

MINUTES OF THE PROCEEDINGS
of the second ordinary meeting of the
Trustee Board
of the Imperial College Union
in the 2012-2013 Session

The meeting of the Trustee Board was held in meeting room 6 in the
Union Building on Thursday 8 November 2012 at 6.30pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Paul Beaumont (PB)
Council Chair	Michael Foster (MF)
Student Trustee	Nathaniel Bottrell (NB)
Student Trustee	Lejon Chua (LC)
Student Trustee	Hitesh Hassani (HH)
Lay Trustee	Simon Maddison (SM)
Student Trustee	Nicolas Massie (NM)
Lay Trustee	George Palos (GP)
Lay Trustee	Janet Rogan (JR)

Permanent Observers

Deputy President (Clubs and Societies)	Henry Whittaker (HW)
Deputy President (Education)	Doug Hunt (DH)
Deputy President (Finance & Services)	Stefan Nubert (SN)
Deputy President (Welfare)	Becky Lane (BL)
Managing Director	Joe Cooper (JC)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

In Attendance: Jamie Henry Deputy Court Chair

Apologies: Court Chair Stephen Brown (SB), ICU Honorary Senior Treasurer Colin Kerr (CK), Head of Finance Malcolm Martin (MM)

1. CHAIRS BUSINESS

NOTED:

- a) Thanks were given to those members of the Board who attended the last meeting of Council.
 - i. MF was congratulated on his exceptional chairing skills during the meeting.
- b) An away day will be organised for April for the Board members.
 - i. By this time, elections would have taken place and the sabbatical and student trustee positions for 2013-14 will be filled.
 - ii. The Governance & Administration Coordinator will send a possible dates to the Board.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 27 September 2012

RESOLVED:

- 1) To accept the minutes as a true record of the last meeting.

3. MATTERS ARISING – none

4. FINANCE AND RISK COMMITTEE MINUTES – 17 OCTOBER 2012

RECEIVED: The minutes were presented by JR

NOTED:

- a) Auditors have expressed concern in the past over the Unions ability to operate but after last year, where there have been an extremely positive turn around, they are less concerned but this positive trend needs to continue.
- b) The CAPEX plan is the Union's long term capital expenditure budget for things such as investing in premises.
 - i. The CAPEX plans needs to balance expenditure with liabilities.
 - ii. Potentially the Union will be receiving a 5 year subvention block funding which will ties in to the CAPEX and strategic planning.

RESOLVED:

- 1) **To accept the minutes of the Finance and Risk Committee.**

5. PRESIDENTS REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) The Board moved to a vote to accept the presented report and it was passed unanimously.

RESOLVED:

- 1) **To accept the presented report.**

6. MANAGING DIRECTORS REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) October is a difficult month financially as revenues are disproportionate to the rest of the year due to Welcome Week.
 - i. The draft accounts for month 3 will be ready next week.
 - ii. It was suggested that a report of trends presented to the Finance and Risk Committee (FRC) would be useful so that the variations on trends can be observed.
 - iii. JC reported that weekly figures are now being produced which gives oversight to the managers are able to react quickly when needed. It was mentioned that seome areas are volatile, such as conferences which are skewed by events that are not budgeted for, such as a large conference.
 - iv. JC and JR to discuss what is required of the FRC to analyse trends.

ACTION:

1. **JC and JR to discuss what information is required to report to the Finance and Risk Committee so that trends can be captured and analysed by the committee.**
- b) It was questioned if there are profit targets that the Union is working towards.
 - i. Ultimately this is the Board's decision and the 'reserves' discussion will be taking place at Finance and Risk Committee.
 - ii. Once registered as a Charity, a clear Reserves Policy will be required which will demonstrate a balance of financial security and spending against the Union's charitable objectives.
- c) The Board moved to a vote to accept the presented report and it was passed unanimously.

RESOLVED:

- 1) **To accept the presented report.**

7. COUNCIL CHAIR REPORT

RECEIVED: An oral report was given by MF

NOTED:

- a) The Board moved to a vote to accept the report and it was passed unanimously.

RESOLVED:

- 1) **To accept the report.**

8. COURT CHAIR REPORT

RECEIVED: An oral report was given by Jaimie Henry

NOTED:

- a) There has been one disciplinary case which was referred back to the President for summary punishment.
- b) The Board moved to a vote to accept the report and it was passed unanimously.

RESOLVED:

- 1) **To accept the report.**

9. MANAGEMENT LETTER AND ANNUAL REPORT

RECEIVED: The documents were presented by JR and JC

NOTED:

- a) This is the Trustee Board's formal response to the auditors on last years account.
 - i. JH will sign the letter on behalf of the Board.
- b) The Board moved to a vote to pass the Management Letter and Annual Report and it was passed unanimously.

RESOLVED:

- 1) **To pass the Management Letter and Annual Report and Accounts.**

10. CONSTITUTIONAL CHANGE

RECEIVED: The paper was presented by PB & JC

NOTED:

- a) The presented documents were passed unanimously by Union Council.
- b) If College Council passes the documents, there needs to be an implementation plan.
 - i. JH suggested that there is review in a year and an 'issues' log should be kept as and when a 'snag' is discovered. Let it run and see how it works rather than try to fix issues 'adhoc'.
 - ii. The transition period needs to be planned and changes will be staggered.
 - iii. By law, the Constitution ~~and bye laws~~ needs to be reviewed every five years.
- c) PB stated that the presented documents are a product of a great deal of consultation.
 - i. RC informed the Board that in her opinion, the consultation that took place in the 2007 review was at the same level as this time around.
 - ii. It was suggested that the consultation process and outcomes be published.
- d) In regards to the suggestion from Court that the NUS template is not right for the Union due to its legal position with College, PB stated that he had meet with the College legal team and other various College staff members and they are in agreement that it is fit for purpose.

- i. College Management Board is endorsing the documents to College Council which is extremely positive.
- e) The case studies presented were extremely useful to the Board and in regards to the 2011 Summer Ball, the budget was passed in April where expenditure had already been committed and it was too late for the Board to react to.
- f) A complaint against the President would be received and considered by the Governance Committee.
 - i. NB requested that a section be added which outlines clearly how to make a complaint against the President. PB stated he will add a section in the Bye Laws under 'complaints'. The Board agreed with this.

RESOLVED ACTION:

- 1) ~~That a section should be added to the bye laws to clarify at PB adds a section in the Bye Laws under the complaints section which outlines how to make a complaint against the President as part of the 12 month review of the bye laws-~~
- g) It was suggested to make it explicit that an Officer Trustee cannot be a member of the Governance Committee.
 - i. The Standing Orders do allude to this but it was suggested that this be made explicit.
 - ii. The Conflict of Interest will cover this issue.
- h) GP referred to relying on Trustees to declare their conflicts and that this should be declared as and when a Trustee feels this is relevant.
- i) JH stated that the Court opinion had been received earlier that morning and she did not feel that by Board should be circulated it due to the large size of the document and lateness of the submission.
 - i. The document had increased from 27 pages to 44 pages as a retort to points made at Council of which the majority of the Trustees were in attendance.
- j) JR stated that the review needs to be managed by someone; a Change Manager and it may not be best to have this as PB or JC. Possibly this is the remit of the Governance Committee.
 - i. It was suggested that the working group be those that were part of the initial discussion.
 - ii. It was suggested that the January meeting will be a good time for when the transition and implementation process can be reviewed.
- k) The Board moved to a vote on passing the presented documents [with amendments actioned above](#) and they were passed unanimously.

RESOLVED:

- 1) **To pass the following documents (see appendix)**
 - Constitution
 - Bye-Laws
 - Standing Orders for the sub-committees of the Trustee Board
 - Financial Procedures
 - Associate Members Policy
- 2) **To endorse the Standing Orders for the sub-committee of Council (see appendix)**

The meeting moved in to closed session at 7.45pm

Approved as a correct record at a meeting
of the Trustee Board on

_____ 2012/13

_____ Chair of the Meeting

Constitution
of
Imperial College Union

A. Background

- I. Imperial College Union (the “Union”) is a students’ union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members.
- II. The Union will seek at all times to:
 - (i) ensure that the diversity of its membership is recognised and that equal access is available to all Members of whatever origin or orientation; and
 - (ii) pursue its aims and objectives independent of any political party or religious group.
- III. This Constitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss any of the Trustees. The Board of Trustees will give the utmost consideration to the views of Members.
- IV. Under the Education Act 1994, Imperial College London has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Union therefore works with Imperial College London in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union’s Members are met.

B. Definitions and Interpretation

1. The meanings of any defined terms used in this Constitution are set out in Clause 119.
2. The Trustee Board interprets this Constitution, its Bye-Laws and any reserved matter, policy, rule, act or omission made under it. If any dispute arises in relation to the interpretation of this Constitution or any of the Bye-Laws when the Trustee Board is not meeting, an initial interpretation will be given by the President.

C. Name

3. There shall be a students’ union in the name of Imperial College Union (and in this Constitution it is called “the Union”).

D. Objects

4. The Union’s objects are the advancement of education of Students at Imperial College London for the public benefit by:
 - 4.1 promoting the interests and welfare of Students at Imperial College London during their course of study and representing, supporting and advising Students;
 - 4.2 being the recognised representative channel between Students and Imperial College London and any other external bodies; and

- 4.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

E. Powers

5. To further its objects, but not to further any other purpose, the Union may:

- 5.1 provide services and facilities for Members;
- 5.2 establish, support, promote and operate a network of student activities for Members;
- 5.3 support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
- 5.4 alone or with other organisations:
 - 5.4.1 carry out campaigning activities;
 - 5.4.2 seek to influence public opinion; and
 - 5.4.3 make representations to and seek to influence governmental and other bodies and institutions

regarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that the Union complies with the Education Act and any guidance published by the Charity Commission;

- 5.5 write, make, commission, print, publish or distribute materials or information or assist in these activities;
- 5.6 promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
- 5.7 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
- 5.8 provide or appoint others to provide advice, guidance, representation and advocacy;
- 5.9 co-operate with other charities and bodies and exchange information and advice with them;
- 5.10 become a member, affiliate or associate of other charities and bodies;
- 5.11 support, set up or amalgamate with other charities with objects identical or similar to the Union's objects, and act as or appoint trustees, agents, nominees or delegates to control and manage such charities;
- 5.12 purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union's objects;

- 5.13 incorporate and transfer all its assets to a charitable limited liability legal entity, and dissolve at any time following such incorporation and transfer if the Trustees consider it appropriate to do so;
- 5.14 raise funds and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
- 5.15 borrow and raise money on such terms and security as the Union may think suitable (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 5.16 purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
- 5.17 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 5.18 make grants or loans of money and give guarantees;
- 5.19 set aside funds for special purposes or as reserves against future expenditure;
- 5.20 invest and deal with the Union's money not immediately required for its objects in or upon any investments, securities, or property;
- 5.21 delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
 - 5.21.1 the investment policy is set down in writing for the financial expert by the Trustees;
 - 5.21.2 every transaction is reported promptly to the Trustees;
 - 5.21.3 the performance of the investment is reviewed regularly by the Trustees;
 - 5.21.4 the Trustees are entitled to cancel the delegation at any time;
 - 5.21.5 the investment policy and the delegation arrangements are reviewed at least once a year;
 - 5.21.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 5.21.7 the financial expert may not do anything outside the powers of the Trustees;
- 5.22 arrange for investments or other property of the Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;

