



Executive Committee

17<sup>th</sup> July 2012

# ICSMSU CONSTITUTION

**PASSED AT THE ICSMSU EXECUTIVE XX AND AT THE ICU EXECUTIVE XX**

## 1. Name

The name of the Faculty 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"

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.

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 Faculty 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, 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 Faculty 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 Faculty 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.<sup>[SCR1]</sup><sup>[ST2]</sup>

## 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 or the ~~club's or society's committee~~[CSMSU Clubs and Societies Management Group](#), as appropriate.

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.

5.3 The Union shall not affiliate to any organisation running profit making courses, unless profit is given as a charitable donation. The courses may be advertised via the website for student information.

## 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 Regulation 2.

6.4 The Union shall provide for the censure and dismissal of Officers of the Union under Regulations stipulated in the ICU Constitution.

6.5 Officers of the Union and any other position in the Union shall hold a period of office from August 1<sup>st</sup> in the year in which they are appointed until July 31<sup>st</sup> the following year. 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 1 month of handover with both predecessor and successor.

## 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 officials, clubs and societies to account, and exercise any other authority given to it by regulations or policy.

7.4 Ordinary General Meetings shall;

7.4.1 Be held once per term-year and additionally as necessary with at least ten college days notice,<sup>[m3]</sup>

7.4.2 Receive reports from the President and other officers and committees that it requires,

7.4.3 Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, and

7.4.4 Discuss and rule on any matter.

7.5 Emergency General Meetings shall:

7.5.1 Be convened upon request of:

- a) The President
- b) The Executive
- c) General Meeting
- d) Fifty Full Members of the Union, or
- e) A candidate or Officer appealing against disqualification or dismissal, as prescribed in regulations or policy,

7.5.2 Shall be held between two and five college days of being called,

7.5.3 Discuss only those matters that it was called to debate

7.5.4 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 General Meeting

8.2 The Executive Committee shall be convened and chaired by the President or his or her nominee at least every three weeks during term time. Composition shall be the ~~sixteen~~<sup>fifteen</sup> Officers elected from the undergraduate students of the entire Faculty with quorum of eight members.

8.3 The Bar Managers, Gazette Editor, GradMed Chair and BioMed Soc Chair will be invited to exec meetings as ex-officio non-voting members.

8.4 ICU President holds an ex-officio voting position on the Union Executive Committee

~~8.53~~ An emergency meeting of the Committee can be called by

- a) The President,
- b) Three of its members
- c) General Meetings, or
- d) ~~Twenty-Ten~~ Full Members of the Union<sup>[RSC4]</sup>

~~8.64~~ The Executive Committee shall meet once per year for reviewing the constitution and other rules governing the Union

~~8.75~~ The President may act on behalf of the Executive Committee, provided that these actions are reported at its next meeting.

~~8.86~~ The Executive Committee may act on behalf of a General meeting in matters of urgency, provided that these actions are reported to and reviewed by the General Meeting at its next meeting.

## 9. Committees of the Union

9.1 The standing committees of the Union shall be

- a) RAG Committee

- b) Summer Ball Committee
- c) Shrove Tuesday Final Year Dinner Committee
- d) ~~Reynolds~~Reynolds-Bar Steering Committee
- ~~e) Clubs and Societies Committee~~
- e)Clubs and Societies Management Group

- fe) Colours Committee
- gf) Halfway Dinner Committee
- ~~h) Entertainments Committee~~
- hg) ICSM Alumni Committee<sup>[ST5]</sup>
- ~~j) Education Committee~~
- h)Clubs and Societies Management Group

9.2 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.

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

9.4 Standing Orders for the committees are prescribed in Regulation 3.

## 10. Clubs and Societies of the Union

10.1 The Union shall establish clubs and societies in advancing its Aims and Objects.

10.2 Clubs and Societies shall be managed by their committees under their constitutions, which shall not contradict this constitution or its Regulations of Policy.

