

# Accessibility Policy

1. That all parts of the Union will make reasonable adjustments for accessibility on request, make members aware of the availability of reasonable adjustments, and treat its members' requests for reasonable adjustments with respect and discretion.
2. Neurodivergent Accessibility:
  - a. That all documentation produced by the Constituent Unions, Management Groups, Union Council and its subcommittees, and future working groups, should meet the guidelines for Dyslexia accessibility outlined by the British Dyslexia Association, excluding the need for cream/pastel coloured paper. Efforts should be made to ensure that meeting spaces for these groups meet the accessibility standards set out by the Autistic Self Advocacy Network during booking. As much as possible, meetings should be ensured to have: a detailed agenda, meeting times limited to 2 hours, clearly outlined procedures (including procedures on how meetings can be attended if you cannot be physically present), at least one rest/toilet break in any meeting over one hour long and meetings not held before 10am.
  - b. Cream/pastel coloured paper meeting the requirements as outlined by the British Dyslexia Association should be purchased by the Union. For all printed documents for the aforementioned groups, an option to have said documents printed on this paper should be offered.
  - c. Future developments of the Imperial College Union website should consider how the guidelines on accessible website design outlined by the British Dyslexia Association can be implemented.
3. Meeting Space Accessibility:
  - a. Ordinary Meetings of Union Council may only take place in flat-space rooms, and not in tiered lecture theatres.

British Dyslexia Association Guidelines:

[http://www.bdadyslexia.org.uk/common/ckeditor/filemanager/userfiles/About Us/policies/ Dyslexia Style Guide.pdf](http://www.bdadyslexia.org.uk/common/ckeditor/filemanager/userfiles/About%20Us/policies/Dyslexia%20Style%20Guide.pdf)

Autistic Self Advocacy Network White Paper (See pg. 8 onwards for active guidelines): <http://autisticadvocacy.org/wp-content/uploads/2016/06/whitepaper-Increasing-Neurodiversity-in-Disability-and-Social-Justice-Advocacy-Groups.pdf>

# Activities Development Fund Policy

## **A. Purpose and Scope**

1. The purpose of this fund is to provide a route for CSPs to cover the cost of new or growing activities throughout the year. This allows the current committee of a group to seek funding for new or growing events, teams, competitions and so on.
2. Where an event went through the correct channels of approval yet incurred a loss that could not have been realistically avoided the Committee may consider a funding request.
3. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds can also be covered by this fund.
4. Losses due to theft or accidental loss or damage to equipment may also be covered by this fund.

## **B. Source**

1. The size of the fund will be set annually at the first CSPB budgeting meeting and the following should be taken into account:
  - a. The demand and amount of funding awarded in previous years,
  - b. The amount of funding distributed in the current year and any outstanding requests,
  - c. Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need,
  - d. Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding.

## **C. Criteria for Use**

1. The criteria for the fund is the same as the criteria used during annual budgeting in the previous academic year, when the size of the fund was decided.
2. There may be ring-fenced amounts for particular projects, initiatives and so forth.
3. All Clubs, Societies & Projects are eligible to apply to the fund.

4. The Committee will endeavour to ensure as many Clubs, Societies & Projects can benefit from the fund and that funding is not immediately exhausted.

#### **D. Activities Development Committee**

1. The fund is allocated by the Activities Development Committee, a sub-committee of CSPB which will meet throughout the year at least twice per term and as required.
2. Where appropriate the chair of CSPB may decide to accept applications to the fund at regular meetings of CSPB.
3. The Committee will comprise of:
  - a. 5 members of Constituent Union (CU) or Management Group (MG) Committees, with at least 1 member from a CU and one from a MG and a limit of one member from each CU or MG.
  - b. The Deputy President (Clubs & Societies)
  - c. The Deputy President (Finance & Services)
4. The Chair shall be one of the Officer Trustees, chosen by the President.
5. Quorum will be 4 voting members.

#### **E. Application Process**

1. A written application form must be completed and submitted to the Chair of the Committee and must contain the following information:
  - a. Details of the CSP,
  - b. A detailed description of why the money is required and how it will help achieve the groups Aims & Objectives,
  - c. Details of other funding sources sought and used,
  - d. A budget outlining all related Income and Expenditure.
2. It is the responsibility of the Chair to set deadlines for submissions to meetings of the Committee.

# Advertising Policy

1. The Union should not itself advertise unpaid internships.
2. The Union may only advertise unpaid internships for organisations which do not have the means to pay interns.
  - a. If unpaid internships are being advertised under this exception, this must be first approved by the Services and Sustainability Board.

# Awards Policy

## **A. Jurisdiction**

1. This policy shall have two areas of jurisdiction:
  - a. The recognition by the Union of service, contribution and dedication by members of the Union with the sole exceptions of all holders of Sabbatical Office, over the course of the year to Imperial College Union.
  - b. The recognition by the President of the Union of service, contribution and dedication by an individual or group over the course of the year to Imperial College Union.
2. This policy does not rule out the opportunity to have other categories of awards.
3. The Student Academic Choice Awards shall be delegated to the Deputy President (Education) to oversee and manage.
4. The policy in no way rules out the recognition by the Union of an individual or group's contribution to the Union over some period of time in a manner not prescribed in this policy.
5. The policy does not cover Awards awarded by Management Groups or Constituent Unions to their members for service to that Management Group or Union. Management Group and Constituent Union Awards shall be decided along a timetable and within a framework defined by each particular Management Group and Constituent Union. Where possible, the Management Group/Constituent Union Awards should occur before close of Union Award nominations so that those awarded can be nominated for Union Awards.

## **B. Eligibility**

1. Any member of the Union, unless explicitly stated elsewhere in this policy, may be nominated by any Member of the Union for any of the awards described in this policy, save the President's awards. Nominations are to be accepted during an official nominations period laid down by the Union President or their proxy, outside of which no other nominations can be accepted.
  - a. Members may not nominate themselves for any of the Union Awards.
  - b. Nominations must be open for a minimum of two weeks. Council should be informed of the nomination period at the final Council meeting of second term.

## **C. Consideration and Confirmation**

1. The Union Awards Committee shall consider the nominations for Union Colours, Outstanding Service, Fellowship and Fellowship with Distinction. The Committee shall meet to fulfil the duties set out below, and shall be comprised of the President (who shall normally chair the committee), the Deputy Presidents, and six other members drawn from Union Council.
  - a. The six members will be selected from the following groups in Council:
    - i. FoE undergraduate representatives (including CGCU and RSMU)
    - ii. FoM undergraduate representatives (including ICSMSU)
    - iii. FoNS undergraduate representatives (including RCSU)
    - iv. 2 postgraduate representatives (including GSU and Silwood Park Union)
    - v. 1 Liberation Officer or Management Group Chair
2. For any other categories of award, the panels shall be drawn from the membership and who is most appropriate to make the decision. At the discretion of the panels, shortlistees for these awards, where possible, can be put forward for considerations for Colours or other awards if no other nomination has been submitted for them for these awards.
3. The nominations, with the exception of those for the President's Awards will be considered and decided upon by the Awards Committee, which shall report the result of its deliberations to the final scheduled Council of the academic year for official ratification.
4. The Awards Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of award. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.
5. To ensure discussion is as open as possible, the Chatham House Rule shall be enforced at all meetings discussing award nominations unless there are exceptional circumstances.
6. Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a 'lower' award for similar good work. Any individual may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.

## **D. The Union Awards**

1. The Awards of the Union shall be the Union Colour, Outstanding Service Award, and the Imperial College Union Fellowship. Each individual presented with an award shall receive a certificate, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy. Each individual will also be allowed to purchase a tie, appropriate garment or item in recognition of their achievement.
  - a. Union Colour: The Union Colour should be awarded to those individuals who have given significant and repeated outstanding contributions to the student experience at Imperial and the life of the Union throughout the year.
  - b. Outstanding Service Award: The Outstanding Service Award should be awarded to those individuals who have, in addition to the requirements for a Union Colour, gone above and beyond their role, repeatedly, to enhance the student experience and life of the Union across a broad spectrum of areas during the year.
  - c. Imperial College Union Fellowship: The Imperial College Union Fellowship shall only be awarded to those individuals who have continuously served the Union and/or enhanced the student experience in an exceptional manner, usually over a number of years. Each individual, so awarded, will be granted Honorary Lifetime Associate Membership of the Union and have the option to receive either a pewter tankard with the year engraved or a glass award.
  - d. Imperial College Union Fellowship with Distinction: The Imperial College Union Fellowship with Distinction shall only be awarded to those individuals who have exceeded the criteria of the Union Fellowship of longevity and excellence of service to the Union. They should additionally achieve being a significant party in making an innovative development to the work of the Union such as to leave a positive legacy that will make a lasting impression for future members. Each individual, so awarded will be granted Honorary Lifetime Associate Membership of the Union, have the option to receive either a pewter tankard with the year engraved or a glass award.

## **E. The President's Awards**

1. The President shall have the option of presenting, not normally more than, five awards to individuals who he or she personally



- feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year.
2. The exact terms of reference of the President's Award shall be at the discretion of the President. Only in truly exceptional circumstances, is it envisaged that the President will award the President's Award to a Sabbatical Officer. In any case the President will not award himself or herself with the President's Award. Each individual, so awarded, will be granted Honorary Lifetime Associate Membership of the Union and have the option to receive either a pewter tankard with the year engraved or a glass award.
  3. The President shall present as a verbal report, the details of the President's Awards, to the final scheduled Council of the year as the last scheduled item of business. The President, if he or she so chooses, may also present the individuals with their award at this time.

#### **F. Management Group and Constituent Union Awards**

1. Each Management Group and Constituent Union may give awards each year to those students who have made an exceptional contribution to the Group or Constituent Union.
2. Management Group and Constituent Union Awards Committees should be encouraged to nominate by referral any student who has been nominated for their Awards to be considered for Union Awards.
  - a. Therefore the Management Group and Constituent Union Awards Committee should sit before the close of Union Awards nominations.

#### **G. Sabbaticals**

1. The Union President, Union Deputy Presidents, Felix Editor and ICSMSU President, as sabbatical officers shall not normally be considered for any of the awards.
2. The Council shall, after awarding Awards, consider and vote separately on conferring Honorary Lifetime Associate Membership upon holders of all Sabbatical Offices in the Union and the GSU President that year. The Sabbatical Officers shall not normally be present during the consideration of their own Honorary Lifetime Associate Membership.

## **H. Amendments**

1. This Policy may only be amended by a simple majority resolution of the Council.

## **Definitions**

Chatham House Rule - a rule or principle according to which information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified. In effect - anything said as part of the Union Awards panel is to remain anonymous.

# Clubs Societies and Projects Policy

## Definitions

### Clubs, Societies & Projects (CSPs):

- A Club, Society or Project is a collection of students supported by the Union to put on specific activities that cater to the interest of their members and uphold the values of the Union. They are referred to collectively as CSPs.
- The words "Club" and "Society" are interchangeable.
- A "Project" refers to a group officially supported by the Union with extra-curricular objectives that are charitable, involve outreach work, or are activities that benefit non-members.
- The most 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 Club Captain) can be used in practice.

### Management Groups & Constituent Unions

- A Management Group is a collection of Clubs, Societies and/or Projects grouped together to be governed by either a Management Group Executive or a Constituent Union. These may be broken down into sub-management groups, each governed by a Vice-Chair.
- A Constituent Union may have a Management Group of CSPs but does not have a separate Management Group Exec or Chair as determined by the Imperial College Union Constitution and Bye-Laws. However, a Constituent Union may in its constitution delegate the governance of its Management Groups to specific officers.
- In this policy, the term Management Group Board is used to refer to the Management Group Executive or to the officers within a Constituent Union responsible for CSP governance.

### Clubs, Societies & Projects Board

- The Clubs, Societies and Projects Board (CSPB) is a subcommittee of Union Council. Its powers include allocation of funds and governance of all Clubs, Societies and Projects through policy and regulations. All CSPs have a voice at CSPB through an elected representative. For Management Groups with a Management Group Executive, this is usually the chair of the Management Group Executive. For Management Groups governed by a Constituent Union, this will be an elected officer from the Constituent Union.

## **Introduction**

This policy sets out the relationship between the Union and CSPs, including 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. This policy binds the whole Union, but is aimed in particular at CSPs, their members and those parts of the Union with responsibility for CSPs.

## **A. Basis**

1. The Union is committed under its Constitution and through its Charitable Objectives to:
  - a. the advancement of education of students at Imperial College London for the public benefit by:
    - i. promoting the educational interests and welfare of students at Imperial College London during their course of study and representing, supporting and advising students;
    - ii. being the recognised representative channel between students and Imperial College London and any other external bodies; and
    - iii. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students
2. The Union believes that one of the best ways of fulfilling these obligations is by the provision of student-led CSPs which reflect the full range of interests and abilities of its members.
3. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity in accordance with all policies.
4. The Union shall permit CSPs to be formed by groups of students with common aims, provided they do not contradict the values of the Union, its rules or its policies.
5. CSPs may not have overlapping aims and objectives without the prior consent of CSPB.

## **B. Duties of the Union**

1. The Union shall provide funding to CSPs in order to facilitate their stated aims & objectives, within budgetary constraints; this funding is allocated annually by CSPB.
2. The Union shall provide advertising and publicity for CSPs to new students at the start of each academic year. This shall principally consist of the Freshers' Fair at the start of the academic year,

- during which the Union will subsidize to ensure all CSPs have a stall provided.
3. The Union shall provide a page for each CSP on the Union website which can be altered by the CSP. This shall include a shop function to allow for sales online, though minimum price limits may apply.
  4. CSPs may choose to charge Members of the Union to become Members of the CSP. The Union shall provide a page for memberships to be bought. CSPs are not required to charge for membership, but where they do a minimum membership as dictated by CSPB shall apply.
  5. The Union shall provide electronic systems for receiving required documentation, finance information and information on bookings from CSPs. CSPs that fail to supply required documentation before a deadline may face a penalty (see sanctions).
  6. The Union shall provide banking facilities for CSPs at no charge to the CSP. All club finances must be run through the facilities offered by the Union without exception. Failure to do so will be considered a serious breach of this policy and may result in legal ramifications and/or sanctions.
  7. The Union shall provide basic use of rooms within its premises to CSPs at no charge to them and shall subsidize to provide access to College spaces as per agreements with relevant departments and College policy. Union rooms shall be allocated according to the Union's Internal Room Booking procedure.

