

MINUTES OF THE PROCEEDINGS
of the fourth 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 Wednesday 29 May 2013 at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Paul Beaumont (PB)
Council Chair	Michael Foster (MF)
Student Trustee	Nathaniel Bottrell (NB)
Student Trustee	Nicolas Massie (NM)
Lay Trustee	Simon Maddison (SM)
Lay Trustee	George Palos (GP)
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)

Permanent Observers

Managing Director	Joe Cooper (JC)
ICU Honorary Senior Treasurer	Colin Kerr (CK)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Observer: David goldsmith President elect

Apologies: Lay Trustee Janet Rogan (JR) Student Trustee Lejon Chua (LC) Student Trustee Hitesh Hassani (HH),

1. DECLARATION ON INTEREST – none

2. CHAIRS BUSINESS

NOTED:

- a) Agenda item 10, Appointment of Trustees, was moved to be considered at this point.
- b) The Board were asked to vote for the paper as a whole and it was accepted unanimously.

RESOLVED:

- 1) To re-appoint Professor Dame Julia Higgins to the Trustee Board until 31st January 2016 as an external Trustee
- 2) To re-appoint Janet Rogan to the Trustee Board until 31st July 2014 as an external Trustee
- 3) To re-appoint George Palos to the Trustee Board until 31st July 2014 as an external Trustee
- 4) To appoint Andy Heeps to the Trustee Board until 31st January 2016 as the Alumni Trustee

- 5) To appoint Colin Kerr to the Trustee Board from 1st August 2013 until 31st January 2016 as an external Trustee
- 6) To thank Simon Maddison for his service as an external Trustee of the Union
- 7) To thank Stephen Brown for his service as the Court Chair

3. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 24 January 2013

RESOLVED:

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

4. MATTERS ARISING

NOTED:

- a) The process for commercial services restructure is now complete.
 - i. Vacancies arising from the process are currently being advertised.
 - ii. Costs have been reflected in the accounts already and will not appear in these again.

5. FINANCE AND RISK COMMITTEE MINUTES – 26 APRIL 2013

RECEIVED: The minutes were presented by JC

NOTED:

- a) CK stated that he has ceased drawing up notes from the Business Review Meetings as he felt that this wasn't necessary due to the replication of information.
- b) There are still the commercial pressures but the Senior Management Team is monitoring these and reacting as appropriately.
 - i. There are income and operational challenges but there is no control issue. The control element is strong and costs are being minimised.
- c) Bottom line overall is a positive position.
- d) It was questioned as to where the process is in regards to clubs making cash payments.
 - i. SN stated that there is a discussion as to whether this should be a policy or guidance to officers and acknowledge that there are unavoidable issues where cash is the only payment option available.
- e) The Board moved to a vote to accept the minutes and they were passed unanimously.

RESOLVED:

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

6. PRESIDENTS REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) The Code of Practice was passed by College Council and is now in operation.
- b) Subvention funding has been confirmed for the next 3 years.
 - i. This enables the Union to be able to plan appropriately.
 - ii. Discussions will start taking place in 1.5 years in regards to the next subvention payment.
 - iii. The funding agreement is linked to KPI's.
- c) There were a number of people who expressed their interest in becoming lay trustees and 4 applications were received.
 - i. It was highlighted that there were lessons learnt through the process and it was suggested that existing networks should be utilised.

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

RESOLVED:

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

7. MANAGING DIRECTORS REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) The Board were invited to give feedback on the away day to JC.
 - i. It was agreed that this should be planned as a yearly event.
- b) The Board moved to a vote to accept the presented report and it was passed unanimously.

RESOLVED:

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

8. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by MF

NOTED:

- a) Council have been very supportive of the PG issues brought to Council. A further paper on PG accommodation is coming to the next meeting of Council.
- b) The meeting that was cancelled was due to no pressing business.
- c) The Board moved to a vote to accept the report and it was passed unanimously.

RESOLVED:

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

9. COVER SHEET

RECEIVED: The paper was presented by JC

NOTED

- a) The purpose of the cover page is to encourage the author to think of the risk, finance and legal requirements.
- b) It was agreed that this would be most appropriate for more involved agenda items that require decision or discussion.
- d) The Board moved to a vote to accept the utilisation of the Cover Sheet and it was passed unanimously.

