

Changes proposed to ICSMSU constitution: Version A
January 2017

Background

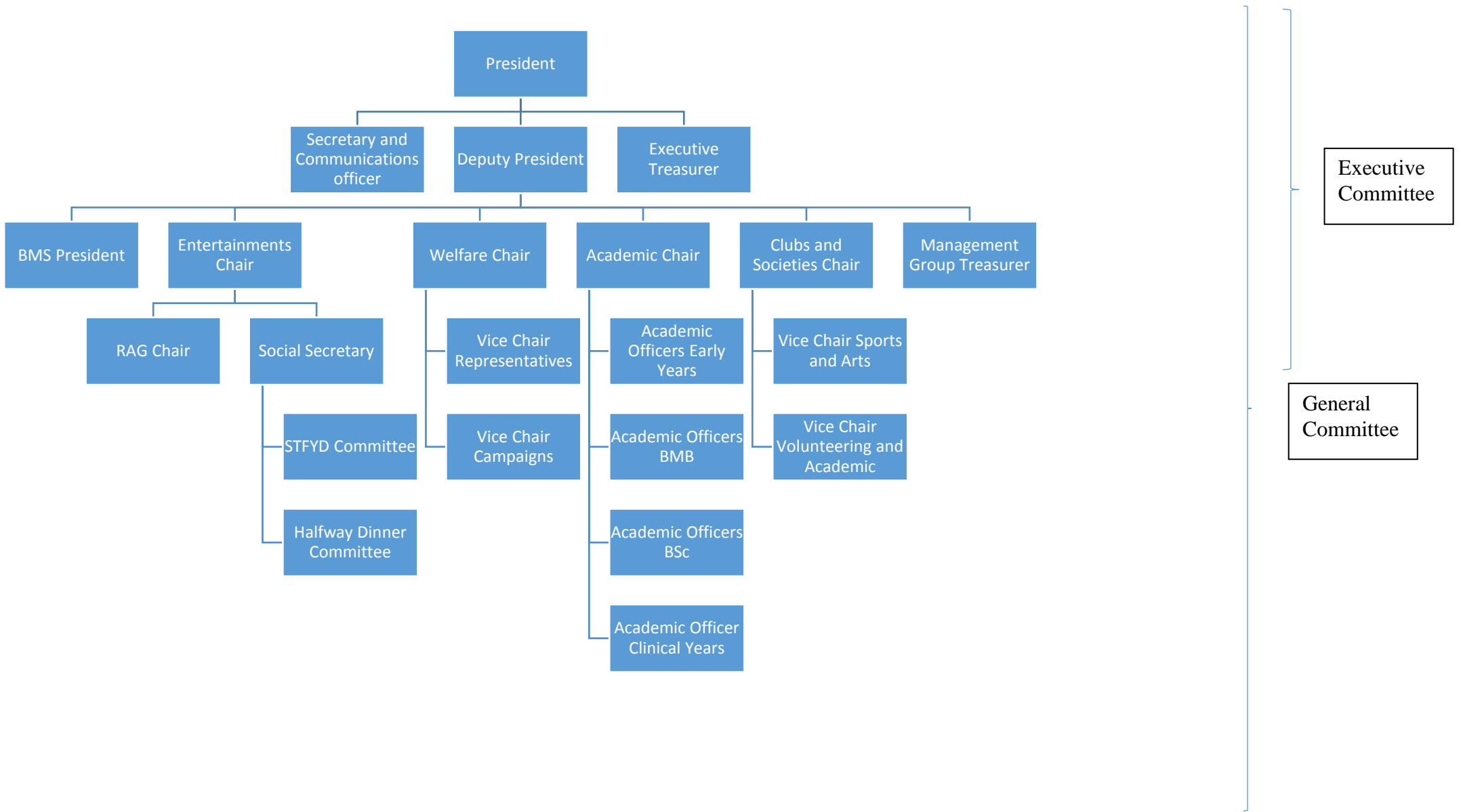
Over the past few years ICSM has made a number of changes to its constitution over the past few years which have been of great benefit to the students of the Faculty of Medicine. We have however identified several areas of our structure that were lacking in support from senior members of the executive committee.

After several months of consultation with both the current and past committees we propose a new structure as outlined in the organogram on the next page, to alter the executive committee to be a core group of the senior members of the Constituent Union. This group will meet more regularly and be in charge of the day to day running of the CU. They will not have any voting powers as that group but will act as a discussion forum which will enable us to deliver the new ICSMSU strategy.

