



Royal College of Science Union Standing Order

February 2023 Onwards

Amended by 2022-23 RCSU Committee

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1 Definitions

- 1.1 Hereinafter the Royal College of Science Union shall be referred to as the 'RCSU'.
- 1.2 For the purposes of this Standing Order, the Imperial College Union shall be referred to as 'ICU'.
- 1.3 For the purposes of this Standing Order, the Imperial College London South Kensington Campus and the Imperial College London White City Campus shall be referred to collectively as the "campuses".
- 1.4 For the purposes of this Standing Order, the responsibilities outlined in Articles H.4.1-H.4.3 of the ICU Constitution Articles of Association shall be referred to as the "Aims and Objectives of the RCSU".

2 Membership

- 2.1 Membership of the RCSU is defined in ICU Bye-Law L
- 2.2 The ICU Officer Trustees are ex officio non-voting members of the RCSU and its Committees.
- 2.3 The Dean of the Faculty of Natural Sciences is an ex officio Honorary Member.
- 2.4 Any former Full Member of the RCSU, or its previous incarnations, who is a Life Member of ICU is a Life Member of the RCSU.

3 Affiliation

- 3.1 the RCSU and its clubs and societies may affiliate to any organisation that furthers their aims.
- 3.2 No affiliation shall knowingly be made to an organisation involved in illegal activities.
- 3.3 the RCSU shall not make any affiliation that might affect its political impartiality. Clubs and societies are free to make such affiliations.
- 3.4 the RCSU shall publish annually a list of any external organisations to which an affiliation fee has been paid or donation given and inform Imperial College Union Council as necessary.

4 Officers of the RCSU

- 4.1 The Officers of the RCSU shall be:
 - 4.1.1 President
 - 4.1.2 Honorary Secretary
 - 4.1.3 Honorary Junior Treasurer
 - 4.1.4 Vice President (Operations)
 - 4.1.5 Vice President (Activities)
 - 4.1.6 Vice President (Education)
 - 4.1.7 Vice President (Welfare and Wellbeing)
 - 4.1.8 Vice President (Clubs and Societies)
 - 4.1.9 Broadsheet Editor
 - 4.1.10 Deputy Broadsheet Editor
 - 4.1.11 Science Challenge Chair
 - 4.1.12 Sponsorship Officer
 - 4.1.13 Alumni Officer (Theta Bearer)

- 4.1.14 Webmaster
 - 4.1.15 The RAG Champion/Officer
 - 4.1.16 Publicity Officer
 - 4.1.17 Events Officer
 - 4.1.18 Wellbeing Activities Officer
 - 4.1.19 Sports Officer
- 4.2 The Representatives of the RCSU shall be:
- 4.2.1 The Academic Departmental Representatives for each Department in the Faculty of Natural Sciences.
 - 4.2.2 The Academic Year or Course Representatives for each cohort or course in their respective Department.
 - 4.2.3 The Wellbeing Departmental Representatives for each Department in the Faculty of Natural Sciences.
 - 4.2.4 The Wellbeing Year Representatives for each cohort in their respective Department.
- 4.3 No person may hold more than one of the posts listed in Articles 4.2.1 to 4.2.9. All officer and representative roles may be held jointly by two persons, except for:
- 4.3.1 President
 - 4.3.2 Honorary Secretary
 - 4.3.3 Honorary Junior Treasurer
 - 4.3.4 Vice President (Operations)
 - 4.3.5 Vice President (Activities)
 - 4.3.6 Vice President (Education)
 - 4.3.7 Vice President (Welfare and Wellbeing)
 - 4.3.8 Vice President (Clubs and Societies)
- 4.4 Officers of the RCSU shall be elected according to ICU Elections Policy.
- 4.5 In the event of a vacancy or an Officer of the RCSU being unable to fulfil his or her duties the President may delegate those powers and responsibilities held by that Officer pending elections.
- 4.4.1 In the event that the role of the President remains vacant, a member of the Executive Committee chosen through secret ballot by the Executive Committee will fulfil the role until the vacancy is filled in line with ICU policy. The person elected by secret ballot shall receive handover from the last President to serve full-term, and be supported by ICU in terms of being granted temporary financial responsibility until the vacancy is filled in line with ICU policy.
- 4.6 Officers of the RCSU and any other position in the RCSU for which a date is not otherwise prescribed shall hand over to their successors on the 1st August.

