

Update to Imperial College Union Bye-Laws

A note from the Union President, Alex Chippy Compton

As part of the Governance and Liberation Reviews, the Liberation Officer (currently called Union Welfare Officers in the Union Bye-Laws) and Officer Trustee roles have been changed. These changes are outlined below and the relevant text of the Bye-Laws Section A and D can be found in Appendix A.

The Officer Trustee roles have been modified by the current OT Team and have been circulated to the Union Senior Managers. The Liberation Roles have been reviewed in collaboration with the Liberation Officers and Fintan O'Connor and circulated to the relevant Union staff. I have outlined the key changes below.

- Union Welfare Officers have been renamed to Liberation & Community Officers
- Black, Minorities & Ethnic has been renamed to Black & Minority Ethnic
- Campaigns Officer has been removed
- DPFS is no longer in charge of Student Development- this has been shared across the Officer Trustees
- DPFS is now constitutionally responsible for Health & Safety Procedures
- DPCS and DPFS now share much of the responsibility for CSPs
- Union President is now constitutionally responsible for the marketing and communication of the Union

Union Council resolves to accept these changes, as outlined in Appendix A, for the Leadership Elections 2018.*

*A change to the Bye-Laws also requires a two-thirds majority at Union Council, Board of Trustees and Imperial College Council.

Appendix A

A. Structure of the Union

Liberation & Community Officers

26. The Liberation & Community Officers shall be responsible to the Deputy President (Welfare) for their work.

27. The Liberation & Community Officers shall work within the Union's Constitution, Bye-Laws and Policies.

28. There shall be the following Liberation & Community Officers:

- 28.1. Black & Minority Ethnic
- 28.2. Gender Equality
- 28.3. LGBT+
- 28.4. Disabilities
- 28.5. Mental Health
- 28.6. Ethics & Environmental
- 28.7. Interfaith
- 28.8. International

D. Officers of the Union

1. The Officers of the Union shall be the:

- 1.1. Officer Trustees:
 - 1.1.1. President,
 - 1.1.2. Deputy President (Clubs & Societies),
 - 1.1.3. Deputy President (Education),
 - 1.1.4. Deputy President (Finance & Services),
 - 1.1.5. Deputy President (Welfare),
- 1.2. Council Chair
- 1.3. Constituent Union Presidents
- 1.4. Constituent Union Welfare Officers
- 1.5. Constituent Union Academic Affairs Officers
- 1.6. Management Group Chairs
- 1.7. Liberation & Community Officers

Job Descriptions for the Officer Trustees

8. All Officer Trustees shall;

- 8.1. Act as a Trustee ex-officio,
- 8.2. Fulfil all Presidential and constitutional responsibilities,
- 8.3. Execute and develop policy and further the aims and objectives of the Union,
- 8.4. Ensure that all members of the Union are equally represented,
- 8.5. Chair relevant Union Committees,

- 8.6. Liaise with Union and College staff as appropriate,
- 8.7. Represent the Union on external committees as appropriate,
- 8.8. Report to Union committees as appropriate,
- 8.9. Establish extra duties with the President where appropriate,
- 8.10. Coordinate the work of the non-Trustee officers of the Union,
- 8.11. Deliver the Union's strategic aims and uphold the Union's values,
- 8.12. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
- 8.13. Campaign where appropriate on issues relevant to the membership.

President

9. The President shall;

- 9.1. Be the chief executive officer of the Union,
- 9.2. Be the ultimate representative of the Union,
- 9.3. Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance,
- 9.4. Be ultimately responsible for the finances of the Union,
- 9.5. Be ultimately responsible for staffing and discipline issues,
- 9.6. Be responsible for the Union's marketing and communications to the membership, College and external organisations,**
- 9.7. Be responsible for constitutional development and preliminary interpretation,
- 9.8. Ensure the adherence to the Complaints and Discipline procedures set out in Section E of the Bye-Laws,
- 9.9. Be responsible for the Managing Director,
- 9.10. Be the manager of the other Officer Trustees in their role as employees and coordinate their work and that of the non-sabbatical Officers of the Union,
- 9.11. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out his or her duties.

Deputy President (Clubs & Societies)

10. The Deputy President (Clubs & Societies) shall:

- 10.1. Take on Presidential duties as appropriate,

10.2. Be jointly responsible with Deputy President (Finance & Services) for the **training, support and recognition** of Club, Society & Project (CSP) **volunteers**, in conjunction with the relevant Union committees **and staff**,

10.3. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,

10.4. Be responsible for reporting student opinion on and needs of CSPs to the College and external bodies, suggesting areas for development and enhancing the student experience and provision for students,

~~**Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS),**~~

10.5. Be jointly responsible with Deputy President (Finance & Services) for overseeing support on financial matters to Clubs, Societies & Projects,

10.6. Be responsible for **overseeing** the effective organisation of Freshers' Fair.

Deputy President (Education)