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

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

10.5 A new club or society may be started by submission in writing by twenty Full Members of the Union stating its Aims and Objects of the new club or society. The new club or society shall be formed by the approval of its aims and objectives by the New Clubs Committee of ICU<sup>[ST6]</sup>. ~~constitution by majority vote of the Clubs and Societies Committee. The Executive Committee and then the New Clubs Committee of ICU must ratify this.~~

## 11. The Financial Responsibility of the Union.

11.1 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.

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

11.3 There shall be at least one Honorary Senior Treasurer of the Union who shall oversee the financial management of the Union on behalf of the college, and shall bring any possible anomalies or discrepancies in financial management of the Union to the attention of the President.<sup>[m7]</sup>

11.4 The Honorary Senior Treasurer shall be appointed from the academic staff of the Faculty of Medicine by the Imperial College Union Council on the joint nomination of the Principal of the Faculty of Medicine and the President of the Union.

11.5 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 the Student Activities Committee of ICU.

## **12. 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 and societies.

13.1.3 Amendments to this constitution shall be proposed by Executive Committee at two successive meetings between three and five weeks apart. General Meeting may request that it approves any proposal. The Principal of the Faculty of Medicine shall approve any amendments, which shall be as valid as this constitution.

13.1.4 This constitution overrules Union regulations, which overrule Union policy, which overrules clubs and society constitutions and any other committee or individual.

### **13.2 Policy**

13.2.1 Policy is established by the Executive Committee subject to direction given by General Meeting.

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:

Professor ~~Stephen Smith~~ Mr Antony Newman Taylor

Date

Principal of the Faculty of Medicine  
Imperial College London

~~Mr Mark Chamberlain~~ Miss Suzie Rayner

Date

ICSM Students' Union President 20011-12~~8-9~~

### **Regulation 1 Officers of the Union**

#### **A. Officers of the Union**

1. The Officers of the Union Shall be:
  - President
  - Deputy President
  - Sites & Services Officer
  - Alumni & Careers Officer
  - Communications Officer
  - Secretary
  - Treasurer
  - Academic Officer (Years 1, 2 & Graduate Entry)
  - Academic Officer (Year 4, Biomedical and Pharmacology)
  - Academic Officer (Years 3, 5 & 6)
  - Welfare Officer
  - Clubs & Societies Officer
  - RAG Chair
  - Summer Ball Chair
  - Entertainments Chair
  - Social Secretaries (2 Officers)

#### **B. General Provisions**

1. The Officers of the Union have a collective responsibility as trustees of the Union to execute their office according to the Aims and Objects of the Union

2. An Officer of the Union may resign in writing to the President. The President of the Union may resign in writing to the President of Imperial College Union and the Principal of the Faculty of Medicine
3. The President is responsible for the co-coordinating the work of the Officers of the Union, and in the event of a vacancy or an Officer of the Union being unable to fulfill his or her duties, the President may delegate the powers and responsibilities of that Officer
4. No Person may hold more than one Officer of the Union post
5. The President, Treasurer and Clubs & Societies Officer may not be the principle officer of a club or society
6. No Officer of the Union may co-opt their position

### C. Job Descriptions of Officers of the Union

#### President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for managing the Students' Union Officers and supervising the day to day activity of the Union
- Oversees the running of the Reynolds Bar, including management of staff with the Bar Managers.
- Represents the views and interests of ICSM students (on education, welfare, extracurricular activities and post-qualification issues) to the College, the Medical School, ICU, prospective students and schools, and external bodies such as the GMC, BMA and funding bodies
- Chairs the School of Medicine Staff Student Liaison Group ~~meetings~~, meetings, the ICSMSU Executive meetings and the BMA ISC meetings
- Shall be responsible for the organisation of the Final year Photo and Affirmation Ceremony
- An advocate for students in times of College academic or disciplinary disputes
- Responsible for overseeing the ICU Disciplinary policy relating to any Faculty of Medicine student as delegated by the ICU President
- A point of contact for students with pastoral and welfare concerns
- Responsible for coordinating the School of Medicine Open Days and interviews in coordination with the FEQUMO
- Responsible for the election of ICSMSU Executive Officers
- Actively updates the ICSMSU website in conjunction with all other officers
- Financially responsible for ICSMSU along with the Treasurer
- Accountable to ICU Council, the Imperial College NHS Trust Charitable Trustees, the Faculty of Medicine and the electorate for all activities of ICSMSU
- The ultimate representative of ICSMSU and responsible for all its actions

