

MINUTES OF THE PROCEEDINGS  
of the twelfth meeting of  
the Executive Committee  
of the Imperial College Union  
in the 2011-2012 Session

The meeting of the Executive Committee was held in meeting room 6 of the  
Union Building on the 17<sup>th</sup> July at 10.00am

Present:

President - Chair	Scott Heath (SH)
Deputy President (Clubs & Societies)	Monya Zard (MZ)
Deputy President (Education)	Jason Parmar (JP)
ICSMSU Representative	Shiv Vohra (SV)
CSB Representative	Henry Whittaker (HW)
RCSU Representative	Paul Beaumont (PB)
<b>Permanent Observer:</b>	
General Manager	Joe Cooper (JC)
Governance and Administration Coordinator	Rebecca Coxhead (RC)

**Observers:** Deputy President (Finance & Services) elect Stefan Nubert, Deputy President (Welfare) elect Becky Lane, Deputy President (Education) elect Doug Hunt

**Apologies:** Deputy President (Finance & Services) Michael Foster (MF), Deputy President (Welfare) Nicolas Massie (NM), CGCU President Jacky Kwan (JK), RCSU President Luke Kanczes (LK), GSA Chair Robert Tang, CSB Representative Chandana Shankar (CS), CSB Representative Richard Simons (RS), RWB Representative Steven Tran (ST), Honorary Senior Treasurer Colin Kerr

**1. CHAIRS BUSINESS**

NOTED:

- a) Immense thanks were given to the representatives from RWB and CSB who sat on the committee this year.

**2. MINUTES OF LAST MEETING – not available**

**3. MATTERS ARISING – not available**

**4. MAY 2012 MANAGEMENT ACCOUNTS**

RECEIVED: The accounts were presented by SH

NOTED:

- a) The presented accounts were passed unanimously by the committee.

**RESOLVED:**

- 1) To pass the May 2012 Management accounts

## 5. ICU 2012-13 BUDGET

RECEIVED: The budget was presented by SH

NOTED:

- a) The Trustee Board has passed the 2012-13 budget at their last meeting.
- b) Thanks were given to the staff who contributed to having a completed budget finished before the start of the new financial year.
- c) The Committee moved to a vote to pass the presented budget and it was accepted unanimously.

RESOLVED:

- 1) **To pass the ICU 2012-13 budget.**

## 6. RWB CONTINGENCY

RECEIVED: The paper was presented by SH

NOTED:

- a) RWB has money left and it will not be accessed by the end of the year.
- b) The Committee moved to a vote and was agreed unanimously to completely fund the IDEALiSTiC Conference with RWB money – total cost £1,642.

RESOLVED:

- 1) **To completely fund the IDEALiSTiC Conference with money from RWB – total cost £1,642.**

## 7. COURT NOMINATIONS

RECEIVED: The paper was presented by SH

NOTED:

- a) There is still a vacancy for the Faculty of Engineering position.
- b) Court can function without having all positions filled.
- c) Concern was raised that the positions have been published with candidates coming forward and it may not reflect well if the Committee decide not to appoint them.
  - i. It was reminded that this was done during the last weeks of term and that if the vacancies are advertised at the beginning of the new term, further candidates may come forward.
- d) Any decisions need to be ratified by Union Council regardless.
- e) It was put to the committee that they shall choose from the candidates presented to them and recommend to Council. This was agreed by the following votes:

FOR	4
AGAINST	1
ABSTAIN	1

Passes

RESOLVED:

- 1) **For the Executive Committee to vote on the candidates presented to them for the vacancy on Court.**

ACTION:

1. **Members of the Committee are to email SH with the choices ranked as per STV.**

## **8. SILWOOD PARK UNION CONSTITUTION**

RECEIVED: The paper was presented by SH

NOTED:

- a) The Silwood Park Chair passed on her apologies for not being able to be present at the meeting however RC has guided her through the changes.
- b) Concern was raised that there are a large number of officers.
  - i. It was pointed that due to their location, they are unable to access the RCSU Officers and that there is a different culture at the campus due to the smaller student population; tasks are spread across officers.
  - ii. Ultimately all the roles have a purpose.
- c) The change in logo was complimented.
- d) The Committee moved to a vote and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented Silwood Park Constitution – see appendix i**

## **8. FELIX FUNDING**

RECEIVED: The paper was presented by SH

NOTED:

- a) The outstanding invoice for 10/11 was paid by the Union.
- b) Those present at the meeting expressed their dismay that Felix is not financially managed well considering that they have a full time Sabbatical who should not allow this to happen as they are paid to run all aspects of the paper.
- c) Another option was suggested in that Felix is given £2583.13 which will give clear the debt in they currently have in their SGI.
  - i. It was pointed that there is no need for the Union to put them in to debt.
  - ii. It was questions that other clubs suffer for financial mismanagement so why should Felix be different.
  - iii. It was pointed that deadlines have passed for any transfer that should have been made in the financial year.
- d) The committee agreed that the 2009-10 invoice will not be paid but a payment will be made to Felix as a goodwill gesture.
  - i. The Committee moved to a vote on the transfer of £2583.13 from ICU Union Executive Committee reserve to Felix SGI and it was unanimously agreed.

**RESOLVED:**

- 1) To transfer of £2583.13 from ICU Union Executive Committee reserve to Felix SGI.**

*The agenda was reordered at this point*

## **10. PETTY CASH CLAIM AND TAXI ALLOWANCE AMENDMENT**

Received: the paper was presented by SH

NOTED:

- a) This amendment reduces the burden on the DPFS and is will below the level of authority for managers.

- b) The committee moved to a vote on the amendment and it was passed unanimously.

**RESOLVED:**

- 1) That individual petty cash claims (vouchers) will be passed by outlet managers, and petty cash reimbursements are to be authorised by budget holders.
- 2) Only staff members (including casual staff members) with shifts ending on or after 12AM are automatically entitled to a taxi allowance.
  - Note:
    - Casual staff members can claim a maximum of up to £10
    - For permanent staff members there is no limit, however the amount claimable is at the discretion of the DPFS within reason.
- 3) All Union card holders must have their Union card payments authorised by the DPFS.

