklessness or lack of skill could cause danger to themselves or others.~~

Implementation

Policy

- 7.9. The Deputy President (~~Education and~~ Welfare) has overall responsibility to the President for the formulation, ~~implementation~~ and monitoring of this Policy.
10. Imperial College Union will ensure that all Union staff are made aware of the Policy - all permanent staff will be issued with a copy and it will be referred to in the student staff handbook and at training. All new staff members will be provided with a copy of this Policy in their employment packs. Students will be made aware of this policy on regular occasions - via the Student Handbook, posters and other awareness events. All clubs and societies will be provided with a copy of this Policy.
- 8.11. The Equal Opportunities Officer (whose remit is described in the Constitution), with assistance from the Welfare Officers (whose remit is described in Point 36 of the Representation Policy), will monitor discrimination on campus and promote equality among the student body via campaigns and liaison with affiliated clubs, societies and projects.
- 9.12. Imperial College Union will ensure that all published material is consistent with this Policy.
- 10.13. Any member or employee of the Union who fails to comply with this policy may be dealt with under the "Removal of officers", ~~and~~ "Removal of members" and staff disciplinary procedures

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outlined in the Clubs and Societies Policy, under the Union Disciplinary and Complaints Regulation, Disciplinary ~~Policy~~ or College policy staff disciplinary procedures.

~~14-14.~~ Any club, ~~or~~ society or project which fails to comply with this Policy or which promotes aims and objectives in conflict with this Policy shall be suspended by the process outlined in the Clubs and Societies Policy and will cease to be granted the use of Union resources and facilities, including those under its control.

~~12-15.~~ The Representation and Welfare Board should review this Policy every year, and this review reported to the Council. This Policy needs to be re-tabled at the Council in November~~June~~ 20110.

Subordinate Union rules

~~13-16.~~ Any Union policy (except that of the Council), subordinate constitution or other Union rule which contravenes this policy may be struck down by the Union Court. The Union Court may draw to the Council's or Trustee Board's attention any of its policies or resolutions which breach or appear to breach this policy.

Employment practices

~~14-17.~~ Day-to-day implementation of this Policy in respect of staff falls to the Operations~~General~~ Manager.

~~15.~~ Imperial College Union can only enforce this Policy within the bounds of applicable law.

18.

~~16-19.~~ The Union will advertise all posts in accordance with College HR Policy. All posts lasting longer than six months will be advertised externally.

20. All job advertisements will carry the statement "Imperial College Union is committed to a policy of equal opportunities in employment."

~~17.~~ Imperial College Union is striving to be an equal opportunities employer.

~~18-21.~~ No application form for employment will require information that could be used to discriminate against applicants on the grounds stated in section 2, except in a detachable and voluntary form for the sole purposes of monitoring the composition of applicants by reference to age, sex and marital status.

~~19-22.~~ The composition of applicants regarding age, sex and marital status will be monitored, as will the composition of the Union's staff.

~~20-23.~~ A flexible hours working arrangement will be adopted for all posts, where such an arrangement does not impinge on the availability or quality of Union services.

~~21-24.~~ Imperial College Union will consider job sharing for all appropriate posts.

25. Where possible the provision of childcare for the children of staff will be pursued in negotiations with College.

~~22-26.~~ The Union commits to making all employees aware of the support they are entitled to, such as parental leave.

~~23-27.~~ The attention of all members of selection panels will be drawn to the requirements of this Policy and no one shall be appointed to such a panel who does not accept it.

Harassment

Statement of intent

~~24-28.~~ Imperial College Union is committed under its Constitution to advance the education of its members and to promote, without prejudice, their welfare at all times.

~~25-29.~~ It is the responsibility of all staff and members to ensure that individuals do not suffer from any form of harassment and that they are supported in any way necessary.

~~26-30.~~ However, a larger burden must fall on Union officers and senior managers with regard to ensuring the Union is free from bias and harassment and to ensure that those who may have suffered harassment are offered support and advice with taking the complaint forward.

