

**Imperial College Union
Board of Trustees / 29 September 2021**

Current Status of Governing Documents

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Purpose: To make the Committee aware of the current status of the Governing Documents

To approve amendments to the Governing Documents that have been previously approved by Union Council.

1. Current Status of the Governing Documents

- The ICU Governing Documents (Constitution and Bye Laws) last underwent a major review and reapproval process in the 2018/19 academic year.
- The Board of Trustees is required to review the Governing Documents every five years, and so the next review will not be required until the 2023/24 academic year.
- Since the last point of review, no amendments have been made to the Constitution, however a number of amendments to the Bye Laws have been passed by both Union Council and the Board of Trustees. Other amendments have also been passed by Union Council but not yet by the Board of Trustees. None of these changes are reflected in the version of the Bye Laws on the ICU website.
- Board is requested to approve these latter amendments, which are outlined in Section 2.
- The Appendix to this paper presents a current 'snapshot' of the Bye Laws, reflecting all fully approved changes since the 2018/19 review including:
 - The addition of an extra External Trustee to the Board,
 - Changes to the nature of Union Policy,
 - Addition of a formal role description for the Felix Editor,
 - Reflection of the new structure of Subcommittees under the Board of Trustees,
- This snapshot also reflects those amendments outlined in Section 2 to be approved herein.
- In future, it shall be the responsibility of the President to implement any amendments to the Governing Documents as soon as possible after they have been ratified by the Board of Trustees such that the published version on the website may be kept 'live'.

2. Amendments to the Bye Laws for Approval

- To resolve confusion over the meaning of the term 'electronic vote' and whether a vote made over a Teams meeting should be considered an electronic vote, Section C of the Bye Laws should be amended to add:
- "If in-person meetings of Council and its subcommittees are not possible due to extraordinary circumstances, they may be held by virtual means, in which all participants may communicate simultaneously with all other participants. In virtual Council meetings that meet these requirements, voting is not considered an 'electronic vote'".
- To make the name of the role more inclusive, the 'LGBT Officer' should be renamed in the Bye Laws to the 'LGBTQ+ Officer'.
- To clarify the wording of the DPFS Job Description so that representation of student interests, rather than direct responsibility for finance and services, is emphasised and so that the Job Description reads:

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

3.1. Take on Presidential duties as appropriate,

3.2. *Be responsible for reporting students' interests on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff,*

3.3. *Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) volunteers, in conjunction with the relevant Union committees and staff,*

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

3.5. *Be responsible for reporting students' interests on financial procedures that impact students, suggesting areas for development, in conjunction with the Finance & Risk sub-committee of the Board of Trustees, where the Deputy President (Finance & Services) will be a member,*

3.6. *Be responsible for ensuring students' interests are accounted for in the delivery of the Union services provided at all campuses, including but not limited to conferencing, retail and licensed trade services,*

3.7. *Be responsible for the sponsorship of the Union,*

3.8. *Be responsible for ensuring students' interests are considered in the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff,*

3.9. *Be responsible for ensuring students' interests are the key driving factor behind Union events, in conjunction with the relevant Union committees, volunteers and staff,*

3.10. *Be responsible for reporting students' interests on matters of sustainability – environmental, financial, and social – to both the College and the Union, suggesting areas for development, in conjunction with the relevant Union committees, volunteers and staff.*

- To implement the revised Disciplinary Procedures developed by Deputy President (Welfare) Shervin Sabeghi in the 2020-21 academic year, which are reflected as Sections G, H, and I of the Bye Laws snapshot in the Appendix.