RESOLVED:

- 1) **To accept the utilisation of the Cover sheet.**

ACTION:

1. **JC to circulate the template to the SMT**

11. EVENTS INVOLVING SPEAKERS

RECEIVED: The paper was presented by PB

NOTED:

- a) The amendments are to make the policy fit for purpose.

- b) There have been a number of occasions where the policy has been utilised and it has highlighted a few areas to improve.
- c) The College Secretary was consulted and is happy with the updated document.
- d) It is important for reputational risk to have this document correct.
- e) It was highlighted that the current policy is repealed should the Board pass the policy.
- f) The process that the Union has is various checks to protect and identify potential risks.
- g) The College Secretary has the final say and they may choose to mitigate risks by putting in appropriate measures
- h) The Board moved to a vote to accept the policy and it was passed unanimously.

RESOLVED:

- 1) **To accept the policy – see appendix i.**

12. PROCEDURES FOR DEALING WITH COMPLAINTS

RECEIVED: The paper was presented by PB

NOTED:

- a) NB stated that having recently followed the procedures, he found them a good process.
- b) It was suggested that the policy should restate who students can choose to represent them.
 - i. College state that Union representatives or work colleagues can represent which is reasonable.
 - ii. It was suggested that only members or associate members of the Union can be representatives.
- c) There was ambiguity around the wording of defendant and it was suggested that the terminology be changed to respondent
 - i. It was suggested that 'bye law' be put in front of the numbers it was referring to for absolute clarity.
- d) The Board agreed to pass the amended procedure with the President to circulate the updated document to the Board.

RESOLVED:

- 1) **To accept the amended procedure – see appendix ii**

13. THE COMMUNITY VOLUNTEERING SCHEME AND THE ROLE OF STUDENT HUBS

Received: The papers were presented by JC

NOTED:

- a) The Union now has the resources in place to develop what it does around community volunteering
- b) The updated MOU has streamlined what student hubs do.
- c) Currently the Union is having discussions around growing the capacity on student development.
- d) The funding arrangement with College covers broadening the Union's approach to student development.
- e) The infrastructure to implement community volunteering is what the Union is working on at the moment.
- f) The board agrees that this is the direction that they think the Union should be going in.
- g) The risks lie with the hubs building the network and getting the reputation that the Union should be harnessing.
 - a. College may see them as a better agent to deliver the service and they will have the access to resources and funding that the Union wont.
- h) The Board vote to a vote to pass the MOU with it expiring in a year and it was passed unanimously.

RESOLVED:

- 1) To pass the presented Memorandum of Understanding between Imperial Hubs and Imperial College Union.

14. VOULENTEERING DEVELOPMENT PLAN

Received: The paper was presented by JC

NOTED:

- a) Feedback from the Union survey is that students would like recognition of the skills that they have developed and their wider experience
- b) This will be a Union initiative but would slot in to College if and when necessary
- c) Tier 3 does not likely to be implemented until next year.
- d) The accreditation document will include details useful for employability
- e) It was questioned if some students motivations to improve employment opportunities instead of doing it for the altruistic motivation
- f) The Union currently has the staff resources to implement the plan.
 - i. The system has been designed to have minimum stress on staff
 - ii. There will be an extra burden on staff whilst setting up the programme but this will lessen once established.
- g) The Board moved to a vote on the paper and it was passed unanimously.

RESOLVED:

- 1) To approve the broad objectives of the programme
- 2) To approve the milestones outlined below.

Milestone	Deadline	Responsibility	Resources
Programme Branding	31/05/2013	Marketing & Comms Manager	Staff development time
Accreditation plans confirmed	31/05/2013	Student Development Manager	Staff development time
Initial promotion to New Club Officers	16/05/2013	Marketing & Comms Manager	Staff time, promotional flyers
Skill workshop 1-3 written, peer reviewed and piloted	30/06/2013	Student Development Manager	Workshop space, training materials & equipment, staff to peer review, incentive for students participating
Communication Strategy finalised	31/08/2013	Marketing & Comms Manager	Staff development time
Vol. Development area of .Org website tested and live	31/08/2013	Web Developer	Staff development time
Vol. Development area of eActivities tested and live	31/08/2013	Systems Coordinator	Staff development time
Programme Launch and registration	04/10/2013	Student Development Manager	Comms Strategy, promo items, eActivities, .Org pages
Skill workshop 4-6 written, peer reviewed and piloted	11/10/2013	Student Development Manager	Workshop space, training materials & equipment, staff to peer review, incentive for students participating
Student trainers recruited and trained	12/10/2013	Student Development Manager	Training space, external training provider
Introduction seminars	25/10/2013	Student Development Manager	Meeting room, promotional items
Programme Delivery	01/11/2013	Student Development Manager	Staff support and management, student trainers, training