~~27-31.~~ Imperial College Union holds any case of harassment as serious. Action may follow under the Union Disciplinary Policy, or the case may be referred to College. The Union Disciplinary Policy provides a mechanism for a fair appraisal of the complaint, support for those suffering and punishment for those deemed to have harassed others. Such mechanisms will also be flexible enough to deal with cases where false allegations may have been made maliciously or

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mischievously. The Union Disciplinary Policy will be used against those found to have made such false allegations.

Defining harassment

~~28-32.~~ **Racial harassment** - is committing or inciting any hostile or offensive act or expression by a person ~~of one racial or ethnic origin~~ against ~~another person of another and~~ which is motivated by racial or ethnic difference. Such behaviour includes derogatory name calling, insults, and racist jokes, racist graffiti, verbal abuse and threats, physical attack, and ridicule of an individual because of cultural differences.

~~29-33.~~ **Sexual harassment** - occurs in a variety of situations that share a common element i.e. the inappropriate introduction of sexual activity or comments into any situation. It often involves relationships of unequal power and may contain elements of coercion. Sexual harassment includes: unwanted sexual advances, sexually explicit remarks or innuendoes, intentional physical contact, the display of pornographic, sexually offensive or inappropriate material, verbal threats or abuse, and other actions which cause the person to feel threatened or humiliated. Members of either sex can experience sexual harassment.

~~30-34.~~ **Other forms of harassment** - can include bullying or repeated reference to personal traits, appearance, ~~or on the grounds referred to in the Statement of Intent~~ ~~sexual orientation, disability, religion and age~~. Actions designed to undermine an individual's professional competence or confidence are ~~unacceptable misuse of power or position~~. Such actions may include public or persistent unwarranted criticism or exclusion from normal activities. The distinction between strong management / leadership and bullying is that, whilst the former is intended to promote desired work performance, the latter is intended to hurt or undermine the individual.

~~34-35.~~ These are examples of well-observed forms of harassment, however they are not meant to be exhaustive. Differences in culture or attitude, and misrepresentation of certain social signals, can mean that what is perceived as harassment by one person may not seem so to another.

~~32-36.~~ This Policy shall take behaviour that is intimidating to the recipient and would be regarded as harassment by any reasonable person as the defining feature of harassment.

Dealing with harassment

~~33-37.~~ Some forms of harassment can be remedied by approaching the person, explaining the nature of the complaint and stating that such behaviour is unacceptable.

~~34-38.~~ If such behaviour does not stop, then the complainant can advise the person that they will make a note of the details and dates of any relevant incidents (to include the way in which the behaviour may have ~~affected~~ his/her day-to-day activities) with a view to bringing a formal complaint if the behaviour does not stop.

~~35-~~ Should the complainant wish to take things further (for example if the behaviour does not stop after advice from the complainant or the complainant does not wish to speak to the alleged harasser due to fear of approaching the ~~alleged harasser~~) they should approach the Equal Opportunities Officer, or the Union Adviser for confidential advice. Faculty Union Officers and Central Union Welfare Officers should act as points of contact in this regard and should work with the Equal Opportunities Officer to resolve any cases.

~~36-39.~~ If the first approach does not result in satisfactory progress the complainant is encouraged to approach either the Deputy President (~~Education and Welfare~~) ~~or, President of~~ the Union President.

~~37-40.~~ In cases of alleged harassment as an employee of the Union it may be appropriate to first approach the Union ~~Operations~~ General Manager for confidential help and advice.

~~38-41.~~ Those approached are required to deal with all complaints of harassment with all possible speed. Investigations should be handled in a professional, independent fashion, remain objective and handled confidentially with respect to the rights of both the complainant and the alleged harasser. The officer approached is encouraged to seek consent from the complainant to liaise with the Deputy President (~~Education and Welfare~~) for help and advice in proceeding with the complaint.