**11. AMENDMENT TO TRANSPORT POLICY**

RECEIVED: The policy was presented by SH

NOTED:

- a) The Policy was amended to change 'himself' to 'themselves'.
- b) The committee moved to a vote to accept the amended policy and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented policy – see appendix ii

**7. ICSMSU CONSTITUTION**

RECEIVED: The constitution was presented by SV

NOTED:

- a) The big change is that the transport officer has been tweaked and other roles added.
- b) Point 6.5 has been changed to reflect the officer term.
- c) This has been bought in line to reflect the changes in ICU Constitution
- d) The committee moved to a vote to pass the presented constitution and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented ICSMSU Constitution – see appendix iii

**9. MOTOR CLUB 'RESERVE'**

RECEIVED: The paper was presented by SH

NOTED:

- a) In 1999, the 3 clubs negotiated that the Union shall put £2000 yearly in to a fund that the motor clubs could then apply to and draw down on in case of unexpected work that would be required to keep the vehicles running.
  - i. The fund would never go above £10000.
- b) There is no evidence of this agreement ever being made and it does not exist in the Union Finance system.
- c) Other clubs deal with such eventualities through designated reserves and contingency requests.
- d) It was suggested that the original grant be honoured but don't fund further.
- e) Hypothetically there is £7500 in an account somewhere.

- f) It was suggested that CSB manage a fund for the vehicles.
- g) It was pointed that even if the agreement exists, it is an agreement made with 'ourselves' and is not legally binding.
- h) The Union needs to administer charity finds in a responsible manner.
- i) It was recognised that that the vehicles are assets and need to have an asset management plan.
  - i. These are assets to do appreciate and could possibly have costs written off against them.
  - ii. It was pointed that they should be properly valued.
- j) It was agreed that £2200 will be allocated to the VVMC which honours the amount requested for repairs with the budget where it should come from to be decided.

**RESOLVED:**

- 1) To allocate £2200 to the VVMC for repairs to Bo.**

**ACTION:**

- 1. Phil Power and Joe Cooper to work with the Malcolm Martin to draft a robust and sustainable asset management plan.**

The meeting closed at 11.00am

Approved as a correct record at a meeting of the Executive Committee on

\_\_\_\_\_ 2011/12

\_\_\_\_\_ Chair of the Meeting

# Silwood Park Union Constitution

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## 1. Name and Status

1. The student's union of the Silwood Park Campus of Imperial College London shall be known as the Silwood Park Union, hereinafter referred to as "the SPU".
2. The SPU shall be a Campus Union of the Imperial College Union ("ICU") or the 'Union'.

## 2. Aims and Objects

1. The aims and objects of the SPU shall be:
  1. The promotion of recreational and social activity at Silwood Park,
  2. The promotion of environmental awareness and sustainable living at Silwood Park,
  3. The lobbying for appropriate social, recreational, educational and welfare facilities and support for students at Silwood Park.
2. In pursuing its aims and objects, the SPU shall govern itself democratically and with regards to the principles of equality and diversity.

## 3. Membership

1. The following persons shall be members of the SPU, as provided in the following categories. Membership of the ICU or SPU entitles the holder to make use of all facilities, amenities and services of the SPU.
2. **Full Members**
  1. All registered students of Imperial College London studying at Silwood Park are Full Members of the SPU.
  2. Only Full Members of the ICU are entitled to receive any form of subsidy from the SPU.
  3. Only Full Members of the SPU are entitled to participate in the government of the SPU.
3. **Honorary Members**
  1. The SPU may confer honorary membership upon those persons deemed to have served the SPU in a positive manner. The terms under which persons are elected to honorary membership shall be set out in policy.
4. **Government of the SPU**
  1. Only Full Members of the SPU are permitted to participate in the government of the SPU, i.e. standing for or holding office, or voting in any election or meeting.
  2. A person who is not a Full Member may only participate in the government of the SPU as set out above under the terms of the ICU Constitution for persons who are not a Full Member of the ICU.
  3. Notwithstanding paragraph 5.1:
    - a. The government of the clubs and societies of the SPU shall be open to all Full Members of the ICU, given that they possess membership to that club or society.
    - b. A person holding sabbatical office and returning to a course qualifying that person for membership of the SPU may stand for office in the SPU if the term of office will commence after the end of their Sabbatical year.
    - c. Any Full Member of the ICU may be permitted to chair a meeting of the SPU and will hold a casting vote in the event of a vote being equally split but shall not have a vote in any other circumstances.
5. **Opting Out**
  1. Any student shall have the right not to be a member of the SPU and signify that he or she does not wish to be represented by it.
  2. The SPU shall liaise with the ICU to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so.
  3. A student opting out of membership of the ICU is deemed to have opted out of membership of the SPU.
  4. A person who has opted out of the SPU may rejoin with the permission of the General Committee subject to their qualification to hold membership as set out in paragraphs 3.2 – 3.4.

## 4. Affiliation

1. The SPU and its clubs and societies may affiliate to any organization which furthers its aims, subject to a resolution of the Executive Committee.
2. Such organization shall not be of a religious or political nature, however clubs and societies may affiliate to a religious or political organization provided that organization furthers the aims of the club or society.
3. If the SPU or its clubs and societies decide to affiliate or donate monies raised to an external organization, they shall publish notice of the decision at a meeting of the General Committee stating the name of the organization and details of any monies paid or donated to that organization.
4. The SPU shall review the external organisations to which an affiliation fee has been paid or a donation given and report these annually by means of a published report.

## 5. Officers of the SPU

1. The Officers of the SPU shall be the President and other Officers who shall be Full Members of the SPU.
2. The titles and duties of the officers of the SPU and the means by which they are elected, censured and dismissed shall be established in Regulation One.