			materials and workshop spaces, eActivities and online event booking system
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15. ASSOCIATE MEMBERSHIP

RECEIVED: The paper was presented by PB

NOTED:

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

RESOLVED:

- 1) **To pass the Associate Membership Policy – see appendix iii**

At this point RC left the room

16. COMPLAINT AGAINST THE RETURNING OFFICER

RECEIVED: The paper was presented by NB

NOTED:

- a) Thanks were given to NB, MF and HH.
- b) There are 2 parts to the complaint, the ruling and the process.
- c) The ruling was correct and not considered as the student had the opportunity to question this and they did not within the timeframe.
- d) The process was correct and no indication that the conduct of the Returning Officer was wrong but there were suggestions on how to improve this
- e) It was agreed that there shall be no apology issued nor retract the decision of the RO
- f) A document will come to the next TB with a debrief on all elections and plan for next year.
- g) It was good to stress test the process
- h) Uphold the recommendations of the panel.
- i) TB should not to see that kind of complaint again. Should have had the confidence to turn away.
- j) Governance Committee to look at recommendations and implement where appropriate.
- k) The outcome of the Board's decision to be communicated to WP within 3 days.

RESOLVED:

- 1) **Accept the recommendation of the Sub Committee as the view of the Trustee Board.**

RC returned to room at this point

17. SABBATICAL ROLES

Received: The paper presented by PB

NOTED:

- a) Result of away day where areas to improve were identified.
- b) There are current tasks within sabb roles that they do not need to be elected to do – operational tasks.
- c) Suggest to keep the name Deputy President (Finance & Services) in the interim and the changes should be gradual.
- d) Caution as it may come through as a big change after there has already been a major change to the constitution

- e) It was suggested to keep the role descriptions vague and get the team to divvy up the jobs every year
- f) The idea is to broaden the roles not tighten
- g) The changes go in to bye laws
- h) Want to accurately reflect what the role is so people know when standing for election.
- i) The paper is being presented to the next meeting of Council.

18. LEADERSHIP TEAM

Received: The paper presented by JC

NOTED:

- a) The idea is to improve and strengthen communication between staff and officers.
- b) There is a management meeting where accounts are looked at
- c) Create and solidify the links between sabbs and management
- d) Moving forward and recognise that there are controls that are working
- e) It was questioned how would it sit with the Executive Committee and it was suggested to take the minutes of the team to the Executive Committee.
- f) It is a talking shop not a decision body well organised open and frank discussion
- g) The Board were in approval of the paper.

19. RESTRICTED CIRCULATION BEIT DEVELOPMENT

RECEIVED: The paper was presented by JC

NOTED:

- a) It was questioned is assurance had been given on what space the Union will have at Imperial West. It was stated that this is still in negotiation.
- b) JC has been negotiating to get concession on space that is being lost.
 - i. The amount of space being lost is not substantial and eventually accommodation pressure would have demanded the space to get given up.
 - ii. The biggest compromise is the space where the snooker tables are.
- c) The Board was asked to give their backing the project.
 - i. The Board were in support of the project on the proviso that the Union gets the most from College as possible and that affected student groups are consulted.
- d) The design period for the basement is starting to get underway.
- e) The risks that the Union faces is that when the works start and start to move close to budget maximums, the Union may need to commit some capital to ensure the works are of the specifications that have been agreed.
- f) The standard of facilities expected should be documented and agreed by college.
- g) It was suggested that student consultation is tracked.
- h) There is pressure for space on campus and it is felt that works need to be for the greater good of students and dealt with sensitively.
- i) There are logistic constraints to the storage matrix.
- j) The Board were in agreement that this redevelopment is a positive move forward and should take place for the greater good of the student body and the best deal needs to be negotiated with continued student dialogue.