### **C. Duties of CSPs**

1. CSPs have a duty to provide a safe, friendly community where like-minded individuals are able to come together with a common interest that is both as inclusive and accessible as possible.
2. CSPs owe a duty to their members to ensure equal provision of facilities, resources and expenditure to all its members, with exceptions allowed if demanded by a National Governing Body or any laws or policies.
3. CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives.
4. CSPs must offer opportunities for their members to develop. Usually, this will entail CSPs encouraging their members to attend Union training and engage in recognition schemes with the Union that support personal development.
5. CSPs should attempt to develop as a community, looking to grow in a sustainable way where possible and give more to their members. CSPs have a responsibility to demonstrate that they are

sustainable for the future in terms of their level of activity, membership and finances.

6. CSPs 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 or harass any student.
7. CSPs represent the Union and the College when performing, competing, running trips and holding events. As such, they are expected to behave responsibly as ambassadors for the Union and the College and, whilst the Union and College are open to challenge, CSPs must not bring the Union or the College into disrepute.
8. As a part of the Union, CSPs are bound by the Union Constitution, its Bye Laws and its policies.
9. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. CSPs will need to demonstrate to the Union that they are complying with these requirements.
10. Each CSP shall be governed in accordance with a constitution. A CSP's constitution is binding upon the CSP and should be obeyed and regularly reviewed. A CSP's constitution must define key details of the CSP's operation and management, as dictated by CSPB.
11. Changes to a CSPs constitution must be approved by a two thirds majority of a quorate general meeting of the CSP or by unanimous vote of a CSP's committee, if there are no objections from the CSP's membership. Once so approved, a constitution change must be further endorsed by CSPB via a process dictated by CSPB.
12. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are prohibited. Such subsidiz may result in severe disciplinary action being taken against the CSP, its committee and any others involved, including but not limited to the dissolution of the CSP.

#### **D. Chain of Responsibility**

1. The chain of responsibility for all matters relating to CSPs is as follows:
  - a. The Union President,
  - b. The appropriate Deputy President,
  - c. The Chair of the Management Group,

- d. The appropriate committee member for the Management Group,
  - e. The Chair of the CSP, and
  - f. The appropriate committee member for the CSP
2. The appropriate Deputy President in section 1.b) is:
    - a. the Deputy President (Clubs & Societies) for all issues not covered by the other Deputy Presidents,
    - b. the Deputy President (Finance & Services) for financial issues and Health & Safety,
    - c. the Deputy President (Welfare) for issues relating to equal opportunities.
  3. The management group structure is highlighted in Appendix 1.

## **E. Constitutional**

1. Management Group and CSP status
  - a. All CSPs shall be a member of a single Management Group, and shall be represented on CSPB by an elected officer through their Management Group.
  - b. Management Groups are defined in the Union Bye-Laws and are governed by their Standing Orders, which they may vary from time to time via vote of the Management Group, subject to approval from CSPB.
  - c. All Management Groups are subject to the Model Standing Orders, as dictated by CSPB. For the avoidance of doubt, the Model Standing Orders take precedence over any Standing Orders passed by a Management Group.
  - d. Management Groups report to CSPB through an elected representative from the Management Group Board.
  - e. CSPs are bound by the standing orders and decisions of their Management Group.
2. Transfers, mergers, splits and creation of new CSPs
  - a. Power to transfer, merge, split and create new CSPs is held by CSPB, which may delegate these powers to an appropriate body.
  - b. Any Full Member of the Union may sponsor the creation of a new club, society or project.
  - c. Details of the process and any regulations can be found in the New Activities Policy.
3. Proscription of types of Clubs, Societies and Projects
  - a. CSPB may direct that certain CSP aims, objectives, structures, or sponsors are proscribed.

- b. No CSP shall have proscribed aims, objectives, structures or sponsors.
4. Dissolution and closure
- a. A CSP shall be dissolved and cease to exist under one or more of the following conditions:
    - i. A resolution of the CSP's committee (or general meeting if required) and the consent of its Management Group
    - ii. Resolution of CSPB
    - iii. A disciplinary resolution from the Trustee Board or its sub-committees
  - b. A CSP 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.
  - c. Dissolved CSP funds and debts shall be absorbed into the central Union reserve unless they were received for the purpose of donation to charity, in which case the appropriate charitable  subsidizing  shall receive the funds due.
  - d. CSP property may either be reallocated to another CSP or sold and the proceeds donated to the Activities Development Fund. This decision will be taken by the President on the advice of the relevant Deputy Presidents.
5. Dormancy
- a. A Club, Society or Project may be classed as dormant if:
    - i. it has not elected its minimum committee, or
    - ii. it has fewer than twenty members for Clubs or Societies or 5 members for Projects, or
    - iii. for any other reason as defined in a Management Group's standing orders.
  - b. A Management Group Board may resolve to classify a CSP as dormant for one, two or three terms, three being the default.
    - i. Appeal of such a resolution is to CSPB.
  - c. Dormant CSPs have equal rights to Union resources as non-dormant ones.
  - d. Dormant CSPs must be given clear targets by their Management Group Board in order to be allowed out of dormancy.
  - e. Dormant CSPs must submit a monthly report to their Management Group Board reporting what measures have been taken to address the reason(s) for the club dormancy, which should include an evaluation of these measures.
    - i. Failure to do so is grounds for a resolution of CSPB to dissolve the CSP under E4.a.



- ii. Production of a report which clearly shows that the CSP's targets have been achieved shall result in the Management Group Board rescinding dormant status.
  - f. Should the dormancy period expire before the achievement of the predefined targets, a motion to dissolve the CSP shall be held at CSPB under E4.a unless the Management Group Board resolves to withdraw the CSP from dormancy or to extend the dormancy period.
  - g. This shall be done with approval from CSPB
6. Grant
- a. Grant money, funded by the Union, is allocated annually by CSPB in accordance with a policy set and reviewed annually by CSPB.
  - b. Grant may only be used to support full Members of the Union; as such, grant should not be spent  subsidizing activities of or items for Associate or Life members.
  - c. Union grant may be withdrawn at any time from a CSP by the Deputy Presidents (Clubs and Societies) or (Finance and Services) or CSPB if it is found that the grant was obtained through misrepresentation or if it is being spent inappropriately.

## **F. Internal Management of CSPs**

- 1. Management
  - a. All CSPs are managed by a committee.
  - b. All voting members of the committee for a CSP shall be elected from and amongst all full members of the CSP.
  - c. The members of the committee share a responsibility for the CSP's management, though the Chair holds ultimate responsibility to the Union for the CSP, including its activity, health & safety and finances.
  - d. The Term of Office for all committee positions runs from 1<sup>st</sup> August to 31<sup>st</sup> July unless prior approval is sought from the Deputy President (Clubs & Societies).
  - e. A Club or Society requires a minimum committee size of three which must include a Chair and a Treasurer. A Project requires only a Chair and Treasurer. These committee members are commonly referred to as the 'Principal Officers'.
    - i. The third principal officer does not need to be a secretary on the provision that minute taking is included in another committee member's role description.

- ii. The CSPs constitution must define which position acts as the CSP's third principal officer.
- iii. All principal officers must be voting officers of a CSP's committee.
- iv. In line with the Union's Constitution and Bye-Laws, only Full Members of the Union are permitted to become voting members of a CSP's committee.
- v. One member cannot hold two Principal Officer positions within one CSP and should not hold any other committee position within the CSP without good reason.

## 2. Membership

- a. Only Full Members of the Union may become full, voting members of a CSP
- b. All Full Members of the Union are entitled to join any CSP, unless a CSP is registered with a government agency or national governing body which prohibits membership of affiliated CSPs on certain grounds.
- c. Membership may 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 Board and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.
- d. All full memberships must be registered online via the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)
  - i. The minimum membership figure for a Club, Society will be 20 members.
- e. The minimum membership figure for a project will be 5 members.
- f. Life and Associate Members of the Union may become non-voting members of a CSP and may become non-voting members of a committee providing they stand for a position that is designated as non-voting in the CSP's constitution.
- g. A CSP's committee may refuse membership of a CSP to Life or Associate Members of the Union, though reasons for refusal must be given in writing to the rejected member within 10 College days.
  - i. The Deputy President (Clubs & Societies) may strike out any refusal of membership upon appeal

## 3. General Meetings and Elections

- a. All CSPs shall hold a general meeting upon a petition of 10 full 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. Notice of a general meeting shall be given to all members before a meeting as set out in the CSP's constitution.

- b. The election of a CSPs committee shall ordinarily happen at a CSP's annual general meeting (AGM), which should occur before the end of the Spring Term.
    - i. All elections to CSP committees must be conducted in accordance with the Elections Bye-Laws.
  - c. CSPs with a membership greater than or equal to 140 may be asked to conduct their elections through an online platform.
    - i. In these instances, the Union should ensure that reasonable measures are taken to allow the AGM to take place in its usual format.
  - d. A Club Society or Project may set qualifications for membership of the committee if there is a justified reason for them. These qualifications 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 the Trustee Board.
  - e. These qualifications must be set out in the club, society or project constitution and clearly declared in the nomination process.
  - f. 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 Bye Laws, together with any directions of the club, society or project's Management Group or the Returning officer if one is appointed.
  - g. Any by-election for vacant positions on a Club, Society or Project committee must be conducted in accordance with the Bye Laws, together with any directions of the club, society or project's Management Group.
4. Removals
- a. A CSP officer cannot be removed from an elected position except in accordance with the provisions in Bye Law E.
  - b. A member cannot be removed from a CSP except in accordance with the provisions in Bye Law E.

## **G. Documentation**

1. General

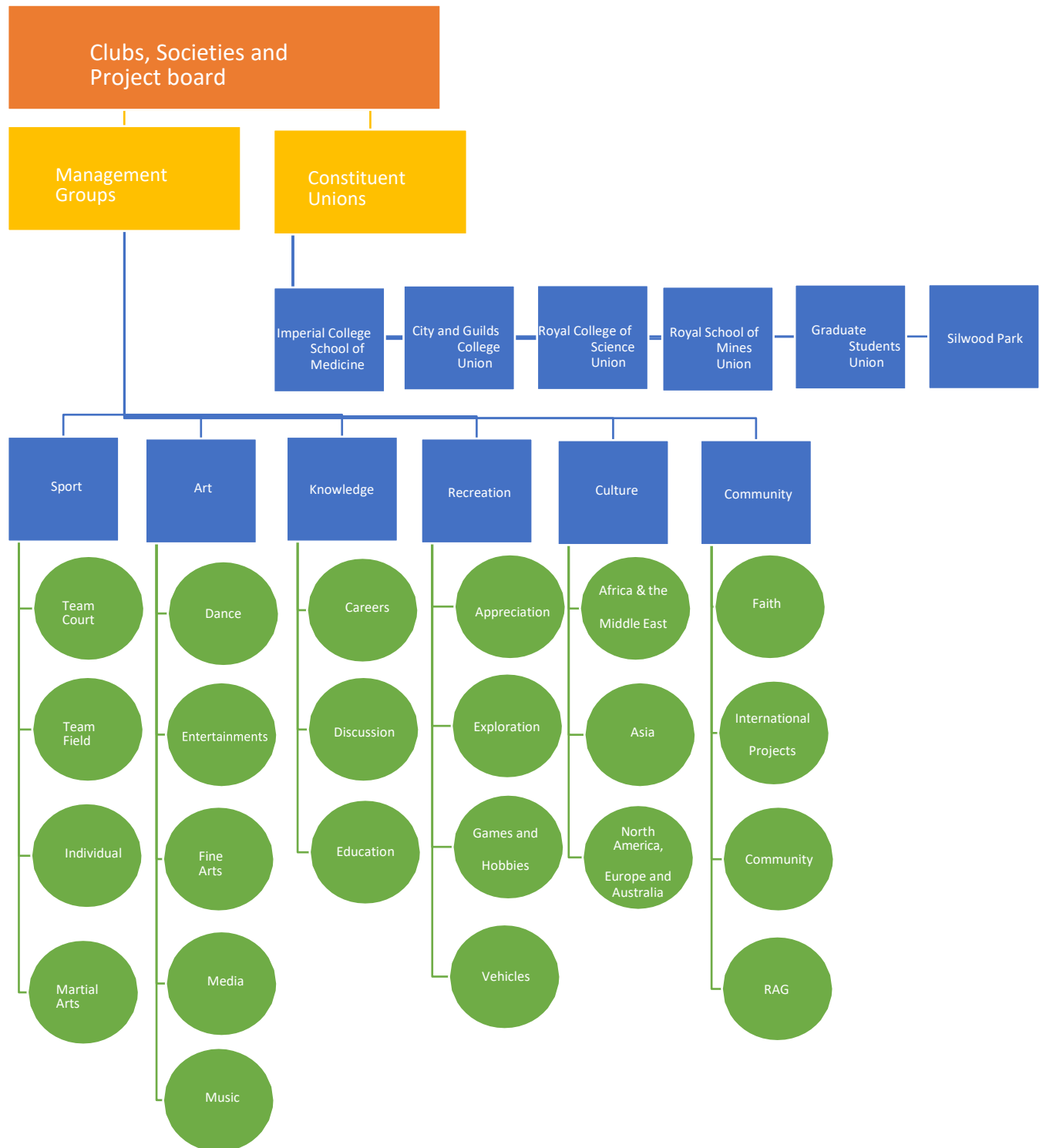
- a. CSPs need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.
- 2. Documentation Required
  - a. CSPs shall provide to the Deputy President (Clubs & Societies), the following items of documentation on an annual basis:
    - i. Financial Responsibility – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the CSP's duties (in Part C) and obey Union Policy and Procedures
    - ii. Committee contact list – containing phone numbers and e-mail addresses
    - iii. Constitution
    - iv. Risk Assessment
    - v. Instructor registration – for all clubs;
    - vi. Affiliation – for all clubs;
    - vii. Inventory, listing all items belonging to the CSP valued over £100
    - viii. Any other documents considered appropriate by CSPB
  - b. All documentation and data stored will comply with the Union's Privacy Policy and General Data Protection Regulations (GDPR)