- 5.23 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
 - 5.24 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
 - 5.25 trade in the course of carrying out any of its objects;
 - 5.26 establish or acquire subsidiary companies to carry on any taxable trade;
 - 5.27 subject to Clause 6 (Limitation on private benefits), employ and pay employees and professionals or other advisors;
 - 5.28 grant pensions and retirement benefits to employees of the Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Union and their dependants;
 - 5.29 pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Union provided that no such insurance shall extend to:
 - 5.29.1 any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
 - 5.29.2 any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or
 - 5.29.3 any liability incurred by the Trustees to the Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not;
 - 5.30 do all such other lawful things as shall further the Union's objects.
6. Limitation on private benefits
- 6.1 The income and property of the Union shall be applied solely towards the promotion of its objects.
 - 6.2 Except as provided below no part of the income and property of the Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Union. This shall not prevent any payment in good faith by the Union of:
 - 6.2.1 any payments made to any Member in their capacity as a beneficiary of the Union;

- 6.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Clause 6.3 shall apply;
 - 6.2.3 interest on money lent by any Member to the Union at a reasonable and proper rate; and
 - 6.2.4 any reasonable and proper rent for premises let by any Member to the Union.
- 6.3 Except as provided below no Trustee may sell goods, services or any interest in land to the Union; be employed by, or receive any remuneration from, the Union; or receive any other financial benefit from the Union. This shall not prevent any payment in good faith by the Union of:
- 6.3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;
 - 6.3.2 reasonable and proper out of pocket expenses of the Trustees;
 - 6.3.3 reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Union on the instructions of the Trustees provided that:
 - 6.3.3.1 for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the Union;
 - 6.3.3.2 subject to Clause 6.3.3.1, the authorisation under this provision shall not extend to the service of acting as Trustee;
 - 6.3.3.3 if the person being remunerated is a Trustee the procedure described in Clause 97 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
 - 6.3.3.4 if the person being remunerated is a Connected Person the procedure described in Clause 97 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
 - 6.3.3.5 subject to Clause 6.6, this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
 - 6.3.3.6 at all times the provisions of the Education Act are complied with;
 - 6.3.4 interest on money lent by any Trustee or Connected Person to the Union at a reasonable and proper rate;

- 6.3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;
 - 6.3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause 5.29;
 - 6.3.7 any payments made to any Trustee or officer under the indemnity provisions set out in Clause 117; and
 - 6.3.8 any payments authorised in writing by the Charity Commission.
- 6.4 In Clauses 6.1 and 6.2.4, references to the Union shall be read as references to the Union and/or any Subsidiary Company.
- 6.5 For any transaction authorised by Clause 6.2.4 or Clause 6.4, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Union shall be disapplied provided the relevant provisions of Clause 6.2.4 or Clause 6.4 have been complied with.
- 6.6 Where a vacancy arises on the Board of Trustees with the result that Clause 6.3.3 applies to more than half of the Trustees, the Union may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving remuneration in accordance with Clause 6.3.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

F. Dissolution

- 7 If any property remains after the Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of the Union. It shall instead be given or transferred to Imperial College London.

G. Amendments to the Constitution & the Bye-Laws

- 8 The Trustees and Imperial College London shall review this Constitution and the Bye-Laws every five years, with effect from the date that this Constitution comes into effect.
- 9 No amendment of this Constitution shall be made which would have the effect of the Union ceasing to be a charity.
- 10 Clause 4 (Objects) and Clause 6 (Limitation on private benefits) may not be amended without the prior written consent of the Charity Commission.
- 11 The Trustees, a two-thirds majority of the Union Council and Imperial College Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with this Constitution.
- 12 Save where amendments to the Constitution is a consequential amendment due to a change in the Bye-Laws (for example, the number or heading names of Clauses), the Constitution may be amended by a resolution passed at a Union Council Meeting by at least two thirds of those present and voting; with the approval of the Trustee Board and Imperial College Council.

H. Membership

Members

- 13 The Members of the Union shall be each and every Student who has not opted out by notifying Imperial College London and the Union of his or her wish not to be a Member.
- 14 Membership shall not be transferable and shall cease on death. A Member shall automatically cease to be a Member of the Union if:
 - 14.1 he or she ceases to be a Student;
 - 14.2 he or she opts out of membership by giving written notice to the Union; or
 - 14.3 in the case of Members other than the Officer Trustees, a resolution is passed by a majority vote of the Union Council resolving that the Member be expelled on the ground that his or her continued membership is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Member has been given at least ten (10) clear College days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Union Council.
- 15 Members' details shall be entered in a register of Members.
- 16 Members of the Union shall be entitled to the benefits set out in the Code of Practice.
- 17 Students who are qualified to be Members, but, have opted out or been removed by the Union Council may re-join with permission of the Union Council or Trustee Board.

Associate Members

- 18 The Union Council may elect to and remove from Associate Membership of the Union such persons as they consider to be fit.
- 19 Eligible persons as determined by the Trustee Board may register for Associate Membership of the Union.
- 20 Associate Membership shall be subject to such rights and obligations as the Trustee Board consider appropriate.
- 21 Associate Members shall not be Members for the purposes of this Constitution and shall not be entitled to vote on any matter.

I. Referenda

- 22 A Referendum may be called on any issue by:
 - 22.1 a resolution of the Trustees;
 - 22.2 The Union President,
 - 22.3 a vote of the Union Council; or
 - 22.4 a petition signed by at least 10% of Members

- 23 Subject to Clause 22.4, a resolution may only be passed by Referendum if at least 10% of Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
- 24 Referenda shall be conducted in accordance with this Constitution and the Bye-Laws.
- 25 Subject to Clause 73, the Members may set Policy by Referenda. Policy set by Referenda will overturn Policy set either by the Members in general meeting or by the Union Council.

J. General Meetings

- 26 The Trustees or President may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 200 Members having the right to attend and vote at general meetings.

Location of Meetings

- 27 General meetings may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.

Length of Notice

- 28 A general meeting shall be called by at least ten (10) clear College days' written notice.

Contents of Notice

- 29 Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted.
- 30 Notice of general meetings shall be given to every Member and to the Trustees of the Union.

Quorum

- 31 No business shall be transacted at any general meeting unless a quorum is present. 200 persons entitled to vote upon the business to be transacted, each being a Member (but excluding Trustees), shall be a quorum.
- 32 If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine.

Chair

- 33 The chair of Union Council shall preside as chair of the meeting. In the absence of the chair of Union Council, the Members present and entitled to vote shall choose one of their number, other than the Officer Trustees, to be chair.

Attendance

- 34 A Trustee may, even if not a Member, attend and speak at any general meeting.

Adjournment

- 35 The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for ten (10) clear College days or more, at least five (5) clear College days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

Votes of Members at General Meetings

- 36 Every Member has the right to attend general meetings and the right to vote. A resolution put to the vote of a general meeting shall be decided on a show of hands, and every Member shall have one vote.
- 37 Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.

K. Trustees

Appointment of Trustees

- 38 The Trustees shall be made up of the following persons:
- 38.1 not more than five Officer Trustees, elected in accordance with Clause 39;
 - 38.2 not more than two Elected Student Trustees, elected in accordance with Clause 44;
 - 38.3 not more than two further Student Trustees, appointed in accordance with Clause 48;
 - 38.4 one Alumni Trustee, appointed in accordance with Clause 51;
 - 38.5 not more than four External Trustees, appointed in accordance with Clause 54; and
 - 38.6 the chair of Union Council, elected in accordance with the Bye-Laws.

Officer Trustees

- 39 Up to five Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Bye-Laws. The Officer Trustees shall be elected to posts set out in the Bye-Laws.
- 40 The Officer Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, an Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the Bye-Laws, subject to compliance with Imperial College London's rules on Sabbatical terms. For the avoidance of doubt, an Officer Trustee's terms of office may be either consecutive or non-consecutive.

- 41 Each Officer Trustee must be a Student or an Officer Trustee at the time of his or her election. An Officer Trustee shall continue as, or become a Member of the Union on commencement of his or her appointment or re-appointment as an Officer Trustee. Such membership shall cease when the Officer Trustee ceases to be an Officer Trustee, unless they return immediately to studying at Imperial College London.
- 42 The Officer Trustees shall be deemed to be “major union office holders” for the purposes of Section 22 of the Education Act.
- 43 At the same time as commencing the term of office as a Trustee, the Officer Trustee will enter into a contract of employment with the Union for a term to be determined by this Constitution. The duties and method of remuneration of each Officer Trustee shall be as set out in the Bye-Laws.

Student Trustees

- 44 Subject to Clause 45 below, up to two Student Trustees shall be elected by secret ballot by the Members at an election to be held in accordance with the Bye-Laws.
- 45 Each Student Trustee must be a Student at the time of his or her election (and must continue to be a Student for the duration of his or her term as a Student Trustee).
- 46 Elected Student Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
- 47 An elected Student Trustee may serve a maximum of two consecutive terms or non-consecutive terms.
- 48 Up to two Student Trustees shall be appointed by a simple majority vote of the Board of Trustees, who will receive advice on the appointment from the Appointments and Remuneration Committee, provided that the appointment of each Student Trustee is ratified by a two thirds majority vote of the Union Council.
- 49 Unless their appointment is terminated in accordance with Clauses 60 to 64, appointed Student Trustees shall remain in office for a term of one year.
- 50 Appointed Student Trustees may serve for a maximum of up to two terms which may be either consecutive or non-consecutive.

Alumni Trustees

- 51 One Alumni Trustee shall be appointed by a simple majority vote of the Board of Trustees, who will receive advice on the appointment from the Appointments and Remuneration Committee, provided that the appointment of each Alumni Trustee is ratified by a two thirds majority vote of the Union Council.
- 52 Unless their appointment is terminated in accordance with Clauses 60 to 64, Alumni Trustees shall remain in office for a term of up to three years.
- 53 Alumni Trustees may serve further terms of office, subject to the appointment process outlined in Clause 51.

External Trustees

- 54 Up to four External Trustees shall be appointed by a simple majority vote of the Board of Trustees, who will receive advice on the appointment from the Appointments and Remuneration Committee, provided that the appointment of each External Trustee is ratified by a two thirds majority vote of the Union Council.
- 55 Unless their appointment is terminated in accordance with Clauses 60 to 64, External Trustees shall remain in office for a term of up to three years.
- 56 External Trustees may serve further terms of office, subject to the appointment process outlined in Clause 54.

Chair and Deputy Chair

- 57 The Trustee Board shall appoint an Alumni Trustee or External Trustee to act as Chair and may at any time remove him or her from office.
- 58 The Trustee Board may appoint one of their number to act as Deputy Chair and may at any time remove him or her from office. The role of the Deputy Chair will be to support the Chair.
- 59 In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustee Board shall preside as chair of the meeting.

Disqualification, Resignation and Removal of Trustees

- 60 The office of a Trustee shall be vacated if:
- 60.1 he or she becomes prohibited by law from being a charity trustee;
 - 60.2 in the case of an Officer Trustee, he or she ceases to be an employee of the Union;
 - 60.3 in the case of a Student Trustee, he or she ceases to be a Student;
 - 60.4 he or she resigns by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);
 - 60.5 the Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a Trustee and they resolve that he or she be removed from office;
 - 60.6 he or she fails to attend two consecutive meetings of the Trustee Board and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason; or
 - 60.7 he or she is removed from office under Clauses 61 to 62.