3. In the event of a vacancy or an Officer of the SPU being unable to fulfil his or her duties, the President may delegate those powers and responsibilities held by that Officer pending elections.
  1. In the event of a vacancy for President or the President being unable to fulfil his or her duties, the Treasurer or Secretary shall become President *pro tempore* and hold all powers and responsibilities of the President pending elections.
4. In the event of a vacancy, nomination papers will be circulated within ten College days of the vacancy occurring.
5. Officers of the SPU and any other position within the SPU for which a date is not otherwise prescribed shall hand over to their successor on or by the 15<sup>th</sup> October each year.
6. No person may hold more than one Office of the SPU.

#### 6. General Committee

1. The SPU General Committee, hereinafter referred to as “the Committee”, shall be the sovereign and governing body of the SPU. All Officers, committees, clubs and societies shall be accountable to the Committee.
2. The Committee shall receive such reports from Officers and committees that it may require with the President and the SPU Executive Committee reporting to each Ordinary Meeting. The Committee may require any Officer and any other post-holder within the SPU to attend and answer questions.
3. All Full Members of the SPU may attend the Committee as an observer with full speaking rights and the right to propose and second motions and other business.
4. The membership of the Committee and its standing orders shall be established in Regulation Three.

#### Meetings

5. The Committee meetings shall be classified as Ordinary, Extraordinary or Emergency.
6. Ordinary Meetings of the Committee shall be called once per month by the President who may also call Extraordinary Meetings as necessary during term time with at least five College days notice.
7. Emergency Meetings shall be called by the President upon a request from:
  1. The President,
  2. The SPU Executive Committee,
  3. Resolution of an Ordinary Meeting of the Committee,
  4. Twenty Full Members of the SPU.
8. Emergency Meetings shall:
  1. Be held between two and five College days of being called.
  2. Discuss only those matters it was called to debate.
  3. Be entitled to refer back or overrule and decision or policy of the Executive Committee or other committee of the SPU so long as it pertains to the matter under debate.

#### 7. Executive Committee

1. The Executive Committee shall be responsible for the general management of the Union and may prescribe policy subject to the direction of the Committee.
2. The President shall convene the Executive Committee at least every three weeks during term time.
3. An Emergency Meeting of the Executive Committee may be called by:
  1. A resolution of the Committee,
  2. The President, or
  3. Two other members of the Executive Committee.
4. Emergency action:
  1. The President may act on behalf of the Executive Committee, provided that these actions are reported to and approved by the Executive Committee at its next meeting.
  2. The Executive Committee may act on behalf of the Committee in matters of urgency, provided that these actions are reported to and approved by the Committee at its next meeting.

#### 8. General Meetings

1. General Meetings are held to ensure the accountability of the SPU to its members.
2. All Full Members of the SPU may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 10 Full Members.
3. The standing orders and procedures for the calling and conduct of General Meetings shall follow the constitution of the ICU.
4. A General Meeting may be called by the President upon receipt of a request by:
  1. The President,
  2. The Committee or Executive Committee, or,
  3. A petition signed by at least 10 Full Members of the SPU requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
5. A General Meeting shall discuss a specific item of business only, and may:
  1. Review and refer back policy or operational policy approved by the Committee or Executive Committee, and
  2. Hold the Executive Committee Officers of the SPU to account, and
  3. Exercise any other power granted to it by Regulations or SPU policy.
6. A General Meeting shall be chaired by a Full Member of the ICU appointed by the Committee.

#### 9. Committees of the Union

1. The Committee and the Executive Committee and other committees may establish and thereafter dissolve sub-committees and may delegate powers to them or individuals save:
2. That such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
3. That a record of the delegated power shall be reported by the Chair of the delegating committee to the Committee and retained by the President.
4. The President shall be *ex officio*:
  1. A non-voting member of all SPU clubs and societies and their committees, and
  2. A voting member of all other SPU committees and sub-committees except disciplinary, disciplinary appellate, elections and referendum committees.
5. All SPU committees shall follow the standing orders and rules of procedure established in the constitution of the ICU.

**10. Finance**

1. The President is responsible through the Deputy President (Finance and Services) to the President of the ICU for the finances of the SPU.
2. The day to day administration of the SPU's finances shall be delegated by the President to the Honorary Junior Treasurer.
3. All constituent parts of the SPU shall comply with the ICU Finance Regulations and Procedures.
4. There shall be an Honorary Senior Treasurer of the SPU appointed by the ICU Council under the advice of the President, who shall oversee the financial management of the SPU on behalf of the College. The Honorary Senior Treasurer shall bring any possible anomalies or discrepancies in the financial management of the SPU to the attention of the President.
5. The SPU shall produce an annual budget submission to the ICU in line with the timetable and procedure set out by the Clubs and Societies Board of the ICU.

**11. Elections**

1. Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the procedures established in the ICU Constitution.
2. Only Full Members of the SPU may vote in SPU elections. Further restrictions may apply for certain SPU positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election, their proposers and seconders must be Full Members of the SPU. Further restrictions may apply for certain SPU positions as detailed elsewhere in the Constitution and Regulations.
4. The President or a nominee approved by the Executive shall be the Returning Officer for the SPU elections, and responsible for their fair and efficient conduct.

**12. Disciplinary Action**

1. In any case where disciplinary actions may need to be taken, such actions shall be conducted in accordance with the ICU constitution and follow its rules and regulations on the necessity, and implementation, of any and all disciplinary actions to be undertaken by, or against, the SPU or any of its members.

**13. Policy**

1. Policy of the SPU is subordinate to policy of the ICU.
2. Policy of the SPU shall be determined by the Committee and referenda.
3. The Executive may determine operational policy when authorized by the Committee in support of a particular SPU or ICU policy.
4. Policy shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President or relevant committee chair should re-present the policy with amendments as appropriate before it lapses and the Committee or relevant body may vote on whether to continue the policy for the next three academic years.