## **H. Sanctions and Suspension**

- 1. Sanctions against individuals
  - a. Sanctions against individuals must take place in accordance with the Bye Laws (excluding removal of financial responsibility of an individual).
  - b. Financial Responsibility may be removed from an individual if they are deemed by the DPCS or DPFS to be acting irresponsibly with the CSPs finances.
- 2. Suspension of CSPs
  - a. A suspension is a temporary measure designed to induce immediate behavioural change on behalf of a CSP, or to mitigate ongoing issues whilst an investigation is carried out.
  - b. A CSP may be placed on suspension by:
    - i. A resolution of CSPB
    - ii. A resolution of a Management Group Board with approval of a Deputy President
    - iii. The Deputy President (Clubs and Societies)
    - iv. The Union President

- c. Whilst on suspension, a CSP's rights may be limited (at the discretion of the body placing the CSP upon suspension) in one or more of the following ways:
    - i. Inability to make expenditure or create new financial documents
    - ii. Inability to book or make use of union resources / facilities, including minibuses, rooms, and ICT support
    - iii. Prohibition on representing the Union or College in any public forum
    - iv. Revocation of authorisation for posters or other publicity
  - d. Suspensions must only be issued for good reason; usually:
    - i. Failure to provide required documentation as per section G
    - ii. Whilst a CSP is under investigation for sanction under section H.3
    - iii. As a sanction under section H.3
  - e. Suspensions must be reviewed regularly by the imposing body.
  - f. Suspension may be lifted by:
    - i. The imposing body
    - ii. A resolution of CSPB
3. Sanctions against CSPs
- a. Sanctions may be brought against CSPs by:
    - i. The Deputy President (Clubs and Societies)
  - b. A Sanction may be brought against a CSP for;
    - i. Breach of Law or Legal Requirements
    - ii. Breach of Union Policy, Constitution, Bye-Laws, or Standing Orders
    - iii. Financial malpractice or deceit
  - c. If a CSP is believed to be liable for Sanction under I3.2, an investigation shall be launched by the DPCS.
    - i. If deemed appropriate, the CSP may be placed under Suspension during the course of this investigation.
  - d. Sanctions applicable to CSPs being found liable are:
    - i. CSP required to submit regular reports by which activity can be monitored and attainment of specific goals measured
    - ii. May have its budget frozen
    - iii. Long-term suspension
    - iv. A fine of an appropriate sum
    - v. May not be permitted to authorise any posters or other publicity
    - vi. Refusal of access to specific Union events

# Appendix 1 – Structure of Management Groups and Mini-Management Groups



# Appendix 2 – Model Standing Orders for all Management Groups

A Management Group is a collection of Clubs, Societies and/or Projects grouped together to be governed by either a Management Group Executive or a Constituent Union. These may be broken down into sub-management groups governed by a Vice-Chair.

## **A. General**

1. This document is designed to outline the responsibilities and management structures for each individual Management Group. It is owned by the Clubs, Societies and Projects Board so any changes must be approved there.
2. Individual Management Groups may have their own additions to this document on the provision that they do not contradict these or any higher policies or constitutions and that they have been approved by CSPB. These are the responsibility of the Chair of the Management Group to uphold and look after.
3. This document, and any individual additions, must be approved annually by CSPB.

## **B. Purpose**

1. The purpose of a Management Group is to provide a forum for issues from CSPs to be raised to an elected representative.
2. It should be a supportive community that shares best practises and acts within a communication pathway and chain of responsibility between individual CSPs and the Union and CSPB.

## **C. Membership**

1. Each CSP is allocated to a specific Management Group by CSPB. Within this group each CSP shall have one vote held by the CSP Chair which may be delegated to any member of the CSP committee.

## **D. Structure**

1. The Management Group shall have an elected representative to act as a Chair who shall represent the MG on CSPB and govern all the CSPs within remit according to policies, bye- laws and laws.
2. The Management Group may decide to divide into smaller Sub-Management Groups which must be governed by a Vice-Chair.
3. A Management Group Executive committee or a Constituent Union shall manage each Management Group. A Management Group Executive shall follow the standing orders found in the CSP Policy. A constituent Union shall outline which roles are responsible for oversight of the Management Group in their constitution.

## **E. Responsibilities**

1. Representation
  - a. Management Groups must ensure there is up-to-date and approved documentation to outline the processes, governance and structures in either the Constituent Union's constitution or the Management Group Executive Standing Orders.
  - b. Management Groups must ensure they agree with any documents created in addition to these standing orders or the Management Group Executive Standing Orders before they are approved by CSPB.
  - c. Management Groups will meet on a regular basis with their CSPB representative.
    - i. It is recommended that this be monthly General Meeting, however may also take the form of one-to-one meetings or Mini-Management Groups meetings. This is to ensure that issues faced within the MG can be addressed at CSPB.
2. General Meetings
  - a. Must be advertised to at least the Principal Officers of the relevant CSPs at least 5 college days prior to occurring.
  - b. It is expected for each CSP to send a representative to these meetings.
    - i. Failure to do so on three consecutive occasions can result in sanctions.
  - c. It is recommended that General meetings shall be held once per month during term-time.
  - d. Emergency meetings must be held upon petition of the Chair by 10% of the Management Group. Quorum shall be unique representation from over half of the Clubs of the Management Group.



- e. An Annual General Meeting must take place to review the year and elect a new Management Group Executive committee if required.
  - f. Any Member of the MG or its Executive committee may bring a paper, resolution, propose or second a motion or speak at the meeting. Other individuals may request the Meeting's Chair for permission to speak or to bring a paper but are unable propose or second a motion/resolution.
3. Constitutions
- a. All club constitutions and any changes to them must go through this outlined process in order to be approved:
  - b. They must be approved by the membership of the CSP. The Chair must then send the new/changed constitution to the Management Group Chair.
  - c. The MG Chair shall circulate the constitution to the CSPs in the MG offering opportunity for objections to be made.
  - d. If there are no objections, the MG Executive committee shall vote to accept or reject the constitution
  - e. If there are objections made the MG Chair shall present both constitution and objections at the next general meeting for a discussion and a MG vote to reject or approve.
  - f. It is the responsibility of the CSP Chair to ensure that the latest approved CSP constitution is available on the Union's system.
4. Adherence to Policy
- a. All CSPs have the responsibility to ensure that each individual CSP, the MG as a whole and the MG executive committee adhere to all policy and constitutions dictated by Union Council and its subcommittees, Trustee Board and its subcommittees, the MG and the MGE and that all laws are abided by.

## **F. Creation**

1. Creation of new CSPs resides with CSPB who will typically delegate this responsibility through the New Activities Policy to the New Activities Committee. MGs do not have the ability to create new societies.

# Appendix 3 – Standing orders for Management Group Executive Committees

## **A. Purpose**

1. The purpose of these committees shall be to oversee the activities of the clubs societies and/or projects allocated to them as determined by CSPB.
2. Each management group may have amendments to theseing orders, which are to be held by the respective chair and approved at the management groups AGM and ratified at the first CSPB meeting of every year.
3. Constituent Unions should include these standing orders in some form into their constitutions so that the roles and responsibilities outlined here are relevant for their officers.

## **B. Membership**

1. Membership of the Management Group Executive committees shall be: Management Group Chair, Management Group Treasurer, Vice-Chairs (number as determined by the sub- management group structure). Other members to be determined by amendments to these standing orders. A secretary is not a compulsory position on the provision that another member of the committee has the responsibility to minute both MG Executive meetings and MG General Meetings.
2. Every club and society under the MG's remit shall also have a vote held by a representative of the CSP which is to be cast in the event of a vote at a Management Group meeting.
3. No person shall hold more than one Officer Positions concurrently.
4. Officers hand over to their successors on the 1st of August.
5. Officers shall be ex-officio members of all RCC Clubs.
6. Officers are allowed to hold Club Officer Positions in addition to their role on the Committee on the provision that these additional roles are not financially responsible.
7. Elections
  - a. This section applies only to Management Groups. Constituent Union committees are elected through the 'Leadership Elections'

- b. The Management Group Executive committee shall be voted in at the MG's AGM.
- c. The standing executive committee shall appoint an appropriate returning officer for the elections. They shall be responsible for communications around the elections including:
  - d. Date and time of elections
  - e. Nomination period
  - f. Positions Available
  - g. Time allowance for speeches
- 8. Votes will be cast on a one club one vote basis and shall follow the Union's regulations on Minor Elections as outlined in the Bye-Laws.

### **C. Structure**

- 1. Each Management Group shall have an elected Chair to who shall chair both Executive and General Meetings

### **D. Responsibilities**

- 1. The Committee shall oversee the running of its Clubs, though the Club Chairs. This includes but is not limited to:
  - a. The Ratification of Club Constitutions
  - b. Acting as arbiter in the event of an internal dispute within a club, or between multiple clubs of the Committee
  - c. Adhering to the responsibilities and carrying out the mandated actions as outlined in all policy.
  - d. Management of the Clubs' expenditure and budgets
- 2. The Committee shall oversee the finances of its Clubs though those individuals who hold financial responsibility for that club.
- 3. The Committee is responsible to the Clubs, Society and Project Board through the Committee's Chair.

### **E. Role Descriptions**

- 1. The Chair shall:
  - a. Chair the General Meetings of the Committee and the Executive or appoint another member of the Committee to do so.
  - b. Be responsible to the Union President, through the appropriate Deputy President, for the Committee's finances,

health & safety, adherence to policy, and the activities of the Committee.

- c. Be responsible to the Union President, through the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.
  - d. Be responsible for the efficient organisation and administration of the Committee and the promotion, and advertising, of the Committee within the College.
  - e. Advise Clubs on the preparation and justification of funding proposals.
  - f. Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the MG, or appoint a member of the Committee to go in their stead.
  - g. Any other duties as may be decided by the Committee.
2. The Vice chairs shall have the same responsibilities as the chair but in respect to the relevant Sub-Management Group
  3. The Treasurer shall:
    - a. Be responsible to the Chair for the efficient administration of the finances of the Committee and MG CSPs
    - b. Assist Clubs in preparing funding applications.
    - c. Assist and promote Clubs to gain external sponsorship and equipment discounts.
  4. All other role descriptions must be held as an addition to this document.

# Appendix 4 – CSP Code of Conduct

This code of conduct summarises existing policy and must be approved by CSPB on an annual basis. It lays out some (not all) of the responsibilities and rules placed on CSPs and their committee members.

**This is not an exhaustive list of the rules and policies governing CSP conduct.** All CSPs and CSP members are expected to adhere to the law and any legal requirements, and any and all Union policies, bye-laws and standing orders dictated by the Board of Trustees and its subcommittees, Union Council and its subcommittees or their respective Management Groups.

## Values

CSPs and their committees are expected to adhere to the Union's values of Leadership, Partnership, Democracy and Inclusivity. This means that the CSP and those on a committee or in any leadership position are expected:

1. To act with integrity and honesty; they must act responsibly as leaders within the Imperial Community, be open to criticism of their performance and strive for constant personal improvement.
2. To build strong relationships within their CSP. They must strive to create a welcoming and open community that meets their members' needs. They should work with the Union, the college and external organisations to improve the provisions their CSP is able to offer.
3. To represent their members in an accurate and honest way. They must be elected according to the Union's constitution. They should use this empowerment to be proactive and responsible global citizens within local, national and international communities.
4. To welcome all Union members into their community and embrace the knowledge that diversity of membership brings strength and power. They must work to eradicate barriers that prevent an inclusive and accessible environment. They should engage with the Union to ensure their provision does not discriminate in any way.

## Financial Responsibility

1. CSPs and their committees are expected to manage finances in a responsible and sustainable way.

2. All expenditure made by a CSP must be made in a way that as many members as possible should be able to gain benefit from it or in a way in which all members have equal opportunity to access the benefits.
3. No funds are permitted to be held outside of the account provided by the Union. Under no circumstances should there be funds stored in a different bank account, unauthorised investment or in unauthorised cash deposits.
  - a. This includes ticket income. Unless permission is granted by DPCS or DPFS, all tickets for a CSP event must be created and sold via the Union's online shop.
4. Clubs may be permitted to temporarily go into debt for an event or specific purchase, but this cannot happen without approval from DPCS or DPFS and will require the creation of plan of recovery which must be adhered to.
5. Cash handling should be kept to a minimum

## **Activity**

CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives.

1. All rooms must be booked according to the Union's room booking procedures. In summary annual bookings need to be submitted via the yearly application and ad hoc bookings through the eActivities portal. Rooms must be returned to their appropriate state and no rubbish is to be left behind. Some rooms will require risk assessments to be completed. Unless a booking is cancelled, the CSP that booked a space is liable for any damage or mess left behind even if they did not use it.
2. If a society is inviting any speaker that is not a part of the Imperial College they must submit an external speakers request form via eActivities at least 15 days before the event.
3. Any minibuses that are booked must have the booking form and keys returned to the Union before the end of the booking and the minibus must be returned with a full petrol tank and all litter must be removed. Any damage or accidents during the booking must be reported via the accident form and returned to the Union.
4. Risk assessments must be completed on an annual basis to cover all regular activity. Any additional activity not covered in an annual risk assessment must also have an additional risk assessment completed. This includes trips and tours.

5. No alcohol is to be consumed in any space booked through the Union without the presence of a member of Union staff or college catering teams. No alcohol is to be consumed in a Union minibus.
6. Promotional material and posters are only allowed in specified spaces. Additionally, all posters, flyers and promotional material, both physical and otherwise, must include an accurate English translation.

Additionally, it is important that all students respect all staff across college and the Union. Do not contact them other than through approved email addresses (end in @ic.ac.uk or @imperial.ac.uk). Do not expect replies outside of working hours and during college closure or annual leave.