#### Deputy President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports to the ICSMSU President and takes on delegated presidential duties where appropriate
- Deputises for the President in his/her absence
- Supports and assists the President
- Aids with other officers' roles where necessary
- Works with the officers to develop their roles
- Responsible for the fortnightly production of the ICSM Newsletter
- Responsible for the running of the ICSMSU shops and supply of merchandise
- Line manager of merchandise shop staff



- Monitors the ICSM Students' Union Constitution
- Continually updates the ICSMSU website
- Works with the officers to develop their roles
- Works with the School of Medicine Student Experience Vertical Theme Head to help develop all aspects of the student experience
- Responsible for coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 5 year strategy and Union development

#### **Alumni & Careers Officer**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Promote the cause of the ICSM Alumni to final year students and develop ways of involving postgraduates<sup>[m8]</sup>
- Liaise and work with the FEOUMO Alumni Administrator to the benefit of the members
- Be an advocate of the ICSM Alumni and work with the ICSMSU President and honorary ICSM Alumni President in developing it and furthering its aims
- Chairs meetings of the ICSM Alumni Executive
- Maintains the ICSM Alumni website and updates relevant parts of the ICSMSU website
- Responsible for informing students on the job application process and career opportunities, including editing the ICSM Careers guide
- To liaise with the President, Academic Officers, Faculty and external bodies regarding medical careers
- Co-ordinates regular events for students and alumni on relevant and beneficial topics, including the Mansfield Lecture Series
- Chair the Medical Careers Society Meetings and co-ordinate activities of sub committees<sup>[m9]</sup>

#### **Sites & Services Officer**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for bookings of all ICSMSU space
- Representation of the interests of students at all teaching sites
- Should inspect all facilities both clinical and non-clinical, for example, common rooms, bike racks and computer facilities
- To monitor and maintain all Union facilities, including offices, common-rooms, storage, shops, student spaces and the Reynolds Bar
- To liaise with Academic and Welfare Officers regarding sites issues so as they can best represent students at appropriate meetings
- Liaise with the Academic Officer (Years 3, 5 &6) regarding future development of teaching and services at clinical sites
- Line manager of the Reynolds Bar managers and staff, and the merchandise shop staff
- Liaise with the Reynolds Bar Managers to ensure all facilities are working to ensure successful events
- Responsible for the running of the ICSMSU shops and supply of merchandise
- Chair of the Reynolds Bar Steering Group meetings and the Charing Cross Residents meetings

#### **Communications Officer**

- First and foremost an officer of the union

- Represents the interests of all ICSMSU students
- To keep the website events (inclusive of the News page, Calendar and Courses and Opportunities pages) up to date at least weekly.
- Work with the relevant ICSMSU exec officers to maintain and advance each section of the website
- Work with the ICSMSU Treasurer to facilitate sponsorship opportunities using the website
- Work with the ICSMSU Clubs and Societies officer to ensure clubs and societies update their pages at least once a year
- Work with the ICSMSU Academic Officers to compile a calendar of events run by the educational societies
- Work with the ICSMSU Secretary Responsible for the ~~to update of~~ the ICSMSU website and the development of the Freshers' Handbook
- Work with the ICSMSU Deputy President to enhance and update the online presence of the ICSMSU shop
- Work closely with the ICSMSU Exec, Bar Managers and Clubs and Societies to provide publicity opportunities for events
- Responsible for the update of ICSMSU's social networking pages (e.g. twitter, facebook)
- Responsible for updating the South Kensington and Charing Cross plasma screens
- Ultimately responsible for altering any website coding and source language that is required