5 Role Descriptions for Officers and Representatives

5.1 The President shall:

- 5.1.1 Be the ultimate representative of the RCSU.
- 5.1.2 Maintain relations between the RCSU and ICU, College, and other committees, institutions and Unions as appropriate.
- 5.1.3 Be financially responsible for the RCSU as a society and as a management group.

- 5.1.4 Be responsible for the interpretation and development of the Constitution and Regulations.
 - 5.1.5 Be ultimately responsible for the external communications of the RCSU
 - 5.1.6 Be ultimately responsible for the finances of the RCSU.
 - 5.1.7 Be ultimately responsible for Health & Safety issues within the RCSU.
 - 5.1.8 Be ultimately responsible for the Academic Representation Network in the Faculty of Natural Sciences.
 - 5.1.9 Be ultimately responsible for the Wellbeing Representation Network in the Faculty of Natural Sciences.
 - 5.1.10 Be ultimately responsible for the publications of the RCSU.
 - 5.1.11 Be ultimately responsible for discipline and grievance issues in the RCSU.
 - 5.1.12 Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
 - 5.1.13 Be ultimately responsible for all activities of the RCSU.
 - 5.1.14 Be ultimately responsible for the work of the Executive and represent their views to the Council.
 - 5.1.15 Be responsible for ensuring all Officers of the RCSU have completed their ICU Officer training.
 - 5.1.16 Supervise other Officers and Representatives of the RCSU, delegate the duties of any Officer or Representative who is unable to fulfil them, and negotiate extra duties with other Union Officers, as appropriate.
- 5.2 The Honorary Junior Treasurer shall:**
- 5.2.1 Be financially responsible for the RCSU as a society and as a management group.
 - 5.2.2 Report the financial position of the RCSU to the Executive, as required.
 - 5.2.3 Report the financial position of the RCSU's Clubs and Societies to the Executive, as required.
 - 5.2.4 Facilitate the payment of debtors in conjunction with ICU Financial Regulations
 - 5.2.5 Inform all persons with financial authority in the RCSU of their duties and responsibilities
 - 5.2.6 Work with the Vice President (Operations) and the Sponsorship and Alumni Officers to ensure the timely handling of sponsorship contracts.
- 5.3 The Honorary Secretary shall:**
- 5.3.1 Be responsible for the provision of Office facilities and services.
 - 5.3.2 Maintain an inventory and records in accordance with the ICU Financial Regulations.
 - 5.3.3 Oversee the accurate recording and compilation of all minutes of meetings of General Committee and Executive Committee. A full copy shall be archived when appropriate.
 - 5.3.4 Maintain a list of names and contact details, of all Officers and representatives of the RCSU.
 - 5.3.5 Maintain and protect a written and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.
 - 5.3.6 Submit material to Imperial College Archives as and when necessary.
 - 5.3.7 Ensure all Officers of the RCSU prepare and provide hand-over documents for their successors a minimum of 6 weeks before handover period – a copy to be archived in the RCSU Office.
 - 5.3.8 Ensure that a copy of the current Constitution, Regulations and Union Policy is available to all members of the RCSU and that the master copy is kept secure.
 - 5.3.9 Co-ordinate and supervise the promotion of health and safety issues in Union activities and operations.
 - 5.3.10 Co-ordinate the ordering of committee merchandise.
 - 5.3.11 Manage the RCSU's merchandise shop.

- 5.3.12 Bear the mascot in collaboration with the Alumni Officer and be responsible for the wellbeing of the Theta and the sport of mascotry within the RCSU.