It is expected that by signing this document you agree to share this information with your committee and members and you and the CSP you represent will adhere to all applicable laws and Union Policy. Failure to do so can result in the below sanctions being implemented on the CSP and/or individual sanctions being implemented (as outlined in the Union Bye Laws).

**The CSP:**

1. CSP required to submit regular reports by which activity can be monitored and attainment of specific goals measured
2. May have its budget frozen
3. Long-term suspension
4. A fine of an appropriate sum
5. May not be permitted to authorise any posters or other publicity
6. Refusal of access to specific Union events

Signed:

Name:

CSP:

Position:

Date:

# Equipment Policy

## A. Equipment Ownership

1. The Union owns all equipment purchases, donated, or gifted.
2. Equipment is allocated to each Club, Society or Project (CSP). The equipment shall not be borrowed, redistributed or lent elsewhere by the Union except in situations detailed in this policy.
3. CSPs are responsible for the maintenance, management, safe storage and usage of equipment.
4. When a CSP is closed down, the Deputy President (Clubs & Societies) shall be responsible for the reallocation or disposal of any equipment in consultation with the relevant Management Group Chair.
  - a. The equipment shall be assigned to a club that has a reasonable use for it
  - b. In the case that a suitable club to reallocate the equipment to is not found within 2 months the equipment will be held for a time period of up to 2 months and then disposed of. After the holding period the DPCS is responsible for selling any items.
  - c. Money from the sales of equipment shall go into the clubs SGI.
  - d. Appeals on the reallocation of equipment are to be made to the Union President.
5. CSP officers are responsible for ensuring that equipment is:
  - a. Stored appropriately and used safely and sensibly during club activities.
  - b. Used appropriately and safely by club members for club activities.
  - c. Club members using equipment are capable and suitably trained.
6. CSPs are responsible for managing their equipment. This includes when equipment is utilised in a non CSP activity. For example students borrow club equipment. CSPs must hold records of equipment usage. This should detail
  - a. The name of the person who has borrowed the equipment.
  - b. Confirmation from the person that they are taking the equipment and will be responsible for it.It is best practice for the record to include:
  - c. The date for which the equipment is being borrowed
  - d. The items borrowed
  - e. Any terms and conditions and responsibilities on returning the equipment



- f. Instructions for equipment usage where relevant
  - g. Deposit schemes to be arranged and approved through the DPFS
7. CSPs are responsible for ensuring that all equipment is adequately labelled by:
- a. Equipment stored in a labelled bag or container
  - b. Loose items individually labelled

## **B. Equipment Storage**

1. CSPs are provided with adequate secure storage within the union rooms or facilities off campus. Any club Society or project needing storage space must submit a space request form to Deputy President (Clubs & Societies).
2. The space request shall consist of:
  - a. Current equipment owned
  - b. Current storage space
  - c. Number of members
  - d. Benefit of owning the equipment over hiring
3. The Deputy President (Clubs & Societies) shall allocate space based on these applications.
  - a. Appeals against this decision are to be made to the Union President.
4. Items stored off campus must have details of:
  - a. Address and location.
  - b. The name and CID of the person responsible.
5. CSPs are responsible for ensuring that doors to storage rooms are locked and secured after accessing a storage room.
6. CSPs should report any defects with their storage to the Activities team within 5 working days.
7. CSP Officers are responsible for ensuring that equipment is stored and used appropriately throughout its life cycle.
8. CSPs may not purchase equipment if they do not have sufficient space to store it securely or safely.
9. The Activities team is responsible for ensuring the first state of storage facilities and that the room can be secured.
10. The Deputy President (Clubs & Societies) will clearly define each club's storage area within a room.
11. Any complaints on club usage of storage space are to be sent to the Deputy President (Clubs & Societies).
12. Deputy President (Clubs & Societies) shall be the owner of shared storage rooms and has the ability to penalise CSPs for the misuse of storage space.

13. After a warning email in regards to equipment storage misuse which has a lack of response/action within 5 working days, the Deputy President (Clubs & Societies) has the ability to penalise CSPs under Union Summary Punishment with the following penalties:
  - a. Fine up to £100
  - b. Unlabelled equipment disposed of
  - c. Temporary ban from access to the storage facility up to 7 days.
14. Appeals against this summary punishment are to be made to the President.
15. Space can be removed from clubs in the following ways:
  - a. The Deputy President (Clubs & Societies) can remove space from dead or deceased clubs after a period of 2 months.
  - b. A resolution by CSPB

### **C. Applications for Space**

1. Applications for storage space can be submitted to the Deputy President (Clubs & Societies) by way of a space request form.
2. The form will contain details of the items the club would like to store and would like to store and the benefit to members of extra space.
3. Space will be awarded by the Deputy President (Clubs & Societies) based on the number of members, benefit and available space.
4. All cases are taken on an individual basis.
5. Appeals against allocations can be made to the President.

### **D. Damages and Theft**

1. If items are stolen from a secured room, the CSP is responsible for the purchase of any replacements and the cost shall be reclaimed via an ADF application.
2. The cost for the replacement of any items stolen from a union room, which could not be secured due to a defect, are to be covered as per the ADF Policy provided a defect was reported before the incident.
3. The cost for the replacement of any items damaged while in a union storage room due to a defect, are covered by the ADF.
4. Any unintended or accidental damage is covered by the ADF as per the ADF Policy.

## **E. Equipment Maintenance & Records**

1. Normally pat testing is offered free to clubs, CSPs are responsible for ensuring their equipment is maintained to a safe and reasonable level. This includes electrical safety testing in accordance with college guidance on electrical safety. Available here <http://www3.imperial.ac.uk/safety/subjects/workequip>
2. CSPs are responsible for ensuring equipment inspected by a certified company where required to by law.
3. CSPs are responsible for keeping any safety documents and inspection documents where required to by law.
4. CSPs are responsible for annually checking that the centrally stored inventory list is correct and up to date.
5. CSP officers are responsible for adding any new equipment to the inventory list.

## **F. Equipment Replacement and Disposal**

1. Equipment valued over £100 needs permission from the Deputy President (Finance & Services) for disposal. This should be updated on the inventory
2. If the equipment is being replaced and has a resale value of less than £100 then permission is not needed.
3. The Union will provide methods to dispose of equipment including waste electrical. This shall be coordinated by the Student Activities Manager.

# Ethical Investment Policy

1. As a forward-looking, STEM university, Imperial should be at the forefront of efforts to tackle climate change
2. Divestment from fossil fuels presents an opportunity for Imperial to promote and invest in zero-carbon technologies to a greater extent, which can only grow in importance in the future.
3. The dubious ethical record of many fossil fuel companies, their intellectual dishonesty, and their persistent disregard for the environment, are irreconcilable with the values of Imperial College
4. Divestment can be an effective tool in shaping the practice of fossil fuel companies, as well as drawing attention to the wider issue of sustainability
5. Holding shares in fossil fuels puts the university at risk of having stranded assets as carbon levels rise and the cost of burning fossil fuels grows
6. Imperial College Union should:
  - a. Freeze any new investments in fossil fuel companies
  - b. Divest from direct ownership and any commingled funds that include fossil fuel public equities and corporate bonds within 5 years
  - c. Implement a responsible investment policy, in line with the Imperial College Union Our Strategy 2017-20 Aim: "To ensure we are a well-run, sustainable and functional organisation, positioning people and resources to best serve our members now and in the future.", with student and staff consultation and representation
7. Imperial College London should:
  - a. Freeze any new investments in fossil fuel companies
  - b. Divest from direct ownership and any commingled funds that include fossil fuel public equities and corporate bonds within 5 years
  - c. Implement a responsible investment policy, in line with the stated mission and values of Imperial College, with student and staff consultation and representation

# Higher Education Policy

1. Marketisation of Higher Education:
  - a. The Union condemns and will actively campaign against any attempt to increase tuition fees.
  - b. The Union condemns and will actively campaign against cuts to government funding for higher education.
  - c. The Union condemns the marketisation of higher education.
2. The Union will oppose by College the use of an academic sanctions as a method for enforcing debts related to non-academic services.

# Mascotry Policy

## A. Introduction

1. Mascotry shall be defined as the competitive game of capturing the mascots of other CUs.
2. Only CUs may take part in Mascotry, and only if they themselves have a violate mascot.
3. A captured mascot, once securely stored, becomes the responsibility of the President of the CU responsible for the capture. The CU President will have final say over the fate of the mascot within the framework of these rules.
4. CUs have a responsibility to inform their members about Mascotry and the rules of Mascotry.
5. All disputes regarding these rules and Mascotry shall be heard and rules upon by the ICU President, whose decision in final.

## B. Mascots

1. Every CU may have one or more mascots if they so wish. ICU shall have no obligation to provide one.
2. All mascots shall be valued on a reasonable interval for insurance purposes, on the advice of the Deputy President (Finance & Services).
3. Inviolate mascots may also be held, which shall not be subject to the rest of these rules, and may not be captured in Mascotry.
4. Mascots can be declared violate or inviolate by informing the ICU President and the other CU Presidents in writing. This may be for a time period set in advance, or indefinitely.
5. CUs shall make a reasonable effort to bring out mascots to events and functions.
6. At no point in Mascotry should any lasting damage be done to a mascot. If this occurs the damaging party would be liable to pay for repairs and could be ejected from Mascotry at the discretion of the ICU President.

## C. What Constitutes a Capture

1. A capture shall:
  - a. Be a capture by virtue of outnumbering the opposing

mascot protectors by a ratio of 5:1, unless there are 5 or more mascot protectors in which case the mascot cannot be stolen even if the capturing force is in excess of 25 individuals.

- b. Be a clean capture, i.e. members of a CU clearly take another CU's mascot and place it into secure storage (which is unknown to, or inaccessible by, the other CU). If the team defending the mascot grows in size before this is achieved such that they are no longer outnumbered 5:1, the capture attempt is deemed to have failed and the mascot must be handed back. This does not prevent another attempt at capture taking place before the mascot can be securely stored by the defending team.
  - c. Be supervised by at least one member of a CU's committee or the Principal Officer of one of a CU's associated Departmental Societies or Motor Club.
2. A capture shall be invalid if it involves:
- a. Any physical violence or intimidation taking place.
  - b. Any person on any side being injured.
  - c. Any College or ICU property being damaged. In this event, any responsible parties may be required to pay to repair any damage.
  - d. Any ICU Policy or UK law being broken.

#### **D. Ransom Demands**

1. A capture must be brought to the attention of the President of the CU whose mascot was captured within 24 hours.
2. The prompt return of a mascot may be contingent on the completion of ransom demands.
3. Ransom demands shall be decided by the respective CU President and must be issued within 2 College days of the capture, otherwise the capture shall be invalidated and the mascot returned.
4. Demands may only impose a financial cost if that cost is a donation to ICU Rag or ICSM Rag and that cost is not so large as to negatively affect the CU's activities.
5. Penalties that would significantly impugn the reputation of specific individual members, or the CU as a whole, should not be included in ransom demands.
6. Demands must be legal and must not contravene Union policy.
7. Mascots must be returned within 2 College days upon completion of the demands (unless another timetable is

- agreed between the two parties).
8. In the event of a dispute over the fairness, or reputational appropriateness, of ransom demands that have been issued, the ICU President will arbitrate on a fair compromise that may ensure the prompt return of the mascot.

#### **E. Punishments**

1. The ICU President may eject any CU from the game of Mascotry for contravention of these rules, or any ICU policy including and in particular the Safe Space Policy.
2. If a mascot is lost by the capturing party in the course of Mascotry, a suitable punishment shall be decided by the ICU President which may include liability for the value of the mascot and exclusion from Mascotry.

#### **F. Mike the Micrometer**

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



# New Activities Committee Policy

## A. Objectives

1. This policy defines the makeup and remit of the New Activities Committee (NAC) which shall be a sub-committee of the Clubs, Societies and Projects Board (CSPB).
2. The primary objective of the NAC will be to enhance the Union's provision of clubs, societies and projects (CSPs).
3. They will be responsible for:
  - a. The creation or re-openings of any CSPs,
  - b. Any mergers or divisions of CSPs,
  - c. Any change of Management Group (MG) / Mini-Management Group (MMG) / Constituent Union (CU),
  - d. The closure of any CSPs.

## B. Implementation

1. Formation of NAC
  - a. The NAC shall be chaired by the DPCS or their chosen (student) representative.
  - b. There shall be five (5) other voting members of the NAC elected by CSPB from members of the current committee of all MGs / CUs.
    - i. Members of CSPB must receive notice of this election at least 5 working days preceding the meeting.
    - ii. This shall occur at the first CSPB meeting of the year.
    - iii. It is recommended that the committee should contain:
      1. One member from an MG,
      2. One member from a CU,
      3. One member from a non-SK campus.
  - c. The Chair shall only vote in the event of a tie.
  - d. During any period where a committee cannot be elected, the Chair may take whatever measures they deem necessary to make decisions on the NAC's behalf, but these measures must be reviewed at the next NAC meeting.