Removal of Trustees by the Members or the Union Council

- 61 The office of a Trustee shall be vacated if:
- 61.1 a motion of no confidence in the Trustee is passed by a simple majority of the Members voting in a Referendum, provided that at least 10% of Members cast a vote in the Referendum. Such a motion shall only be triggered by a petition of no confidence signed by at least 10% of Members; or

61.2 a motion of no confidence in the Trustee is passed by a two thirds majority in a vote of the Union Council.

Removal of Trustees by the Board

62 The office of a Trustee shall be vacated if a majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a conflict of interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Clause 92.

Rights of Removed Trustee

63 A resolution to remove a Trustee in accordance with Clause 61 and 62 shall not be passed unless the Trustee concerned has been given at least ten (10) clear College days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or making written representations to the Trustees.

64 A Trustee removed from office in accordance with Clause 61 and 62 shall be entitled to appeal the decision to remove him or her to an Appeals Panel within ten (10) clear College days of the resolution. The Appeals Panel shall be made up of a nominee of Imperial College London, one independent person and an officer of another students' union. The independent person shall be a Member who is not a Trustee or a member of the Union Council.

Replacement of Trustees

65 If an Officer Trustee resigns, is disqualified or removed from office at any time prior to the commencement of the Academic Year, the vacancy that results on the board of Trustees shall be filled in accordance with the Bye-Laws.

66 If an Officer Trustee resigns, is disqualified or removed from office after the commencement of the Academic Year the vacancy shall remain until the next elections are held.

67 If an elected Student Trustee resigns, is disqualified or removed from office, a Student Trustee may be elected to the vacancy in accordance with Clause 44

68 If an Appointed Student Trustee, an Alumni Trustee or an External Trustee resigns, is disqualified or removed from office, a replacement shall be appointed to the vacancy in accordance with Clause 48, 51 or 54 respectively.

Powers of the Trustee Board

69 The Board of Trustees shall be the sovereign and governing body of the Union and (subject to the Education Act, this Constitution and the Bye-Laws) shall exercise all the powers of the Union. A meeting of the Trustee Board at which a quorum is present may exercise all powers exercisable by the Trustee Board.

70 The Trustee Board shall further the aims and objects of the Union with the assistance of the Council.

71 No alteration of this Constitution or the Bye-Laws shall invalidate any prior act of the Trustee Board which would have been valid if that alteration had not been made.

- 72 The Board's powers under Clause 69 shall include but not be limited to responsibility for:
- 72.1 the governance of the Union;
 - 72.2 the budget of the Union; and
 - 72.3 the strategy of the Union.
- 73 The Board of Trustees may override any decision and Policy made by the Members in general meeting or Referendum or by the Union Council which the Trustee Board considers (at their absolute discretion):
- 73.1 has or may have financial implications for the Union;
 - 73.2 is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 73.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 73.4 will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 72.
- 74 The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as the quorum in Clause 92, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
- 75 All acts done by a meeting of the Trustee Board, or of a committee of the Trustee Board, shall be valid, even if it is later discovered that any Trustee who participated in the vote:
- 75.1 was not properly appointed;
 - 75.2 was disqualified from holding office;
 - 75.3 had vacated office; or
 - 75.4 was not entitled to vote.

Delegation of Trustees' powers

- 76 The Trustee Board may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such conditions as they determine.
- 77 The Trustee Board may delegate some of their powers or functions to any committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any person or committee in accordance with the conditions set out in this Constitution.

Delegation to committees

- 78 In the case of delegation to committees:

- 78.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
 - 78.2 subject to Clause 85, the composition of any such committee shall be entirely in the discretion of the Trustee Board, except that the membership of each committee should contain at least one Student Trustee and one External Trustee and may otherwise comprise such of their number (if any) as the resolution may specify;
 - 78.3 the deliberations of any such committee shall be reported regularly to the Trustee Board and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustee Board and for that purpose every committee shall appoint a secretary;
 - 78.4 all delegations under this Clause shall be revocable at any time; and
 - 78.5 the Trustee Board may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
- 79 The Trustee Board shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Clauses 76 and 77:
- 79.1 Appointments and Remuneration Committee;
 - 79.2 Finance and Risk Committee
 - 79.3 Governance Committee

Delegation of day-to-day management powers to Union President and Managing Director

- 80 The Union President shall be the Chief Executive of the Union.
- 81 The Union President will manage the Managing Director with the support of the Chair of the Board.
- 82 In the case of delegation of the day-to-day management of the Union to the Managing Director;
- 82.1 the delegated power shall be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustee Board and if applicable to advise the Trustee Board in relation to such policy, strategy and budget;
 - 82.2 the Trustee Board shall provide the Managing Director with a description of his or her role and the extent of his or her authority;
 - 82.3 the Managing Director shall report regularly to the Trustee Board on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union; and
 - 82.4 the Trustee Board shall provide the Managing Director with a performance management structure to aid his or her work plan and development.

Bank Account

- 83 For the avoidance of doubt, the Trustee Board may (in accordance with Clauses 76 and 77) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustee Board may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the Bye-Laws.

Proceedings of Committees

- 84 The meetings and proceedings of any committee shall be governed by the provisions of this Constitution regulating the meetings and proceedings of the Trustee Board so far as the same are applicable and are not superseded by any Bye-Laws made by the Trustees and the Union Council.

Proceedings of the Trustee Board

- 85 Subject to the provisions of this Constitution and the Bye-Laws, the Trustee Board may regulate their proceedings as they think fit.

Trustee Board meetings

- 86 The Trustee Board shall hold a minimum of four meetings in any Academic Year.
- 87 Two Trustees may, and the Union President at the request of two Trustees shall, call a meeting of the Trustee Board.
- 88 Guests or observers can attend meetings of the Trustee Board at the discretion of the Chair.

Length of notice

- 89 A meeting of the Trustee Board shall be called by at least five (5) clear College days' notice unless either:
- 89.1 all the Trustees agree to shorter notice; or
 - 89.2 urgent circumstances require shorter notice.

Contents of notice

- 90 Every notice calling a meeting of the Trustee Board shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting.

Service of notice

- 91 Notice of Trustee Board meetings shall be sent to each Trustee by post or by electronic communication.

Quorum

- 92 The quorum for meetings of the Trustee Board shall be six and such quorum must include at least two Officer Trustees and either two External Trustees or both the Alumni Trustee and an External Trustee. Where the resolution or issue under discussion

concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be eight.

Decision making by the Trustee Board

93 Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.

Virtual meetings

94 A Trustee Board may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

Trustee Board decisions without a meeting

95 The Trustee Board may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic communication, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.

96 A Trustees' resolution which is made in accordance with Clause 95 shall be as valid and effectual as if it had been passed at a meeting of the Trustee Board duly convened and held, provided the following conditions are complied with:

96.1 approval from each Trustee must be received by the Clerk to the Board;

96.2 following receipt of response from all of the Trustees, the Clerk to the Board shall communicate to the Trustee Board by any means whether the resolution has been formally approved by the Trustees in accordance with this Clause;

96.3 the date of the decision shall be the date of the communication from the Clerk to the Board confirming formal approval; and

96.4 the Clerk to the Board prepares a minute of the decision in accordance with Clause 109.

Conflicts of Interest

97 Whenever a matter is to be discussed at a meeting or decided in accordance with Clause 93 and a Trustee has a Personal Interest in respect of that matter then he or she must:

97.1 declare his or her interest to the Trustee Board;

97.2 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;

97.3 not be counted in the quorum for that part of the meeting (or decision-making process); and

97.4 withdraw during the vote and have no vote on the matter.

98 If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.

99 In particular, Clause 97 shall apply to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated as an employee by the Union.

L. Union Council

100 The Union Council shall have the authority to:

100.1 represent the voice of the Students;

100.2 subject to Clause 73, set the Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws);

100.3 make, repeal and amend the Bye-Laws jointly with the Trustees and Imperial College London Council in accordance with Clause 11;

100.4 receive the annual accounts of the Union;

100.5 approve the annual list of the Union's affiliations;

100.6 appoint associate members in accordance with Clause 18 and the Bye-Laws, and

100.7 form sub-committees and working groups as it sees fit from time to time

101 The composition and proceedings of the Union Council shall be set out in the Bye-Laws. No Member may hold more than one seat on the Union Council at any one time.

M. Constituent Unions

102 Constituent Unions represent specific groups of students with particular requirements.

103 Constituent Unions may be formed to represent (this is a non-exhaustive list):

103.1 Students who are part of a particular Faculty or subset of the College;

103.2 Students on a particular level of study

104 The list of Constituent Unions shall be contained in the Bye-Laws and any changes to this list must be approved in accordance with Clause 11

105 The Constituent Unions are integral parts of the Union

106 Each Constituent Union shall have its own constitution, which must be approved by Union Council. The Constituent Union's constitution shall not contradict this Constitution, its Bye-Laws or Union Policy.

N. General

Financial Procedures

107 The Union and all constituent parts thereof, its Members and Associate Members and all groups thereof, must abide by the Union's Financial Procedures, which are to be approved annually by the Trustee Board and the Director of Finance of Imperial College London.

Irregularities

- 108 The proceedings at any meeting or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or by reason of any business being considered which is not specified in the notice.

Minutes

- 109 The Trustee Board shall keep minutes of:
- 109.1 all proceedings at general meetings of the Union and of meetings of the Trustee Board, and of committees of the Trustee Board, including the names of the Trustees present at each such meeting; and
- 109.2 all resolutions of the Members and of the Trustee Board
- and any such minute, if signed by the chair of the meeting at the next succeeding meeting, after approval by the succeeding meeting, shall, as against any Member or Trustee of the Union, be sufficient evidence of the proceedings or the resolution.
- 110 The minutes and papers of the meetings referred to in Clause 109 shall normally be considered open and shall be available to the Members on the Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Union's offices.

Accounts and Reports

- 111 The Trustee Board shall comply with the requirements of the Education Act and the Charities Act 1993 as to keeping financial records, the audit or examinations of accounts.
- 112 The Members of the Union have the right to ask the Trustee Board questions in writing about the content of any documents referred to in Clause 111.

Notices

- 113 Subject to Clause 109, any notice to be given to or by any person pursuant to this Constitution shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
- 114 The Union may give any notice to a Member either:
- 114.1 personally;
- 114.2 by sending it by post in a prepaid envelope addressed to the Member at his or her address;
- 114.3 by leaving it at the address of the Member held on record;
- 114.4 by electronic communication to the Member's address; or
- 114.5 by posting it on the Union's website.

- 115 A Member present at any meeting of the Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
- 116 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the Union’s website at the expiration of 48 hours after it was posted.

Indemnity

- 117 Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall and every other officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

Trustees’ Indemnity Insurance

- 118 The Trustee Board shall have power to resolve pursuant to Clause 5.29 to effect Trustees’ indemnity insurance, despite their interest in such policy.