There is one change proposed that will impact on the membership of union council. Currently we have 4 AAOs sharing 1 vote. The new structure moves these positions to the level of departmental representative and creates 1 AAO position, so there will now only be 1 person holding this vote on council.

Alongside the role changes, we have also made minor edits to our constitution to better reflect our day-to-day running. This has been done in consultation with other Constituent Unions, ICU staff and the Officer Trustees. Changes have been highlighted in purple.

If you have any queries or would like further clarification on any of the changes, please email icsm.president@ic.ac.uk



Imperial College School of Medicine Students' Union

CONSTITUTION

Last Updated: January 2018

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Regulations

§ Regulation 1 – Officers of the Union

§ Regulation 2 – Sub-Committees of the Union

1. Name

- 1.1. The name of the Constituent 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”
- 1.2. 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.
- 1.3. 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 Constituent 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, **career**, 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 School 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 School 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.

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.
- 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.

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 the Bye-Laws of Imperial College Union.
- 6.4. The Union shall provide for the censure and dismissal of Officers of the Union under Regulations stipulated in Bye-Law E of Imperial College Union.
- 6.5. Officers of the Union and any other position in the Union shall hold a period of office from August 1st in the year in which they are appointed until July 31st the following year. The 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 2 weeks of handover with both predecessor and successor.
- 6.6. Officers of the Union must provide a written handover document to their successors. A shadowing period of two weeks should be provided if able. The Entertainments Team must also have a full team handover meeting.

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 officer, clubs, societies and projects to account, and exercise any other authority given to it by regulations or policy.
- 7.4. Emergency General Meetings shall:
- 7.4.1. Be convened upon request of:
 - 7.4.1.1. The President,
 - 7.4.1.2. The Executive Committee,
 - 7.4.1.3. General Meeting, or
 - 7.4.1.4. Fifty Full Members of the Union
 - 7.4.2. Shall be held between two and five college days of being called,
 - 7.4.3. Discuss only those matters that it was called to debate
 - 7.4.4. 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 the General Committee.
- 8.2. The Executive Committee shall be convened and chaired by the President or his or her nominee at least every two weeks during term time.
- 8.3. The membership shall be as following:
 - I. President
 - II. Deputy President
 - III. Secretary & Communications Officer
 - IV. Management Group Treasurer
 - V. Clubs & Societies Chair
 - VI. Academic Chair
 - VII. Welfare Chair
 - VIII. Entertainments Chair
 - IX. Biomedical Science Society Chair
 - X. Executive Treasurer
- 8.4. ICU President holds an ex-officio position on the Union Executive Committee
- 8.5. An emergency meeting of the Executive Committee can be called by
 - 8.6.1. The President,
 - 8.6.2. Three of its members
 - 8.6.3. A General Meeting
 - 8.6.4. Ten Full Members of the Union
- 8.6. The President may act on behalf of the Executive Committee, provided that these actions are reported at its next meeting.
- 8.7. The Executive Committee shall hold no voting power. All matters for decision requiring a vote must be held at a quorate meeting of the general committee

9. General Committee

- 9.1. The General Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of General Meeting
- 9.2. The General Committee shall be convened and chaired by the President or his or her nominee at least every three weeks during term time.
- 9.3. The membership shall be as following:
 - I. President

- II. Deputy President
- III. Secretary & Communications Officer
- IV. Management Group Treasurer
- V. Clubs & Societies Chair
- VI. Sports and Arts Vice Chair
- VII. Volunteers and Charity Vice Chair
- VIII. Welfare Chair
- IX. Welfare Vice Chair Representatives (not new positions just moving them to committee)
- X. Welfare Vice Chair Campaigns (not new positions just moving them to committee)
- XI. Academic Chair
- XII. Academic Officer (Early Years)
- XIII. Academic Officer (BMS)
- XIV. Academic Officer (BSc Year)
- XV. Academic Officer (Clinical Years)
- XVI. Entertainments Chair
- XVII. Social Secretary
- XVIII. Executive Treasurer
- XIX. RAG Chair
- XX. Biomedical Science Society Chair

9.4. ICSM Gazette Editor, Halfway dinner chair, Shrove Tuesday Final Year Dinner Chair, and Graduate Medicine Society Chair shall all be invited to general meetings as ex-officio non-voting members unless otherwise stated.