~~39-42.~~ Any initial discussions with the alleged harasser will not take place without the permission of the complainant nor will the complainant's name be released without prior agreement from the complainant. Further investigation under the Union Disciplinary Policy or Disciplinary and Complaints Regulation will require that the complainant's name be made available to the alleged harasser.

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40.43. If the complaint is considered serious and the majority of the alleged actions occurred in Union areas, then complainant should be passed onto the Union President and action will be taken under the Union Student Disciplinary Policy or Union Disciplinary and Complaints Regulation.

41.44. If the complaint is serious and the alleged harasser is a member of the College staff, the complainant would be encouraged to follow the appropriate action laid down in College's Equal Opportunities Statement with full support from Imperial College Union.

42.45. Incidents of physical assault in Union areas will be dealt with under the Union Disciplinary Policy. Serious incidents or those occurring elsewhere that have been brought to our attention by the complainant will be followed up with College and could potentially result in a College Discipline Hearing.

43.46. It should be stressed that should the complainant feel unable to approach the alleged harasser, any subsequent action / investigation should not normally be impeded by such a decision.

44.47. Imperial College Union will seek to be part of the College's network of support advisers - intended to provide trained confidential and informal support to members and staff who feel they are being harassed. Those participating in the scheme will ~~hopefully~~ include the Deputy President (Welfare) and the Union Adviser. officers mentioned in 31 above.

Disability

Statement of intent

45.48. Imperial College Union is committed to protecting the rights of disabled people to work and use the Union as any other member of Imperial College Union's staff and membership. As part of this protection the Union may make "reasonable adjustments" if the employee arrangements or premises places disabled people at substantial disadvantage compared with those who are not disabled.

46.49. Imperial College Union recognises the definition of disability as laid down in the Equality Act 2010~~Disability Discrimination Act 1995~~ - a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. ~~a physical or mental impairment which has substantial and long-term adverse effects on the ability to carry out normal day-to-day activities.~~ As such the Union will not discriminate in terms of employment, service provision or representation for any reasons relating to disability.

47.50. The Union should foster an environment free of any negative bias, discrimination or harassment with regards to disability within the bounds of this Policy.

ICU Representation and Welfare Board

48.51. The Representation and Welfare Board should regularly review this Policy in context with other Union Policies and events and aid the Deputy President (~~Education and~~ Welfare) in its review and the subsequent reporting to Council on an annual basis as laid down in section 12.

Lawful Discrimination

Statement of intent

49.52. Imperial College Union is committed to providing services to its members which are accessible, free from unfair discrimination and free from harassment.

53. Under limited circumstances it is necessary to limit access in order to provide services which are free from harassment.

50.54. Central Union Committees will consider individual cases of lawful discrimination on a case by case basis.

Services that are single sex are deemed acceptable when:

51.55. The service is provided for reasons of privacy or decency and is meant to avoid serious embarrassment which would be caused if members of the opposite sex were present,

52.56. Services are provided by student groups, voluntary groups or charities whose primary purpose is to provide services to one sex,

53.57. Services are offered by a religious organisation, to comply with the doctrines of that religion, within the bounds of UK law.