O. Definitions and Interpretations

- 119 In this Constitution, the following terms shall have the following meanings:

	Term	Meaning
119.1	“Academic Year”	the period between 1 st August in one Year to 31 st July in the next Year determined by the Union as the period during which Students are required to be registered with Imperial College London. Each Academic Year is for the time being divided into three terms;
119.2	“Alumni Trustee”	a Trustee appointed in accordance with Clause 51 who must have graduated from Imperial College London for a period of at least three (3) years and for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of Section 22 of the Education Act;

119.3	“Appointments & Remunerations Committee”	the committee set up in accordance with this Constitution;
119.4	“Board of Trustees”, “Trustee Board” or “Board”	the board of Trustees of the Union;
119.5	“Bye-Laws”	the bye-laws setting out the working practices of the Union made from time to time in accordance with Clause 11;
119.6	“Chair”	the chair of the Board of Trustees;
119.7	“Chief Executive”	the chief executive of the union is the President;
119.8	“clear College days”	in relation to the period of a notice, that period excluding the College working day when the notice is given or deemed to be given and the College working day for which it is given or on which it is to take effect;
119.9	“Code of Practice”	the code of practice relating to Imperial College London’s obligations under Section 22 of the Education Act;
119.10	“Connected Person”	any person falling within one of the following categories and where payment to that person might result in the relevant Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the share capital;
119.11	“Constitution”	this constitution of the Union;
119.12	“Deputy Chair”	the deputy chair of the Board of Trustees, who may be appointed in accordance with Clause 58;
119.13	“Education Act”	the Education Act 1994;
119.14	“External Trustee”	a Trustee appointed in accordance with Clause 54 who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union

		office holder for the purposes of Section 22 of the Education Act;
119.15	“in writing”	means written, printed or transmitted writing including by electronic communication;
119.16	“Members”	members of the Union being Students at Imperial College London;
119.17	“Office”	the head office of the Union;
119.18	“Officer Trustee”	a Trustee elected in accordance with Clause 39;
119.19	“Personal Interest”	a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee (for example, being a member of a club or society);
119.20	“Petition”	a written request to the Union;
119.21	“Policy”	Policy set by Referenda or the Union Council in accordance with Clauses 22 to 25 and Clause 100.2 respectively;
119.22	“President”	the President of the Union, as elected by the Members in accordance with the Bye-Laws;
119.23	“RAG”	the Raising and Giving society which develops Students by providing them with an opportunity to raise funds for charitable causes;
119.24	“Referendum”	a ballot in which all Members of the Union are entitled to cast a vote, the protocol for which is set out in the Bye-Laws;
119.25	“Student”	any individual who is formally registered for an approved programme of study provided by Imperial College London. For the avoidance of doubt, Imperial College London shall determine whether or not an individual has student status;
119.26	“Union Council”	the Student body elected by and from Students constituted in accordance with this Constitution and the Bye-Laws of the Union;
119.27	“Student Trustee”	a Trustee elected in accordance with Clause 44 who is a Student and for the

- avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder;
- 119.28 “Subsidiary Company” any company in which the Union holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company;
- 119.29 “Trustee” and “Trustees” the Officer Trustees, the Student Trustees, the Alumni Trustees and the External Trustees;
- 119.30 “Union” Imperial College Union; and
- 119.31 “Imperial College London” Imperial College London incorporated by Royal Charter on 8th July 1907
- 120 Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.
- 121 Any reference to a statute, statutory provision or subordinate legislation (“legislation”) shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.

Bye-Laws
Of
Imperial College Union

A. Structure of the Union

Union Council

Membership & Operation

1. Membership of the Union Council shall be the following:
 - 1.1. The Officer Trustees
 - 1.2. The Council Chair
 - 1.3. The Constituent Union Presidents
 - 1.4. The Management Group Chairs
 - 1.5. The Union Welfare Officers
 - 1.6. One Welfare Officer of each of the Constituent Unions
 - 1.7. One Academic Affairs Officer of each of the Constituent Unions
 - 1.8. Fifteen Ordinary Members elected by cross-campus ballot proportional to the students registered on courses that make up a particular Faculty
 - 1.9. One Ordinary Member elected by cross-campus ballot proportional to the students registered on courses that are not in a particular Faculty
2. No member may hold more than one seat on Union Council at any time.
3. Ordinary Members of the Council who do not attend two consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.
4. Union Council shall meet at least every four (4) weeks during term time.
5. Union Council may be called additionally by the President.
6. Union Council may be called additionally by the Council Chair upon receipt of a request by one of the following:
 - 6.1. The Trustee Board
 - 6.2. The Executive Committee
 - 6.3. A General Meeting
 - 6.4. Ten Members of the Union Council
 - 6.5. 100 Members of the Union
7. The Union will advertise the time and location of each meeting at least five (5) clear College days before each meeting
8. Any Member of the Union may attend and speak at Union Council Meetings. Any Associate Member of the Union may attend but must request the Chair's permission to speak. Any other person must obtain permission from the meeting to attend and speak.
9. Only members of Union Council may vote in Council Meetings

10. The Council Chair may only cast a vote in the event of a tie.
11. All items for debate and discussion must be submitted at least five (5) clear College days before the meeting.
12. All items for debate must have the declared support of two full members of the Union, known as the proposer and the seconder.
13. The Council Chair shall;
 - 13.1. Be any full member of the Union, elected by cross-campus secret ballot.
 - 13.2. Have a period of office until the end of the academic year.
 - 13.3. Declare any interest that they have in any debate or discussion, and relinquish the Chair during any debates in which they have an interest.
 - 13.4. Be responsible for ensuring that the Union Council is fulfilling its obligations set out in the Constitution.
14. The Agenda must include:
 - 14.1. Apologies for absence
 - 14.2. The checking of previous minutes for accuracy
 - 14.3. Matters arising from the previous minutes
 - 14.4. Reports from Officer Trustees and committees (followed by questions)
 - 14.5. Any other Business
 - 14.6. Time, date and place for next meeting.
15. All Union Council Meetings should be conducted according to the Meeting Bye-Laws.

Sub-Committees

16. The Union Council may form and delegate powers to sub-committees of the Council, such powers should be set out in the sub-committee's Standing Orders, amendable by Union Council only, and may not include powers requiring a two-thirds majority resolution.
17. Sub-Committees of the Union Council may not create policy that binds the whole Union, for that power is reserved only for the Union Council (and by extension the Trustee Board).
18. The sub-committees of the Union Council shall be:
 - 18.1. The Executive Committee
 - 18.2. The Clubs, Societies & Projects Board
 - 18.3. The Education & Representation Board
 - 18.4. The Communities & Welfare Board

Constituent Unions

19. Constituent Unions shall be ultimately responsible to the President or their nominee for their operation and policies.

20. Constituent Unions shall operate within the Union's Constitution, Bye-Laws and Policies.
21. There shall be the following Constituent Unions:
 - 21.1. The City & Guilds College Union for the undergraduate students of the Faculty of Engineering, excluding students of the Earth Science Engineering and Materials Departments.
 - 21.2. The Graduate Students' Association for postgraduate students.
 - 21.3. The Imperial College School of Medicine Students' Union for the undergraduate students of the Faculty of Medicine.
 - 21.4. The Royal College of Science Union for the undergraduate students of the Faculty of Natural Sciences.
 - 21.5. The Royal School of Mines for the undergraduate students of the Earth Science Engineering and Materials Departments.
 - 21.6. Silwood Park Students' Union for the students of Silwood Park Campus.

Management Groups

22. Management Groups shall be ultimately responsible to the President or their nominee for their operation and policies.
23. Management Groups shall operate within the Union's Constitution, Bye-Laws and Policies.
24. Management Groups shall provide for the co-ordination and development of student activities within their constituent clubs, societies or projects, and within their central activities.
25. There shall be the following Management Groups:
 - 25.1. Arts and Entertainments
 - 25.2. Athletics
 - 25.3. Community Action
 - 25.4. Media
 - 25.5. Overseas
 - 25.6. Raising And Giving
 - 25.7. Recreational
 - 25.8. Social

Union Welfare Officers

26. The Union Welfare Officers shall be responsible to the Deputy President (Welfare) for their work.
27. The Union Welfare Officers shall work within the Union's Constitution, Bye-Laws and Policies.
28. There shall be the following Union Welfare Officers:
 - 28.1. Black, Minorities & Ethnic

- 28.2. Campaigns
- 28.3. Disabilities
- 28.4. Ethics & Environmental
- 28.5. Gender Equality
- 28.6. Interfaith
- 28.7. International
- 28.8. LGBT

B. Meetings

1. These Bye-Laws shall apply to Meetings of the Union and all of its constituent parts except the Trustee Board.
2. The Officer Trustees shall be members of all Meetings of the Union and its constituent parts, ex-officio.
3. A Meeting may only have Members of the Union as voting members of the Meeting.
4. A sub-committee of Council must have Standing Orders, approved by Union Council, that explicitly state its voting membership.
5. A Management Group must have Standing Orders, approved by the Clubs, Societies & Projects Board, that explicitly state its voting membership.
6. A Club, Society or Project must have a constitution, approved by its Management Group or Constituent Union's Executive Committee, that explicitly states its voting membership.
7. A Constituent Union must have a constitution, approved by Union Council, that explicitly states its voting membership.
8. All Committees' standing orders and Constituent Unions' constitutions must include any standard clauses determined by the Trustee Board.
9. Voting shall normally be by the show of hands, unless the relevant procedural motion is passed. Voting Cards may be issued to members.
10. Multiple Choice votes will be conducted via the STV procedure outlined in the elections and referenda Bye-Laws.
11. Quorum for Meetings that have decision making powers shall be 50%+1 of voting members.
12. A Quorum check must take place at the start of each meeting with decision making powers.
13. If the meeting is found to be inquorate, the Chair of the Meeting may at their discretion dissolve the meeting.
14. Any decisions made whilst a Meeting is inquorate must be ratified by the next quorate Meeting, or, via an electronic vote before the next meeting.
15. In the case of a Meeting of Council or one of its sub-committees, no decisions that require a two-thirds majority can be ratified via an electronic vote.
16. Decisions taken to an electronic vote must, for the avoidance of doubt, attain quorum and must be passed by a simple majority.
17. Accurate records of a Meeting must be kept by a nominee of the Chair.
18. In the case of a Meeting of Council or one of its sub-committees, minutes of a meeting should be published by the Union for all Members to see.

C. Policy

1. Debates that are passed by simple majority at Union Council, General Meetings or Referenda become Union Policy.
2. Policy can be overruled by a body of higher status, whereby the Trustee Board is the highest body.
3. Policy cannot be passed if it contravenes an existing policy made by a higher Union body.
4. Amendments to this Constitution and Bye-Laws are not classed as policy and serve until amended in accordance with the Constitution.
5. Union Policy will be valid for three academic years, and after this time will automatically 'lapse'.
6. The Council Chair will inform Union Council of upcoming lapses of policy, and give the option of renewing the policy.
7. Renewals or Amendments must follow a debate, held in the normal manner.
8. The Union will publish a record of active policy.