5.4 The Vice-President (Operations) shall:

- 5.4.1 Deputise for the President on the campuses of the Faculty of Natural Sciences (South Kensington and White City) as required.
- 5.4.2 Liaise with the Sponsorship Officer to co-ordinate the procurement of sponsorship for the RCSU in line with ICU Financial Regulations.
- 5.4.3 Liaise with the Alumni Officer to co-ordinate alumni events throughout the year, ensure the publishing of a joint newsletter for the RCSU and its alumni networks, and secure funding from alumni trusts in line with ICU Financial Regulations.
- 5.4.4 Be responsible for public relations issues of the RCSU.
- 5.4.5 Be responsible for liaising with the Imperial College Careers Service and external groups in the organisation of specialised Natural Sciences Careers/Internship events.
- 5.4.6 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences.
- 5.4.7 Co-ordinate with the new Vice-President (Operations) elect in the Summer Term for an earlier handover and assist them to procure sponsorship for the RCSU for the following academic year.
- 5.4.8 Be responsible for the members of the Operations Board and report directly to the Executive Committee.

5.5 The Vice-President (Activities) shall:

- 5.5.1 Deputise for the President on the campuses of the Faculty of Natural Sciences (South Kensington and White City) as required.
- 5.5.2 Be financially responsible for the RCSU as a society, but not as a management group.
- 5.5.3 Oversee Union events and host traditional events.
- 5.5.4 Be responsible for the organisation of and supervision of Seasonal Balls and flagship events.
- 5.5.5 Be responsible for the sales and administration of tickets.
- 5.5.6 Oversee the advertisement of events of the RCSU on social media, the website and physical publicity.
- 5.5.7 Be responsible for the supervision of Union events with the Events Officer(s) and participation in RAG activities with the RAG Champion.
- 5.5.8 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences
- 5.5.9 Be responsible for the Entertainments Board and report directly to the Executive Committee.

5.6 The Vice President (Education) shall:

- 5.6.1 Be responsible for the Academic Representation Network for undergraduate students of the Faculty of Natural Sciences. a) Accountability for the Network is jointly to the President and the ICU Deputy President (Education).
- 5.6.2 Represent the views of students of the RCSU in matters concerning academic affairs to the following and any other appropriate committees: a) General Committee b) The ICU Council c) The ICU Education and Representation Board d) The Faculty of Natural Sciences Wellbeing and Education Student-Staff Committee, as Co-Chair e) The Staff-Student Committees of each department, where appropriate.
- 5.6.3 Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate students in the RCSU.

- 5.6.4 Liaise with the Education Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of students within the Faculty.

5.7 The Vice President (Welfare and Wellbeing) shall:

- 5.7.1 Be responsible for the Wellbeing Representation Network for undergraduate students of the Faculty of Natural Sciences. a) Accountability for the Network is jointly to the President and the ICU Deputy President (Welfare).
- 5.7.2 Represent the views of the students of the RCSU in matters concerning welfare and/or health and safety issues to the following and any other appropriate committees: a) General Committee b) ICU Council c) ICU Community and Welfare Forum d) The Faculty of Natural Sciences Wellbeing and Education Student-Staff Committee, as Co-Chair e) The Student-Staff Committees of each department, where appropriate. f) Faculty Mitigation Oversight Panel
- 5.7.3 Supervise the organisation of a minimum of one Welfare Week (which aims to enhance the awareness of a variety of welfare issues, typically one a day) in collaboration with the Wellbeing Representatives and Wellbeing Activities Officer.
- 5.7.4 Supervise the arrangement of Workshops relating to a variety of Welfare issues through the year in collaboration with the Wellbeing Representatives, Wellbeing Activities Officer and the Faculty Senior Tutor.
- 5.7.5 Liaise with the ICU Deputy President (Welfare) to publicise Campaign Weeks and other Imperial College bodies to publicise and increase awareness of Welfare Facilities.
- 5.7.6 Liaise with the Welfare Officers across the White City and South Kensington Campuses in order to ensure complete representation of undergraduate students within the Faculty.

5.8 The Vice President (Clubs and Societies) shall:

- 5.8.1 Be financially responsible for the RCSU as a society and as a management group.
- 5.8.2 Be made available to assist Departmental Society Presidents and Treasurers upon reasonable request.
- 5.8.3 Be responsible for overseeing the finances and operations of departmental societies.
- 5.8.4 Facilitate communication and cooperation between departmental societies and organisation of inter-departmental events and activities in conjunction with the Vice-President (Activities) and the Event Officer(s).