9.5. ICU President holds an ex-officio voting position on the Union General Committee

9.6. The general committee shall meet at a minimum of once every six weeks, however additional meetings may be called by:

- 9.6.1. The President,
- 9.6.2. Three of its members
- 9.6.3. A General Meeting
- 9.6.4. Ten Full Members of the Union

9.7 Quoracy of the general committee shall be defined as two thirds of its membership.

9.8. The General Committee shall meet once per year for reviewing the constitution and other rules governing the Union

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

10. Committees of the Union

10.1. The standing committees of the Union shall be:

- I. Clubs, Societies & Projects Management Group
- II. RAG Committee
- III. Entertainments Committee
- IV. Colours Committee
- V. Alumni Association Committee
- VI. Shrove Tuesday Final Year Dinner Committee
- VII. Halfway Dinner Committee
- VIII. Welfare Committee

10.2. 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.

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

10.4. Standing Orders for the sub-committees are prescribed in Regulation 2.

11. Clubs, Societies & Projects of the Union

- 11.1. All Clubs, Societies and Projects shall be managed by their committees under their own constitutions, which shall not contradict this constitution.
- 11.2. Any full member of Imperial College Union is entitled to join any Club or Society of the Union.
- 11.3. Any full member may stand for election to its committee.
- 11.4. A new club, society or project may be started in accordance to the Clubs and Societies policy of Imperial College Union.
- 11.5. All clubs, societies and projects should work to adhere to the rules and regulations as set out by the Union Clubs and Societies Officer as long as they lie within the rules and regulations outlined by CSPB.

12. The Financial Responsibility of the Union

- 12.1. 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.
- 12.2. All constituent parts of the Union shall comply with the ICU Financial Regulations and Procedures.
- 12.3. 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 ICU.

13. 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, societies and projects.
 - 13.1.3. Amendments to this constitution shall be approved by a two-thirds majority of the Executive Committee. Any changes to the constitution shall be report to the Dean of the Faculty of Medicine and Head of School of Medicine.
 - 13.1.4. This constitution overrules any ICMSU club, society or project constitutions and any other committee or individuals under those.
 - 13.1.5. This constitution is superseded by all Imperial College Union constitution, bye-laws and policies.
- 13.2. Policy
 - 13.2.1. Policy is established by the Executive Committee.
 - 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:

Mr Rhys Smith

Date: 16th January 2018

Regulation 1

Officers of the Union

A. Officers of the Union

1. The Officers of the Union shall be:

- I. President
- II. Deputy President
- III. Secretary & Communications Officer
- IV. Management Group Treasurer
- V. Clubs & Societies Chair
- VI. Sports and Arts Vice Chair
- VII. Volunteers and Charity Vice Chair
- VIII. Welfare Chair
- IX. Welfare Vice Chair Representative
- X. Welfare Vice Chair Campaigns
- XI. Academic Chair
- XII. Academic Officer (Early Years)
- XIII. Academic Officer (BMS)
- XIV. Academic Officer (BSc Year)
- XV. Academic Officer (Clinical Years)
- XVI. Entertainments Chair
- XVII. Social Secretary
- XVIII. Executive Treasurer
- XIX. RAG Chair
- XX. Biomedical Science Society Chair

B. General Provisions

1. The Officers of the Union have a collective responsibility as officers 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 delegation and coordination of work for 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 Officer of the Union may co-opt their position. No position may be jointly held and no member may hold multiple positions.
5. The President, Management Group Treasurer and Clubs & Societies Officer may not be the chair or treasurer of a club or society.
6. It is advised that no Officer of the Union should hold a senior position within a club or society. Any member who chooses to do so must prioritise the constitutional requirements of their executive role above those of a club or society.

C. Job Descriptions of Officers of the Union

I. President

Ø First and foremost an officer of the Union (including the stewarding of ICSSMSU events)

- Ø The ultimate representative of ICSMSU and responsible for all its actions.
- Ø Financially responsible for ICSMSU along with the Executive Treasurer
- Ø Financially responsible for ICSM Management group along with the Management Group Treasurer and Clubs and Societies Chair.
- Ø Accountable to the electorate, the School of Medicine and ICU for all activities of ICSMSU.
- Ø Represents the:
 - § Interests of all ICSMSU students
 - § 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.
- Ø Responsible for, but not limited to:
 - § Managing the Students' Union Officers and supervising the day-to-day activity of the Union.
 - § Acting as Management Group Chair within the Clubs and Societies Project Board
 - § The election of ICSMSU Executive Officers.
 - § Chairs the School of Medicine Staff Student Liaison Group meetings.
 - § Sign-posting students with pastoral and welfare concerns.
 - § Overseeing the ICU Disciplinary policy relating to any Faculty of Medicine student as delegated by the ICU President
 - § Supporting and guiding the BMA Medical School Committee representatives and their committee.
 - § The organisation of the Final Year Photo.
 - § The organisation of Affirmation alongside the Entertainments Chair.
 - § Coordinating the School of Medicine Open Days in coordination with the FEO
 - § Liaising with the Reynolds' Bar Manager and ICU Commercial Services to ensure smooth running of ICSM events ~~at the Reynolds' Bar~~.
 - § Updating ICSMSU's social networking pages, i.e. Twitter, Instagram, Snapchat and Facebook.
 - § Liaising with other Union officers to best represent students and advocate for future developments.
 - § Promoting the cause of the ICSM Alumni to final year students.
 - § Liaising with the ICSM Alumni and its' members.
 - § Being an advocate of the ICSM Alumni and work with the ICSMSU President and honorary ICSM Alumni President in developing it and furthering its aims.