- e. A member of the Activities Team will minute the meeting and circulate the agenda as well as being present to give advice on factual matters.
2. Meetings and Reports
- a. This policy suggests NAC will physically meet once per term to prepare a report for the last CSPB meeting of the term, to consider the closure of clubs and to consider reports from clubs in the incubator.
  - b. Extra meetings may be called by the Chair as required.
  - c. The Chair shall ensure all papers submitted to the termly meeting are available to the committee 2 weeks before.
  - d. Decisions may be made via email throughout the term and will be reviewed at a termly meeting.
  - e. The Chair will ensure that a report of the activities of NAC is given to CSPB for review each term.
  - f. Quorum of the meeting shall be three members plus the Chair or four for an email vote.
    - i. Failure of a member to respond to a call for a vote 3 times in a row will result in their removal from the committee with a replacement member being voted on at the next CSPB meeting.
3. Remit
- a. New / Re-opened Clubs
    - i. New or Re-opening Club applications should come to the Chair.
      - 1. The Chair and the Activities Team are responsible for aiding any applications and addressing potential issues.
    - ii. The Chair shall ensure that applications are accessible to the NAC members for a period of at least a week (e.g. by emailing them round).
      - 1. During this week the committee shall lodge questions they wish to pose to the applicant.
    - iii. The applicant will then have a week to respond to the questions asked of them.
    - iv. These responses must be made accessible to the NAC for at least 1 week during which the committee members cast their vote.
    - v. The vote shall be:
      - 1. Approve the New or Re-opening Club being referred to the New Activities Incubator (NAI),
      - 2. Reject the application.
    - vi. In their decision making the committee should consider:

1. The potential interest in the new CSP,
  2. The effects upon the Union's resources that the creation of the CSP is likely to cause, including the level of support the club will need,
  3. If the CSPs activities will fit in with the Union's charitable objectives and Strategy,
  4. Any overlap the CSP might have with an already existing CSP.
- b. Mergers, splits and change of MG / CU
- i. These shall be approved by the relevant CSPs and MG / CUs.
  - ii. CSPs or MG / CUs may apply directly to the NAC.
  - iii. NAC may make recommendations and discuss changes without an application. These must be approved at the next CSPB.
- c. Closure
- i. Motions of CSP closures should be referred from the relevant MG / CU.
    1. A CSP may apply to the NAC directly through the Chair.
    2. NAC should not keep a club active that wishes to close unless a new committee can be appointed in the same manner as with re-opening a CSP.
  - ii. NAC should also regularly consider closure for CSPs which do not adhere to the minimum requirements of an active CSP.
    - a. This should occur at a physical meeting of NAC, with decisions to be ratified at the next CSPB.
    - b. In their decision making the committee should consider the requirements laid out in Appendix 1:
      - i. Use of eActivities for finance,
      - ii. Up to date committee lists available,
      - iii. Presence of an up to date constitution.
4. New Activities Incubator (NAI)
- a. The NAI is the MG for any new or re-opened CSP.
  - b. The NAI is used to support new CSPs and for new CSPs to prove viability before becoming a full CSP.
  - c. The Chair acts as MG Chair for the NAI and is responsible

for ensuring the CSPs in the NAI receive the support needed.

- i. Staff or volunteers may be asked to engage directly with CSPs in the NAI.
- d. To be able to leave the NAI, and become a full CSP, the committee must complete the actions in the required time since creation as outlined in Appendix 1.
- e. Once the CSP has met these requirements, NAC will vote as to whether the CSP should become a full CSP or not, and the MG they should be allocated to.
- f. If a CSP is in the NAI for 12 months and has still not met the requirements to leave, they should be closed.

### **C. Appeals**

1. Any decision made by NAC can be appealed directly to the NAC committee.
  - a. This should take the form of a document submitted to the Chair that is no longer than 500 words.
    - i. Any appeal not meeting this format will not be considered.
  - b. NAC will consider all appeals in a physical meeting.
  - c. If the committee vote to accept the appeal, the appropriate measures shall be taken.
  - d. If the committee vote against the appeal, the relevant parties shall be notified within 7 days.
2. Following a direct appeal to the NAC committee that is not accepted, an applicant can appeal to the Union President.
  - a. If deemed an acceptable appeal the President shall present the appeal at the next CSPB meeting for consideration.
    - i. If the appeal fails at the CSPB meeting, the applicant cannot apply until next academic year.

## **Appendix 1 – Requirements of leaving the NAI and becoming a full club**

1. Have a minimum of 20 members on eActivities – in line with CSP Policy.
2. Submit of annual risk assessment on eActivities.

3. Sign and return the financial responsibility form.
4. Submit affiliations and instructor details (if required).
5. Log the inventory.
6. Be financially sustainable, with all financial transactions processed through eActivities.
7. Submit the annual budget.
8. Create and submit an approved constitution (within 2 months of entering the NAI).
9. Put on two events with the number of attendees meeting the required membership and without collaborating with another ICU CSP (within 3 months of entering the NAI).
10. Have enough level of activity to provide a tangible benefit to the student community.
11. Submit one report per term on club activity to NAC.
12. Have a committee member present at all required basic training sessions.

## Appendix 2 – Requirements of entering the NAI

1. Have a number of well formulated aims and objectives that will have a valued impact on the Union and the students of Imperial College.
2. Have the support of a CSPB member.
3. Offer a unique activity that aligns with the Union values, works to achieve proposed aims and objectives and occurs with enough frequency to be of benefit to the Imperial community (usually a minimum of once a month and suggested starting upper limit of 3 times a week).
4. Demonstrate that the Union has the capacity to support the proposed activity, especially in terms of required space, equipment and storage.
5. Show both short- and long-term financial stability and have a proposed budget that covers all proposed activities.
6. Have a minimum of 3 and a maximum of 5 principal officers.
7. Have SMART (Specific, Measurable, Achievable, Realistic and Time-bound) long-term objectives.

# Publicity Policy

## **A. Jurisdiction:**

1. This policy applies to all Union activity, including commercial, welfare, representation, Clubs, Societies & Projects and other recognised groups. This includes their activities which take place beyond Imperial College London facilities and campuses.
2. Publicity material is defined as any communication electronic (including video, audio, mailing lists correspondence and social media), paper, events (publicity stunts) or otherwise whose purpose is primarily to inform and engage, this may be related to an event or cause or neither. Mediums such as costumes and clothing if used for publicity purposes are covered by this policy.

## **B. Authorising publicity material:**

1. No unauthorised publicity material should be distributed in any public forum. Publicity is authorised by:
  - a. the Sabbatical Officers,
  - b. the Managing Director and staff Line Managers,
  - c. Chairs, Captains or Presidents of Constituent Unions, Management Groups, Clubs, Societies & Projects; other Union Officers and role holders within the Academic Representation Network
2. The persons in (a) may nominate another to authorise on their behalf, but are responsible for their nominee's actions. The President may remove the authority of anyone to authorise publicity materials

## **C. Rules on publicity material:**

1. Those authorising any publicity material should ensure they adhere to the following rules, and apply them appropriately to the medium being used:
  - a. Carry the current ICU logo and the words "Imperial College Union" or those of the relevant Faculty Union with their President's permission. This can be found at [imperialcollegunion.org/brand](http://imperialcollegunion.org/brand)
  - b. Display the time, date and location of the event if applicable. If the material relates to a cause or general activities an expiry date no later than 1 month after the

- material is used must be visible on paper publications.
- c. Name the Club, Society, Project or other recognised group as a Club, Society, Project or other recognised group of Imperial College Union if applicable.
  - d. If a printed or physical medium be no bigger than A2 in size except under exceptional circumstances where the permission of the Deputy President (Clubs & Societies) should be sought.
  - e. Be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence. For printed materials the translation must be on the same piece of material, for electronic media the translation must be instantaneously available.
  - f. Not contain any offensive language, including implied offensive language, imagery, scenes or sounds.
  - g. Not contain material that may bring the Union or College into disrepute, is of a libellous, or potentially libellous nature or which contravenes or is likely to contravene copyrighted materials or registered trademarks.
  - h. Not contain material that contravenes any UK or International law, or local bye-laws; or implies behaviour that would contravene these.
  - i. Not contravene the Union's Safe Space Policy.
  - j. Comply with the College Code of Practice on Freedom of Speech.
  - k. Demonstrate awareness of issues or subjects which are potentially controversial, contentious or sensitive.
  - l. Aim to maintain good campus and community relations.
  - m. Not indicate that an event is open to the general public unless previously agreed by the Union President.
  - n. Indicate if an event is likely not to take place if a minimum number of attendees is not reached or other limiting criteria are not met.
  - o. Be put on the Union What's On Calendar, unless open to club members only.
  - p. When quotes or slogans are used suitable context must be given.
  - q. Distributing publicity material whose content is produced by groups or organisations external to the Union or College is not usually permitted. Petitions to permit it must be made to the President via the Deputy President (Clubs & Societies).
2. When posters are put up, they must:

- a. Be put up using blu-tack or an equivalent and be properly secured.
  - b. Not be put up with Sellotape or glue.
  - c. Not be put up closer together than 5 metres apart or on adjacent poster boards.
  - d. Not be put up on glass or open brickwork.
  - e. Not be put up over other in-date posters.
  - f. Be removed within 5 days of the event being advertised having taken place.
3. When fliers are distributed, they must:
- a. Be handed to individual students or be left in position with clearance from the area authoriser - flier distribution should never cause a littering problem.
  - b. Make every effort to comply with the environmental policy regarding minimising waste and environmental impact.
  - c. Not be mail dropped in departmental or hall pigeonholes without explicit permission from the Department or Warden.
  - d. Not be distributed in halls or departments without permission of the Department or Warden.
4. Electronic media:
- a. Social media groups/events should be moderated to prevent inappropriate comments wherever possible and groups should note that in using the College name they have the ability to bring the College into disrepute.
  - b. Responses to Facebook, Eventbrite or similar event listings may be taken as an indicative guest list for events. When tickets are being purchased the Union website must be used for the transactions unless a separate arrangement is preagreed.
  - c. Fictitious online profiles must not be used; profiles created for publicity of specific events must be in accordance with the requirements in section 5.
  - d. All websites created for specific publicity purposes should be hosted on the Union's servers.
  - e. Publicity videos and photographic material should apply the requirements of section 5 as appropriate to the medium.
5. Publicity stunts:
- a. May not occur on the Queen's Lawn, Queen's Lawn Terrace, Prince's Gardens or Upper Dalby Court without the consent of the College Secretary.
  - b. Should never be offensive or dangerous – including contravening Health & Safety considerations. A risk



assessment must have been submitted and approved.

- c. Have appropriate permissions sought as required; this includes lecture theatre advertising where the lecturer's permission must be sought.

#### **D. Locations:**

1. The Union, under the Code of Practice with the College, is responsible for student noticeboards along the Sherfield walkway. Without further permission posters may also be placed:
  - a. On Union Building poster boards with the exception of the bar areas and the Union Dining Hall and those covered in glass.
  - b. The Junior Common Room pillars, but not glass, in the Sherfield Building.
  - c. Stairway noticeboards at St. Mary's, on each floor.
  - d. Glass notice boards at SAF and in UMO student post room.
  - e. Reynolds First floor walls and basement walls.
2. Permission should be sought from the Head of Department or Warden to display posters in Halls of Residence or Departments.

#### **E. Silwood:**

1. Posters may be put up in any areas at Silwood which are under management control of the Union or used for Union activity. Posters may put elsewhere in compliance with any rule set by the relevant Head of Department or Warden.
2. The Silwood Union Committee may make such amendments to these rules, including on content and approval of posters as they see fit for their campus, though not any permitting offensive, disreputable or libellous posters.

#### **F. External posters:**

1. External organisations may only put up posters with the permission of the Union President. Students may only put up posters on behalf of external organisations with explicit permission of the President.

**G. Election publicity:**

1. Election publicity is subject to rules set by the Returning Officer. Election publicity does not normally require the Union's name or details of events). Election publicity must not use any College, Union or Constituent College Union insignia, including crests and logos.
2. Elections publicity is expected to adhere to the principles outlined in this policy, in addition to requirements laid down by the Returning Officer.

**H. Enforcement:**

1. Where any publicity material is deemed in breach of this policy it must be removed within 24 hours. Union Bye-Law E may be invoked as a consequence of any breach, especially those with reputational impact on the Union or the College.

**I. Exemption:**

1. The President may exempt a person or constituent part of the Union from any of these rules, except those requiring use of English and prohibiting offensive, disreputable or libellous publicity.

# Religious Observance Policy

1. Recognising that several religious practices across multiple faiths occur between 1-2pm, the Union believes that this time period ought to be stipulated as a definite Lunch period for staff and student timetables.
2. Recognising that students' religious obligations may require periods of religious observance (such as Jewish Sabbath), the Union believes that students should not be disadvantaged academically by these commitments and that College should offers suitable alternatives such as lecture recordings, where appropriate.
3. The Union shall provide space for Friday congregational prayers, which are an obligation on Muslims.
  - a. The Union shall provide at least one week's notice of changes to the Friday prayer location.
  - b. The Union shall request College provide alternate space should Union space be unavailable for reasons beyond the Union's control.

# Representation Policy

## A. Introduction

1. The Representation Policy sets out the rights and responsibilities of the Union, student representatives, relevant Union activity and individual members. It also sets out the method of administration of student representatives.
2. This policy binds the whole Union, but is aimed in particular at representatives, their constituencies and parts of the Union with responsibility for representatives.

## B. Statement of Intent

1. The Union is committed under its Constitution to:
  - a. Advance the education of its members and promote, without prejudice, their welfare at all times.
  - b. Represent the needs and interests of its members to Imperial College and external bodies.
2. The Union furthers these aims with the provision of a network of academic and welfare representatives drawn from the Members of the Union, administered, trained and supported by the Union.
3. These obligations extend to the representation of all registered students of Imperial College, regardless of their membership of the Union.

## C. Definitions

1. A '*representative*' is an individual, nominated from a larger group, who is responsible for conveying the views and experience of members of the group to a third party, and conveying information from a third party to members of the group.
  - a. The use of the word *representative* throughout this document refers to both academic representatives and welfare representatives.
  - b. The words *representative* and *rep* are interchangeable and carry the same meaning.
2. The word '*academic*' denotes a focus on the learning or research interests of a student, including wherever such interests may have an effect on the student's welfare.
3. The word '*welfare*' denotes a focus on the pastoral interests of a student, including wherever such interests may have an effect on the student's education.

4. The word '*student*' denotes a currently registered student of Imperial College, regardless of membership of the Union or additional occupations.
5. The word '*constituency*' denotes that group of students that a representative is bound to represent.

#### **D. General Principles of Representation**

1. The Union is committed to ensuring that all students have equal and effective access to representation, from as soon as possible after their enrolment until they cease to be registered.
2. A representative shall strive to represent the views and experiences of their constituency as accurately and fairly as possible.
3. A representative should take into account both the views and experiences of the majority and of the minority of their constituency. When required, they should express the full range of views.
4. A representative may express their personal view on a matter, but must not present their personal views as the views of their constituency.
5. A representative must maintain a constant dialogue between themselves and their constituency.
6. A representative must maintain transparency in their activities at all times.