11. The Deputy President (Education) shall:

11.1. Take on Presidential duties as appropriate,

11.2. Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees,

11.3. Be responsible for the training, **support and recognition** of a Representation Network for the Academic Representatives of the Constituent Unions ~~and other student bodies~~, **in conjunction with the relevant Union committees and staff**,

11.4. Liaise with the Constituent Unions on all academic matters concerning students,

11.5. Support student and staff led educational innovation within the College.

Deputy President (Finance & Services)

12. The Deputy President (Finance & Services) shall:

12.1. Take on Presidential duties as appropriate,

12.2. Be responsible for reporting student opinion on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees,

12.3. Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Club, Society & Project (CSP) volunteers, in conjunction with the relevant Union committees and staff,

12.4. Be **jointly** responsible **with Deputy President (Clubs & Societies)** for overseeing support on financial matters to Clubs, Societies & Projects,

12.5. Be responsible for the Union's Financial Procedures,

12.6. Be responsible for the Union's Health and Safety Procedures,

12.7. Be responsible for the commercial services the Union provides, including, but not limited to: conferencing, retail and licensed trade services,

12.8. Be responsible for the ~~marketing and~~ sponsorship of the Union.

~~**Be responsible for the Student Development portfolio ensuring excellent opportunities for development through the Union's training, volunteering and student social enterprise provisions**~~

Deputy President (Welfare)

13. The Deputy President (Welfare) shall:

13.1. Take on Presidential duties as appropriate,

13.2. Be responsible for reporting student opinion on liberation and welfare issues to the College and external bodies, suggesting areas for development and enhancing the support provision for students, in conjunction with the relevant Union committees,

13.3. Be responsible for representing the welfare needs of all students, especially minority or underrepresented groups to the College,

13.4. Be responsible for the training, support and recognition of a Representation Network for the Wellbeing Representatives of the Constituent Unions and other student bodies, in conjunction with the relevant Union committees and staff,

13.5. Be responsible **for overseeing** the support to student led campaigns.

Job Descriptions for other Union Officers

The Council Chair

14. The Council Chair shall:

14.1. Act as a Trustee ex-officio,

14.2. Chair Union Council and other relevant Union committees,

14.3. Uphold the Constitution and Bye-Laws in Union Council,

14.4. Be independent and impartial in all proceedings and duties as Council Chair,

14.5. Carry out such duties and responsibilities as may, from time to time, be laid down by

Union Council.

The Constituent Union Presidents

15. The Presidents of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for:

15.1. Representing the interests of their members at the appropriate Union, Faculty and College Committees,

15.2. The duty of care to and health and safety of their members

15.3. Development and preliminary interpretation of their constitutions.

16. The Presidents shall also:

16.1. Be responsible to the Deputy President (Finance & Services) for all aspects of their Constituent part's finances,

16.2. Be responsible to the Deputy President (Clubs & Societies) for the management of their Constituent Clubs, Societies & Projects (CSP)

~~Be responsible to the Deputy President (Clubs & Societies) for the duty of care and health and safety of their members,~~

16.3. Be responsible to the Deputy President (Education) for the academic issues of their members,

16.4. Be responsible to the Deputy President (Welfare) for the welfare issues of their members,

16.5. Be accountable to Council for the activities of their Constituent Union, and

16.6. Carry out such duties as may from time to time, be laid down by the President or Union Council.

The Constituent Union Academic Affairs Officers

17. The Academic Affairs Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the academic interests of their members.

18. The Academic Affairs Officers shall also:

18.1. Be the academic representative to the Union and the College for the students in their constituency,

18.2. Co-ordinate the activities of the other representatives in their constituency,

18.3. Feedback all relevant decisions and information to students in their constituency,

18.4. Be responsible to the Deputy President (Education) for the academic representation of students in their constituency,

18.5. Hold meetings with all Department Representatives for their constituency,

18.6. Carry out such duties as may, from time to time, be laid down by the Council or the Education & Representation Board,

The Constituent Union Welfare Officers

19. The Welfare Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the welfare interests of their members.

20. The Welfare Officers shall also:

20.1. Be the welfare representative to the Union and the College for the students in their constituency,

20.2. Co-ordinate the activities of the other representatives in their constituency,

20.3. Feedback all relevant decisions and information to students in their constituency,

20.4. Be responsible to the Deputy President (Welfare) for the welfare issues of students in their constituency,

20.5. Hold meetings with all Department Representatives for their constituency,

20.6. Carry out such duties as may, from time to time, be laid down by the Council or the Community & Welfare Board,

The Management Group Chairs

21. The Management Group Chairs shall fulfil their duties as set out in their respective Standing Orders.

The Liberation & Community Officers

22. The Liberation & Community Officers shall be responsible to the Deputy President (Welfare) for representing the welfare interests of the members that affiliate with their remit,

23. The Liberation & Community Officers shall also:

23.1. Be the welfare representative to the Union and the College for the students that affiliate with their remit,

23.2. Co-ordinate the campaigns within their remit,

23.3. Carry out such duties as may, from time to time, be laid down by the Council or the Community & Welfare Board.