### Secretary

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Carries out the secretarial affairs of the ICSMSU Executive, ~~ICSMSU Clubs & Societies Management Group~~ Executive and the Reynolds Bar Steering Group
- Responsible for administrative affairs within the ICSMSU Executive, including but not exclusive to duty rotas and ICSMSU Executive meeting room bookings
- Responsible for all Union publications, archive records and documentation.
- ~~Responsible~~ Assist the ICSMSU Communications Officer with for the co-ordination and production of the Freshers Handbook with the ICSMSU Communications Officer
- ~~Responsible for bookings of all ICSMSU space~~
- Ultimate responsibility for the publicity of events organised by the Students' Union via posters, website, newsletter, emails, plasma screen ETC
- Continually updating and monitoring of the Union calendar website
- ~~Work closely with the Entertainment Chair and Social Secretaries with regard to social activities within ICSMSU, including but not exclusively Freshers' Fortnight, bops, and Balls etc~~
- ~~Liaise with clubs and societies, the Entertainments team and the bar managers regarding publicity opportunities for events~~
- Responsible for production of the term planner by liaising with ~~social and~~ club and societies officers and ICSMSU Exec
- Responsible for the production of the ICSM Clubs and Societies Newsletter

### Treasurer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Overall financial responsibility for all clubs and societies within ICSMSU as well as for the Executive

- Ensuring all club and society officers have had appropriate training in Union finances so as to ensure they are able to run smoothly
- Ensuring all events and tours for clubs, societies and the SU have been appropriately budgeted and authorised, giving assistance and advice on these matters
- Ensuring all clubs and societies annual budgets are submitted on time and meet guidelines
- Allocation of club and soc budgets for the following year with the clubs and societies officer
- ~~Financial responsibility, along with the President, for ICSMSU~~
- Reportable to the ICU Deputy President (Finance & Services)

### Welfare Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Represents students' welfare needs to the Faculty and to ICU at ICU Council, Representation and Welfare Board, Student Welfare Committee and Staff-Student Liaison Groups
- Act upon relevant welfare issues from the above meetings and feedback all outcomes to the student body, thus ensuring they are always well informed
- Is an independent listener and advocate for students who need advice and support
- Liaise with the Faculty Senior Tutors regarding student welfare, Criminal Records Bureau and Fitness to Practice information
- Liaise with the ICU Deputy President (Welfare) regarding welfare campaigns
- ~~Organises and monitors the medical school 'mums and dads' system for the incoming freshers, both medic and biomed, including the 'mums and dads' party with the help of the Ents team.~~
- ~~Organises and monitors the medical school 'mums and dads' system for the incoming freshers, including the 'mums and dads' party.~~
- Works with GradMed Society to ensure Graduate Entry and Direct Entry Student 'mums and dads scheme' is organised.
- Works with the Academic Officers to organise activities to encourage integration of 3rd year Oxbridge students as well as Graduate Entry Students
- Maintain and update the Welfare section of the ICSMSU website
- Liaise with the Academic Officers and Sites & Services Officer to ensure that any overlapping problems are dealt with accordingly
- Reportable to the ~~ICSM President and~~ ICU Deputy President (Welfare)

### Academic Officer (Years 1, 2 and Graduate Entry)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- ~~Be able to represent students in matters relating to all aspects of education of the relevant years of study~~
- ~~To represent post graduate students on both the six year and Graduate Entry courses~~
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB and the School of Medicine
- Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed
- Organise student representatives to lead tours of the medical school on interview and open days

- Organise the recruitment and election of the Education Year Reps ~~and DepSoc committees~~ for years 1, 2 and GEP
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year 1, 2 and GE representatives meetings
- 
- Be an advocate of SOLE and help develop ways to increase participation
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

#### **Academic Officer (4, BMS & Pharmacology)**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant courses
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- To represent the needs of students in Year 4 and on the Biomedical Sciences and Pharmacology courses
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB, Humanities Committee and the School of Medicine Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
- Organise the recruitment and election of Education Year Reps ~~and DepSoc committees~~ for the 4 courses which they are representing
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year 4 representatives meetings
- 
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website
- Organise buddy scheme for intercalating students.
- Reportable to the ICU Deputy President (Education)

#### **Academic Officer (Years 3, 5 & 6)**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study
- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council RWB and the School of Medicine
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.