**14. Interpretation**

1. Words used in this Constitution and any Regulation made or policy passed hereunder have the same meaning as in the ICU Constitution and Regulations.
2. This Constitution is bound by the Constitution and Regulations of the ICU.
3. This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.
4. The ICU Court is the ultimate body responsible for the interpretation of this Constitution, its Regulations and any policy, rule, act or omission made under it.
5. If an issue requiring an interpretation arises when the ICU Court is not meeting, the chair of a meeting, or, if present, the President may give a preliminary ruling. Preliminary rulings do not bind the ICU Court.
6. Precedent shall provide a basis for preliminary interpretations.
7. Where an interpretation involves the Constitution or Regulations of the ICU, and the matter is not resolved, it shall be referred to the ICU President in the first instance.

**15. Amendments**



1. Amendments to this Constitution may be proposed by resolution of the Committee passed by two-thirds majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.
2. Amendments to the Regulations may be proposed by resolution of the Committee passed by simple majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.

16. **Regulations**

1. The Regulations of the SPU are:
  1. Officers of the SPU.
  2. Composition of SPU Committees.
  3. SPU Colours and Logo.

17. **Revocation**

1. This Constitution shall be binding on the SPU from the 21st June, 2012.
2. From the 21st June, 2012, all previous Constitutions and Regulations are revoked.

# Regulation One – Officers of the SPU

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## A. Officers of the SPU

1. The Officers of the SPU shall be the:
  1. President,
  2. Honorary Junior Treasurer,
  3. Honorary Secretary,
  4. Transport officer,
  5. Education Officer,
  6. Welfare Officer,
  7. Sports Officer,
  8. Events Officer(s),
  9. International Officer(s),
  10. Activity Chairs,
  11. Master and PhD course representatives.

## B. General Provisions

1. No person may hold more than one post as an Officer of the SPU.
2. All posts may be held jointly except the:
  1. President,
  2. Honorary Secretary,
  3. Honorary Junior Treasurer.
3. An Officer of the SPU may resign in writing to the President. The President may resign in writing to the President of the ICU.
4. The President is responsible for co-ordinating the work of the Officers of the SPU and in the event of a vacancy or an Officer of the SPU being unable to fulfil his or her duties the President may delegate the powers and responsibilities of that Officer.
5. No Officer of the SPU may co-opt their position.

## C. Job Descriptions for Officers of the SPU

### 1. President

The President shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- iii. Be responsible for the development and preliminary interpretation of the Constitutions,
- iv. Be responsible to the Deputy President (Finance and Services) for all aspects of the SPU's finances,
- v. Be responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- vi. Be responsible to the Deputy President (Education and Welfare) for the education and welfare issues of their members,
- vii. Be accountable to the ICU Council for the activities of the SPU,
- viii. Carry out such duties as may, from time to time, be laid down by the ICU Council or the ICU Executive Committee,
- ix. Maintain relations between the SPU and the ICU, College, and other committees, institutions and Unions as appropriate,
- x. Be responsible for the external communications of the SPU,
- xi. Be responsible to the ICU for the SPU's elections,
- xii. Be responsible for discipline and grievance issues within the SPU,
- xiii. Chair the Committee and Executive Committee,
- xiv. Supervise and co-ordinate the work of the other Officers of the SPU,
- xv. In the event of a vacancy or any Officer of the SPU being unable to fulfil his or her duties and responsibilities, delegate those powers and responsibilities held by that Officer.
- xvi. Negotiate extra duties for SPU Officers where appropriate.

### 2. Honorary Junior Treasurer

The Honorary Junior Treasurer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Be responsible to the President for the day to day management of the finances of the SPU,
- iii. Report the financial position of the SPU to the Executive Committee and Committee as required,
- iv. Maintain an inventory of SPU assets and financial records as required and in accordance with the ICU Finance Regulations and Procedures,
- v. Monitor and authorize all expenditure within the SPU in accordance with the ICU Finance Regulations,
- vi. Prepare the SPU's budget submission to the ICU and allocate any budget awarded,
- vii. Apply for any grants and sponsorships for the SPU,

- viii. Represent the interests of SPU members at ICU and other meetings as appropriate,
- ix. Be responsible for informing all club and society officers with financial responsibility of their duties and responsibilities.
- x. Report any irregularities in the finances of the SPU to the President.

3. **Honorary Secretary**

The Honorary Secretary shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Oversee the accurate recording and compilation of all minutes of meetings of the Committee and Executive and archive full copies when appropriate,
- iii. Maintain a list of names and contact details of Officers of the SPU, representatives and officers of SPU clubs and societies,
- iv. Maintain a current version of the Constitution and Regulations and ensure that it is available to all members of the ICU along with a full list of all SPU policy,
- v. Maintain and update the SPU website and social networking groups,
- vi. Be responsible for maintaining a full record of SPU activity during the academic year.

4. **Transport Officer**

The Transport Officer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Be responsible for the administration of the Silwood Park Union minibus.
- iii. Carry out student and academic minibus booking and invoicing.
- iv. Carry out minibus maintenance checks and report any issues to the President.
- v. Be responsible for maintaining driver details and training and registering new drivers.
- vi. Ensure that student weekly shopping trips are held.

5. **Education Officer**

The Education Officer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Co-ordinate with the Master and PhD course reps, the Departmental and Faculty teaching committees and the ICU to improve educational provision at Silwood Park,
- iii. Encourage students to complete college and ICU education surveys with the aim of improving student involvement in the running of their degree courses,
- iv. Work to resolve any issues or grievances experienced by students in relation to their course and encourage use of the academic support network of the ICU.

6. **Welfare Officer**

The Welfare Officer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Act as a point of contact for students at Silwood Park in cases where welfare assistance is required,
- iii. Co-ordinate with the Wardening team, course convenors, tutors at Silwood Park and ICU to maintain and improve welfare provision at Silwood Park,
- iv. Promote the welfare services provided by Imperial College and the ICU,
- v. Offer assistance and support to students with disabilities and/or special needs,
- vi. Maintain the 'Silwood Families' support network.

7. **Sports Officer**

The Sports Officer shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Co-ordinate sport activity at Silwood Park,
- iii. Be responsible for the purchase and replacement of sports equipment,
- iv. Liaise with Imperial College about the upkeep of sports facilities at Silwood Park.