Statement of intent

- ~~54. Imperial College Union as an employer, a service provider and a representative body for students is committed to a policy of equal opportunities for all. The Union wishes to develop and maintain an environment that encourages all to contribute fully to the life and work of the Union and which is supportive of the dignity and self-esteem of individuals.~~
- ~~55. Any election, selection, promotion and training of officers and staff will be based solely on merit, competence and skills. Unfair discrimination and harassment are not permitted in any area of Union activities.~~
- ~~56. All staff, job applicants, students and other people having dealings with the Union will receive equal treatment regardless of race, colour, sex, nationality, ethnic origin, marital status, disability, parental status, religious and political belief, socio-economic background, HIV status, trade union membership, sexual orientation, age, degree status, degree subject and degree year (all subject to the law). Unequal treatment upon these grounds constitutes unfair discrimination.~~
- ~~57. It is the shared responsibility of all staff and students to help foster an environment free of unfair discrimination and harassment. However the burden falls upon the shoulders of the Union Officers and permanent staff to ensure that Imperial College Union is free from institutional bias, hatred, unfair discrimination and harassment.~~
- ~~58. The Union also recognises its role under law (particularly section 43 of the Education (No.2) Act 1986 and the Human Rights Act 1998) to secure freedom of speech, within the law, for its members, guests and visitors, and not to deny use of its premises on any ground connected with the beliefs or views of an individual or of any member of a body, or the policy or objectives of that body; to the extent permitted by law.~~
- ~~59. It is recognised that some of the athletic and recreational clubs and societies may provide activities or enter competitions which discriminate on certain grounds (such as separate men's and women's teams or age requirements). Such discrimination shall be considered fair, but only to the extent that it is permitted by law and is reasonable.~~
- ~~60. It is recognised that, in exceptional circumstances and as a consequence of the Union's duty of care for its members, there may be a requirement to prohibit individual involvement of students in some activities where the student's actions, through negligence, recklessness or lack of skill could cause danger to themselves or others.~~

Implementation

Policy

- ~~61. The Deputy President (Education and Welfare) has overall responsibility to the President for the formulation, implementation and monitoring of this Policy.~~
- ~~62. Imperial College Union will ensure that all staff are made aware of the Policy – all permanent staff will be issued with a copy and it will be referred to in the student staff handbook and at training. All new staff members will be provided with a copy of this Policy in their employment packs. Students will be made aware of this policy on regular occasions – via the Student Handbook, posters and other awareness events. All clubs and societies will be provided with a copy of this Policy.~~
- ~~63. Imperial College Union will ensure that all published material is consistent with this Policy.~~
- ~~64. Any member or employee of the Union who fails to comply with this policy may be dealt with under the “Removal of officers” and “Removal of members” procedures outlined in the Clubs and Societies Policy, under the Union Disciplinary and Complaints Regulation, Disciplinary Policy or staff disciplinary procedures.~~
- ~~65. Any club or society which fails to comply with this Policy or which promotes aims and objectives in conflict with this Policy shall be suspended by the process outlined in the Clubs and Societies Policy and will cease to be granted the use of Union resources and facilities, including those under its control.~~
- ~~66. The Representation and Welfare Board should review this Policy every year, and this review reported to the Council. This Policy needs to be re-tabled at the Council in June 2010.~~

Subordinate Union rules

- ~~67. Any Union policy (except that of the Council), subordinate constitution or other Union rule which contravenes this policy may be struck down by the Union Court. The Union Court may draw to the~~

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~~Council's or Trustee Board's attention any of its policies or resolutions which breach or appear to breach this policy.~~

Employment practices

- ~~68. Day-to-day implementation of this Policy in respect of staff falls to the General Manager.~~
- ~~69. Imperial College Union can only enforce this Policy within the bounds of applicable law.~~
- ~~70. All posts lasting longer than six months will be advertised externally.~~
- ~~71. All job advertisements will carry the statement "Imperial College Union is striving to be an equal opportunities employer".~~
- ~~72. No application form for employment will require information that could be used to discriminate against applicants on the grounds stated in section 2, except in a detachable and voluntary form for the sole purposes of monitoring the composition of applicants by reference to age, sex and marital status.~~
- ~~73. The composition of applicants regarding age, sex and marital status will be monitored, as will the composition of the Union's staff.~~
- ~~74. A flexible hours working arrangement will be adopted for all posts, where such an arrangement does not impinge on the availability or quality of Union services.~~
- ~~75. Imperial College Union will consider job sharing for all appropriate posts.~~
- ~~76. Where possible the provision of childcare for the children of staff will be pursued in negotiations with College.~~
- ~~77. The attention of all members of selection panels will be drawn to the requirements of this Policy and no one shall be appointed to such a panel who does not accept it.~~