The meeting closed at 8.10pm

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

_____ 2012/13

Appendix i

Events Involving Speakers Policy

The Union notes:

1. This policy shall be implemented in conjunction with the Union's Room Bookings Policy and Equal Opportunities Policy.
2. That a number of publications relating to best practice regarding University External Speaker Approval have recently published. Examples include the Caldicott enquiry, the Universities UK report and the Counter Terrorism Protective Security Advice for Higher and Further Education.
3. Section 43 of the Education Act (No. 2) 1986 states that "persons concerned in the government of any establishment... shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers."
4. The Human Rights Act 1998 secures various rights including freedom of thought, conscience and religion (Article 9), freedom of expression (Article 10), freedom of assembly and association (Article 11).
5. The Public Order Act 1986 provides that without any violence occurring an offence may still take place when someone believes that immediate unlawful violence will be used or provoked or when harassment, alarm or distress is caused. The same Act makes inciting racial or religious hatred an offence.
6. The Terrorism Acts 2000 and 2006 also set out the offences related to terrorist offences which include supporting proscribed organisations in speeches and raising money to support them.
7. According to the Equality Act 2010 where speech or conduct related to a protected characteristic is intended to have the effect of violating another's dignity or creating a "hostile, intimidating...environment" it shall be considered harassment.
8. There is need for clear guidelines on where the limits of free speech lie – particularly in reference to our Equal Opportunities Policy - when speakers are invited by the Union or its recognised groups, including Clubs, Societies & Projects and how to effectively Chair an event involving speakers.
9. The College Code of Practice on Freedom of Speech must be adhered to by all members of the College and on all College business, including that of the Union and its recognised groups.

Imperial College Union believes:

1. In the principles of freedom of speech and expression within the limits of the law
2. That Imperial College's campuses should be a safe space for all of our Members and that we have a duty of care to students of different faiths, backgrounds and lifestyles

3. That the opportunity, within the law, to hold and challenge extreme views should be protected in the policies we uphold as a Union
4. That the College Secretary should be consulted where the balance between Freedom of Speech and its lawful restrictions exists
5. That no platform policies limit the freedom and right of our students to choose which views they hear. We recognise that we have a responsibility to allow extreme views to be challenged.

Imperial College Union resolves:

Process:

1. Requests for rooms and other spaces shall be received via an online system in accordance with the Room Booking policy. Where an external speaker shall be leading or speaking at an event their details will be submitted through this system
2. Bookings shall not usually be accepted less than 2 weeks before the date of the event taking place. Permission will usually NOT be granted in these circumstances
3. The details of the event required include, title, date, organisers name & contact details, number of attendees and details of scope of advertising.
4. Speaker details required are:
 - a. speaker full name and organisation
 - b. speaker contact details
 - c. title of talk and subject matter
 - d. if the speaker has attended an event at Imperial College before
 - e. other establishments the speaker has spoken at before and any where permission has been refused
 - f. any notable details about the event eg. Security issues, media interest, controversial aspects of the talk or speaker
5. If this information or any other requested by ICU is withheld or not promptly provided when requested an event may be cancelled.
6. If there is a risk of disorder or unlawfulness arising from the speaker or attendees an event may be cancelled by the Union President, Deputy President (Clubs & Societies), College Security or College Secretary.
7. If there is a breach of a College policy the event will be changed to conform with policy, or cancelled if this is not possible.
8. The Union disciplinary policy may be implemented against the event organiser and/or committee in the event of disrepute, disorder, breach of Union or College policy or unlawfulness arising from the speaker or attendees. College or police action may also be consequences.
9. If College Security are of the opinion that the physical security of the building, attendees or College members cannot be guaranteed the event must be cancelled. Appeals should be made to the College Secretary.
10. Any identifiable student group in College who are likely to be intimidated, harassed or undermined should be informed at least 5 clear College days before the event to allow their opinions and concerns to be addressed. The Union will also notify the College Secretary so that they may notify relevant staff groups.