8. **Events Officer(s)**

The Events Officer(s) shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Be responsible for organising social events at Silwood Park,
- iii. Submit budgets for events to the Honorary Junior Treasurer,
- iv. Liaise with Silwood Halls Representatives if events are run in conjunction with Silwood Halls.

9. **International Officer(s)**

The International Officer(s) shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Represent the needs of International Students at Silwood Park,
- iii. Organise cultural events.

10. **Activity Chairs**

Activity Chairs shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Co-ordinate individual recreational activities at Silwood Park,
- iii. Submit a budget for their activity to the Honorary Junior Treasurer at the beginning of November and ensure that ICU grant allocated to them is spent appropriately.

11. **Master and PhD Representatives**

Master and PhD Representatives shall:

- i. Uphold the policy and further the aims and objectives of the SPU,
- ii. Include representatives for each Masters course and PhD cohort year,
- iii. Attend staff-student meetings and represent the views of fellow students,
- iv. Report to the Educational Officer issues relating to educational provision,
- v. Take part with ICU representation initiatives.

# Regulation Three – Composition of SPU Committees

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## A. General Committee

1. The powers and responsibilities of the General Committee are set out in the Constitution.
2. The Committee shall meet as set out in the Constitution.
3. The Committee shall consist of the:
  - The Chair of the Committee**
  - i. President,
  - The Voting Members**
  - ii. President,
  - iii. Honorary Secretary,
  - iv. Honorary Junior Treasurer,
  - v. Transport officer,
  - vi. Education Officer,
  - vii. Welfare Officer,
  - viii. Sports Officer,
  - ix. Events Officer(s),
  - x. International Officer(s),
  - xi. Activity Chairs,
  - xii. Master and PhD course representatives,
  - xiii. The ICU President (*ex officio*).
  - Permanent Observer**
  - xiv. Honorary Senior Treasurer.

## B. The Executive Committee

1. The powers and responsibilities of the Executive Committee are set out in the Constitution.
2. The Executive Committee shall meet as set out in the Constitution.
3. The Executive Committee shall consist of the:
  - i. President,
  - ii. Honorary Secretary,
  - iii. Honorary Junior Treasurer.
4. Each member is of equal status to every other member. No member is the representative of any group within the SPU.
5. The Executive Committee shall be chaired by the President or his or her nominee.
6. The Honorary Senior Treasurer shall attend as a Permanent Observer.

## C. Silfest Committee

4. The Silfest Committee shall be responsible for the organisation and running of the music festival 'Silfest' held annually at Silwood Park,
5. The Silfest Committee should consist of the:
  - i. Silfest Chair,
  - ii. Silfest Music Officer(s),
  - iii. Silfest Publicity Officer(s),
  - iv. Silfest Entertainments Officer(s),
  - v. Silfest Food and Drink Officer(s).
6. Committee members will be elected in an SPU General Meeting in March
7. Committee members should not be elected from the Executive Committee.
8. The Committee will meet atleast every fortnight before the event.

## A. Colours Committee

1. The Colours Committee shall consider recommendations for the Colours and Awards of the SPU in accordance with SPU and ICU policy.
2. The full terms of reference of the Colours Committee are detailed in the ICU awards policy.
3. All individuals deemed to have served the SPU in an exceptional manner shall be eligible to be considered for colours regardless of membership status.
4. The Colours Committee shall consist of the:
  - i. The President,
  - ii. The Honorary Secretary,
  - iii. The Honorary Junior Treasurer
  - iv. Three members not on the Executive Committee, nominated from and elected by the Committee.
5. The committee shall be convened and chaired by the President.

## Regulation Four – Logo of Silwood Park Union

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1. The logo of Silwood Park Union shall be as follows:



## **Appendix ii**

### **Amendment to the Transport Policy** *Proposed by the Deputy President (Finance & Services)*

#### **A. General**

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.
2. Parts A, B, and C are the preserve of council while the Executive Committee determines operational policy (remaining parts).

#### **B. Responsibilities**

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.
4. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.
5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.
6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.
7. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of it's' passengers when on the road. If for any reason a driver or passengers are concerned with the condition of the vehicle then it should not be used.

#### **C. Disciplinary action**

8. The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.
9. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behavior likely to cause a danger to passengers, the President or his or her nominee may:
  - i. deregister and ban a driver for a period of time or indefinitely,
  - ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required,
  - iii. deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),
  - iv. ban a club or society or group from using the Union's fleet.

10. Action in paragraphs 8 and 9 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.

11. The President or his nominee is responsible for writing to any individual whom action has been taken against under paragraph 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Executive Committee.

12. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Executive Committee.

#### **D. Registration of drivers**

##### ***Requirements for drivers***

13. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.

14. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B manual category (car) driving licence for the previous two years.

15. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Executive Committee. Any previous disqualification from driving, valid endorsements or current restrictions on a driving licence must be declared, and driving history provided with this declaration. Changes to any information provided on a declaration must be reported via a new declaration.

16. Individuals shall cease to be registered drivers if they no longer fulfil the terms of paragraphs 13-15.

##### ***How drivers are registered and tested***

17. The Membership Services Department shall appoint a number of individuals who shall be permitted to approve drivers for registration. The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.

18. The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers. This assessment will include a theory element which includes, but is not limited to, the current legislation applicable to minibus driving in the UK.

19. Registration as a driver shall normally be valid for three years in the first instance, subject to the driver still fulfilling the terms in paragraphs 13-15. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.

20. A list of registered drivers shall be kept by the Union.

##### ***Concerns about drivers***

21. In the event of an incident the procedure in Parts H and C are to be followed.

22. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Membership Services Department.

23. If the concerns are of the driving ability or conduct of a member of the Membership Services Department the matter shall be brought up with the President.



24. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make themselves known to the responsible authority in paragraphs 22 and 23, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.

25. The relevant member of the Membership Services Department or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under part C. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under part C.

#### **E. Maintenance of the fleet**

26. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.

27. The Membership Services Department shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.

28. The Membership Services Department shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.

29. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.

30. Users of vehicles have a responsibility to conduct checks at the start of their use of the vehicle, and report any minor faults which are present.