Harassment

Statement of intent

- ~~78. Imperial College Union is committed under its Constitution to advance the education of its members and to promote, without prejudice, their welfare at all times.~~
- ~~79. It is the responsibility of all staff and members to ensure that individuals do not suffer from any form of harassment and that they are supported in any way necessary.~~
- ~~80. However, a larger burden must fall on Union officers and senior managers with regard to ensuring the Union is free from bias and harassment and to ensure that those who may have suffered harassment are offered support and advice with taking the complaint forward.~~
- ~~81. Imperial College Union holds any case of harassment as serious. Action may follow under the Union Disciplinary Policy, or the case may be referred to College. The Union Disciplinary Policy provides a mechanism for a fair appraisal of the complaint, support for those suffering and punishment for those deemed to have harassed others. Such mechanisms will also be flexible enough to deal with cases where false allegations may have been made maliciously or mischievously. The Union Disciplinary Policy will be used against those found to have made such false allegations.~~

Defining harassment

- ~~82. **Racial harassment** is committing or inciting any hostile or offensive act or expression by a person of one racial or ethnic origin against a person of another and which is motivated by racial or ethnic difference. Such behaviour includes derogatory name calling, insults, and racist jokes, racist graffiti, verbal abuse and threats, physical attack, and ridicule of an individual because of cultural differences.~~
- ~~83. **Sexual harassment** occurs in a variety of situations that share a common element i.e. the inappropriate introduction of sexual activity or comments into any situation. It often involves relationships of unequal power and may contain elements of coercion. Sexual harassment includes: unwanted sexual advances, sexually explicit remarks or innuendoes, intentional physical contact, the display of pornographic, sexually offensive or inappropriate material, verbal threats or abuse, and other actions which cause the person to feel threatened or humiliated. Members of either sex can experience sexual harassment.~~
- ~~84. **Other forms of harassment** can include bullying or repeated reference to personal traits, appearance, sexual orientation, disability, religion and age. Actions designed to undermine an individual's professional competence or confidence are a misuse of power or position. Such actions may include public or persistent unwarranted criticism or exclusion from normal activities.~~

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The distinction between strong management / leadership and bullying is that, whilst the former is intended to promote desired work performance, the latter is intended to hurt or undermine the individual.

85. These are examples of well-observed forms of harassment, however they are not meant to be exhaustive. Differences in culture or attitude, and misrepresentation of certain social signals, can mean that what is perceived as harassment by one person may not seem so to another.
86. This Policy shall take behaviour that is intimidating to the recipient and would be regarded as harassment by any reasonable person as the defining feature of harassment.

Dealing with harassment

87. Some forms of harassment can be remedied by approaching the person, explaining the nature of the complaint and stating that such behaviour is unacceptable.
88. If such behaviour does not stop, then the complainant can advise the person that they will make a note of the details and dates of any relevant incidents (to include the way in which the behaviour may have effected his/her day-to-day activities) with a view to bringing a formal complaint if the behaviour does not stop.
89. Should the complainant wish to take things further (for example if the behaviour does not stop after advice from the complainant or the complainant does not wish to speak to the alleged harasser due to fear of approaching the alleged harasser) they should approach the Deputy President (Education and Welfare), or the Union Adviser for confidential advice.
90. If the first approach does not result in satisfactory progress the complainant is encouraged to approach either the Deputy President (Education and Welfare), President or the Union President.
91. In cases of alleged harassment as an employee of the Union it may be appropriate to first approach the Union General Manager for confidential help and advice.
92. Those approached are required to deal with all complaints of harassment with all possible speed. Investigations should be handled in a professional, independent fashion, remain objective and handled confidentially with respect to the rights of both the complainant and the alleged harasser. The officer approached is encouraged to seek consent from the complainant to liaise with the Deputy President (Education and Welfare) for help and advice in proceeding with the complaint.
93. Any initial discussions with the alleged harasser will not take place without the permission of the complainant nor will the complainant's name be released without prior agreement from the complainant. Further investigation under the Union Disciplinary Policy or Disciplinary and Complaints Regulation will require that the complainant's name be made available to the alleged harasser.
94. If the complaint is considered serious and the majority of the alleged actions occurred in Union areas, then complainant should be passed onto the Union President and action will be taken under the Union Student Disciplinary Policy or Union Disciplinary and Complaints Regulation.
95. If the complaint is serious and the alleged harasser is a member of the College staff, the complainant would be encouraged to follow the appropriate action laid down in College's Equal Opportunities Statement with full support from Imperial College Union.
96. Incidents of physical assault in Union areas will be dealt with under the Union Disciplinary Policy. Serious incidents or those occurring elsewhere that have been brought to our attention by the complainant will be followed up with College and could potentially result in a College Discipline Hearing.
97. It should be stressed that should the complainant feel unable to approach the alleged harasser, any subsequent action / investigation should not normally be impeded by such a decision.
98. Imperial College Union will seek to be part of the College's network of support advisers - intended to provide trained confidential and informal support to members and staff who feel they are being harassed. Those participating in the scheme will hopefully include the officers mentioned in 31 above.