5.9 The Broadsheet Editor shall:

- 5.9.1 Organise the publication and distribution of the publication of the RCSU, which shall be called Broadsheet
- 5.9.2 Liaise with the Web Communication Officer to maintain the Broadsheet subsection of the website and update it with new issues as appropriate.
- 5.9.3 Organise the publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.
- 5.9.4 Organise the publication and distribution of a termly newsletter, to be distributed to members on the campuses of the Faculty throughout the academic year and to be shared online via email to current students of the RCSU and its alumni network, with a target to produce a termly overview of the work of the RCSU.
- 5.9.5 Archive a copy of all publications both physically and online.
- 5.9.6 Liaise with the Broadsheet Editor-elect for a handover at the start of Summer and help them to start planning the Freshers' Handbook for the following year.

5.10 The Deputy Broadsheet Editor shall:

- 5.10.1 Deputise for the Broadsheet Editor on the campuses of the Faculty of Natural Sciences (South Kensington and White City) as required.
 - 5.10.2 Assist in organising the publication and distribution of the publication of the RCSU, which shall be called Broadsheet
 - 5.10.3 Assist in the organisation, publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.
 - 5.10.4 Assist in the organisation, publication and distribution of a termly newsletter, to be distributed to members on the campuses of the Faculty throughout the academic year and to be shared online via email to current students of the RCSU and its alumni network, with a target to produce a termly overview of the work of the RCSU.
 - 5.10.5 Assist in archiving a copy of all publications both physically and online.
- 5.11 The Science Challenge Chair shall:**
- 5.11.1 Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee.
 - 5.11.2 Liaise with the Ambassador for the Science Challenge to arrange a Launch Event and Awards Ceremony.
 - 5.11.3 Assist the Vice-President (Operations) and the Sponsorship Officer in procuring external sponsorship and partnership for Science Challenge.
 - 5.11.4 Liaise with the Dean of Natural Sciences and the Faculty Education Manager to ensure that the Science Challenge is supported by the Faculty.
 - 5.11.5 Liaise with the President and Honorary Junior Treasurer to agree a budget for Science Challenge.
 - 5.11.6 Liaise with the Webmaster and Publicity Officer to ensure successful promotion of Science Challenge within the RCSU, ICU and beyond.
 - 5.11.7 Manage and update the Science Challenge webpage and Instagram page, in collaboration with the Webmaster and Publicity Officer.
 - 5.11.8 Liaise with the Science Challenge Chair-elect for an earlier handover at the start of Summer holiday and help them to start planning the Science Challenge for the following year.
- 5.12 The Deputy Science Challenge Chair shall:**
- 5.12.1 Assist in the organisation and supervision of the Science Challenge.
 - 5.12.2 Assist in arranging a Launch Event and Awards Ceremony.
 - 5.12.3 Assist the Vice-President (Operations) and the Sponsorship Officer in procuring external sponsorship and partnership for Science Challenge.
 - 5.12.4 Assist in agreeing a budget for Science Challenge.
 - 5.12.5 Assist liaison with the Webmaster and Publicity Officer to ensure successful promotion of Science Challenge within the RCSU, ICU and beyond.
 - 5.12.6 Assist in managing and update the Science Challenge webpage and Instagram page, in collaboration with the Webmaster and Publicity Officer.
 - 5.12.7 Liaise with the Deputy Science Challenge Chair-elect for an earlier handover at the start of Summer holiday and help them to start planning the Science Challenge for the following year.
- 5.13 The Sponsorship Officer shall:**
- 5.13.1 Work with the Vice President (Operations) to procure sponsorship for the RCSU in line with ICU Regulations and in line with the Constitution.
 - 5.13.2 Be responsible for the fulfilment of all obligations to any sponsors, including liaising with other officers to ensure all policies and regulations are abided by.

5.14 The Alumni Officer (Theta Bearer) shall:

- 5.14.1 Work with the Vice President (Operations) to procure funding from the Royal College of Science Association for the RCSU in line with ICU Regulations.
- 5.14.2 Be jointly responsible with the President for communication and engagement with the Royal College of Science Association and any other alumni associations that share the core values of the RCSU and ICU.
- 5.14.3 Work with the Vice President (Activities) to organise alumni focussed events such as mentorship schemes, and ensure alumni are invited to all appropriate events held by the RCSU.
- 5.14.4 In collaboration with the Honorary Secretary, act as the RCSU's mascot bearer and be responsible for the wellbeing of the Theta and the sport of mascotry.