#### **E. Duties of Imperial College Union**

1. The Union shall provide a safe environment, free from harassment and discrimination, for all students to express their views on academic and welfare matters.
2. The Union shall strive to maintain a representation structure that suitably and dynamically reflects the structure of faculties, departments, programmes and research groups at Imperial College, and is acceptable to representatives, other students and academic staff.
3. The Union shall strive to fully populate the representation structure every academic year and following a position being vacated.
4. The Union shall provide funding for representative activities, subject to budgetary constraints. The funding is allocated by the Education & Representation Board, the Communities & Welfare Board and, ultimately, Council, on which all students have direct or indirect representation.

5. The Union shall provide basic use of rooms within its premises for representative activities at no charge to them.
6. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

## **F. Duties of Representatives**

1. Representatives are expected to comply with the Union Constitution and its Bye-Laws and policies.
2. Representatives are required to conduct themselves in a fair and democratic manner. They hold a responsibility not to discriminate among members of their constituency or unreasonably interfere with their learning.
3. Representatives are ambassadors for the Union and the College, and must conduct themselves in an appropriate manner, and not bring the Union or the College into disrepute.
4. No monetary charge shall be sought from students for representation. No representatives may solicit or receive financial or material gain in return for their activities, other than by the resolution of Council.

## **G. Roles**

1. An exhaustive list of positions is maintained on the Union website, which may be amended by the Deputy President (Education) or the Deputy President (Welfare).
2. There are five categories of academic representative. These are as follows:
  - a. The President
  - b. The Deputy President (Education)
  - c. The Constituent Union Academic Officers
  - d. The Departmental Representatives
  - e. The Year, Course, Section, and Group Representatives
3. There are six categories of welfare representative. These are as follows:
  - a. The President
  - b. The Deputy President (Welfare)
  - c. The Faculty Welfare Officers
  - d. The Liberation and Community Officers
  - e. The Departmental Representatives
  - f. The Year, Course, Section and Group Representatives

## H. Role Descriptions

1. The duties of the President, Deputy President (Education) and Deputy President (Welfare), Constituent Union Academic Officers and Constituent Union Welfare Representatives are as detailed in the Union Bye-Laws.
2. All representatives are subject to Section C of the Union Bye-Laws, and are liable for the implementation of disciplinary and complaints procedures therein following misconduct under the regulations in this policy or otherwise.
3. The **Departmental Representatives** shall:
  - a. Be the representative to the Union and the College for the students in their respective Department or Division.
  - b. Co-ordinate the activities of the other representatives in their Department or Division.
  - c. Faithfully represent the views and experiences of the students in their Department or Division to the following and any other committees, institutions and associations:
    - i. Their Faculty or School's Academic Affairs Committee
    - ii. The Staff-Student Committee of their department
  - d. Feed back all relevant decisions and information to students in their Department or Division.
  - e. Hold meetings of a committee known as the Departmental Representative's Committee at least twice per term with the Year, Course, Section or Group Representatives for that Department or Division.
  - f. Promote the activities of their departmental society as requested by the Chair.
  - g. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).
  - h. Submit termly reports detailing all activity in their capacity as a representative to the Faculty or School's Academic Affairs Committee.
  - i. Submit documentation as required by the Documents and Submissions Section of this policy.
4. The **Year, Course, Section and Group Representatives** shall:
  - a. Be the representative to the Union and the College for the students in their respective constituency.
  - b. Co-operate with the other representatives in their constituency.
  - c. Faithfully represent the views and experiences of the students in their constituency to the following and any other committees, institutions and associations:

- i. Their Departmental Representative's Committee
    - ii. The Staff-Student Committee of their department
  - d. Feed back all relevant decisions and information to students in their constituency.
  - e. Promote the activities of their departmental society as requested by the Chair.
  - f. Act as returning officer in the election of Year, Course, Section and Group Representatives as requested by the Deputy President (Education).
- 5. The **Ethics & Environmental Officer** shall:
  - a. Be responsible to the Deputy President (Welfare),
  - b. Engage students in the environmental activity of the Union,
  - c. Represent the views of students on environmental issues to the Communities and Welfare Board,
  - d. Liaise with the Environmental Society, and Environmental Representatives for Halls of Residence,
  - e. Liaise with the Operations and Commercial Service Managers of the Union
  - f. Be partially responsible for the maintenance and implementation of the Environmental Policy and any operational policies attached to it
  - g. Organise a termly fairtrade steering group.
  - h. Organise and support environmental awareness campaigns as appropriate to inform, engage and promote, relevant environmental issues to the student body.
  - i. Organise any conferences, summits or events related to student green activities.
- 6. The **International Officer** shall:
  - a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of students of all nationalities in Union activity,
  - c. Represent the views of students on international, cultural and ethnic issues to the Communities and Welfare Board,
  - d. Liaise with the Overseas Societies Committee and the Interfaith Officer.
  - e. Organise and support campaigns based on international issues and/or racial equality
  - f. Organise any conferences, summits or events to discuss the needs and issues facing international students.
- 7. The **Disabilities Officer** shall:
  - a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of students with all disabilities in Union activity,



- c. Represent the views of students on disability issues to the Communities and Welfare Board,
  - d. Liaise with the Head of the Disability Advisory Service of Imperial College,
  - e. Organise and support campaigns on disability issues
  - f. Organise any conferences, summits or events to discuss the needs and issues facing disabled students.
8. The **LGBT+ Officer** shall:
- a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of LGBT+ students in Union activity,
  - c. Represent the views of students on LGBT+ issues to the Communities and Welfare Board,
  - d. Liaise with Imperial 600, the LGBT+ network for Imperial College Staff,
  - e. Liaise with IQ,
  - f. Organise and support campaigns specifically related to LGBT issues
  - g. Liase with IQ to organise LGBT History Month
  - h. Organise any conferences, summits or events to discuss the needs and issues facing LGBT students.
9. The **Gender Equality Officer** shall:
- a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of students of all genders in Union activity,
  - c. Represent the views of students on gender equality issues to the Communities and Welfare Board,
  - d. Liaise with the Women in Science, Engineering and Technology society,
  - e. Organise and support campaigns specifically related to gender equality
  - f. Organise any conferences, summits or events to discuss the issues facing gender equality.
10. The **Interfaith Officer** shall:
- a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of students of all faiths in Union activity,
  - c. Represent the views of students on faith issues to the Communities and Welfare Board,
  - d. Liaise with the Chaplain of Imperial College,
  - e. Liaise with Imperial College Union's faith societies and encourage them to have an Interfaith representative on their committee,

- f. Organise and support campaigns specifically related to faith issues
  - g. To form and chair an Interfaith Committee, the membership of which shall include one Interfaith Representative from the faith societies, who have Interfaith Representatives.
  - h. To maintain a mailing list of all faith society Chairs for us in communicating upcoming events, issues and dates of particular importance to different faiths.
  - i. Organise any conferences, summits or events to discuss interfaith issues.
11. The **BME Officer** shall:
- a. Be responsible to the Deputy President (Welfare),
  - b. Facilitate the engagement of all BME students in Union activity,
  - c. Represent the views of students on BME issues to the Communities and Welfare Board,
  - d. Organise and support campaigns specifically related to BME issues
  - e. Organise any conferences, summits or events to discuss the needs and issues facing BME students.

## **I. Structure**

1. The Union operates a chain of responsibility for all matters relating to academic representation. This is as follows:
  - a. The President,
  - b. the Deputy President (Education),
  - c. the Constituent Union Academic Officer,
  - d. the Departmental Representative,
  - e. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.
2. The Union operates a similar chain of responsibility for all matters relating to welfare representation. This is as follows:
  - a. The President,
  - b. the Deputy President (Welfare),
  - c. the Constituent Union Welfare Officer,
  - d. the Departmental Representative,
  - e. the Year Representative in the case of undergraduates, the Course Representative in the case of taught postgraduates, or the Research Group or Section Representative in the case of research postgraduates.

3. Individuals in the above sections are responsible to those above them in the list for the representation of students. Constituent Union Academic Officers and Welfare Officers are additionally responsible to their Constituent Union President.
4. Departmental Representatives and Year, Course, Section and Group Representatives shall attend all Staff-Student Committee Meetings held by their department.
5. Representatives-elect shall shadow the incumbent holder of the position at all remaining meetings that relate to the position, having gained permission from the chair of each committee.
6. The final meeting of the Departmental Representative's Committee, the Faculty or School's Academic Affairs Committee and the Education & Representation or Communities & Welfare Board shall be used by incumbent representatives to give a thorough briefing to representatives-elect concerning the events and developments of the past year.
7. Where representatives are unable to attend a meeting, they should send apologies to the chair of the committee as soon as this is known, and instead submit a brief written report.

## **J. Training and Forums for Academic Representatives**

1. The Deputy President (Education), assisted by the Deputy President (Welfare) and Membership Services Team, shall hold training sessions for all academic representatives. Attendance is compulsory for all representatives, regardless of their previous experience.
2. There shall be one training session at the beginning of the year for UG reps, and one for PG reps.
3. This shall include welfare training for Department and Year, Course, Section and Group Representatives.
4. The Deputy President (Education) shall publicise the training sessions appropriately and provide resources such as handbooks for reference throughout the year.
5. There shall be at least one Education & Representation Board held each term.
6. The Deputy President (Education) is responsible for organising these Board meetings, and shall publicise them to all representatives at least four weeks before the date of the event.
7. The agenda for the forum shall be set by the Deputy President (Education) with assistance from the Representation Team. The agenda should promote discussion on topical issues relevant to learning.

## **K. Training for Faculty Welfare Representatives**

1. The Deputy President (Welfare), assisted by the Membership Services Team, shall hold training sessions for all Constituent & Union Welfare Officers. Attendance is compulsory for all representatives, regardless of their previous experience.
2. The Constituent Unions are responsible for supporting the efforts of Academic Affairs Officers and Constituent Union Welfare Officers in their representative endeavours. The Communities & Welfare, Education & Representation Boards and Executive Committee shall allocate appropriate funds to Constituent Unions to this end. Members may also apply to the Board for funding for specific representative activity.

## **L. Recruitment**

1. All academic representatives should normally be elected according to Minor Election Bye-Laws of the Constitution. Those in the constituency who are also Members of the Union may stand. All members of the constituency may vote.
2. The Deputy President (Education) is ultimately responsible for the population of the academic representative structure.
3. The Deputy President (Welfare) is ultimately responsible for the population of the Constituent Union Welfare Officer and Union Welfare Officer positions.
4. Subject to any other regulations, representatives may indefinitely stand for re- election.
5. The position of Departmental Representative may be held by up to two people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine if the election of two representatives is appropriate.
6. Any other representative position may be held by up to three people, particularly for large constituencies. The Returning Officer should consult the outgoing holders of the position and departmental staff to determine the appropriate number of representatives to elect.
7. Elections for all representatives are held when the Deputy President (Education) and President decide when it is most appropriate.
8. Year representative positions and taught postgraduate course representative positions must be filled as soon as possible after the start of the new academic year.

9. Representatives shall be elected per academic year. Their term of office shall last for up to one year, and cease on 31 July.
10. The Deputy President (Education) may delegate the recruitment of undergraduate Year Representatives to the undergraduate Departmental Representatives, who shall run elections appropriately and report the results to the Deputy President (Education) for central administration.
11. The Deputy President (Education) may delegate the recruitment of postgraduate Course Representatives and Research Section or Group Representatives to the postgraduate Academic Officers, who must negotiate with Directors of Postgraduate Studies to ensure that all positions are filled. Academic Officers shall then report the results to the Deputy President (Education) for central administration.
12. Constituent Union Welfare Officers and Liberation and Community Officers shall be elected in the Summer Term by campus wide secret ballot.

#### **M. Documentation, Submissions, and Presentations**

1. Departmental Representatives shall provide the following information to the Deputy President (Education) in a timely manner:
2. Undergraduates: A completed New Year Representatives form, specifying the personal details of the Year Representatives and the names of the personnel involved in chairing and clerking Staff-Student Committee meetings;
3. Postgraduates: A completed New Postgraduate Representatives form, specifying the personal details of the taught Course Representatives, all research Group or Section Representatives, and the names of the personnel involved in chairing and clerking Staff- Student Committee meetings;
4. The papers of all Staff-Student Committee meetings that have taken place in their department;
5. Brief details of any other communication between representatives and College staff.
6. The Deputy President (Education) shall store, electronically or otherwise, the details of all representatives for the year, assisted by other representatives or Union staff where necessary, and distribute them appropriately.
7. The Deputy President (Education) shall annually compile documents summarising the procedure and outcomes of Staff-Student Committee meetings that have taken place. They shall submit the document as a report to both the Education &

Representation Board and College's Quality Assurance and Enhancement Committee annually.

8. The Deputy President (Education) shall coordinate and display a presentation to College's Strategic Education Committee annually, as an opportunity to highlight serious concerns.
9. The Graduate Students' Union President shall submit regular reports of representative activity to meetings of the committees of both Graduate Schools as requested by the Directors of the Graduate Schools.
10. Undergraduate Academic Officers shall submit an annual report to the Faculty Teaching Committee for their faculty on their representative activity, when requested by the chair of the Committee.

# Room Booking Policy

## A. Requirements

1. Only those who have a recognised Union position and have undergone appropriate training shall be able to request rooms.
2. Rooms shall be used only for the purpose stated on the booking form, in line with Union and College policy and an appropriate risk assessment.
3. Permission to use a space has not been given until every stage of the procedure outlined below is complete.
4. Every room booking shall have an accompanying ticket reference to allow the basis for the booking to be traced and shall be entered into the Kx booking system. College Conference spaces shall not use this system.
5. Capacities may not be exceeded and flammable materials must be protected appropriately where used. Naked flames, pyrotechnics and haze may only be used with the approval of the College Fire Officer.