Disability

Statement of intent

99. Imperial College Union is committed to protecting the rights of disabled people to work and use the Union as any other member of Imperial College Union's staff and membership. As part of this protection the Union may make "reasonable adjustments" if the employee arrangements or premises places disabled people at substantial disadvantage compared with those who are not disabled.

Passed by Representation and Welfare Board 23rd June 2011

~~100. Imperial College Union recognises the definition of disability as laid down in the Disability Discrimination Act 1995 – a physical or mental impairment which has substantial and long-term adverse effects on the ability to carry out normal day-to-day activities. As such the Union will not discriminate in terms of employment, service provision or representation for any reasons relating to disability.~~

~~101. The Union should foster an environment free of any negative bias, discrimination or harassment with regards to disability within the bounds of this Policy.~~

ICU Representation and Welfare Board

~~102. The Representation and Welfare Board should regularly review this Policy in context with other Union Policies and events and aid the Deputy President (Education and Welfare) in its review and the subsequent reporting to Council on an annual basis as laid down in section 12.~~

Lawful Discrimination

Statement of intent

~~103. Imperial College Union is committed to providing services to its members which are accessible, free from unfair discrimination and free from harassment.~~

~~104. Under limited circumstances it is necessary to limit access in order to provide services which are free from harassment.~~

Services that are single sex are deemed acceptable when:

~~105. The service is provided for reasons of privacy or decency and is meant to avoid serious embarrassment which would be caused if members of the opposite sex were present,~~

~~106. Services are provided by voluntary groups or charities whose primary purpose is to provide services to one sex,~~

~~107. Services are offered by a religious organisation, to comply with the doctrines of that religion, within the bounds of UK law.~~

Imperial College Union
USE OF ELECTRONIC COMMUNICATION DEVICES

Proposed by the President.
Seconded by the Deputy President (Finance and
Services)

The Executive Committee Notes

1. Several requests have been made this year to fund personal electronic communication devices from Union funds for officers.

The Executive Committee Believes

1. That the majority of Union officers could construct an argument as to why they should receive a subsidy for their personal electronic communication devices due to the fact that use of these devices is now so widespread.
2. That all Union officers should be treated consistently. It is not fair to allow some officers to claim against their personal electronic communication devices bills without affording all officers the same privilege.
3. Allowing all student officers to claim back part of their personal electronic communication devices bill on account of the fact that they have used it for Union business would be unaffordable.
4. Union officers currently have access to landlines free of charge in Union offices and that the overwhelming majority of Union business is of a non-urgent nature and can be conducted at a time of their choosing.

The Executive Committee Resolves

1. To prohibit the distribution of Union funds to student officers to pay for their personal electronic communication devices. In the case of an emergency where significant use of a personal electronic communication devices is necessary (for example running a large event) then permission for a refund must first be obtained in advance from the Deputy President (Finance and Services).
2. To mandate all CSC's and Faculty Unions who have allocated money for this purpose for the coming year to re-allocate it according to their own priorities.
3. To communicate this policy to the relevant officers with financial responsibility for CSC's or Faculty Unions.