- Organise student representatives for the interview panels for the Medical School
- Organise the recruitment and election of the Education Year Reps for years 3, 5 & 6
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year 3, 5 and 6 representatives meetings
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website, including advice on courses and resources available for revision
- Maintain close links with the Medical Education Society/educational societies to ensure that communication between students, staff and clinicians is effective. Also help them to promote MedEd events.
- Work with the School of Medicine and the relevant Vertical Theme Head in order to increase awareness of the standards of student professionalism expected
- Reportable to the ICU Deputy President (Education)

### **Clubs & Societies Officer**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Chairs ICSMSU Clubs and Societies Management Group Meetings
- Responsible for the updating of the Clubs and Societies Handbook to be given to all Club and Society Chairs and Treasurers at the start of the academic year
- Responsible for the organisation of Clubs and Societies in all matters e.g. communication of match fixtures, results and problems that arise during the year as well as organisation of club information packs and post
- Responsible for the financial running of ICSMSU Clubs and Societies with the ICSMSU treasurer, including the distribution of contingency funds and allocation of Hammersmith Trust Grants
- Work alongside the Entertainment Chair to Organise the annual Sports Dinner and Sports Day with assistance from ICSMSU Entertainments Chair and Social Secretaries
- ~~Responsible for the updating of the Clubs and Societies Handbook to be given to all Club and Society Chairs and Treasurers at the start of the academic year~~
- Liaise with the Sites & Services officer regarding storage of clubs and societies equipment Works with the alumni officer to increase awareness of clubs and societies to ICSM Alumni
- ~~Chair of the ICSMSU Clubs and Society Executive Committee and~~ Represents clubs and societies wishes to the Students' Union Executive
- Represents ICSMSU on the ICU Clubs & Societies Board
- Represents ICSM at all internal and external committees e.g. BUCS, Sport Imperial and ULU committees
- Maintain the Clubs & Societies section of the ICSMSU website and ensure that the individual club and society pages are updated annually
- Responsible for the production and ~~distribution~~ distribution of the annual Clubs and Society photographs with the previous ICSMSU Clubs and Societies Officer
- Reportable to the ICU Deputy President (Clubs and Societies)

### **Entertainment Chair**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- A point of contact for all things that fall under the category of social within the medical school. ICSMSU Social secretaries report directly to the Entertainments Chair, Committee
- Responsibility for the organisation of a well-planned and financially successful Fresher's fortnight, including the creation of the Fresher's passport and handbook

- Responsible for social integration of Oxbridge, pharmacology, [intercalating students](#), biomedical sciences and graduate entry students in conjunction with the Academic Officers and the Welfare officer
- ~~Liaise with the secretary to help create the term planner.~~
- Planning and execution of a popular and financially successful Freshers' and Christmas Ball with the social team
- Throughout the year, ultimately responsible for the organisation and smooth running of SU Executive organised event, designed to cater for all members of the Union
- Responsible for the allocation process of Friday bops to ICSMSU clubs and societies. This includes impartially summarising all potential applications to the rest of the Union.
- Responsible for informing all necessary staff of event nights in the Reynolds Bar at the start of each term – when not possible, with at least 1 week notice.
- ~~Responsible for the~~ Ensure sufficient publicity for all social events. ~~is in conjunction with the ICSMSU secretary via posters, the ICSM SU website, newsletter and plasma screens~~
- Oversees the social secretaries of the individual clubs and societies regarding any events they wish to hold, in conjunction with the Clubs and Societies Officer. Should hold meetings with club social secretaries during term 1 and 2.
- ~~Responsible to ensure the election of STFYD Chair and Halfway Dinner Chair (subcommittee recommendation with ICSMSU Executive ratification needed) and for organisation of regular progress consultations~~
- ~~Oversees the Summer Ball Chair, STFYD Chair, Halfway Dinner Chair and RAG chair, and should may sit in on the majority of their respective committee meetings.~~
- To work closely with the Sites & Services Officer and Reynolds Bar managers, attend the Bar Steering Group meetings and look for ways to continually drive and promote the Reynolds Bar
- Responsible for delegation of 'on the night' operations at bops and other events, to ensure that clubs and societies are well drilled in the security and stewarding procedures involved in running an event and to liaise with college security regarding license extensions and residents complaints
- Responsible for making sure that all materials necessary for the successful logistical running for an event (stamps, wristbands) are held by the Union