## B. Process

1. Each request shall be taken using an online system a minimum of 2 weeks before the room is required. Where an external speaker shall be leading a session or speaking the additional requirements set out in the External Speaker Approval Policy shall be followed.
2. In the case that 2 weeks notice is not given the Deputy President (Clubs & Societies) may exempt a booking from this condition but will not usually do so.
3. Upon requesting a room the information provided must include event title, date, time, organisers name & contact details, number of attendees and details of scope of advertising as well as visiting speaker information.
4. The request shall be approved by:
  - a. The Student Activities Centre (to ascertain the most suitable space)
  - b. The Department (where the Department requires this\_
  - c. The Deputy President (Clubs and Societies)
  - d. College Security
5. The Deputy President (Clubs & Societies) may request any other information they deem necessary to support their decision to allow or cancel an event. This should be provided within 36 hours of the request.

6. Events may be cancelled/not approved on the grounds that:
  - a. There is no appropriate space available
  - b. Health & Safety concerns
  - c. Legal or reputational concerns
  - d. The proposed event does not fall within the aims or objectives of the group organising it
7. Appeal should be made to the Union President on points a, b, and d and to the College Secretary on point c.
8. Application should be made for a Hot Works permit where pyrotechnics, haze or naked flames will be in use. This should be submitted to the Fire Officer not less than 7 days before the event. These activities are not permitted without the Fire Officer's permission.
9. Restrictions on an event may include ticketing, restricting entry to Imperial members only or extra Security. The Union President, Deputy President (Clubs & Societies), College Security or the College Secretary may apply this. Additional College Security, if required by the College, shall normally be paid for by the College.
10. Upon entering a room photographic evidence should be recorded of its original state, upon leaving the room photographic evidence should also be recorded of its state. The Deputy President (Clubs & Societies) may demand this evidence up to 21 days after the event. Rooms must be left in the correct configuration, regardless of the state in which they are found.
11. Where a non-standard set-up will be used which has the potential to impede fire safety a furniture plan shall be submitted to the Fire Office no less than 7 days in advance of the event.
12. Where marshals are required it shall be arranged in accordance with the Imperial College Union marshalling policy. They shall be responsible for compliance with Fire Regulations and safety in particular and be able to stop the event if it does not comply with guidelines.
13. Where catering is provided it shall be from Imperial College Union approved suppliers or College Conferences. 2 weeks notice must be given if any food and drink shall be provided.
14. Groups may not supply alcohol at events except where licensed by the Union or the College on their respective premises.
15. An event may be halted by College Security where they feel the physical security of the building, attendees or College members cannot be guaranteed. Petitions regarding the validity of the grounds for shutting down an event shall be to the College Secretary.



16. An event may be halted by the College Secretary where they or their representative feel that a breach in the law is likely to, or has already occurred. Appeals shall be to the President.
17. An event may be halted by the Deputy President (Clubs & Societies) if any Union rule is being broken. Appeals shall be to the Union President.

### **C. Noncompliance**

1. Any information requested by ICU which is withheld or not promptly provided when requested may result in an event may be cancelled.
2. The Union disciplinary policy may be implemented against the event organiser and/or committee in the event of disrepute, disorder or unlawfulness arising from any booking. College and/or the Police may also be involved.

### **D. Management of Conflicting Requests**

1. Bookings shall, in principle, be made on a first-come first-served basis and every effort shall be made to allocate the first preference space or one with equal characteristics.
2. Where any group books more space than is deemed reasonable by the Deputy President (Clubs & Societies) they shall be informed within 24 hours that all pending requests have been denied. They shall then be free to resubmit new requests. Appeal shall be to the Union President.
3. Groups running weekly sessions or major events shall have the opportunity to book space for the first two terms of the academic year before room bookings open for one-off events. Space shall usually only be allocated where the activity is in line with the core activities of that group.
4. The Deputy President (Clubs & Societies) may relocate any group to a space of similar characteristics or which is still suitable for the groups needs where there is more than 48 hours before the event. This shall only occur under emergency or unscheduled circumstances and shall be avoided as far as possible.
5. Effort shall be made to book the same space for each group for all sessions.

# Safe Space Policy

The aim of this policy is to create an environment in our venues that all students, staff and visitors feel safe, happy and protected in.

The Safe Space Policy will encompass all Union-run venues and would involve adopting a zero tolerance approach to the following behaviours towards any members, staff or other persons:

- Violence
- Sexual harassment
- Discriminatory comments and behavior
- Abuse and unwanted attention

This policy will ensure that complaints of this nature are dealt with in a consistent way which is fair to all parties, that staff are supported and trained to handle these situations, and that we actively encourage reporting of incidents which can be under-reported due to their sensitive nature.

## **Definitions**

### **Violence**

In this context, violence would include all acts of physical intimidation or aggression, including threats of violence.

### **Sexual Harassment**

The definition of sexual harassment is any of the following behaviours performed without the consent of the other party:

- Unwelcome sexual gestures or innuendoes
- Wolf-whistling, cat-calling or other offensive sexual noises.
- Groping, pinching or smacking someone's body
- Exposing sexual organs to someone
- Entering a toilet ascribed to a gender you do not identify as

### **Discriminatory comments or behavior**

All students should be treated equally and not be subject to abuse because of their gender, race, sexual orientation, disability status or any other protected characteristic under the Equality Act.

Violations of this policy would include:

- Verbal expressions of discrimination e.g. direct insults, chants, etc.
- Physical expressions of discrimination e.g. acts of violence or exclusion
- Discriminatory dress including offensive slogans and costume e.g. 'blackface'

### **Abuse and unwanted attention**

Everyone has the right to visit and work in an environment free of intimidation and abuse. As a Union, we would tolerate no physical or verbal abuse towards anyone in our venues. This includes all aforementioned violations of the policy.

### **Consequences of Incidents**

Incidents can be either brought to the attention of staff working in the venue on the day the incident occurs or they can be raised through a web-form. Each term, the Deputy President (Welfare) will collate an anonymised report of these incident reports.

If someone is found to have been in breach of this policy, there are various actions that may be taken against them:

- Verbal warning – in some cases due to misinterpreted social cues, a simple request to stop the behaviour can be sufficient action. This would be the decision of the Designated Premises Supervisor (DPS) or the nominated staff member on the day.
- Ejection from the venue – in cases of harassment or intimidation, it may be appropriate to remove the person from the venue. This would be the decision of the DPS or the nominated staff member on the day.
- Exclusion from the Union's Licenced Premises – it may be appropriate that person may be barred from entering these spaces. This is the decision of the DPS or the manager of the site in which the incident took place. This decision will be upheld by all of the Union's Licenced Premises.
- Union disciplinary procedures – for more serious incidents or repeated incidents, the Union may take disciplinary action, as outlined in Bye-Law E. This would be the decision of the Union President.
- College disciplinary procedures – for serious incidents, it may be appropriate to refer to College disciplinary systems. The decision to refer the case will be made by the Union President.

# Tours Policy

## A. Definitions

1. This policy applies only to groups classified as a Club or Society, but excludes those groups classified as projects.
2. Trip:
  - a. A mainstream generic club activity, eg. a regular visit, match or excursion.
  - b. This should be budgeted for in the budgeting round.
  - c. Examples could include "30 away matches" or "5 weekends at the Mountain Hut". The costs for each individual trip should be comparable and as such budgeted for in bulk.
  - d. A sports competition as part of ULU, BUCS, UH Leagues which can be anticipated by being a participant.
3. Tour:
  - a. A tour should be a period of at least 2 residential nights and 2 days of tour activities spent by members of a club or society away from the geographical locality of their mainstream club activities, supplementary to their normal practises.
  - b. The purpose of a tour should be to further the aims and objectives of a club or society, supporting their activities as defined in the club or society's constitution, beyond which can be achieved through usual day-to-day, week-to-week operations. The prime activity while 'on tour' should be the club activity.
  - c. Geographical locations of tours should be chosen to make use of opportunities (natural, man-made, competitive, cultural, influential etc.) that would normally be unavailable. Locations of tours should be areas not otherwise visited by a club or society whilst undergoing normal levels of club activity wherever possible. If successive tour proposals are for the same locality, explanation must be given in the application. Such applications will be considered at the discretion of CSPB.
  - d. A tour should have a clear aim or objective against, which success or failure can be judged.
  - e. A tour may not be purely or primarily social in its aims and objectives.
  - f. Exceptions with regard to length of time may be made for clubs going on tour for the first time in at least 3 years, at the discretion of the Clubs & Societies Board.
  - g. A tour must be inclusive and open to all members of the Club or Society.

## **B. Tour Budget Administration**

1. That the November, January and May meetings of the Clubs Societies and Projects Board ("CSPB") shall be the only meetings which consider tour proposals.
2. That the appropriate meeting of CSPB shall consider all tour proposals for the forthcoming tours period, as defined in Appendix A.
  - a. For an application to be a valid Tour proposal and considered it must satisfy all the points in section C.6.
  - b. For applications that lack clarity the club will be invited to the tours meeting to answer any questions and make the necessary amendments to the application.
3. Clubs are responsible for the submission of tours proposal but the Management Group Chairs are responsible for familiarising themselves with the proposals pertaining to their area of responsibility.
4. Tour applications and Tour budgets shall be completed in a standard electronic form via eActivities.
5. The Deputy President (Clubs & Societies) is mandated to keep Clubs and Societies informed of the tours budget procedures and timetable.
6. That CSPB may allocate up to a maximum of one third of the total tours fund at the start of the year at the autumn and spring meetings. The remainder may be allocated at the summer term meeting. CSPB can revise the proportions for the corresponding period before the close of the meeting.

## **C. Applications**

1. That applications to the tours fund may be received from any club or society that is coming out of dormancy or has had its accounts frozen by the Union so that no transactions can be completed.
2. That applications to the tours fund may not be received from Management Group Execs or Constituent Unions, or working groups of ICU.
3. That a club or society may only present one tour proposal for each tour period.
4. That Clubs submitting tour proposals must send a representative if invited by CSPB to the tours meeting in order to be considered for funding, and for the purpose of answering any technical questions not covered in the application, unless they let the Clubs and Societies Board know that they will not be attending.

- a. DPCS and DPFS will review tour submissions to determine whether they are a valid tour in accordance with this Policy.
  - b. For applications that lack clarity DPCS and DPFS will invite a club on behalf of CSPB to send a representative to the tours meeting to answer any questions.
5. That a tour proposal should contain the estimated number of people taking part (including full members, other members), the tour budget allocation shall be released in proportion to the number of people actually attending based on a ratio of student member and other members.
6. Applications must contain:
  - a. Number of attendees, including full members and other members
  - b. Location of Tour
  - c. The Aims & Objectives of the club
  - d. Planned activities for the tour
  - e. Method of travel and distance of travel, where minibuses are used number and type of minibuses should be submitted.
7. Full tour budgets should be submitted via eActivities following approval of the tour application by CSPB.
  - a. Tours within mainland UK excluding Northern Ireland, no flights shall be subsidised by tours funding as it is expected that bus or train will be sufficient
  - b. Tours within Europe, may take flights on the condition of providing competitive quotes and timings of at least two other methods of transport (e.g. train or bus). These should be submitted to DPFS or DPCS.
  - c. Tours outside of Europe will be considered regardless of the mode of transport on the assumption that the club will have selected the most time and cost effective mode of transport, appropriate to their activity.
8. Assuming that the tour proposal meets the criteria of point C.7 to the satisfaction of the Board, it shall be eligible for full tours funding as described in the following section.

#### **D. Funding of Tours**

1. That the tours fund shall solely be used to fund the travel aspects of a tour at a rate of up to 40%. The travel aspects of a tour cover travel by any means to, from and during a tour; to reach the geographical location in which the activity shall take place, rather than as a part of the activity being undertaken.
  - a. The maximum subsidy will also take into account the ratio of full members and other members attending.

2. That money from the tour fund shall be used only for subsidising full members of the club or society. Tour Proposal Applications must detail the number of full club or society members expected to attend the tour.

## **E. Allocation of Funds**

1. That proposals for tours which do not fulfil the definition of a tour (as above), should be amended accordingly or not considered.
2. That, assuming the tour period's allocated funds do not cover the travel part of the proposals presented then the travel cost per person for every proposal shall be considered. A flexible cap shall be applied to use the funds available, see Appendix C for an explanation.
3. That club and society tour proposals should not be penalised for seeking other forms of financing or for a previous committees' financial mismanagement.
4. Funding secured from other sources shall not be considered from a financial point of view, except that where money has been obtained for a specific 'cost item' (eg. flight tickets). This funding shall not be duplicated from the Tour Fund such that the total funding is greater than the cost. Eg. Flight tickets funded at 80% from a trust fund shall only be funded up to 20% from the tours fund and not at the usual 40%. Where clubs obtain external funding this should be treated as an indication of competent club management and sound Tour planning.

## **F. Procedural**

1. That monies allocated by CSPB to a club or society shall be transferred as soon as possible to the club or society accounts in an activity code, specific to the tour The following activity codes will be used:
  - a. Winter Tour (21)
  - b. Spring Tour (22)
  - c. Summer Tour (23)
2. This budget header shall be for expenditure pertaining to that Tour only.
3. That a club or society shall be given 4 weeks from the end of the tour(if tour is during term time) or 4 weeks from the beginning of the next term (if tour is during a vacation), to claim the monies in their "Tours" budget header.
  - a. Any remaining monies shall be transferred back to the central tour fund for reallocation at the next tour period.

4. Summer tour money is reabsorbed 4 weeks from beginning of Autumn term at the discretion of the Deputy President (Finance & Services) and Deputy President (Clubs & Societies).
5. That a category, akin to refundables, can be created to administer a tour, should the club or society treasurer so desire.

## **G. Reporting**

1. Clubs and societies receiving monies from the tours fund must submit a report of their tour to Felix, the DPCS and their members upon return. The DPCS should maintain an archive of such reports.
2. Tour reports should be submitted within 2 weeks of return from Tour or 2 weeks from the start of the next term if the tour during vacation.
3. Reports must include the following:
  - a. A full financial breakdown of the tour
  - b. A day by day account of what occurred i.e. activities etc
  - c. Number of members attending (full and not full members)
  - d. Dates of the tour
  - e. Did it achieve the aims and objectives as laid out in the proposal
  - f. Were there any changes to the proposed aims or activities
  - g. Any major issues that arose whilst on tour
4. Tour reports may also include:
  - a. Members impressions of the tour.
  - b. How to improve for the future.
  - c. Photos, poems or songs from the tour.



