

Imperial College School of Medicine Students' Union

CONSTITUTION

Last Updated: January 2020

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Regulations

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1. Name

- 1.1. The name of the Constituent Union of Imperial College Union referred to in this constitution shall be “Imperial College School of Medicine Students’ Union”, hereinafter referred to as the “Union”
- 1.2. The School was created by the bringing together, by Act of Parliament, Charing Cross and Westminster Medical School, The National Heart and Lung Institute, the Royal Postgraduate Medical School and St. Mary’s Hospital Medical School into the single entity of Imperial College School of Medicine on the first day of August in the year *ano Domini* one thousand, nine hundred and ninety seven. The Union was formed from the constituent unions of these schools.
- 1.3. The Union and its recognised clubs and societies may use the name and shield of the Imperial College School of Medicine and the arms of Imperial College in their titles and in the pursuit of their activities, but may not assign the privilege to any other individual or group. In using the name and arms, the Union and its clubs and societies shall have due regard for College Regulations and the School’s and the College’s status and reputations.

2. Status

- 2.1. The Union shall be a Constituent Union of Imperial College Union.

3. Aims and Objects

3.1. The Aims and Objects of the Union shall be:

- 3.1.1. The furtherance of the academic, welfare, career, sporting and social interests of the undergraduate students of the Faculty of Medicine.
- 3.1.2. The encouragement, promotion and support of the clubs and societies of the Union.
- 3.1.3. To represent the needs and interests of its members to the School of Medicine, Imperial College, Imperial College Union, and external bodies.

4. Membership

4.1. The categories of membership of the Union shall be Full, Honorary and Life.

4.2. Full Members

4.2.1. All full-time registered students of the Imperial College School of Medicine are ipso facto Full Members of the Union

4.2.2. Any student shall have the right not to be a member of the Union and to signify that he or she does not wish to be represented by it. Such a person shall enjoy all the facilities and amenities of the Union, but may not participate in the governance of the Union, including voting or standing for election. Any person opting out of membership of the Imperial College Union is deemed to have opted out of membership of the Union.

4.3. Honorary Members

4.3.1. Honorary Membership is awarded by the Union to those persons deemed to have served the Union in a positive manner. Union policy shall define the terms under which persons are elected to Honorary Membership.

4.4. Life Members

4.4.1. The election of Honorary Life Membership shall be by simple majority of the Executive Committee. Honorary Life Members need not pay any annual subscription, and shall have the same privileges as Full Members save the right to participate in the government of the Union.

5. Affiliation

5.1. The Union and its clubs and societies shall have the right to affiliate to any organisation which furthers the aims and objects of the Union, subject to a resolution being passed at the Executive Committee.

5.2. The Union shall not affiliate to any organisation of a political or religious nature, though its clubs and societies are free to do so. Neither the Union nor any club or society shall knowingly affiliate to any organisation engaged in illegal activities.

6. Officers of the Union

6.1. The Officers of the Union shall be listed in Regulation 1.

6.2. The duties, obligations and responsibilities of the Officers of the Union shall be listed in Regulation 1.

6.3. Officers shall be elected in accordance with the Bye-Laws of Imperial College Union.

6.4. The Union shall provide for the censure and dismissal of Officers of the Union under Regulations stipulated in Bye-Law E of Imperial College Union.

6.5. Officers of the Union and any other position in the Union shall hold a period of office from August 1st in the year in which they are appointed until July 31st the following year. The ICSM President may be an exception to this rule, if appropriate in relation to their studies, but will also hold a period of office of 13 months and must incorporate 2 weeks of handover with both predecessor and successor.

6.6 Officers of the Union must provide a written handover document to their successors. A shadowing period of two weeks should be provided if able. The Entertainments Team must also have a full team handover meeting.

7. General Meetings

- 7.1. General Meetings are the sovereign body of the Union.
- 7.2. General Meetings of the Union shall be categorised as Ordinary, Emergency and Annual
- 7.3. All General Meetings shall:
 - 7.3.1. Have a quorum of fifty members,
 - 7.3.2. Be chaired by the President of the Union,
 - 7.3.3. Permit all Full Members of the Union to participate in any aspect of the meeting,
 - 7.3.4. Speak for the Union and mandate its Officers,
 - 7.3.5. Be entitled to hold all Union officer, clubs, societies and projects to account, and exercise any other authority given to it by regulations or policy.
- 7.4. Emergency General Meetings shall:
 - 7.4.1. Be convened upon request of:
 - 7.4.1.1. The President,
 - 7.4.1.2. The Executive Committee,
 - 7.4.1.3. General Meeting, or
 - 7.4.1.4. Fifty Full Members of the Union
 - 7.4.2. Shall be held between two and five college days of being called,
 - 7.4.3. Discuss only those matters that it was called to debate
 - 7.4.4. Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, so long as it is within the matter of debate.