#### **F. Booking vehicles**

31. Vehicles shall be requested through the union website – [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org).

32. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.

33. Requests for vehicles between October and March will be held in the order in which they were received; bookings will be made on the morning of the day of the proposed booking two weeks hence. If the supply of vehicles is insufficient to meet requests, the Membership Services Department staff will allocate vehicles accordingly in the following priority order:

i. Requests received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.

ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.

iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).

iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.

v. The order in which the requests were received.

vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.

vii. Requests for vehicles between April and September will be processed on a first-come, first-served basis.

34. Fees for use of vehicles shall be as determined by the Executive Committee.

35. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Executive Committee may determine a booking priority and fees according to the size of external contribution.

#### **G. Motorised mascots**

36. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.

37. These mascots all remain permanently inviolate.

38. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Executive Committee.

39. The respective clubs are exempt from reporting incidents 41 *i),iv), and viii)* to the Union (though they may if they wish) with respect to their motorised mascots.

40. The respective clubs shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:

- i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
- ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
- iii. qualifications required of drivers (see paragraph 38) and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in paragraph 39.

#### **H. Incidents**

41. An 'incident' shall be defined as:

- i. A vehicle breakdown,
- ii. An accident or situation that could easily have resulted in an accident
- iii. Use of the emergency equipment,
- iv. Any damage to the exterior or interior of the vehicle
- v. Any criminal driving offence or parking offence,
- vi. Consuming alcohol or smoking in the vehicle,

vii. Use of a Union vehicle without permission, or on un-agreed terms,

viii. Non-payment of charges for use,

ix. Complaint from another road user,

x. Failure to report an incident in this paragraph, and

xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.

42. Incidents include:

i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and

ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.

43. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.

44. An incident as defined in paragraph 41 must be reported by the driver to the Union in soon as possible, but within twenty four hours.

45. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.

46. In the event of a more serious incident, or any incident listed in paragraphs 41 *iv* to 41 *xi*,

i. the President and Deputy President (Finance and Services) shall be informed,

ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Membership Services Department take further action under Part C.

47. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Executive Committee.

# ICSMSU CONSTITUTION

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

## 1. Name

The name of the Faculty Union of Imperial College Union referred to in this constitution shall be “Imperial College School of Medicine Students’ Union”, hereinafter referred to as the “Union”

The School was created by the bringing together, by Act of Parliament, Charing Cross and Westminster Medical School, The National Heart and Lung Institute, the Royal Postgraduate Medical School and St. Mary’s Hospital Medical School into the single entity of Imperial College School of Medicine on the first day of August in the year *ano Domini* one thousand, nine hundred and ninety seven. The Union was formed from the constituent unions of these schools.

The Union and its recognised clubs and societies may use the name and shield of the Imperial College School of Medicine and the arms of Imperial College in their titles and in the pursuit of their activities, but may not assign the privilege to any other individual or group. In using the name and arms, the Union and its clubs and societies shall have due regard for College Regulations and the School’s and the College’s status and reputations.

## 2. Status

2.1 The Union shall be a Faculty Union of Imperial College Union.

## 3. Aims and Objects

3.1 The Aims and Objects of the Union shall be:

3.1.1 The furtherance of the academic, welfare, sporting and social interests of the undergraduate students of the Faculty of Medicine

3.1.2 The encouragement, promotion and support of the clubs and societies of the Union

3.1.3 To represent the needs and interests of its members to the Faculty of Medicine, Imperial College, Imperial College Union, and external bodies.

## 4. Membership

4.1. The categories of membership of the Union shall be Full, Honorary and Life.

### 4.2 Full Members

4.2.1 All full-time registered students of the Imperial College Faculty of Medicine are ipso facto Full Members of the Union

4.2.2 Any student shall have the right not to be a member of the Union and to signify that he or she does not wish to be represented by it. Such a person shall enjoy all the facilities

and amenities of the Union, but may not participate in the governance of the Union, including, voting or standing for election. Any person opting out of membership of the Imperial College Union is deemed to have opted out of membership of the Union.

#### 4.3 Honorary Members

4.3.1 Honorary Membership is awarded by the Union to those persons deemed to have served the Union in a positive manner. Union policy shall define the terms under which persons are elected to Honorary Membership.

#### 4.4 Life Members

4.4.1 The election of Honorary Life Membership shall be by simple majority of the Executive Committee. Honorary Life Members need not pay any annual subscription, and shall have the same privileges as Full Members save the right to participate in the government of the Union.<sup>[SCR1]</sup><sup>[ST2]</sup>

### 5. Affiliation

5.1 The Union and its clubs and societies shall have the right to affiliate to any organisation which furthers the aims and objects of the Union, subject to a resolution being passed at the Executive Committee or the ICSMSU Clubs and Societies Management Group, as appropriate.

5.2 The Union shall not affiliate to any organisation of a political or religious nature, though its clubs and societies are free to do so. Neither the Union nor any club or society shall knowingly affiliate to any organisation engaged in illegal activities.

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

### 6. Officers of the Union

6.1 The Officers of the Union shall be listed in Regulation 1.

6.2 The duties, obligations and responsibilities of the Officers of the Union shall be listed in Regulation 1.

6.3 Officers shall be elected in accordance with Regulation 2.

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

6.5 Officers of the Union and any other position in the Union shall hold a period of office from August 1<sup>st</sup> in the year in which they are appointed until July 31<sup>st</sup> the following year. ICSM President may be an exception to this rule, if appropriate in relation to their studies, but will also hold a period of office of 13 months and must incorporate 1 month of handover with both predecessor and successor

### 7. General Meetings

7.1 General meetings are the sovereign body of the Union.

7.2 General Meetings of the Union shall be categorised as Ordinary, Emergency and Annual

7.3 All General Meetings shall:

7.3.1 Have a quorum of fifty members,

7.3.2 Be chaired by the President of the Union,

7.3.3 Permit all Full Members of the Union to participate in any aspect of the meeting,

7.3.4 Speak for the Union and mandate its Officers,

7.3.5 Be entitled to hold all Union officials, clubs and societies to account, and exercise any other authority given to it by regulations or policy.