D. Officers of the Union

1. The Officers of the Union shall be the:
 - 1.1. Officer Trustees:
 - 1.1.1. President,
 - 1.1.2. Deputy President (Clubs & Societies),
 - 1.1.3. Deputy President (Education),
 - 1.1.4. Deputy President (Finance & Services),
 - 1.1.5. Deputy President (Welfare),
 - 1.2. Council Chair,
 - 1.3. Presidents of the Constituent Unions
 - 1.4. Welfare Officers of each of the Constituent Unions
 - 1.5. Academic Affairs Officers of each of the Constituent Unions
 - 1.6. Management Group Chairs
 - 1.7. Union Welfare Officers

Register of Interests

2. A Register of Interests shall be kept for Trustees, Officers of the Union and any other person at the discretion of the Trustee Board or Union Council.
3. The Register shall be available to all Members and Trustees.
4. The Register shall contain
 - 4.1. any current part-time external employment,
 - 4.2. directorships and direct shareholdings,
 - 4.3. the Officer's department/division and year
 - 4.4. gifts, hospitality, and free or discounted tickets received in connection with Union business,
 - 4.5. sponsorship by any firm in connection with a course of study or Union business,
 - 4.6. positions of office held within the Union or any constituent part,
5. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer receives which might reasonably be thought by others to influence his or her actions, speeches, or votes in committees, or actions taken in his or her capacity as an Officer.
6. Union Officers shall be required to sign the Register as an accurate record of their interests as a requirement of taking office.
7. The Register shall be kept and maintained by the President, who shall be responsible for

notifying Officers of the responsibilities and requiring Officers to register.

Job Descriptions for the Officer Trustees

President

8. The President shall;
 - 8.1. Act as a Trustee ex-officio,
 - 8.2. Be the chief executive officer of the Union,
 - 8.3. Be the ultimate representative of the Union,
 - 8.4. Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance,
 - 8.5. Execute the policy and further the aims and objects of the Union,
 - 8.6. Be responsible for constitutional development and preliminary interpretation,
 - 8.7. Be ultimately responsible for the finances of the Union,
 - 8.8. Be ultimately responsible for staffing and discipline issues,
 - 8.9. Be responsible for Member and Associate Member discipline issues,
 - 8.10. Be responsible for the Managing Director,
 - 8.11. Be the manager of the other Officer Trustees in their role as employees and co-ordinate their work and that of the non-sabbatical Officers of the Union,
 - 8.12. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out his or her duties,
 - 8.13. Chair relevant Union Committees,
 - 8.14. Liaise with Union and College staff as appropriate,
 - 8.15. Represent the Union on external committees as appropriate,
 - 8.16. Be ultimately responsible for Health and Safety across the whole Union,
 - 8.17. Report to Union Committees as appropriate, and
 - 8.18. Negotiate extra duties for Union Officers where appropriate.

Deputy President (Clubs & Societies)

9. The Deputy President (Clubs & Societies) shall:
 - 9.1. Act as a Trustee ex-officio,
 - 9.2. Uphold the policy and further the aims and objects of the Union,
 - 9.3. Take on Presidential duties as appropriate,
 - 9.4. Be responsible to the President for the effective co-ordination and representation of Clubs, Societies & Projects, in conjunction with the relevant Union committees,

- 9.5. Be responsible for the organisation of Freshers' Fair,
- 9.6. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,
- 9.7. Liaise with other Union and College staff as appropriate,
- 9.8. Attend the relevant Union Committees,
- 9.9. Represent the Union on external committees as appropriate,
- 9.10. Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS),
- 9.11. Report to Union Committees as appropriate, and
- 9.12. Negotiate other duties with the President.

Deputy President (Education)

10. The Deputy President (Education) shall
 - 10.1. Act as a Trustee ex-officio,
 - 10.2. Uphold the policy and further the aims and objects of the Union,
 - 10.3. Take on Presidential duties as appropriate,
 - 10.4. Be responsible to the President for reporting to the College student opinion on academic affairs and suggesting areas for development, and enhancing the student experience and provision for student development, in conjunction with the relevant Union committees,
 - 10.5. Be for responsible for the training and running of a Representation Network for the Academic Representatives of the Constituent Unions and other student bodies,
 - 10.6. Liaise with the Constituent Unions on all academic matters concerning students,
 - 10.7. Liaise with Union and College staff as appropriate,
 - 10.8. Attend the relevant Union Committees,
 - 10.9. Represent the Union on external committees as appropriate,
 - 10.10. Report to Union Committees as appropriate, and
 - 10.11. Negotiate other duties with the President.

Deputy President (Finance & Services)

11. The Deputy President (Finance & Services) shall:
 - 11.1. Act as a Trustee ex-officio,
 - 11.2. Uphold the policy and further the aims and objects of the Union,
 - 11.3. Take on Presidential duties as appropriate,
 - 11.4. Be responsible to the President for the services the Union provides,
 - 11.5. Be responsible to the President for day-to-day administration of finances in accordance

with the Union's Financial Procedures.

- 11.6. Be responsible to the President for the finance-related aspects of Clubs, Societies & Projects,
- 11.7. Liaise with Union and College staff as appropriate,
- 11.8. Represent the Union on external committees as appropriate,
- 11.9. Report to Union Committees as appropriate, and
- 11.10. Negotiate other duties with the President.

Deputy President (Welfare)

- 12. The Deputy President (Welfare) shall:
 - 12.1. Act as a Trustee ex-officio,
 - 12.2. Uphold the policy and further the aims and objects of the Union,
 - 12.3. Take on Presidential duties as appropriate,
 - 12.4. Be responsible to the President identifying and informing College of student opinion on welfare issues and suggesting areas for development, and for coordinating and publicising all campaigns concerning,
 - 12.4.1. equal opportunities and welfare issues,
 - 12.4.2. volunteering opportunities
 - 12.5. Be responsible for representing the welfare needs of all students, especially minority or under-represented groups to the College,
 - 12.6. Be responsible for maintaining and running a Welfare Network for the Union and Constituent Union Welfare Officers,
 - 12.7. Liaise with Union and College staff as appropriate,
 - 12.8. Attend the relevant Union Committees,
 - 12.9. Represent the Union on external committees as appropriate,
 - 12.10. Report to Union Committees as appropriate, and
 - 12.11. Negotiate other duties with the President.

Job Descriptions for other Union Officers

The Council Chair

- 13. The Council Chair shall:
 - 13.1. Act as a Trustee ex-officio,
 - 13.2. Chair Union Council and other relevant Union committees,
 - 13.3. Uphold the Constitution and Bye-Laws in Union Council,

- 13.4. Be independent and impartial in all proceedings and duties as Council Chair,
- 13.5. Not sit as an ordinary member of the Executive Committee,
- 13.6. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council.

The Presidents of Constituent Unions

14. The Presidents of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for:
 - 14.1. Representing the interests of their members at the appropriate Union, Faculty and College Committees,
 - 14.2. Development and preliminary interpretation of their constitutions.
15. The Presidents shall also:
 - 15.1. Be responsible to the Deputy President (Finance & Services) for all aspects of their Constituent part's finances,
 - 15.2. Be responsible to the Deputy President (Clubs & Societies) for the duty of care and health and safety of their members,
 - 15.3. Be responsible to the Deputy President (Education) for the academic issues of their members,
 - 15.4. Be responsible to the Deputy President (Welfare) for the welfare issues of their members,
 - 15.5. Be accountable to Council for the activities of their Constituent Union, and
 - 15.6. Carry out such duties as may from time to time, be laid down by the President, Union Council or Executive Committee.

The Academic Affairs Officers

16. The Academic Affairs Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the academic interests of their members,
17. The Academic Affairs Officers shall also:
 - 17.1. Be the academic representative to the Union and the College for the students in their constituency,
 - 17.2. Co-ordinate the activities of the other representatives in their constituency,
 - 17.3. Feedback all relevant decisions and information to students in their constituency,
 - 17.4. Be responsible to the Deputy President (Education) for the academic representation of students in their constituency,
 - 17.5. Hold meetings with all Department Representatives for their constituency,
 - 17.6. Carry out such duties as may, from time to time, be laid down by the Council or the Education & Representation Board,

- 17.7. Submit termly reports detailing all activity in their capacity as a representative to the Education & Representation Board.

The Welfare Officers

18. The Welfare Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the welfare interests of their members,
19. The Welfare Officers shall also:
 - 19.1. Be the welfare representative to the Union and the College for the students in their constituency,
 - 19.2. Co-ordinate the activities of the other representatives in their constituency,
 - 19.3. Feedback all relevant decisions and information to students in their constituency,
 - 19.4. Be responsible to the Deputy President (Welfare) for the welfare issues of students in their constituency,
 - 19.5. Hold meetings with all Department Representatives for their constituency,
 - 19.6. Carry out such duties as may, from time to time, be laid down by the Council or the Communities & Welfare Board,
 - 19.7. Submit termly reports detailing all activity in their capacity as a representative to the Communities & Welfare Board.

The Management Group Chairs

20. The Management Group Chairs shall fulfil their duties as set out in their respective Standing Orders.

The Union Welfare Officers

21. The Union Welfare Officers shall be responsible to the Deputy President (Welfare) for representing the welfare interests of the members that affiliate with their remit,
22. The Welfare Officers shall also:
 - 22.1. Be the welfare representative to the Union and the College for the students that affiliate with their remit,
 - 22.2. Co-ordinate the campaigns within their remit,
 - 22.3. Carry out such duties as may, from time to time, be laid down by the Council or the Communities & Welfare Board,
 - 22.4. Submit termly reports detailing all activity in their capacity as a representative to the Communities & Welfare Board.

E. Complaints & Discipline

Jurisdiction & Responsibilities

1. These Bye-Laws shall apply to all Members and Associate Members except:
 - 1.1. Trustees of the Union, who shall be dealt with in accordance to the Constitution, and complaints for whom should be directed to the Chair of the Trustee Board, or the President in the case of the Chair of the Trustee Board.
 - 1.2. Members of the College staff who are also registered students of the College shall be dealt with under the relevant College disciplinary procedure for staff, and not this policy. The President may exclude such individuals from Union premises and facilities pending College disciplinary action, and shall inform their head of department if so doing.
 - 1.3. Permanent Union staff who will be disciplined within the provisions of Imperial College HR policy and their contractual agreement. The Managing Director is responsible through the President to the Trustee Board for staff discipline in the Union. The President and the Trustee Board Chair are responsible to the Trustee Board for the discipline of the Managing Director.
2. Officers, volunteers, representatives and holders of committee positions may only be suspended, censured or dismissed within the provisions of these Bye-Laws.
3. Members and Associate Members may only be disciplined within the provisions of these Bye-Laws.
4. The President is responsible to the Trustee Board for Member and Associate Member discipline in the Union.
5. The License holder for the Union's Commercial Services outlets, or their appointed representative, additionally has the right to warn or ban – temporarily or permanently – anyone from the Union's Commercial Services outlets under licensing law. By extension, anyone excluded from any Union premises licensed for the sale of alcohol will be informed that it is College policy that the exclusion will cover all College licensed premises and that the relevant people will be informed.
6. In any case which involves a computing offence or misconduct simultaneously involving the Union and other jurisdictions under the College Code of Discipline, the President shall liaise with the College Tutors in respect of the appropriate disciplinary jurisdiction in the Union or College. In particularly grave cases, the President, may refer a disciplinary matter directly to the College Discipline Committee.
7. A particular area or facility within the Union may have rules applicable to it which involve the restriction, suspension or exclusion of people from its use.
8. These Bye-Laws shall deal with:
 - 8.1. Misconduct
 - 8.2. Bringing, or having the potential to bring, the Union into disrepute.
 - 8.3. Poor performance

and may result in a warning, investigation, censure, a motion of no-confidence, a summary or formal punishment. For the avoidance of doubt, any person reporting on or communicating about another person bringing the Union into disrepute does not itself constitute bringing the Union into disrepute.