5.15 The Webmaster shall:

- 5.15.1 Publicise the RCSU and its activities whilst ensuring compliance with appropriate Union regulations.
- 5.15.2 Maintain and develop the RCSU website to promote and further the RCSU's Aims and Objectives.
- 5.15.3 Act in an advisory capacity for the Webmasters of the Departmental Societies and for the associated webpages of the RCSU, namely Science Challenge and the Broadsheet, and any others that are developed.
- 5.15.4 Liaise with the Webmaster-elect for an earlier handover at the start of Summer holiday and help them understand the code of the website.

5.16 The RCSU RAG Champion shall:

- 5.16.1 Act as the liaison between the RCSU General Committee and the ICU RAG General Committee.
- 5.16.2 Organise fundraising events for the RCSU in collaboration with the Events Officer(s) and the ICU RAG Committee and assist on general social events for the RCSU where appropriate.
- 5.16.3 Co-ordinate budgets for any event organised with the Vice President (Activities) and the Honorary Junior Treasurer.
- 5.16.4 Ensure all events comply with ICU Regulations and Policy in collaboration with the Honorary Secretary and President.
- 5.16.5 Ensure the RCSU's participation in core RAG activities organised by ICU.

5.17 The Publicity Officer shall:

- 5.17.1 Publicise the RCSU and its activities whilst ensuring compliance with appropriate Union regulations.
- 5.17.2 Publicise upcoming activities and operations using notice boards in RCSU departments.
- 5.17.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities.
- 5.17.4 Create and arrange the creation of branding boards for flagship events.

5.18 The Events Officer(s) shall:

- 5.18.1 Co-ordinate and supervise events held on a Union-wide scale, to a minimum of two events in Autumn and Spring terms.
- 5.18.2 Liaise with the Vice President (Clubs and Societies) and Vice President (Activities) in the organisation of inter-departmental events.
- 5.18.3 Liaise with the Honorary Junior Treasurer to ensure that budgets are prepared and authorised for events.
- 5.18.4 Liaise with the Vice President (Clubs and Societies) and Departmental Representatives to organise a minimum of one Mums and Dads event per department

- 5.18.5 Co-ordinate with the RAG Champion the involvement of the RCSU in ICU RAG, including organisation of RAG Union events and representation of the RCSU to the ICU RAG Committee

5.19 The Wellbeing Activities Officer shall:

- 5.19.1 Assist the Vice President (Welfare and Wellbeing) and the Wellbeing Representatives with the organisation of Welfare-related events, namely Welfare Week.
- 5.19.2 Assist the Vice President (Welfare and Wellbeing) in the procurement of speakers for welfare related talks throughout the year.
- 5.19.3 Assist the Vice President (Welfare and Wellbeing) and the Wellbeing Representatives with putting up notice boards and publicity surrounding welfare concerns.

5.20 The Sports Officer shall:

- 5.20.1 Facilitate the organisation of competitive and participative sports teams within the Faculty and between Faculties.
- 5.20.2 Liaise with Departmental Societies and Vice President (Clubs and Societies) in the organisation of sporting events within the Faculty.
- 5.20.3 Liaise with Campus Officers for the organisation of inter-campus sporting events.
- 5.20.4 Encourage and support the active participation of the student body in sporting activities.

5.21 The Academic Departmental Representatives shall:

- 5.21.1 Be the representative to the RCSU, College and ICU for their respective department.
- 5.21.2 Co-ordinate the activities of the academic representatives of their department.
- 5.21.3 Communicate with the Academic Year Representatives frequently to ensure Departmental Issues are resolved rapidly.
- 5.21.4 Represent the views of the students of their department to the following and any other committees: a) General Committee b) The Staff-Student Committees of their course or department, chairing the Academic meeting and attending the Wellbeing meeting if separate meetings exist. c) The Faculty of Natural Sciences Academic and Wellbeing Staff-Student Committee
- 5.21.5 Promote the activities of the RCSU.