7.4 Ordinary General Meetings shall;

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

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

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

7.4.4 Discuss and rule on any matter.

7.5 Emergency General Meetings shall:

7.5.1 Be convened upon request of:

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

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

7.5.3 Discuss only those matters that it was called to debate

7.5.4 Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, so long as it is within the matter of debate.

## **8. Executive Committee**

8.1 The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of General Meeting

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

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

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

8.5 An emergency meeting of the Committee can be called by

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

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

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

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

## 9. Committees of the Union

9.1 The standing committees of the Union shall be

- a) RAG Committee
- b) Summer Ball Committee
- c) Shrove Tuesday Final Year Dinner Committee
- d) ReynoldsBar Steering Committee
  
- e) Clubs and Societies Management Group
- f) Colours Committee
- g) Halfway Dinner Committee
- h) ICSM Alumni Committee[ST5]

9.2 General Meeting, the Executive Committee and other committees may establish and dissolve sub-committees and may delegate any powers to them or individuals save that such establishment or delegation shall not affect the rights, powers and responsibilities of any other committee.

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

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

## 10. Clubs and Societies of the Union

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

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

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

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

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

## **11. The Financial Responsibility of the Union.**

11.1 The President is ultimately responsible to the President of Imperial College Union through the ICU Deputy President (Finance and Services) for the finances of the Union.

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

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

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

11.5 The Union shall produce annual budget submissions for itself and its clubs and societies to be submitted to Imperial College Union in line with the timetable set by the Student Activities Committee of ICU.

## **12. Constitution and Interpretation**

### **13.1 Status and amendments**

13.1.1 This constitution is bound by the Constitution of Imperial College Union.

13.1.2 This constitution binds the Union in its entirety, including the clubs and societies.

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

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

### **13.2 Policy**

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

13.2.2 Policy shall be re-presented by the President every three years to the Executive for re-approval, otherwise it shall lapse.

13.2.3 Policy shall be kept by the President and shall be freely available to any member of Imperial College Union.

### **13.3 Interpretation**



13.3.1 In the event of an interpretation being sought for this constitution, its regulations or policies, the President shall make a ruling, which shall be reported to the Executive and recorded in the minutes. Precedent shall provide a basis for future interpretations.

13.3.2 Where an interpretation involves the Constitution of Imperial College Union, and the matter is not resolved, it shall be referred to Imperial College Union.

#### 13.4 Revocation

13.4.1 This Constitution shall supersede all previous Constitutions

The Imperial College School of Medicine Students' Union Constitution is Approved by:

Professor

Date

Principal of the Faculty of Medicine  
Imperial College London

Miss Suzie Rayner

Date

ICSM Students' Union President 20011-12

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

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

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

### **B. General Provisions**

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

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

#### **President**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for managing the Students' Union Officers and supervising the day to day activity of the Union
- Oversees the running of the Reynolds Bar, including management of staff with the Bar Managers.
- Represents the views and interests of ICSM students (on education, welfare, extracurricular activities and post-qualification issues) to the College, the Medical School, ICU, prospective students and schools, and external bodies such as the GMC, BMA and funding bodies
- Chairs the School of Medicine Staff Student Liaison Group meetings, the ICSMSU Executive meetings and the BMA ISC meetings

- Shall be responsible for the organisation of the Final year Photo and Affirmation Ceremony
- An advocate for students in times of College academic or disciplinary disputes
- Responsible for overseeing the ICU Disciplinary policy relating to any Faculty of Medicine student as delegated by the ICU President
- A point of contact for students with pastoral and welfare concerns
- Responsible for coordinating the School of Medicine Open Days and interviews in coordination with the FEO
- Responsible for the election of ICSMSU Executive Officers
- Actively updates the ICSMSU website in conjunction with all other officers
- Financially responsible for ICSMSU along with the Treasurer
- Accountable to ICU Council, the Imperial College NHS Trust Charitable Trustees, the Faculty of Medicine and the electorate for all activities of ICSMSU
- The ultimate representative of ICSMSU and responsible for all its actions

#### **Deputy President**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports to the ICSMSU President and takes on delegated presidential duties where appropriate
- Deputises for the President in his/her absence
- Supports and assists the President
- Aids with other officers' roles where necessary
- Works with the officers to develop their roles
- Responsible for the fortnightly production of the ICSM Newsletter
- Responsible for the running of the ICSMSU shops and supply of merchandise
- Line manager of merchandise shop staff
- Monitors the ICSM Students' Union Constitution
- 
- Responsible for coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 5 year strategy and Union development

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

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

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

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

#### **Communications Officer**

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

#### **Secretary**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Carries out the secretarial affairs of the ICSMSU Executive, ICSMSU Clubs & Societies Management Group and the Reynolds Bar Steering Group
- Responsible for administrative affairs within the ICSMSU Executive, including but not exclusive to duty rotas and ICSMSU Executive meeting room bookings
- Responsible for all Union publications, archive records and documentation.

- Assist the ICSMSU Communications Officer with the co-ordination and production of the Freshers Handbook Ultimate responsibility for the publicity of events organised by the Students' Union via posters, website, newsletter, emails, plasma screen ETC
- Continually updating and monitoring of the Union calendar
- Responsible for production of the term planner by liaising with club and societies officers and ICSMSU Exec
- Responsible for the production of the ICSM Clubs and Societies Newsletter

#### **Treasurer**

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

#### **Welfare Officer**

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

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

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study

- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB and the School of Medicine Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed
- Organise student representatives to lead tours of the medical school on interview and open days
- Organise the recruitment and election of the Education Year Reps for years 1, 2 and GE
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year 1, 2 and GE representatives meetings
- Be an advocate of SOLE and help develop ways to increase participation
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