### Social Secretaries (2 posts)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Report directly to the [ICSMSU Entertainment Chair](#)
- Key organisational role in Freshers' Fortnight; SU organised balls, bops, events and after party venues for sports nights
- Responsible for maintaining the social section of the ICSMSU website and the Reynolds bar facebook page to ensure the medical school is aware of upcoming social events
- Initiate new events and develop existing popular events in order to maintain and add to the social calendar of ICSM and the experience of students.
- Liaise with the bar and secretary to help promote events at the bar and be involved in making them run smoothly
- ~~Member of the Entertainments Committee~~

### RAG Chair

- First and foremost an officer of the Union

- Represents the interests of all ICSMSU students
- Reports directly to the [ICSMSU](#) Entertainment Chair
- Responsible for the creation and co-ordination of a RAG committee
- Along with the RAG committee, decide who will be the beneficiary of the year's campaign
- Responsible for the organisation of RAG Dash, RAG Week, the RAG Ball and any other RAG events
- Responsible for electing a Fashion Show Chair ([ICSMSU](#) Executive ratification needed)
- Financially responsible for the RAG society
- ~~Member of the Entertainments Committee~~

#### **Summer Ball Chair**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the [ICSMSU](#) Entertainment Chair
- ~~Responsibility for the co-ordination of a Summer Ball committee, and subsequently~~
- Responsible for the organisation of the Summer Ball, including its venue, food, decoration, entertainment, publicity, sponsorship and acquirement of [speakers](#)<sup>[m10]</sup>
- ~~Member of the Entertainments Committee~~
- ~~Responsible for the creation and co-ordination of a Summer Ball committee~~

## Regulation 2 Election of Officers

### A. General provisions

1. Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
2. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
3. The candidate 'Re-Open Nominations' stands fully nominated for every post.

### B. Eligibility to participate

4. All Full Members of the Union may stand and vote in an election unless otherwise prescribed.
5. No current Officer of the Union may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election.

### C. Nominations and Timetable

6. All elections should be advertised at least a week prior to nominations opening.
- ~~6-7.~~ All elections require nominations to be publicised open for at least a week 10 college days prior to voting in advance, placed on a public notice board for at least a week, with the name, year and signature of the candidate, proposer and seconders.
- ~~7-8.~~ Nomination papers shall include the name and contact details of the returning officer.
- ~~8.~~ Elections for Officers of the Union granting membership of the Council or Executive Committee have additional requirements:
  - ~~a)~~ Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
  - ~~b)~~ Nomination papers should be up for ten College days, and
  - ~~c)~~ Twenty seconders are required with ten seconders normally required for other elections.
9. The election shall be held within ten College days of nomination papers coming down.
10. The Executive may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
11. Elections shall be by secret ballot by and from all full members of the respective Faculty Union.
12. Elections for Chairs and other officers of the Club and Society Committees shall be by and from the membership of the individual club or society.
13. Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.

### D. Campaigning and Publicity

14. The returning officer is responsible for ensuring the election is publicised in advance of nominations.
15. All media or newsletters reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

#### **Candidates' publicity**

16. No candidates' campaign publicity may appear prior to the close of nominations.
17. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.