11. Conditions including but not limited to:

- a. Ticketing the event
- b. Pre-registration
- c. Restricting entry to all/subset of:
 - i. Members of a society
 - ii. Students at Imperial College
 - iii. Students and staff at Imperial College
 - iv. Students at a HEI
- d. Extra Security
- e. Imposing a neutral Chair chosen by the Union President
- f. Restricting advertising

may be imposed on any event at the discretion of the Union President, Deputy President (Clubs & Societies), College Security or the College Secretary.

12. Approval or refusal, when there is doubt between conflicting legislation, shall be granted by the College Secretary.

Appendix ii **Trustee Board Procedures for dealing with complaints & discipline**

Remit

1. This policy is in-keeping with the Union Constitution and Bye-Laws at the time of it being passed. Any future amendments to the Constitution or Bye-Laws that conflict with this policy shall take precedence over this policy.
2. Complaints, disciplinary cases and appeals should be received in accordance with the Bye-Laws and it falls to the relevant authority to enact these procedures.
3. Throughout this policy the term 'case' will refer to a specific complaint, disciplinary or appeal that is being enacted in accordance with these procedures.
4. Complaints may be referred to the Trustee Board in the following manner:
 - a. A complaint about a Trustee (from anyone – Bye-Law E1.1)
 - b. A complaint about the Managing Director (from the President and Trustee Board Chair - Bye-Law E1.3 & Constitution rule 81)
 - c. A complaint about the conduct of the Returning Officer in the Major Elections (from anyone - Bye-Law F6)
5. Disciplinary cases may be referred to the Trustee Board in the following manner:
 - a. A disciplinary case regarding a Trustee (from anyone – Bye-Law E1.1)
 - b. A disciplinary case regarding the Managing Director (from the President and Trustee Board Chair – Bye-Law E1.3 & Constitution rule 81)
6. Appeals cases may be referred to the Trustee Board in the following manner:
 - a. An appeal from a disciplinary case (from the appellant on the decision of the Governance Committee - Bye-Law E51.3)
 - b. An appeal from a censure or dismissal (from the appellant on the decision of Governance Committee - Bye-Law E52.2)
7. Complaints may be referred to the Governance Committee in the following manner:

- a. A complaint against a candidate in Major Elections (from the Returning Officer - Bye-Law F4)
8. Disciplinary cases may be referred to the Governance Committee in the following manner:
 - a. A disciplinary case against a candidate in Major Elections (from the Returning Officer – Bye-Law F4)
 - b. A disciplinary case against a Member or Associate Member not suited for Summary Punishment (from the President – Bye-Law E39)
9. Appeals cases may be referred to the Governance Committee in the following manner:
 - a. An appeal from a disciplinary case (from the appellant on the decision of the President – Bye-Law E51.2)
 - b. An appeal from a censure or dismissal (from the appellant on the decision of Council – Bye-Law E52.1)
10. There may be other types of complaint against non-Members which is considered by the Trustee Board, or at the Trustee Board’s discretion, the Governance Committee. Whilst the Trustee Board may not ‘discipline’ any such persons, they may have the power to ban – definitely or indefinitely – or take any other such lawful sanction as they see fit against such persons.

Powers

11. The Trustee Board may exercise all powers of the Union given to it in the Constitution and Bye-Laws.
12. The Governance Committee may exercise all powers given to it in the Constitution, Bye-Laws and delegated to it in its Standing Orders, and as set out in any Trustee Board policy – including this one.
13. Both the Trustee Board Chair and Governance Committee Chair may refuse to hear a case if they believe it to be unnecessary. This action must be reported to the Trustee Board and the decision may be overturned by the Board.
14. Both the Trustee Board Chair and Governance Committee Chair may nominate a subset of their Membership to consider a case (as defined earlier), as long as that subset then takes their recommendation to the whole Trustee Board or Governance Committee to ratify the decision. A subset that considers a case must be at least three persons, all of whom have no vested interest in a case.

Hearings

15. All cases shall give five clear College days’ notice to the appellant, defendant, complainant and any other person deemed by the Chair of the Trustee Board, or Chair of the Governance Committee respectively to have an involvement in the case that a

meeting of the Trustee Board, Governance Committee or subset thereof will be held to hear the case. Evidence to be presented at the hearing will be made available at this stage.