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

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

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

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study

- Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council RWB and the School of Medicine
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
- Organise student representatives for the interview panels for the Medical School
- Organise the recruitment and election of the Education Year Reps for years 3, 5 & 6
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year 3, 5 and 6 representatives meetings
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website, including advice on courses and resources available for revision
- Maintain close links with the educational societies to ensure that communication between students, staff and clinicians is effective. Also help them to promote events.
- Work with the School of Medicine and the relevant Vertical Theme Head in order to increase awareness of the standards of student professionalism expected
- Reportable to the ICU Deputy President (Education)

#### **Clubs & Societies Officer**

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

#### **Entertainment Chair**

- First and foremost an officer of the Union

- Represents the interests of all ICSMSU students
- A point of contact for all things that fall under the category of social within the medical school. ICSMSU Social secretaries report directly to the Entertainments Chair.
- Responsibility for the organisation of a well-planned and financially successful Fresher's fortnight, including the creation of the Fresher's passport
- Responsible for social integration of Oxbridge, pharmacology, intercalating students, biomedical sciences and graduate entry students in conjunction with the Academic Officers and the Welfare officer
- Planning and execution of a popular and financially successful Freshers' and Christmas Ball with the social team
- Throughout the year, ultimately responsible for the organisation and smooth running of SU Executive organised event, designed to cater for all members of the Union
- Responsible for the allocation process of Friday bops to ICSMSU clubs and societies. This includes impartially summarising all potential applications to the rest of the Union.
- Responsible for informing all necessary staff of event nights in the Reynolds Bar at the start of each term – when not possible, with at least 1 week notice.
- Ensure sufficient publicity for all social events.
- Oversees the social secretaries of the individual clubs and societies regarding any events they wish to hold, in conjunction with the Clubs and Societies Officer. Should hold meetings with club social secretaries during term 1 and 2.
- Responsible to ensure the election of STFYPD Chair and Halfway Dinner Chair (subcommittee recommendation with ICSMSU Executive ratification needed) and for organisation of regular progress consultations
- Oversees the Summer Ball Chair, STFYPD Chair, Halfway Dinner Chair and RAG chair, and may sit in on any of their respective committee meetings.
- To work closely with the Sites & Services Officer and Reynolds Bar managers, attend the Bar Steering Group meetings and look for ways to continually drive and promote the Reynolds Bar
- Responsible for delegation of 'on the night' operations at bops and other events, to ensure that clubs and societies are well drilled in the security and stewarding procedures involved in running an event and to liaise with college security regarding license extensions and residents complaints
- Responsible for making sure that all materials necessary for the successful logistical running for an event (stamps, wristbands) are held by the Union

#### **Social Secretaries (2 posts)**

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

#### **RAG Chair**

- First and foremost an officer of the Union



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

#### **Summer Ball Chair**

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the ICSMSU Entertainment Chair
- Responsibility for the co-ordination of a Summer Ball committee
- Responsible for the organisation of the Summer Ball, including its venue, food, decoration, entertainment, publicity, sponsorship and acquirement of speakers<sup>[m9]</sup>

## **Regulation 2 Election of Officers**

### **A. General provisions**

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

### **B. Eligibility to participate**

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

### **C. Nominations and Timetable**

6. All elections should be advertised at least a week prior to nominations opening.
7. All elections require nominations to be open for at least 10 college days prior to voting.
8. Nomination papers shall include the name and contact details of the returning officer.
9. The election shall be held within ten College days of nomination papers coming down.
10. The Executive may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
11. Elections shall be by secret ballot by and from all full members of the respective Faculty Union.
12. Elections for Chairs and other officers of the Club and Society Committees shall be by and from the membership of the individual club or society.
13. Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.

### **D. Campaigning and Publicity**

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

#### **Candidates' publicity**

16. No candidates' campaign publicity may appear prior to the close of nominations.
17. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.
18. No form of Union or College insignia shall appear on any candidate's publicity material.
19. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes or other voting terminals.
20. All campaign publicity must contain the dates of voting and web link.

### **E. Hustings**

21. There shall be hustings to which all candidates are invited to speak and answer questions.
22. The returning officer (or elections committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.
23. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.

### **F. Re-open Nominations**

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

25 In the event of

- a) RON winning, or
- b) a decision to re-run the entire election including nominations.

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

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

## **G. Supervision of Elections**

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

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

### **Appointment of Returning Officer**

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

### **Elections Committees**

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

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

### **Observers**

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

### **[SCR10] Delegation**

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

### **Restriction of rights**

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

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

## **H. Objections and Unfair Practices**

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

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

### **Unfair practises**

38. It is an unfair practise to

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

- k) tamper with any voting station used in the submission of electronic votes.
39. An unfair practice may result in action being taken under the Disciplinary Policy of ICU as well as action within the terms of this regulation

**Enforcement and remedies**

40. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.
41. The returning officer (or the elections committee if there is one) shall be able to
- a) ratify the election,
  - b) order the election to be re-run,
  - c) disqualify a candidate, or
  - d) disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision is to be taken before the count commences).
42. The election shall be re-run if the election has been run unconstitutionally. If the breach occurred during the nomination period, nominations may be re-opened for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after the nomination period.
43. If ballot boxes or submission of electronic votes were tampered with, the returning officer may disregard the submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

**Appeals panel**

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

## **Regulation 3 Union Committees**

### **A. ICSMSU RAG Committee**

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

### **B. ICSMSU Summer Ball Committee**

1. Shall be responsible of the organisation and implementation of the Summer Ball
2. Shall be chaired by the Summer Ball Chair of the Union
3. The Chair shall select committee members.
4. Shall be delegated appropriate powers and responsibilities from the Union Executive

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

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

### **D. Reynolds Bar Steering Group**

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

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

1. Shall discuss matters relating to clubs and societies
2. Shall be chaired by the Clubs and Societies Officer of the Union
3. Membership will be the Union Clubs and Societies Officer, Treasurer and President, and Club or Society chair/President/Captain and their treasurer.
4. Shall meet at least once a term.
5. Shall be delegated appropriate powers and responsibilities from the Union Executive

### **F. ICSMSU Colours Committee**

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

### **G. ICSMSU Halfway Dinner Committee**

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

[SCR11]

#### **H. ICSM Alumni Association Committee**

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

[SCR12]