18. No form of Union or College insignia shall appear on any candidate's publicity material.

19. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes or other voting terminals.

20. All campaign publicity must contain the dates of voting and web link.

21. Facebook rules from the ICU Constitution [SCR11]

#### **E. Hustings**

21. There shall be hustings to which all candidates are invited to speak and answer questions.

22. The returning officer (~~or elections committee if there is one~~) (~~or elections committee if there is one~~) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.

23. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.

#### **F. ~~New Election~~ Re-open Nominations**

24. The returning officer ~~may~~ shall appoint a ~~New Election~~RON campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.

25 In the event of

a) ~~New Election~~RON winning, or

a)       

b)        a decision to re-run the entire election including nominations.

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       Nominations shall be re-opened within ten College days and the election repeated.

26. In the event that ~~New Election~~RON commits an unfair practise it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

#### **G. Supervision of Elections**

27. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.

28. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.

##### **Appointment of Returning Officer**

29. The Returning Officer shall be the President or his/her nominee

##### **Elections Committees**

30. The returning officer shall convene and chair the elections committee, which shall meet during the course of the elections if needs be. The elections committee shall review all progress and decisions of the returning officer each meeting.

31. The elections committee shall consist of the returning officer and two other members of the Union, who are not standing for election

##### **Observers**

32. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.

##### [SCR12] **Delegation**

33. The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.

##### **Restriction of rights**

34. The Returning Officer, any deputies or assistants and members of an elections committee may not vote or participate in any part of the election except in furtherance of their duties.

35. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

#### H. Objections and Unfair Practices

36. Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.

37. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.

##### Unfair practises

38. It is an unfair practise to

- a) Infringe the Union Constitution, regulations or elections policy,
- b) disobey instructions of the returning officer or elections committee
- c) take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
- d) do permanent damage to any Union or College area as a consequence of a campaign,
- e) make any attempt to influence the impartiality of the returning officer, elections committee or Union staff,
- f) deliberately sabotage any campaign other than one's own,
- g) infringe College rules,
- h) intimidate any participant in the election,
- i) overspend the allotted campaign budget, or not produce suitable receipts,
- j) loiter within ten metres of any ~~ballot box during voting~~ station during voting (e.g. computer rooms), and to
- k) tamper with any ~~ballot box~~ voting station used in the ~~election or~~ submission of electronic votes.

39. An unfair practice may result in action being taken under the Disciplinary Policy of ICU as well as action within the terms of this regulation

##### Enforcement and remedies

40. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.

41. The returning officer (or the elections committee if there is one) shall be able to

- a) ratify the election,
- b) order the election to be re-run,
- c) disqualify a candidate, or
- d) disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision is to be taken before the count commences).

42. The election shall be re-run if the election has been run unconstitutionally. If the breach occurred during ~~the nomination period~~ papers being up, the papers may be placed up ~~nominations may be re-opened again~~ for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after ~~the nomination papers were taken down~~ period.

43. If ballot boxes or submission of electronic votes were tampered with, the returning officer may disregard the ~~entire ballot box, or~~ submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

##### Appeals panel

44. In the event of an objection not being resolved by action of the returning officer or elections committee, the matter shall be referred to an appeals panel.
45. Appeals panel shall meet within five College days of being lodged.
46. In elections, the appeals panel shall be the Executive Committee, with further appeal to ICU Executive and then Council, whose decision is final.
47. The appeals panel or its appellate committee may exercise any rights vested in the returning officer or elections committee and review or amend any of their decisions.