Complaints

9. This complaints procedure is provided for all students or groups of students who:
 - 9.1. Are dissatisfied in their dealings with the Union outside of the electoral process,
 - 9.2. Claim that they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the Union, or
 - 9.3. Are dissatisfied with the conduct or performance of the Union, another Member or Associate Member covered by this Bye-Law.
10. Any complaint shall in the first instance be referred to the President who shall delegate to the relevant authority who shall take such steps as are reasonable to meet the complaint.
11. If a complainant is dissatisfied with the resolution of the complaint by the President or other person, it shall be referred to the Trustee Board's Governance Committee.
12. The President or relevant authority shall respond to any complaint within ten (10) clear College days.
13. If a complaint is upheld an effective remedy should be provided, which may, but need not, involve disciplinary action under this Bye-Law.
14. If a complainant is still dissatisfied with the resolution of the complaint they may pursue the matter with the College under the Code of Practice.

Discipline

Warnings

15. A warning shall take the following forms:
 - 15.1. A verbal warning, which may take the form of an informal or formal discussion of the problem. This shall be reported to the Governance Committee.
 - 15.2. A written warning, which will take the form of a letter written by the relevant authority and copied to the Governance Committee.
16. The relevant authority issuing the warning must inform the defendant being warned of his or her rights of appeal.

Investigations

17. The purpose of the investigation is to establish any facts and explanations that may be relevant to an allegation.
18. The investigation, if undertaken, must:
 - 18.1. Be managed by a person senior in office to the defendant, or an independent person (who may, but need not be a Member or Associate Member of the Union), ,
 - 18.2. Put the allegations and evidence of misconduct to the subject of investigation in a manner he or she can understand,
 - 18.3. Be concluded prior to a decision being taken on whether to uphold disciplinary action.

Suspension

19. The President or the Governance Committee may suspend any defendant from any position they hold within the Union if there are reasonable grounds for so doing, and in particular:
 - 19.1. Gross or serious misconduct is alleged,
 - 19.2. There may be risks to third parties or Union or College property
 - 19.3. Where the working relationship between the defendant and others may be impaired, or
 - 19.4. To assist, if necessary, an investigation.
20. The person or body suspending shall determine the extent of the suspension, which shall not restrict the defendant's ordinary rights as a Member or Associate Member of the Union.
21. A suspension including removing the right to attend and vote at any Union meeting requires the approval of the Governance Committee.
22. A suspension by the President for more than ten (10) clear College days requires the Governance Committee to be satisfied and remain satisfied that the grounds of the suspension are reasonable and proper.
23. The President or Trustee Board, as appropriate, may allocate any duties of a suspended officer during the course of a suspension. Any suspension may only continue for as long as is reasonable. For the avoidance of doubt, voting rights at any Union meeting cannot be transferred from the suspended officer.

Censure and No Confidence Motions

24. The Union Council may censure or dismiss with a two-thirds voting majority any Member of the Union holding elected office within the jurisdiction of these Bye-Laws.
25. Motions of censure or no confidence shall be proposed to the Council by one of the following people and methods:
 - 25.1. By a Member of the Union, seconded by twenty Members of the Union. The petition shall include the signatures or College identification numbers ("CIDs") and printed names, departments and years of the petitioners.
 - 25.2. By the President
 - 25.3. By the Council Chair.
 - 25.4. By a motion from the Executive Committee.
26. The Executive Committee may not act on behalf of Union Council in censuring or dismissing any defendant.
27. All motions of censure or no confidence, except those arising from a rejected re-presentation of a report, must:
 - 27.1. Name individual officers or representatives,
 - 27.2. State clearly in writing the grounds of the complaints,
 - 27.3. State the nature and conclusions of any relevant investigations undertaken,
 - 27.4. Include details of previous warnings,
 - 27.5. Include details of any part of the Constitution, Bye-Laws or Policies alleged to have been breached,

- 27.6. Be presented with its supporting petition to the relevant authority, at least five (5) clear College days before Union Council.
28. No motion of censure may lie against a person already censured.
29. Upon receipt of the motion of censure or no confidence the relevant authority will take all reasonable steps to inform the defendant of the grounds of the complaint, the procedures laid out in this document and the date of the meeting.
30. The vote upon the motion and any disputed amendment to it shall be held by secret ballot, and may not be proxied.
31. The motion of censure or no confidence must be approved by a two-thirds majority of those present and voting.
32. A motion of censure or no confidence which has been voted on and rejected may not later be reconsidered by the Council.

Disqualification from Office

33. A person dismissed from office by the Council by virtue of a motion of no confidence under these Bye-Laws may not be elected to or hold that office again.
34. The Council may remove this disqualification.

Summary Punishment

35. The power and responsibility for curtailing or containing the immediate effects of misconduct and imposing summary punishment where appropriate rests with the relevant authority outlined in Clauses 4 or 6.
36. Where summary punishment is appropriate, it shall be imposed on the spot, or with the least possible delay, and shall be limited to any, all or a combination of the following:
 - 36.1. a reprimand;
 - 36.2. expulsion, not exceeding seven (7) days, from the use of the area where the misconduct occurred;
 - 36.3. suspension, not exceeding seven (7) days, from the use of a particular facility;
 - 36.4. a charge, up to a maximum to be determined, from time to time, by the College Tutors and the President, to meet the cost in whole or part of replacing the damaged property or equipment;
 - 36.5. a fine, up to a maximum to be determined, from time to time, by the College Tutors and the President;
 - 36.6. 'Union Service', i.e. work on College campuses of benefit to the College community.
 - 36.7. revocation of or reduction in financial authority,
 - 36.8. in relation to a club, society, project or recognised section thereof, a freeze in their budget or other privileges of a club or society for any finite period,
37. Summary punishment may be imposed upon any person, club, society or project. It may not be imposed upon a person or body who is being referred to the Governance Committee for the same misconduct.

38. The authority imposing summary punishment must inform the person being disciplined of the punishment and his or her right of appeal.

Cases where Summary Punishment is inappropriate

39. The Governance Committee shall deal with misconduct which in the opinion of the relevant authority, cannot be dealt with adequately by means of summary punishment.
40. In cases involving misuse of Union equipment or facilities, breaches of Union or College safety rules or potential danger to students, staff or other persons and where the relevant authority had referred it to the Governance Committee, a suspension or expulsion may be imposed until such time as the Governance Committee has reached a decision.
41. In cases of serious misconduct by medical students, the President should report the allegations against the student to the Principal of the Faculty of Medicine. The Principal shall decide whether and if so what extra restrictions should be placed on the student's activities.
42. Students should be aware of the implications of misconduct which is also a criminal offence. This could invoke criminal investigation in addition to Union or College disciplinary procedures. If considered necessary, Union disciplinary procedures may be suspended by the President pending the outcome of criminal procedures.
43. The Governance Committee may impose one or more of the following penalties:
- 43.1. a reprimand,
 - 43.2. a fine, up to a maximum to be determined, from time to time, by the College Tutors and President;
 - 43.3. a charge to meet the cost in whole or in part of replacing damaged property or equipment,
 - 43.4. a charge to meet the cost in whole or in part of any funds lost through mismanagement,
 - 43.5. expulsion or suspension from any part of the Union or its facilities for such period as the Governance Committee may determine,
 - 43.6. expulsion from any part of the Union's premises for such period as the committee may determine, which may include permanent expulsion,
 - 43.7. expulsion or suspension from membership of a club or society,
 - 43.8. revocation of or reduction in financial authority,
 - 43.9. 'Union service', i.e. work on Union or College campuses of benefit to the College community,
 - 43.10. in relation to a club, society, project or recognised section thereof, a freeze in their budget or other privileges of a club or society for any finite period,
 - 43.11. in relation to a holder of an elected post in the Union, a recommendation to the President or appropriate committee chair that a proposal of censure or no confidence is made to the Council or any other committee entitled to pass it.
44. The Governance Committee may instead refer any disciplinary matter to the College Discipline Committee. If so doing it may impose a suspension or expulsion until such time as the College Discipline Committee reaches a decision.
45. The Union may, in addition to any penalty, take legal action to recover any sums owing to it. Any

funds paid as a result of legal action shall be set off against a penalty charge if relating to the same offence.

46. Where a person is excluded from any Union premises licensed for the sale of alcohol, he or she will be informed that it is College policy that the exclusion will cover all College licensed premises and that the relevant people will be informed.
47. Where misconduct leads to prosecution in an outside court, the Governance Committee shall take note of the fact and the outcome in imposing any penalty.
48. Any fine collected shall be donated to the College Student Hardship Fund.
49. If the student or representative of a club or society is absent, the Union shall notify them of any penalty and rights of appeal.

Breach of Penalty

50. If a person or body does not pay any fine or compensation within ten (10) clear College days, or is alleged to have breached any other penalty imposed, the matter will be referred to the Governance Committee by the President. They shall determine whether there are any extenuating circumstances such as financial hardship in relation to paying any fine or charge, and whether or not the penalty was complied with. The Governance Committee may then impose a different or an additional penalty or refer the matter to the College Discipline Committee.

Appeal Procedure

51. Any person subject to disciplinary action under this Bye-Law may appeal to the following authorities, in increasing order of seniority:
 - 51.1. The President,
 - 51.2. The Governance Committee, and
 - 51.3. The Trustee Board (whose decision is final).
52. Any person censured or dismissed under this Bye-Law may appeal to the following authorities, in increasing order of seniority:
 - 52.1. The Governance Committee, and
 - 52.2. The Trustee Board (whose decision is final).

F. Major Elections

Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of members referred to in the Constitution other than Management Group Chairs and Treasurers.

The Returning Officer

2. The Governance Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Trustee Board.
3. The Returning Officer shall:
 - 3.1. Be the final interpreter of the Major Elections Bye-Laws.
 - 3.2. Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
 - 3.3. Oversee the count and declare the results of the elections.
 - 3.4. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
 - 3.5. Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
 - 3.6. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
 - 3.7. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.8. Be empowered to issue fines to candidates up to a maximum set by the President, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.9. Deliver, or ensure the delivery of, appropriate training to all election candidates.
 - 3.10. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
4. The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:
 - 4.1. Disqualifying a candidate,
 - 4.2. Ordering a re-run, and
 - 4.3. Setting aside ballot papers.

Complaints

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.

6. Complaints regarding the conduct of the Returning Officer shall be referred to the Trustee Board. The onus is on the complainant to set out such complaints in writing for the Trustee Board's consideration.

The Process of Elections

7. The Returning Officer shall produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
 - 7.1. The process for nomination, with nominations open for at least three (3) College days.
 - 7.2. Details of candidates' meetings
 - 7.3. Details for the submission of manifestos
 - 7.4. Details of any hustings
 - 7.5. Arrangements for the ballot, with voting open for at least two (2) College days.
 - 7.6. Arrangements for the count
8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.
9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
11. The Returning Officer shall ensure that all candidates sign a statement of intent that they will take up the position, and that they are satisfied the election has been run fairly before the count.
12. No candidate may challenge the result of the election once the count has been held.

Nominations

13. Nomination forms will be available to all Members eligible to stand.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
15. Nomination forms shall require one (1) seconder.
16. Any Member of the Union eligible to vote in the election may second a candidate.
17. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
18. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

Manifestos

19. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.

20. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

Campaign Publicity

21. The Returning Officer will determine the allowance for publicity available to each candidate for each election.

22. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election campaigns.

23. All candidates in each election shall have an equal publicity allowance.

24. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

Hustings

25. The Returning Officer may arrange a hustings for the candidates in an election.

26. Candidates will be informed of the format of any hustings at the initial candidates' meeting.

Withdrawal

27. Any candidate may withdraw from the election at any point by informing the Returning Officer.

28. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

Voting

29. The Returning Officer will ensure that all eligible members of the Union can vote.

30. The Returning Officer shall decide the method of voting and publicise it appropriately.

31. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.

32. Ballots shall bear the chosen name of each candidate, and of the position being contested.

33. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.

34. There will be a facility for voting for "Re-Open Nominations".

35. Voting shall be by secret ballot.

Declaration

36. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.

37. A list of successful candidates will be published within one (1) clear day of the declaration of the results.

By-Elections and Co-Options

38. If any Union Office falls vacant, Union Council shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution.

G. Minor Elections

Application

1. These Bye-Laws shall apply for all elections not covered by the Major Elections Bye-Laws.

The Returning Officer (RO)

4. The body holding an election will appoint an appropriately qualified person to act as the Returning Officer, who must be a Member of the Union.
5. The Returning Officer shall:
 - 5.1. Be the initial interpreter of the Minor Elections Bye-Laws and any election regulations
 - 5.2. Be responsible to the President, who shall be the final interpreter should dispute occur.
 - 5.3. Oversee the count and declare the results of the elections.
 - 5.4. Set rules, regulations and guidelines other than these Bye-Laws to govern the conduct of the election.
 - 5.5. Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
 - 5.6. Rule out of order any statement or the content of any publicity which in the RO's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
 - 5.7. Be empowered to issue warnings to candidates
 - 5.8. Be empowered to ask the President to remove candidates from the election at any point in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 5.9. Be empowered to order recounts, or declare election processes null and void.

Complaints

6. The President is the ultimate official competent to deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
7. Complaints regarding the conduct of the Returning Officer shall be referred to the President. The onus is on the complainant to set out such complaints in writing for the President's consideration.

The Process of Elections

8. The Returning Officer shall produce an election timetable, which shall outline:
 - 8.1. The process for nomination
 - 8.2. Details for the submission of manifestos
 - 8.3. Arrangements for the ballot
9. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members of the Union who are eligible to vote in the election being held no less than five (5) clear College days in advance of the nominations period opening.

10. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
11. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
12. No candidate may challenge the result of the election once the count has been held.

Nominations

13. Nomination forms will be available to all Members eligible to stand for election, in accordance with the body's constitution or standing orders.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
15. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.

Manifestos

16. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.

Campaign Publicity

17. No allowance will be made available to candidates for publicity.
18. The Returning Officer must stipulate an amount that candidates may also spend on their own election campaigns.
19. All candidates shall have an equal publicity allowance.
20. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

Withdrawal

21. Any candidate may withdraw from the election at any point by informing the Returning Officer.
22. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

Voting

23. The Returning Officer will ensure that all eligible members of the Union can vote.
24. The Returning Officer shall decide the method of voting and publicise it appropriately.
25. There will be a facility for voting for "Re-Open Nominations".
26. Voting shall be by secret ballot, unless unanimously agreed otherwise.

Declaration

27. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.

By-Elections and Co-Options

28. By-Elections shall be held at an Extraordinary General Meeting and in accordance with these Bye-Laws as though they were ordinary Minor Elections.

Appointments & Remuneration Committee Standing Orders

The Appointments & Remuneration Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:
 - 1.1. It shall contain 3 or 5 members, including one External Trustee and one Student Trustee (appointed or elected).
 - 1.2. The President of the Union, as line manager of the Managing Director, shall be a member.

Structure

2. The Trustee Board Chair shall chair the committee. In their absence from the committee, the President shall chair the committee.
3. Each member shall have one vote.

Aims & Objectives

4. To conduct the search for External, appointed Student and Alumni members of the Trustee Board. To do this they shall:
 - 4.1. Maintain a Job Description of the role;
 - 4.2. Advertise vacancies;
 - 4.3. Collate applications;
 - 4.4. Provide a recommendation to the President, which shall be presented to the Council.
5. To advise the Trustee Board, through the President, upon Human Resource matters of the Managing Director. Such matters include:
 - 5.1. The upkeep and accuracy of the Job Description;
 - 5.2. The remunerations of the Managing Director.
6. To assist with the replacement of the Managing Director, including:
 - 6.1. Advertising the role,
 - 6.2. Directing the composition of the interview panel.
7. To critically assess the remuneration of the Senior Management Team, including :
 - 7.1. Advising upon Performance Related Pay Changes,
 - 7.2. Questioning differences between staff members who hold similar levels of responsibility.

8. To provide advice upon and direction to the strategic approach to all staff pay including recommendations on bonuses and pay rises.
9. To provide a forum to advise the Trustee Board on proposed restructures.

Powers

10. The Trustee Board authorises the committee to seek any information it requires from any staff member or officer of the Union in order to perform its duties and provides it a right to call any staff member or officer of the Union to a meeting of the committee as and when required.
11. The committee may adopt closed session meetings if it sees fit.
12. The Managing Director is ordinarily expected to attend meetings of the Committee unless its resolves to the contrary either in respect of the whole meeting or specific agenda items.
13. The Committee shall meet as required, with at least one meeting per year.

Status, interpretation and amendment of these standing orders

- 13.1. Formal interpretations of these standing orders shall be made by the Chair.
- 13.2. The Trustee Board may amend these Standing Orders.

Finance & Risk Committee Standing Orders

The Finance & Risk Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:
 - 1.1. It shall contain 3 or 5 members, including one External Trustee and one Student Trustee.
2. The Deputy President (Finance and Services) and Head of Finance are ordinarily expected to attend and report to meetings of the committee unless its resolves to the contrary either in respect of the whole meeting or specific agenda items.

Structure

3. The Trustee Board Chair shall appoint a member of the committee as Chair.
4. Each member shall have one vote.

Aims & Objectives

5. To monitor the integrity of the financial statements of the Union, including its Annual and other reports, interim management accounts, review significant financial reporting issues and judgments which they contain.
6. To investigate any financial, administrative or personnel (whether paid staff or elected officers) matter which may put the Union at risk.
7. To consider the appropriateness of executive action following internal audit reviews and to advise senior management and officers on any additional or alternative steps to be taken.
8. To review and challenge where necessary:
 - 8.1. All material information presented with the financial statements.
 - 8.2. Clarity of disclosure in financial reports of any kind.
 - 8.3. The consistency of and changes in any accounting policy.
 - 8.4. Whether appropriate accounting estimates and judgments have been made in accordance with accounting standards.
 - 8.5. The methods used to account for significant or unusual transactions where different approaches are possible.
9. To provide minutes of all committee meetings for review at meetings of the Trustee Board.

Powers

10. The Trustee Board authorises the committee to seek any information it requires from any staff member or officer in the Union in order to perform its duties and to call any staff member or officer in the Union to be questioned at a meeting of the committee as and when required.
11. The committee may adopt closed session meetings if it sees fit.

12. The committee shall meet as required, with at least four meetings per year.

Status, interpretation and amendment of these standing orders

13. Formal interpretations of these standing orders shall be made by the Chair.

14. The Trustee Board may amend these Standing Orders.

Governance Committee Standing Orders

The Governance Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

15. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:
 - 15.1. The Alumni Trustee shall be a member
 - 15.2. The appointed Student Trustees shall be members
 - 15.3. The elected Student Trustees shall be members

Structure

16. The Trustee Board Chair shall appoint a member of the committee as Chair.
17. Each member shall have one vote.
18. Quorum shall be three members.

Aims & Objectives

19. To act in matters to do with Member and Associate Member complaints and discipline in accordance with the Bye-Laws.
20. To advise the Trustee Board regarding disputes over constitutional interpretations.
21. To advise the Trustee Board in matters to do with Staff complaints and discipline.
22. To advise the Trustee Board on proposed amendments to the Constitution and Bye-Laws.
23. To oversee the administration of Major Elections on behalf of the Trustee Board in accordance with Bye-Laws.
24. To convene an Appeals Panel in accordance with the Constitution.

Powers

25. The Trustee Board authorises the committee to seek any information it requires from any Member, Associate Member or staff member of the Union in order to perform its duties and provides it a right to call any Member, Associate Member or staff member of the Union to a meeting of the committee as and when required.
26. The committee may adopt closed session meetings if it sees fit.
27. The committee may act on matters of Complaints & Discipline that are referred to them failing a successful resolution by the relevant authority as outlined in the Bye-Laws.

28. The committee may issue warnings, investigations, suspensions, censure and punishments as set out in the Bye-Laws.
29. The committee shall meet as required, with at least one meeting per year.

Status, interpretation and amendment of these standing orders

- 29.1. Formal interpretations of these standing orders shall be made by the Chair.
- 29.2. The Trustee Board may amend these Standing Orders.

Imperial College Union Financial Procedures

This document governs all financial matters relating to the Union. Non-compliance, deliberate, negligent or repeated disregard of these provisions may result in disciplinary action being taken against the person concerned, under the terms of their employment contract with the Union, or, under the Constitution & Bye-Laws. Where appropriate, criminal proceedings may also be considered.

The Trustee Board is ultimately responsible for the finances of the Union. Responsibilities may be allocated to the President, suitable Deputy Presidents and members of staff. The Union's annual accounts shall be approved by the Trustee Board and the College Audit Committee prior to report to the College Council.

Use of Union Funds

1. The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may be used for:
 - 1.1. Donations or payments to persons and bodies outside the Union for subscriptions to national or regional student bodies approved by Council or payments for supplies and services rendered,
 - 1.2. Donations to charitable causes, where the Union authorizes fundraising events and donates the proceeds to charitable causes, provided that the object of the fundraising is made clear to the donors.
 - 1.3. Retaining cash reserves, or re-investment back in the Union.
2. No part of Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives shall be used:
 - 2.1. To support or further the aims or activities of any body, group or campaign of a political nature,
 - 2.2. To benefit individuals in any way that would not be equally available to the membership as a whole,
 - 2.3. For ultra vires payments as defined by the Attorney General.

Trustee Board Responsibilities

3. The Trustee Board shall:
 - 3.1. Approve the Union's Annual Report and accounts,
 - 3.2. Approve any significant change in accounting practices,
 - 3.3. Approve any major capital project and contract which is significant strategically or by its size, and
 - 3.4. Approve the remuneration of the Sabbatical Officers and Managing Director.

Budgets

4. The Union shall propose a consolidated income and expenditure budget and a capital expenditure budget for each financial year not later 30 June in the previous year.
5. The proposed budgets shall be submitted by the Executive Committee for approval by the Trustee Board.
6. The approved budgets (or individual items within them) may be varied only with the authorization of the President upon consultation with the Head of Finance for amounts up to £5,000 and the Trustee Board for all amounts in excess of this.
7. The Union shall monitor financial performance against budget during the financial year:
 - 7.1. The Managing Director and Head of Finance shall be responsible for monitoring the budgets with their respective budget holders, the President and the Deputy President (Finance & Services). An external or alumni member of the Trustee Board should be appointed to attend these meetings and report their business back to the Finance & Risk Committee.
 - 7.2. The Finance & Risk Committee shall report to the Trustee Board on the Union's finances and performance against budget.