16. The hearing of a case will follow the procedure set out below, where the following terms are used:
 - a. **The Hearing** – the process of the Panel convening and the procedure as defined below being followed.
 - b. **The Panel** – the Trustee Board, Governance Committee, or subset thereof
 - c. **The Chair of the Panel** – a person nominated by the Trustee Board Chair or Governance Committee Chair respectively who is on the Panel.
 - d. **Proposer** – The person(s) in brackets for all points 4a, 4b,5,7,8 above. For 4c,6,9:
 - i. 4c. The Returning Officer
 - ii. 6a, 6b. The Chair of the Governance Committee
 - iii. 9a, 9b. The President
 - e. **Respondent** – The person(s) for all points 4a,4b,5,7,8 above whom is the subject of a complaint or disciplinary proceedings other than on a starred line. For 4c it is the complainant and for 6,9 it is the appellant.
17. Hearings shall be minuted by the Secretary to the Trustee Board (or their assistant), with minutes approved by the Chair of the Panel
18. The Proposer and/or Respondent may involve a representative who is a Member of the Union or a member of College or Union staff if they so wish, and the representative may attend and speak for the person they represent, but are not subject to the five clear College days' notice requirement. The representative must be made known to the Secretary to the Trustee Board at least one clear College day before the meeting.
19. No other person is allowed to witness a Hearing without the consent of the Respondent and the Chair of the Panel.
20. Hearings shall follow this procedure:
 - a. The Chair of the Panel introduces all those present, explains the purpose of the hearing and how it will be conducted.
 - b. The Proposer or his/her representative will put the case in the presence of the Respondent, his/her representative and will call any witnesses in support of the case.
 - c. Both the Proposer, his/her representatives and any witnesses may be questioned by the Respondent or their representative and by the Panel on the information given by them.
 - d. The Respondent or his/her representative shall put the case in the presence of the Proposer and may call any witnesses in support.

- e. Both the Respondent, his/her representative and any witnesses may be questioned by the Proposer and by the Panel on the information given by them. Witnesses will withdraw after giving evidence.
- f. The Proposer or his/her representative may then make a closing statement followed by the Respondent or his/her representative.
- g. Both parties will then withdraw while the Panel, together with the secretary to the Panel deliberate in private to consider the evidence given. This will not be minuted.
- h. The Panel may recall the parties to clarify evidence or seek further information. If recall is necessary, both parties shall be recalled.
- i. Once the Panel has come to a decision, the proceedings shall close.

Outcomes

21. A Panel may come to any decision empowered to the Trustee Board or Governance Committee (whoever the Panel is recommending to) as set out in the Constitution and Bye-Laws. These powers are not limited to (in the case of the Trustee Board), but are detailed in:
 - a. Bye-Law E15, E17, E19, E43 (Penalties for Disciplinary)
 - b. Bye-Law F4 (Major Elections)
22. If the Panel is a subset of the Trustee Board or the Governance Committee, they will recommend their decision to the Trustee Board or Governance Committee respectively with full minutes of the proceedings within three clear College days. The Trustee Board or Governance Committee will then announce their decision to the Respondent and the Proposer as soon as possible, in writing.
23. If the Panel is the Trustee Board or the Governance Committee, they will announce their decision to the Respondent and the Proposer as soon as possible, within three clear College days in writing, but may verbally announce the decision as appropriate at the end of the Hearing.
24. Should – in the case a hearing is devolved to a subset of the Trustee Board or Governance Committee – the recommendation of the subset fail to be ratified by the whole Trustee Board or Governance Committee, the Trustee Board or Governance Committee may make a decision without a further hearing (as defined below) should there be consensus to make a decision. The Trustee Board or Governance Committee are also within their right to hold a further hearing without the case being devolved to a subset.
25. The minutes of a hearing and outcome will be made available upon request to any Member, except any part of the minutes that would if public breach the College or Union Staff-Student Protocol, or contain confidential information, as determined by the Chair of the Trustee Board.

Associate Membership Policy

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 member of staff, Imperial College Union member of staff or other individual on long term secondment to Imperial College Union, 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 over the age of eighteen, 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, extending only to the use of the Union's commercial facilities.
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.
8. Responsibility for setting fees for Associate and lifetime Associate Membership is delegated to the Executive Committee.