## Regulation 3 Union Committees

### A. ICSMSU RAG Committee

1. Shall oversee the running of the Union's RAG activities for the year in order to raise money for charity.
2. Shall be chaired by the RAG Chair of the Union
3. Shall choose charities for allocation of raised funds
4. The Chair shall select committee members.
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

### B. ICSMSU Summer Ball Committee

1. Shall be responsible of the organisation and implementation of the Summer Ball
- ~~2. Shall ensure the Ball takes place on the evening of finals results issue~~
- ~~2.~~ Shall be chaired by the Summer Ball Chair of the Union
3. The Chair shall select committee members.
- ~~4. Members shall be selected by the chair~~
- ~~5.~~ Shall be delegated appropriate powers and responsibilities from the Union Executive

### C. ICSMSU Shrove Tuesday Final Year Dinner Committee

1. Shall be responsible for the organisation and implementation of all aspects of the Shrove Tuesday Final Year Dinner
2. The chair shall be selected from applications by the incumbent committee with ICSMSU ratification.
3. The Chair shall select committee members.
- ~~3. Members shall be selected by the chair~~
- ~~4. Shall be responsible for the organisation of the Final year Photo~~
- ~~5.~~ Shall be delegated appropriate powers and responsibilities from the Union Executive

### D. Reynolds Bar Steering Group

1. Shall be a forum in which bar management and the Union can discuss pertinent matters
2. Shall be chaired by the President Union Sites and Services Officer or his/her nominee
3. Shall be made up of the President, Vice-President (Sites & Services), Social Secretaries Entertainment Chair and Bar Manager/s
4. May choose to invite relevant staff, be that ICU or College.
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

### E. ICSMSU Clubs and Societies Executive Management Group

1. Shall discuss matters relating to clubs and societies
2. Shall be chaired by the Clubs and Societies Officer of the Union
3. Membership will be the Union Clubs and Societies Officer, Treasurer and President, and eClub or Ssociety chair/President/Captain and their treasurer.
4. Shall meet at least once a term.
- ~~5. Shall act as the arena in which new clubs and societies can be suggested.~~
- ~~6. Shall have the power to close clubs and/or societies.~~
- ~~7.~~ Shall be delegated appropriate powers and responsibilities from the Union Executive

#### F. ICSMSU Colours Committee

1. Shall convene in the summer term at the request of the President
2. Shall sit and consider nominations from the membership of ICSMSU for Union Colours, Outstanding Service Awards, Fellowships and the Roger Bannister Cup.
- ~~2-3.~~ Will make recommendations to the ICSM Alumni Association for candidates for the Alumni Award
- ~~3-4.~~ Shall be made up of at least 4 members of the Executive selected by the President, and the Head of Undergraduate Medicine and 3 staff from the Faculty and FEO.
- ~~4-5.~~ Shall be chaired by the President or his/her nominee

#### G. ICSMSU Halfway Dinner Committee

1. Shall be responsible of the organisation and implementation of the Halfway Dinner
2. Shall be chaired by a student who has completed half of their course.~~student who has completed year 3~~
3. The chair shall be selected from applications by the incumbent committee with ICSMSU ratification.~~The chair shall be chosen by the Union Executive Committee~~
4. The Chair shall select committee members.
- ~~4.~~ ~~Members shall be selected by the chair~~
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

#### H. ICSMSU Entertainments Committee

- ~~1.~~ ~~Shall be responsible of the organisation of all ICSMSU entertainments~~
- ~~2.~~ ~~Shall be chaired by the ICSMSU Entertainments Chair~~
- ~~3.~~ ~~Members shall include the Union and Clubs and Society Social Secretaries, and Chairs of other relevant Union committees~~
- ~~4.~~ ~~Shall be delegated appropriate powers and responsibilities from the Union Executive~~

[SCR13]

#### H. ICSM Alumni Association Committee

1. Shall be responsible of the running of the ICSM Alumni Association
2. Shall be chaired by the ICSMSU Alumni & Careers Officer
3. Shall be governed by its own constitution, as long as it does not contravene this parent constitution

#### I. ICSMSU Education Committee

- ~~1.~~ ~~Shall be responsible of the representing the Educational interests of the student body~~
- ~~2.~~ ~~Shall be chaired by the ICSMSU Academic Officer (3,5 & 6)~~
- ~~3.~~ ~~Shall be delegated appropriate powers and responsibilities from the Union Executive~~

[SCR14]