

Hello,

We hope you're settling in back to College, and enjoying the first few weeks of term. There's a lot of important information in this update so don't miss out.

1. Annual budgeting deadline
2. Constitution Changes
3. Student Experience Survey
4. Waste Amnesty
5. Inventory of Equipment.
6. Room bookings
7. Humanities @ 70

1. Annual Budgeting

A reminder that the deadline to submit your budget to your management group is **January 20th at 13:00**. This can all be accessed via eActivities. Please remember to hit save as you go, and mark as complete before the deadline.

We are also aware that a few CSPs have requested an update to their email passwords, and we are currently getting them reset so that you can access your budgets, please let us know if you need access.

2. Constitutional Changes

A reminder!

Our Systems Team have been doing a lot of work to automate the process and we are delighted to be able to announce a new process for updating your committee positions online through eActivities. This is important because the updates you make through eActivities will define what positions there will be elected in the upcoming elections. Please see below the process for changing your constitution to reflect the positions that you want to include on the ballot.

- Have an AGM and have a society wide vote on what positions you wish to add, remove or edit.
- Update and submit your positions on eActivities. To do this go to eActivities> Administration> Clubs, Societies & Projects> Documentation, pink tab Constitution & Committee, and complete a Committee Structure Change Request. Your Management Group will then authorise or reject these changes through eActivities. (MG's you'll get separate instructions on how to do this)
- [These must be completed and approved by Sunday 26th of January at midnight.](#)

We will put more information on the training hub of how to do this in the next few days.

(Note that the changes you make won't yet be reflected in the constitution documents generated by eActivities as we've not yet made the relevant changes to the existing Constitutions functionality. Similarly, the functionality relating to positions and Job Descriptions in the Constitution tab has also been retained for now. We'll be making further changes to these parts of eActivities to address these issues.)

3. Student Experience Survey

The Student Experience Survey is your opportunity to feedback on a range of College Services and the Imperial College Union. It seeks to understand student's opinions on life at Imperial. It's important to feedback to the College so we can improve your experience, to do so, please go [here](#).

4. Waste Amnesty

We are putting on the first Waste Amnesty of the year. This is your opportunity to throw out your rubbish that you no longer need. This can be anything your society needs to get rid of, but please check beforehand if you are planning to get rid of hazardous materials.

The waste amnesty will take place on Thursday 6th of February from 9am-4pm in the Union Dinning Hall. Simply bring your waste here at this time and the Union will throw it out for you.

5. Inventory of Equipment

The Union is looking to do a holistic view of the storage needs for every society, and to do this we need a complete inventory list from each society. Over the next 3- 6 months we will be looking at how the storage is working (or not working) in the Union and College. We need to know an up to date list of all your equipment. Please ensure that over the next 3 months, you update your inventory list on eActivities. This will be beneficial to your society, as we will be able to know what storage space every society needs and look at how we supply that.

6. Room Bookings

We are working through the backlog of room bookings on the eActivities and will hopefully be through them in the next week or so. We have several members of staff in the College working our way through them but also delighted to announce we have employed a temporary member of staff to help with room bookings and minibus bookings. I would like you to introduce you to [Lauren Estanislaio-Salac](#) who will be with us for a short while to support the team through minibus and room bookings.

Our system does not work in a chronological order, and only works on a first come first serve basis. This means that we don't know where your place in the queue is. However, if your event is for today or tomorrow and you have not heard back from us, please contact Lauren and she will be able to help. If the booking is not within this period, we must ask you to wait in the Epix system on eActivities as per normal. **We are only able to process bookings this way if it is for that day or the next day, please do not email Lauren if your event falls out with this timeframe.**

7. Humanities @ 70

And finally, a message from the College. In early 2020, Imperial will be putting on a Humanities@70 Exhibition, as well as several events. We want to draw attention to all the fascinating events taking place within Humanities at Imperial currently and those that have taken place over the last 70 years. We're keen for student societies to contribute their ideas and work to the project – whether it's related to how one or more of the Humanities has helped their studies, captured their imagination or assisted with science communication. If you would like to contribute, please do contact Emily Govan, Project Manager for Humanities@70 to find out more.

That's it from another Activities Update. As always, if you have any questions about the above information or anything else then please get in touch.

Student Activities Team

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We currently operate in a nut and coconut free environment. We kindly ask all students, visitors and clients to refrain from bringing coconut products or nuts onto the premises.

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