5.22 The Wellbeing Departmental Representatives shall:

- 5.22.1 Be the representative to the RCSU, College and ICU for their respective course or departments.
- 5.22.2 Co-ordinate the activities of the wellbeing representatives of their course or department.
- 5.22.3 Communicate with the Wellbeing Year Representatives frequently to ensure Departmental Issues are resolved rapidly.
- 5.22.4 Represent the views of the students of their department to the following and any other committees: a) General Committee b) The Staff-Student Committees of their course or department, chairing the Wellbeing meeting and attending the Academic meeting if separate meetings exist. c) The Faculty of Natural Sciences Academic and Wellbeing Staff-Student Committee
- 5.22.5 Promote the activities of the RCSU.

5.23 The Undergraduate Academic and Wellbeing Year Representatives shall:

- 5.23.1 Be the representative to the RCSU, College and ICU for their respective year groups within their departments.
- 5.23.2 Represent the views of the students of their department to the following and any other committees: a) Departmental Representative Committee b) General Committee c) The relevant Staff-Student Committee of their course/department.
- 5.23.3 Promote the activities of the RCSU.

6 Committees of the RCSU

6.1 The Committees of the RCSU shall be:

- 6.1.1 General Committee
- 6.1.2 Executive Committee
- 6.1.3 Clubs and Activities Committee
- 6.1.4 Entertainments Board
- 6.1.5 Academic Affairs Board
- 6.1.6 Wellbeing Affairs Board
- 6.1.7 Operations Board
- 6.1.8 Colours Committee
- 6.1.9 Departmental Society Committees

6.2 The Committees of the RCSU 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.

6.3 The President is an ex-officio voting member of all committees of the RCSU.

7 Composition and Role Description for Committees of the RCSU

7.1 General Committee

7.1.1 General Committee will operate as outlined in ICU Bye-Law L.

7.1.2 The President shall convene General Committees once each term and additionally as necessary.

7.1.3 The members of the General Committee shall be:

- i President
- ii Honorary Secretary
- iii Honorary Junior Treasurer
- iv Vice President (Operations)
- v Vice President (Activities)
- vi Vice President (Education)
- vii Vice President (Welfare and Wellbeing)
- viii Vice President (Clubs and Societies)
- ix Broadsheet Editor
- x Deputy Broadsheet Editor
- xi Science Challenge Chair
- xii Deputy Science Challenge Chair
- xiii Sponsorship Officer
- xiv Alumni Officer (Theta Bearer)
- xv Webmaster
- xvi The RAG Champion/Officer
- xvii Publicity Officer
- xviii Events Officer
- xix Wellbeing Activities Officer
- xx Sports Officer
- xxi The ICU Officer Trustees as ex officio non-voting members.

7.2 Executive Committee

- 7.2.1 The Executive Committee shall be responsible for the general management of the RCSU and prescribing Union policy, subject to any direction of General Committee.
- 7.2.2 The Executive Committee is responsible for the annual budget.
- 7.2.3 The President shall convene the Executive at least monthly during term time.
- 7.2.4 The members of the Executive shall be:
 - i President
 - ii Honorary Secretary
 - iii Honorary Junior Treasurer
 - iv Vice President (Operations)
 - v Vice President (Activities)
 - vi Vice President (Education)
 - vii Vice President (Welfare and Wellbeing)
 - viii Vice President (Clubs and Societies)

7.3 Clubs and Activities Committee

- 7.3.1 The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies of the RCSU.
- 7.3.2 The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.
- 7.3.3 The Clubs and Activities Committee shall report to the General Committee.
- 7.3.4 The Clubs and Activities Committee shall meet monthly during term time, and additionally as needed.
- 7.3.5 The members of the Clubs and Activities Committee shall be:
 - i The Vice President (Clubs and Societies), as chair
 - ii The President,
 - iii The Honorary Junior Treasurer
 - iv The Chair and Treasurer of each Club or Society
 - v The Honorary Secretary as the permanent observer and Clerk to the Committee
- 7.3.6 Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.
- 7.3.7 The committee should prepare yearly budgets for Clubs and Societies, to be accepted by the President, the Honorary Junior Treasurer, and the ICU Deputy President (Finance and Services).