Budget Holders' Responsibility

8. It is the responsibility of every budget holder to ensure that expenditure committed from his/her budget complies with the Union's Finance Procedures and Union Finance Manual. Budget holders must also ensure that the handling of income complies with the Union Financial Procedures.

Bank Accounts and Investments

9. Neither the Union nor any constituent part of the Union nor any individual acting on behalf of such a part may operate a separate bank account other than that authorized in advance by the Executive Committee.

Payment Authority

10. All payments (cheques and other paper/electronic financial instruments) must be signed or otherwise authorized by the relevant persons:
 - 10.1. Central Union payments for less than £1,000 must be authorised by a person on the bank mandate other than the budget holder.
 - 10.2. Central Union payments for more than £1,000 must be authorised by:
 - 10.2.1. a person on the bank mandate other than the budget holder, the President or the Managing Director
 - 10.2.2. and then be authorised by the President or the Managing Director.
 - 10.3. Club, Society & Project payments for less than £1,000 must be authorised by a person on the bank mandate.

- 10.4. Club, Society & Project payments for more than £1,000 must be authorised by
- 10.4.1. a person on the bank mandate other than the President or the Managing Director
- 10.4.2. and then be authorised by the President or the Managing Director.

Limits of Authority

11. No unauthorized member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
12. Expenditure up to £20 may be authorized by a Club or Society Chair (or Treasurer) from their budget subject to the funds being available.
13. A Constituent Union President or the Chair of a Management Group (or their respective Treasurers) may authorize expenditure up to £1,000 from their budget subject to the funds being available.
14. The Deputy President (Finance & Services), or, in his or her absence, one of the other Deputy Presidents, may authorize all Club, Society & Project expenditure subject to the funds being available to the Club, Society or Project up to £50,000.
15. In the event of an expense up to £2,000 that a Club, Society or Project does not have the funds available for, the Deputy President (Finance & Services) may still authorise this expenditure if they believe that the Club, Society or Project will be able to recover the expense within the financial year.
16. The Executive Committee may authorize all Club, Society & Project expenditure over £50,000 up to £100,000 subject to the funds being available to the Club, Society or Project, and after consulting with the Head of Finance and Finance & Risk Committee.
17. In the event of an expense up to £10,000 that a Club, Society or Project does not have the funds available for, the Executive Committee may still authorise this expenditure if they believe that the Club, Society or Project will be able to recover the expense within the financial year.
18. Operational Managers may authorize expenditure consistent with their budgets up to £10,000.
19. Operational Managers may authorize expenditure consistent with their budgets up to £100,000 subject to approval by the Head of Finance and Deputy President (Finance & Services).
20. The Trustee Board may authorize all other expenditure.

Orders

21. Orders of goods or services shall only be placed using an Imperial College Union order form or in accordance with a duly authorized contract.

Loans to Staff

22. Loans to staff must not be made without the written permission of the Managing Director given in consultation with the President and Chair of the Trustee Board. Arrangements for repayment of such loans must be put in place before the funds are advanced.

Long-Term Commitments

23. Only the President jointly with the Managing Director shall sign a contract which commits the Union to any obligation that extends beyond the current financial year. Such contracts shall only be signed with the prior written authorization of the relevant budget holder. Such authorizations shall be made within the limits of authorisation set out above.
24. Staff roles may be created in accordance with the Union's budget by the Managing Director after consultation with the relevant budget holder.
25. Appointments of staff (except those employed on a 'casual' or 'zero-hours' contract basis) and any variance to their contracts shall be authorized by the Managing Director after consultation with the President and the relevant budget holder.
26. Staff roles may be removed by the Managing Director after consultation with the Trustee Board and the relevant budget holder.
27. Staff roles may be changed by the Managing Director after consultation with the President and the relevant budget holder.

Events

28. The limits of authority as defined above shall be applied to the total of all expenditures relating to events organized on behalf of the Union.
29. Prior authorization shall be given in writing.

Cash Holding

30. Other than trading outlets for legitimate operational purposes (as determined by the Executive Committee), no constituent part of the Union may hold cash without the prior written authorization of the Deputy President (Finance and Services).
31. Cash takings shall be deposited with the Union's bankers within three (3) College days of receipt and no expenditure may be incurred from cash receipts.
32. Members and employees may carry or hold cash or other valuables with due regard to the limits set from time to time by the Union's insurers.

Borrowing

33. The Union shall not borrow any external funds without the prior written authorization of the Trustee Board and Director of Finance of Imperial College London.

Guarantees and Indemnities

34. The Union shall not give any guarantees or indemnities without the prior written authorization of the Trustee Board and Director of Finance of Imperial College London.

Supplies on Credit

35. Goods and services may be issued on credit in accordance with approval procedures and credit limits set by the Trustee Board.

Inventories and Asset Management

36. The Union shall maintain a full inventory of all its assets valued (individually or in aggregate) in excess of £200.
37. It is the responsibility of all Union Officers, Club, Society & Project Chairs and operational managers to ensure that they maintain a register of such items and inform the Head of Finance when such items are purchased.
38. None of the Union's assets shall be disposed of without the written permission of the relevant authority.
39. Assets valued in excess of £10,000 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorization of the relevant budget holder and the President in consultation with the Head of Finance and Managing Director.
40. Central Union assets valued in excess of £1,000 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorization of the relevant budget holder and the Deputy President (Finance & Services).
41. Club, Society & Project assets valued in excess of £200 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorization of the Deputy President (Finance & Services).

Associate Membership Policy

A Trustee Board Policy

1. Associate Membership of the Union – as defined in the constitution is reserved for persons under the following conditions:
 - 1.1. An Imperial College London or Imperial College Union member of staff, upon receipt of a monthly or annual subscription payment.
 - 1.2. A medical student of Nanyang Technological University, Singapore.
 - 1.3. A student of any Further or Higher Education establishment, upon receipt of a monthly or annual subscription payment.
 - 1.4. A previous Member of the Union upon receipt of a one off payment for lifetime Associate Membership.
 - 1.5. A previous Associate Member of the Union, who has held such membership for a period of two years, upon receipt of a one off payment for lifetime Associate Membership.
 - 1.6. A person that is renting or using College or Union facilities, upon receipt of a daily or weekly payment.
2. Associate Membership entitles the holder to make use of the Union's facilities, amenities and services.
3. Associate Members are not entitled to receive any form of subsidy from the Union.
4. Associate Members are not entitled to participate in the governance of the Union, except as an External or Alumni Trustee.
5. Honorary lifetime Associate Membership may be bestowed upon an individual by the Union Council, irrespective of their membership status of the Union.
6. Only lifetime Associate Members are eligible for lifetime membership of any constituent part of the Union.
7. Associate Membership may be removed from an individual by a simple majority vote of the Trustee Board or the Union Council.

Executive Committee Standing Orders

The Executive Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The Membership shall be:
 - 1.1. The Officer Trustees
 - 1.2. The Constituent Union Presidents
 - 1.3. Four other members of Union Council elected by Union Council

Structure

2. The President shall chair the committee.
3. Each member shall have one vote, with the exception of the chair, who shall have only the casting vote in the event of a tie.

Aims & Objectives

4. The Aims & Objectives shall be:
 - 4.1. Advancing the aims and objectives of the whole Union.
 - 4.2. Implementing policy set by the Council save in so far as these responsibilities have not been delegated to another sub-committee of the Council.
 - 4.3. Receiving the reports of the Officer Trustees.

Powers

5. The Committee's powers shall be:
 - 5.1. Allocating funding to the Constituent Unions to continue their operations up to a value set by the Trustee Board in the Union's yearly budget.
 - 5.2. Allocating reserve funding up to a value set by the Trustee Board in the Union's yearly budget.
 - 5.3. Authorising funding in line with the Union's Financial Procedures.
 - 5.4. The Executive Committee may, in matters of urgency, act on behalf of the Union Council in any matter except those requiring a two-thirds majority, provided all such actions are reported to and approved by the Union Council at its next meeting.

Status, interpretation and amendment of these standing orders

6. Formal interpretations of these standing orders shall be made by the Chair.
7. The Council may amend these Standing Orders.

Clubs, Societies & Projects Board Standing Orders

The Clubs, Societies & Projects Board shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The Membership shall be:
 - 1.1. The Officer Trustees
 - 1.2. One representative of each of the Constituent Unions
 - 1.3. The Management Group Chairs

Structure

2. The Deputy President (Clubs & Societies) shall chair the committee.
3. Each member shall have one vote, with the exception of the chair, who shall have only the casting vote in the event of a tie.

Aims & Objectives

4. The Aims & Objectives are to oversee the clubs, societies, projects and the central activities of Management Groups and Constituent Unions.

Powers

5. The Committee's powers shall be:
 - 5.1. Allocating funding to the clubs, societies, projects and the central activities of Management Groups and Constituent Unions to promote their aims and objectives as far as within the remit of the Clubs, Societies & Projects Board up to a value set by the Trustee Board in the Union's yearly budget.
 - 5.2. Allocating reserve funding up to a value set by the Trustee Board in the Union's yearly budget.
 - 5.3. Determining policy governing the management of clubs, societies, projects and the central activities of Management Groups and Constituent Unions.

Status, interpretation and amendment of these standing orders

6. Formal interpretations of these standing orders shall be made by the Chair. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the President.
7. The Council may amend these Standing Orders.

Community & Welfare Board Standing Orders

The Community & Welfare Board shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The Membership shall be:
 1. The Officer Trustees
 2. One representative of each of the Constituent Unions
 3. The Union Welfare Officers
 4. One representative of the residents of Halls of Residence

Structure

2. The Deputy President (Welfare) shall chair the committee.
3. Each member shall have one vote, with the exception of the chair, who shall have only the casting vote in the event of a tie.

Aims & Objectives

4. The Aims & Objectives shall be:
 1. To act as a forum for issues relating to community and welfare policy to be presented to the Union Council for debate.
 2. Campaigning to promote communities and welfare policy passed by the Union Council.

Powers

5. The Committee's powers shall be to allocate funding to the Constituent Unions to promote their aims and objectives as far as within the remit of the Communities & Welfare Board up to a value set by the Trustee Board in the Union's yearly budget.

Status, interpretation and amendment of these standing orders

6. Formal interpretations of these standing orders shall be made by the Chair. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the President.
7. The Council may amend these Standing Orders.

Education & Representation Board Standing Orders

The Education & Representation Board shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The Membership shall be:
 - 1.1. The Officer Trustees
 - 1.2. Two representatives of each of the Constituent Unions
 - 1.3. The Departmental Representatives

Structure

2. The Deputy President (Education) shall chair the committee.
3. Each member shall have one vote, with the exception of the chair, who shall have only the casting vote in the event of a tie.

Aims & Objectives

4. The Aims & Objectives shall be:
 - 4.1. To act as a forum for issues relating to educational policy to be presented to the Union Council for debate.
 - 4.2. Campaigning to promote educational policy passed by the Union Council

Status, interpretation and amendment of these standing orders

5. Formal interpretations of these standing orders shall be made by the Chair. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the President.
6. The Council may amend these Standing Orders.