# Transport Policy

## **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.

## **B. Statement of Intent**

1. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.
2. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.
3. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.
4. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.
5. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of its 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**

1. The President shall from time to time, in consultation with the members of the Activities Team, 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.
  - a. Fines totalling up for £50 for an individual booking may be levied by the Activities team, without reference to the President. The reasoning for the fines will be indicated on the appropriate group's transaction pages.
  - b. Fines totalling more than £50 for an individual booking shall be levied by the President who is responsible for ensuring the group responsible are given a full explanation of the fine.
  - c. The schedule of fines is listed in Section L.

2. 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:
  - a. deregister and ban a driver for a period of time or indefinitely,
3. 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 Services and Sustainability Board shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.
4. A list of registered drivers shall be kept by the Union.

#### **D. Concerns About Drivers**

1. In the event of an incident the procedure in Parts H and C are to be followed.
2. 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 Activities Team.
3. If the concerns are of the driving ability or conduct of a member of the Activities Team the matter shall be brought up with the President.
4. 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.
5. The relevant member of the Activities Team 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**

1. 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.

2. The Activities Team 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.
3. The Activities Team 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.
4. 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.
5. 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**

1. Vehicles shall be requested through the union website – [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org).
2. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.
3. 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 Activities Team staff will allocate vehicles accordingly in the following priority order:
  - a. 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.
  - b. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.
  - c. 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).
  - d. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.
  - e. The order in which the requests were received.
  - f. 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.
  - g. Requests for vehicles between April and September will be processed on a first- come, first-served basis.

4. Fees for use of vehicles shall be as determined by the Services and Sustainability Board.
5. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Services and Sustainability Board may determine a booking priority and fees according to the size of external contribution.

## **G. Motorised Mascots**

1. 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.
2. These mascots all remain permanently inviolate.
3. 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 Services and Sustainability Board.
4. 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.
5. 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:
  - a. holding the President of the club as ultimately responsible to the Officer Trustees for all use and administration of their mascots,
  - b. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
  - c. qualifications required of drivers (see paragraph 38) and their assistants,
  - d. who is permitted to use the vehicles and under what conditions, and
  - e. dealing with minor incidents referred to in paragraph 39.

## **H. Incidents**

1. An 'incident' shall be defined as:
  - a. A vehicle breakdown,
  - b. An accident or situation that could easily have resulted in an accident

- c. Use of the emergency equipment,
  - d. Any damage to the exterior or interior of the vehicle
  - e. Any criminal driving offence or parking offence,
  - f. Consuming alcohol or smoking in the vehicle,
  - g. Use of a Union vehicle without permission, or on un-agreed terms,
  - h. Non-payment of charges for use,
  - i. Complaint from another road user,
  - j. Failure to report an incident in this paragraph, and
  - k. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.
2. Incidents include:
    - a. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
    - b. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.
  3. 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.
  4. 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.
  5. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.
  6. In the event of a more serious incident, or any incident listed in Section 1 d to k,
    - a. the President and Deputy President (Finance and Services) shall be informed,
    - b. 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 Activities Team take further action under Part C.
  7. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Services and Sustainability Board.
  8. In the case of incidents covered by points 1b, 1d, 1e, 1f, 1g, 1i, 1j, and 1k, the driver of the vehicle shall have their driving status automatically suspended by the Activities team.
  9. The President will subsequently decide if any action is necessary, as covered by section C.

## **I. Applications**

1. The Services and Sustainability Board shall approve guidelines for the Activities Team with respect to individuals applying for driver status.
2. All individuals interested in becoming an Approved Driver are asked to complete an Approved Driver Application Form where various pieces of information is collected. Applications are approved by the Activities Team apart from in the circumstances detailed in this section.
3. Previous disqualification:
  - a. In cases where an application indicates a previous disqualification from driving the application will be subject to approval of the Services and Sustainability Board.
4. Valid Endorsements:
  - a. Applications for those wishing to gain driving status with up to and including three current penalty points can be approved by the Activities Team. In cases of concern the applications shall be deferred to the Services and Sustainability Board for approval.
  - b. Applications for those wishing to gain driving status with more than three current penalty points shall be approved by the Services and Sustainability Board.
5. Entitlement restrictions:
  - a. Various restrictions can be placed on an individual's Driving Licence. For applications with any current restrictions in place approvals shall be undertaken by the Activities Team.
6. Health:
  - a. Basic information on medical conditions which may relate to driving ability are collected.
  - b. Approvals relating to medical conditions shall be undertaken by the Activities Team, on advice of the Occupational Health unit as necessary.
7. Driving History:
  - a. Information about accidents in the previous three years will be collected, including details of accidents, insurance claims and insurance history.
  - b. Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is less than £2000 the Activities Team shall approve the application. In cases of concern the applications shall be deferred to the Services and Sustainability Board for approval.
  - c. Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is £2000 or more

the Services and Sustainability Board shall approve the application.

8. Age:
  - a. Restrictions are imposed by the DVLA on drivers who are aged 70 or over.
  - b. In the case of applications from individuals who will reach 70 within the normal three years then driving status will be approved (subject to suitable driving ability) until the day of their 70th Birthday.
  - c. Applications from individuals who are aged 70 or more will be approved (subject to suitable driving ability) until the expiry date of their Driving Licence. If their Driving Licence expiry date is subsequently extended they must apply for re-approval.
9. Approvals:
  - a. Approvals for applications for driving status can be made for up to three years, subject to suitable driving ability. Shorter periods may be appropriate in some circumstances.
  - b. If changes to circumstances for previously approved applications are received, then these will be treated as new applications.
10. Appeals:
  - a. Individuals may appeal the decisions of the Activities Team to the Services and Sustainability Board.
  - b. Appeals to the decisions of the Services and Sustainability Board follow the normal process.

## **J. Assessment**

1. The Services and Sustainability Board shall approve a form of assessment which must be undertaken and passed by prospective drivers.
2. Once an application for driving status has been approved prospective drivers can undertake the assessment. This contains a theory part and a practical part.
3. The theory part is undertaken as an open book style assessment. Prospective drivers are asked to read a booklet on minibus driving and then complete a multiple choice quiz with a pass rate of 70%. The questions are taken from the DSA theory driving test on large vehicles, together with questions specific to the ICU fleet. All answers are available in the booklet.
4. The booklet and questions cover the following topics
  - a. Making bookings
  - b. Driver status

- c. Economical driving
  - d. Emergencies & accidents
  - e. First Aid
  - f. Fines which are applicable
  - g. Loading minibuses, including roof racks
  - h. Logging faults, collecting keys and where to park
  - i. Vehicle checks that must be carried out
  - j. Speed limits applicable to minibuses
  - k. Safety and the Highway Code
5. The practical part of the assessment involves a two hour group session with an assessor. Only up to three candidates are assessed during each session. It acts as both familiarisation and an assessment of driving competence. The following aspects are covered:
- a. Familiarisation with the Student Activities Centre and collection/return of keys.
  - b. Walk through of the minibus pages on the Union website, together with information on how to book a minibus
  - c. Walk through of South Kensington car park, with information on where and how to park the minibuses. Discussion of where minibuses are parked on other campuses.
  - d. Demonstration of the checks with should be carried out when collecting a minibus, and where safety equipment is stowed.
  - e. An opportunity for each prospective driver to drive a minibus around South Kensington, including on busy streets and small roads. Appropriate and safe driving skills will be assessed.
  - f. Tips and hints for driving a larger vehicle are provided.

## **K. Reassessment**

1. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.
2. If an application to become an ICU Driver has been approved and an individual has successfully passed the assessment then driving status is granted for up to three years. At the end of these three years an ICU Approved Driver may wish to continue their driving status.
3. In these circumstances all Approved Drivers subject to reassessment must complete an Approved Driver Application Form as if it were their first application. They must also present for inspection their current Driving Licence. If the application is approved (as discussed above) then two options are available:
  - a. In circumstances where the individual has been driving minibuses regularly throughout their time as an Approved



Driver then the reassessment will take the form of the theory part of the assessment only.

- b. In circumstances where the individual has not been driving regularly for their time as an Approved Driver, has not driven a minibus at all in the previous three years or their new application for driving status has been referred to the Services and Sustainability Board then the reassessment will be identical to that of a new applicant.

## L. Schedule of Fines and Charges

<b><u>Offence</u></b>	<b><u>Charge</u></b>
Failure to report use of spare bulb/fuse kit	£10
Leaving any rubbish in vehicle	£10
Failure to return vehicle hire form within two working days	£10 (and £5 for every day thereafter)
Loss of fuel or car park card	£10
Leaving doors or windows unlocked	£10 (per window in case of windows)
Failure to return the keys within two days	£10 (and £5 for every day thereafter)
Leaving fuel tank part empty	£30 per quarter tank
Failure to report use of fire extinguisher	£20
Failure to report use of first aid kit	£20
Failure to report use of spare tyre	£20
Failure to report accident or breakdown	£50
Returning a vehicle late/ picking up vehicle early	£20 plus costs incurred by any subsequent users plus additional hire time
Parking in incorrect parking bay	£10
Losing a set of keys	Replacement costs

	(around £50) plus £30
Breaking a lock	Replacement costs for all locks and keys (around £350) plus £30
Breaking a fuel cap	Replacement costs (fuel cap and keys) plus £30
Using the wrong fuel	Garage Bill & recovery costs plus £30
Crashing and/or Damage	Garage Bill plus £30
Failure to return the roof rack cover within two days	£10 (and £5 for every day thereafter)
Failure to turn vehicle lights off	£15

# Union Bar Policy

## A. Tankards:

### 1. Background

- a. Imperial College Union Bar is home to one of the largest collections of pewter tankards in Europe.
- b. Every tankard represents a volunteer position within the Union - whether that is the President or Captain of a Club or Society, an Academic Representative or a role within one of the Constituent Unions. There are also tankards related to alumni groups which are no longer affiliated with the Union.

### 2. Use of Tankards

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

### 3. Creation of Tankards

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

borne by the club/society.

- iii. New Union Officer positions and officer positions within the Union or any of its constituent parts, where the position has normally been in existence for at least 5 years. This time constraint may be waived by the Executive Committee. The tankard to be in the name of the officer position, with yearly engravings of the name of the individual who holds that position. Cost to be borne by the relevant group.
  - iv. Newly created awards, which may wish to have a tankard in the Union Bar. Generally a donation or memorial naming opportunity (eg. Hardwick Award for Hockey). Yearly engraving of the award winner. Cost to be borne by the relevant body.
  - v. Other tankards and allocation of their associated costs at the discretion of the Union President.
  - vi. External bodies may sponsor a tankard and as such may have its name engraved on it.
- b. The Union Awards Policy allows for the awarding of tankards to recipients of Union Fellowships and Presidents' Awards. Such tankards shall not be kept in the Union bar and the cost of these tankards shall be met by the Union. Should an individual be awarded a Fellowship and Presidents' Award in the same year then one tankard will be awarded.

#### 4. Engraving of Tankards

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

new tankard may be purchased by the Club, Society or Constituent Union as set out below.

#### 5. Setup of New Tankards

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

#### 6. Tankard Designs

- a. The exact design requirements for tankards shall be as follows:

Yearly Names: To be in the form:

"2006 – 07 <First Initial> . (<Second initial> .) <Surname>" Eg. "2006 – 07 J. O. Bloggs"

Club/Society Tankards: Front design to be:

Appropriate Crest  
Club/Society Name

Officer Tankards: Front design to be:

Appropriate Crest  
Club/Society Name  
Officer Position

Award Tankards: Front design to be:

Appropriate Crest  
Club/Society Name  
Award Name

Other Tankards: Design at discretion of Union

President

President's Award Tankards: Front design to be:

Imperial College Crest

Year

President's Award

Recipients Full Name (inc. middle names)

"For services to Imperial College Union"

Fellowship Tankards: Front design to be:

Imperial College Crest

Year

Distinguished Fellowship

Recipients Full Name (inc. middle names)

President's Award and Fellowship Tankards:

Front design to be:

Imperial College Crest

Year

Fellowship and President's Award

Recipients Full Name (inc. middle names)

"For services to Imperial College Union"

## 7. Missing or Broken Tankards

- a. Imperial College Union accepts no responsibility for lost tankards. If a tankard is lost or broken then a replacement will need to be paid for by the Club, Society or Constituent Union responsible for it, including re-engraving of names on the broken or missing tankard.
  - i. The first £50 of the cost of repair or replacement shall be paid by the volunteer who caused the loss or damage to the tankard.
  - ii. This £50 charge may be waived by the DPFS at their discretion in the case of appeal, this cost then being passed on to the CSP.
  - iii. If a Tankard which is not lent out to a volunteer goes missing, it is the responsibility of the Union to locate it or source a replacement.
- b. As property of Imperial College Union, deliberate loss or damage to tankards shall be treated as a disciplinary offence.
- c. Repairs are carried out once a year over the summer break.

## 8. Groups using Tankards

- a. Any group using the tankards must not have membership requirements that discriminate according to

- a Protected Characteristic under the Equality Act 2010.
- b. A challenge may be brought against a group allegedly violating the prior point, to the DPFS and the President, who will make a decision as to whether the challenge is upheld. Their decision can be challenged by Council. The challenged group has to then present evidence to demonstrate their adherence to the Safe Space Policy within two months.
- c. Groups which have their Union-owned tankards removed under challenge, may buy them back from the Union at an appropriate cost. If this does not happen within six months of notice, the tankards will be repurposed or archived at the discretion of the President and DPFS; their decision can be challenged by Union Council.

# Union Shop Policy

1. Racist Tabloids:
  - a. All profits made from retail of The Sun, The Daily Mail, and The Daily Express should be donated to the 'Stop Funding Hate' campaign.
2. Female Sanitary Products:
  - a. Union outlets should sell feminine hygiene products at a 0% profit margin.



# Welcome Fair Policy

1. Trading by CSPs at Welcome Fair, either in memberships or in other goods or services shall not be permitted.
2. Any external organization given use of a stall or space at Welcome Fair shall not be permitted to exchange goods or services for payment.