8. Executive Committee

- 8.1. The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of the General Committee.
- 8.2. The Executive Committee shall be convened and chaired by the President or his or her nominee at least every two weeks during term time.
- 8.3. The membership shall be as following:
 - I. President
 - II. Vice President
 - III. Secretary & Communications Officer
 - IV. Management Group Treasurer
 - V. Clubs & Societies
 - Chair VI. Academic Chair
 - VII. Welfare Chair
 - VIII. Entertainments Chair
 - IX. Biomedical Science Society
 - Chair X. Executive Treasurer
- 8.4. ICU President holds an ex-officio position on the Union Executive Committee
- 8.5. An emergency meeting of the Executive Committee can be called by
 - 8.6.1. The President,
 - 8.6.2. Three of its members
 - 8.6.3. A General Meeting
 - 8.6.4. Ten Full Members of the Union
- 8.6. The President may act on behalf of the Executive Committee, provided that these actions are reported at its next meeting.
- 8.7. The Executive Committee shall hold no voting power. All matters for decision requiring a vote must be held at a quorate meeting of the general committee

9. General Committee

- 9.1. The General Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of General Meeting
- 9.2. The General Committee shall be convened and chaired by the President or his or her nominee at least every three weeks during term time.
- 9.3. The membership shall be as following:
 - I. President
 - II. Deputy President
 - III. Secretary & Communications Officer
 - IV. Management Group Treasurer
 - V. Clubs & Societies Chair
 - VI. Vice Chair Sports and Arts
 - VII. Vice Chair Volunteering and Academics
 - VIII. Welfare Chair
 - IX. Welfare Vice Chair Representatives
 - X. Welfare Vice Chair Campaigns
 - XI. Academic Chair
 - XII. Academic Officer (Early Years)
 - XIII. Academic Officer (BMB)
 - XIV. Academic Officer (BSc Year)
 - XV. Academic Officer (Clinical Years)
 - XVI. Entertainments Chair
 - XVII. Social Secretary
 - XVIII. Executive Treasurer
 - XIX. RAG Chair
 - XX. BSc Medical Biosciences (BMB) President
 - XXI. Sites and Services Officer
- 9.4. ICSM Gazette Editor, Halfway dinner chair, Shrove Tuesday Final Year Dinner Chair, and Graduate Medicine Society Chair shall all be invited to general meetings as ex-officio non-voting members unless otherwise stated.
- 9.5. ICU President holds an ex-officio voting position on the Union General Committee
- 9.6. The general committee shall meet at a minimum of once every six weeks, however additional meetings may be called by:
 - 9.6.1. The President,
 - 9.6.2. Three of its members
 - 9.6.3. A General Meeting
 - 9.6.4. Ten Full Members of the Union
- 9.7. Quoracy of the general committee shall be defined as two thirds of its membership.
- 9.8. The General Committee shall meet once per year for reviewing the constitution and other rules governing the Union
- 9.9. The President may act on behalf of the General Committee, provided that these actions are reported at its next meeting

10. Committees of the Union

10.1. The standing committees of the Union shall be:

- I. Clubs, Societies & Projects Management Group
- II. RAG Committee
- III. Entertainments Committee
- IV. Colours Committee
- V. Alumni Association Committee
- VI. Shrove Tuesday Final Year Dinner Committee
- VII. Halfway Dinner Committee
- VIII. Welfare Committee
- IX. Academic Committee

10.2. General Meeting, the Executive Committee and other committees may establish and dissolve sub-committees and may delegate any powers to them or individuals save that such establishment or delegation shall not affect the rights, powers and responsibilities of any other committee.

10.3. The President is an ex-officio voting member of all Union Committees.

10.4. Standing Orders for the sub-committees are prescribed in Regulation 2.

11. Clubs, Societies & Projects of the Union

11.1. All Clubs, Societies and Projects shall be managed by their committees under their own constitutions, which shall not contradict this constitution.

11.2. Any full member of Imperial College Union is entitled to join any Club or Society of the Union.

11.3. Any full member may stand for election to its committee.

11.4. A new club, society or project may be started in accordance to the Clubs and Societies policy of Imperial College Union.

11.5. All clubs, societies and projects should work to adhere to the rules and regulations as set out by the Union Clubs and Societies Officer as long as they lie within the rules and regulations outlined by CSPB.

12. The Financial Responsibility of the Union

12.1. The President is ultimately responsible to the President of Imperial College Union through the ICU Deputy President (Finance and Services) for the finances of the Union.

12.2. All constituent parts of the Union shall comply with the ICU Financial Regulations and Procedures.

12.3. The Union shall produce annual budget submissions for itself and its clubs and societies to be submitted to Imperial College Union in line with the timetable set by ICU.

13. Constitution and Interpretation

13.1. Status and amendments

13.1.1. This constitution is bound by the Constitution of Imperial College Union.

13.1.2. This constitution binds the Union in its entirety, including the clubs, societies and projects.

13.1.3. Amendments to this constitution shall be approved by a two-thirds majority of the Executive Committee. Any changes to the constitution shall be report to the Dean of the Faculty of Medicine and Head of School of Medicine.

13.1.4. This constitution overrules any ICSMSU club, society or project constitutions and any other committee or individuals under those.

13.1.5. This constitution is superseded by all Imperial College Union constitution, bye-laws and policies.

- 13.2. Policy
 - 13.2.1. Policy is established by the Executive Committee.
 - 13.2.2. Policy shall be re-presented by the President every three years to the Executive for re-approval, otherwise it shall lapse.
 - 13.2.3. Policy shall be kept by the President and shall be freely available to any member of Imperial College Union.
- 13.3. Interpretation
 - 13.3.1. In the event of an interpretation being sought for this constitution, its regulations or policies, the President shall make a ruling, which shall be reported to the Executive and recorded in the minutes. Precedent shall provide a basis for future interpretations.
 - 13.3.2. Where an interpretation involves the Constitution of Imperial College Union, and the matter is not resolved, it shall be referred to Imperial College Union.
- 13.4. Revocation
 - 13.4.1. This Constitution shall supersede all previous Constitutions

The Imperial College School of Medicine Students' Union Constitution is approved by:

Mr Benjamin Russell
ICSM Students' Union President 2019-20

Date: 18th January 2020