

Imperial College Union Halls Policy

A. General Introduction

1. The Halls Policy aims to bring clarity to the roles and responsibilities of the Union and Halls. The policy refers to other departments of the College where necessary, but does not contain full detail about these relationships.
2. This policy binds all students as members of the Union, but is aimed at the Halls and their residents, and parts of the Union with responsibility for residential life.

B. Statement of intent

3. The Union is committed under its Constitution "to promoting the educational interests and welfare of students at Imperial College London during their course of study and representing, supporting and advising students" and "to providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students."
4. The Union believes that a crucial element of fulfilling these obligations is supporting the Halls system, in partnership with the College, to providing social and community building activity within Halls of Residence.
5. In this policy, the term 'Hall' refers to a hall of residence managed by Imperial College provided for undergraduate students under the first-year guarantee. However, most of the principles in this policy will also apply to Silwood Halls, though not an undergraduate Hall.

C. Duties and Responsibilities

6. This section outlines the duties and responsibilities that Imperial College Union and the Halls have to each other, with reference to other relevant parties.

Duties of Imperial College Union

7. The Union shall name a designated Halls Liaison who shall be the first point of contact for Halls for all day-to-day matters related to Halls such as eActivities admin.
8. The Union shall attend the Residential Life Committee meetings with at least one student rep (usually the Deputy President (Welfare)) and a Union staff member.
9. The Union shall work with the College to provide a training induction programme for the Hall Seniors and Hall Committees which shall include, as a minimum, training on financial administration of the Hall Social Fund.
10. The Union shall provide a page for each Hall on the Union website. This page can be altered by the Halls through their eActivities accounts. This shall include a shop function to allow for sales online, though minimum price limits may apply.

11. Where possible, the Union shall provide basic use of rooms within its premises to Halls at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy.
12. The Union shall liaise with the Halls through the Residential Life Committee when planning for Welcome Week, particularly for Hall induction events.

Duties of Student Services

13. Student Services shall support the recruitment and training of Hall Seniors through the Wardens.

Duties of Halls

14. Where relevant, Halls shall comply with the Union Constitution and Bye-Laws and all Union Regulations, procedures and policies. This is most relevant when related to using the Halls Social Fund and complying with the Union's Financial Procedures.
15. The Halls support the Union's Welcome Week programme by inputting into and promoting events for the benefit of their student community.

Halls should keep the Union informed of changes to their Wardening Team and wider Hall Committee such that the Union can keep accurate records on eActivities.

D. Hall Committee Constitutions

17. Each Hall shall have a committee comprising the Wardening team, hall seniors and elected student representatives from the Hall.
18. The Hall Committee shall, as a minimum, have a Chair and a Treasurer who shall be residents not part of the Wardening team (i.e. students who are charged rent) and be appointed jointly financially responsible for the Hall.
19. The role of the Hall Committee is to organise the Hall's social calendar, report and discuss issues pertaining to Hall life, and oversee the use of the Hall Social Fund.
20. The Hall Committee shall be responsible for adhering to the Hall Social Fund policy appended to this document.
21. The exact composition, method and timing of election, structure and mode of operating of each Hall committee will be different based on the set-up and needs of the Hall. Each Hall shall, therefore, agree a constitution with the Union that outlines how they individually meet the general principles of points 20-23.

Appendix – Halls Social Fund Policy

Halls Social Fund Policy

General Introduction

1. The Halls Social Fund Policy outlines the funding structures, permitted uses, and Imperial College Union's ('the Union') support of the Halls Social Fund (HSF).
2. This policy refers only to matters relating to the HSF and its administration by the Union. It does not conflict with other policies such as the Warden Policy.

Administration of Funds

3. The HSF comprises a weekly amenities charge levied on the rent of each rent paying resident student. This fund is used to facilitate a core social programme for students throughout their residence. These funds must be administered in line with the financial procedures of the Union which are detailed in the finance training guides on eActivities.
4. It is recognised that events covered by the HSF are typically not phased evenly over the year. That said, Halls should aim to keep to the following spending cut-offs as percentages of the gross annual HSF in order to retain sufficient funding throughout the entire academic year.
 - a. No more than 40% before the end of October.
 - b. No more than 50% before the end of term 1.
 - c. No more than 80% before the end of term 2.
5. The Union will deposit the full value of a HSF into the Hall account on 1 August each year based on full occupancy over 39 weeks. Corrections will be made throughout the year dependent on the receipt of occupancy data from the College's finance department.
6. Any balances on Hall accounts are automatically carried forward into the following financial year by the Union. However, it is recommended that Halls attempt to spend 100% of a particular year's fund in that year.

Income and Expenditure reports, and detailed transaction listings are readily available on the Union's eActivities system, which are accessible to the Hall Committee Chair and Treasurer, and the Hall Wardening team. Any queries arising from these reports should be brought to the attention of the nominated Union Halls Liaison.

Uses of and using the Fund

7. The Hall Committee is responsible for the appropriate use of the HSF as overseen and supported by the Union.
8. The HSF may only be used for the benefit of students who are residents of the associated Hall; the fund may not be spent on students in other Halls.
9. Members of the Hall Committee may not profit personally from the HSF at a level higher than other members of the Hall, except from instances where doing so enables a Hall

Committee member to perform their duties. Note, expenditure for the 'Hall Senior Induction Week', which takes place in the week before the start of the Autumn Term, must be accommodated within the Warden budget.

10. The Chair and Treasurer are the only Hall Committee members who can access the funds on eActivities, and they are required to submit a signed financial responsibility form to the Union prior to doing so. However, as it is understood that access to the fund is required before the election of Hall Committees, it is possible to give 'Summer Approver' financial responsibility to Wardens or Hall Seniors that should normally last no later 31 October. Only elected Hall Committee representatives may act as treasurer for a Hall for the full length of the year.
11. All Hall Committee members who are responsible for administering the HSF should review the [Union's finance training on eActivities](#) and then complete all necessary quizzes before they access funds or approve expenditure. Furthermore, Hall Committee members are expected to attend any additional training put on by the Union e.g. during Hall Senior Week.
12. A guiding principle is that the HSF should be spent on student events that are inclusive and build a sense of community within the Hall. All residents must have equal opportunity to participate in all events.
13. Other expenditure, e.g. printing costs, office equipment, equipment for the benefit of students in the Hall, are not appropriate uses of the HSF and should be covered in other budgets provided by Student Services or Campus Services.
14. In line with the Union's financial procedures, any expenditure through eActivities should be authorised by the Chair or Treasurer up to the value of £250. Any expenditure over £250 should also be approved by the Union's nominated Halls liaison.
15. Any event that is held externally, or for which tickets are provided, over the expenditure value of £1,000 should normally be accompanied by an event budget.
16. In all cases possible, expenditure should be pre-approved such that the method of expenditure is through a purchase order, credit card request or imprest. Details of these forms of expenditure can be found in the Union's financial training on eActivities.
17. Members of Hall Committees should only use personal funds (personal credit/debit cards etc) for small expenditures (e.g. snacks for a small event) and/or in exceptional circumstances. In these cases, an expense claim must be submitted for payment as soon as possible after the expense is incurred. It is necessary to pass the relevant training modules on eActivities before making a claim.