7.4 Entertainments Board

- 7.4.1 The Entertainments Board is responsible for organising all Union events, as decided by the Vice-President (Activities), as a sub-committee of the General Committee.
- 7.4.2 The Board shall be a way for the Vice-President (Activities) to ensure that the members are conducting their roles accordingly. It shall also serve as a way for the Vice-President (Activities) to ensure that different roles can share best practice if required.
- 7.4.3 The termly budget for the Board shall be determined by the first Executive Committee at the start of the term. This budget shall be reviewed by the Executive Committee upon each meeting.
- 7.4.4 The members of the Entertainments Board shall be:
 - i The Vice-President (Activities), as chair
 - ii The President
 - iii The Honorary Junior Treasurer
 - iv The Events Officer

- v The Publicity Officer
- vi The RAG Champion
- vii The Sports Officer
- viii The Ordinary Members as an optional addition.
- ix The Honorary Secretary as the Clerk to the Board.

7.4.5 The committee retains the right to appoint up to two Ordinary Members to the Entertainments Board. An advertisement via email will be sent out for the position of Ordinary Members who shall be elected to the Committee by the Executive Committee upon approval of the General Committee.

7.4.6 The committee shall convene as frequently as necessary, upon the request of the Vice-President (Activities) or the Events Officer(s).

7.4.7 The committee should prepare budgets for all events related to the board's officer roles; to be accepted by the President, the Honorary Junior Treasurer and the ICU Deputy President (Finance and Services).

7.5 Academic Affairs Board

7.5.1 The Academic Affairs Committee is responsible to the General Committee as a forum for discussing the issues of the RCSU relating to Academic Representation.

7.5.2 The committee shall be chaired by the Vice President (Education). The Vice President (Welfare and Wellbeing) may attend to communicate the deliberations of the Wellbeing Affairs Committee.

7.5.3 The committee shall discuss recent meetings of ICU Union Council, Faculty of Natural Sciences Teaching Committee, ICU Education and Representation Board, and Departmental and Faculty Student-Staff Committee Meetings. It shall also serve as the forum to discuss and share best practice across the Departmental Academic Representation teams.

7.5.4 The members of the Academic Affairs Committee shall be:

- i The Vice President (Education), as chair
- ii The President
- iii The Honorary Secretary as the Clerk to the Committee,
- iv The Academic Departmental Representatives
- v The Vice President (Welfare and Wellbeing), as a non-voting permanent observer.
- vi The ICU Deputy-President (Education), as an ex-officio non-voting member

7.6 Wellbeing Affairs Board

7.6.1 The Wellbeing Affairs Committee is responsible to the General Committee as a forum for discussing the issues of the RCSU relating to Wellbeing representation.

7.6.2 The committee shall be chaired by the Vice President (Welfare and Wellbeing). The Vice President (Education) may be in attendance to communicate the deliberations of the Academic Affairs Committee.

7.6.3 The committee shall discuss recent meetings of ICU Union Council, ICU Communities and Welfare Board and Student-Staff Committee Meetings. It shall also serve as the forum to discuss and share best practice across the Departmental Wellbeing Representation teams.

7.6.4 The members of the Wellbeing Affairs Committee shall be:

- i The Vice President (Welfare and Wellbeing)
- ii The President
- iii The Honorary Secretary as the Clerk to the Committee,
- iv The Wellbeing Departmental Representatives
- v The Wellbeing Events Officer
- vi The Vice President (Education) as a non-voting permanent observer.

- vii The ICU Deputy-President (Welfare) as an ex-officio non-voting member

7.7 Operations Board

- 7.7.1 The Operations Board is responsible to the Executive Committee.
- 7.7.2 The Board shall be a way for the Vice-President (Operations) to ensure that the members are conducting their roles accordingly. It shall also serve as a way for the Vice-President (Operations) to ensure that different roles can share best practice if required.
- 7.7.3 The members of the Operations Board will be:
 - i The Vice-President (Operations), as chair
 - ii The President
 - iii The Honorary Junior Treasurer
 - iv Broadsheet Editor
 - v Deputy Broadsheet Editor
 - vi Webmaster
 - vii Publicity Officer
 - viii Science Challenge Chair
 - ix Sponsorship Officer
 - x Alumni Officer (Theta Bearer)
 - xi The Honorary Secretary as the Clerk to the Board.
- 7.7.4 The board shall be convened upon the request of the Vice President (Operations).
- 7.7.5 The committee should prepare budgets for all events related to the board's officer roles; to be accepted by the President, the Honorary Junior Treasurer and the ICU Deputy President (Finance and Services).

7.8 Colours Committee

- 7.8.1 The Colours Committee is convened by the President to discuss persons nominated for RCSU Awards, which will be called Colours.
- 7.8.2 The members of the Colours Committee shall be:
 - i the President,
 - ii the Vice-Presidents of the RCSU
 - iii the Honorary Secretary,
 - iv the Honorary Junior Treasurer
 - v Four Ordinary Members nominated by the following committees from within their memberships:
 - a One member from the Clubs and Activities Committee
 - b One member of the General Committee,
 - c One member from the Academic Affairs Committee
 - d One member from the Wellbeing Affairs Committee
- 7.8.3 The Committee shall select winners of the following Awards: Half-Colours, Full-Colours, Wellbeing Representative of the Year, Academic Representative of the Year, Wellbeing Representation Team of the Year, Academic Representation Team of the Year, Departmental Society of the Year.

7.9 Departmental Society Committees

- 7.9.1 There is a Departmental Society for each department or course
- 7.9.2 Each Departmental Society shall be responsible for organising activities in furtherance of the academic, welfare and social interests of the students of the department or course.
- 7.9.3 Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.

7.9.4 Each committee shall, as a minimum, consist of the following officers:

- i Chair
- ii Treasurer
- iii Secretary
- iv The Academic and Wellbeing Departmental Representatives as ipso facto members,
- v The President as an ex-officio member
- vi The Vice-Presidents as ex-officio non-voting members

7.9.5 Committees may co-opt additional members

7.9.6 Committee may decide to make additional posts available for election for the following year.

7.9.7 All Full Members may stand for election to and vote for the committee members for their department and/or course in the ICU Elections outlined in Bye-Law J.

7.9.8 The Chair shall be responsible for promoting Union activities within their department or course.

7.9.9 The Chair shall be responsible to the RCSU President through the Vice President (Clubs and Societies) for the finances of the committee and any health and safety issues of its activities.

7.9.10 Each committee will report their activities to the Clubs and Activities Committee.

8 Meeting Conduct

8.1 All open meetings of the RCSU shall be open to all members of Union. All those present at the meeting may speak at the discretion of the Chair

8.2 Minutes must be kept and published online for closed meetings of the General and Executive Committees.

8.3 Each member shall hold a maximum of one vote, regardless of the number of positions they hold.

8.4 Persons jointly holding a position shall hold one vote between them.

8.5 Motions shall be passed by simple majority unless specified otherwise.

8.6 In the event of a tied vote in a committee, the chair shall reserve the deciding vote.

8.7 Any member of the committee present may challenge quorum, which shall stand at 50% of the committee's membership, unless otherwise specified. In the event of a successful challenge the Chair shall close the meeting, and all business completed before the challenge shall stand.

9 Policy

9.1 Policy can be established by any committee of the RCSU, but it must be ratified by the General Committee.

9.2 Policy shall lapse after three years unless presented for re-approval.

9.3 Policy shall be kept by the President and Honorary Secretary and be freely available to any member of the RCSU.

10 Interpretation

10.1 This standing order is bound by the Constitution and Bye-Laws of ICU.

10.2 This standing order binds the RCSU in its entirety including the Clubs and Societies.

- 10.3 This standing order overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.
- 10.4 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. Precedent shall provide a basis for future interpretations.
- 10.5 Where an interpretation involves the Constitution of ICU, and the matter is not resolved, it shall be referred to the ICU President.

11 Amendments

- 11.1 Alterations to the Constitution shall be proposed by a two-thirds majority of the General Committee at a physical or online meeting. The ICU Union Council shall approve any amendments, brought forward as a standing order, which shall then be as valid as this Constitution.

12 Revocation

- 12.1 This Constitution shall be binding on all parts of the RCSU from February 2023. This Constitution shall supersede all previous constitutions.