II. Deputy President

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Deputises for the President, as required.
- Ø Represents the interests of all ICSMSU students.
- Ø Responsible for, but not limited to:
 - § Aiding with other Officers' roles where necessary and working to develop their roles.
 - § Monitoring the ICSM Students' Union Constitution and ensuring its adherence.
 - § Coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 3-year strategy and Union development.

- § Liaising with other Union officers to best represent students and advocate for future developments.
- § Chairs the ICSMSU Executive meetings.
- § Liaise with the Entertainments team to organise Freshers' Fortnight, in particularly the ICSM Welcome Dinner
- § Coordinating the School of Medicine Interviews and Interview Tours in coordination with the FEO and ICSMSU Secretary

III. Secretary & Communications Officer

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Represents the interests of all ICSMSU students.
- Ø Responsible for, but not limited to:
 - § Carrying out the secretarial affairs of the ICSMSU Executive, **ICSMSU General Committee**, ICSMSU Entertainments Team and ICSMSU Clubs & Societies Management Group
 - § Carrying out all administrative affairs within the ICSMSU Executive, including but not exclusive to duty rotas and ICSMSU Executive meeting room bookings.
 - § Preserving all Union publications, archive records and documentation.
 - § Updating and monitoring of the Union calendar, including a termly planner.
 - § Organising student representatives to lead tours of the medical school on interview and open days with the Deputy President.
 - § Keeping the ICSMSU Website up to date and altering any website coding and source language that is required.
 - § Updating ICSMSU's social networking pages, i.e. Twitter, Instagram, Snapchat and Facebook.
 - § The weekly production of the ICSM Newsletter.
 - § The development of the Freshers' Handbook **and passport** with ICSMSU Gazette.
 - § Working with the relevant ICSMSU officers to maintain and advance each section of the website.
 - § Liaising with other Union officers to best represent students and advocate for future developments.

IV. Management Group Treasurer

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Overall financial responsibility for all clubs and societies within ICSMSU including the Executive.
- Ø Represents the interests of all ICSMSU students.
- Ø Responsible for, but not limited to:
 - § 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 and societies have been appropriately budgeted and authorised as well as giving assistance and advice on these matters.
 - § Ensuring all ICSMSU events have been authorised and appropriately budgeted for as well as giving assistance and advice on these matters.
 - § Assisting with ICSMSU Clubs and Societies Management Group Meetings.
 - § Meeting with all ICSMSU Clubs and Societies at least twice a term, either as a full Management Group meeting, smaller focus group meetings or on a one to one basis alongside the Clubs & Societies Officer to ensure financial stability.
 - § Ensuring all annual clubs and societies budgets are submitted on time and meet guidelines.

§ Advising Clubs and Societies to apply for additional funding from external bodies.

§ Liaising with other Union officers to best represent students and advocate for future developments.

Ø Reportable to the ICU Deputy President (Finance & Services).

V. Clubs & Societies Chair

Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)

Ø Financial responsibility for all clubs and societies within ICSMSU with the Management Group Treasurer and President.

Ø Represents the:

§ Interests of all ICSMSU students.

§ Interests of all ICSMSU Clubs and Societies at all internal and external committees, including **but not limited to** ICU, Sport Imperial, BUCS and LUSL Committees.

Ø Responsible for, but not limited to:

§ Chairing ICSMSU Clubs and Societies Management Group Meetings.

§ Liaising with the appropriate people on all relevant Clubs and Societies matters.

§ Promoting all ICSMSU Clubs and Societies internally and externally.

§ **Ensure all ICSMSU Clubs and Societies meet with a member of the ICSMSU Management group team** at least two times a term, either as a full Management Group meeting, smaller focus group meetings or on a one to one basis.

§ Updating the Clubs & Societies section of the Freshers' Handbook and the Clubs & Societies section of the ICSMSU Website once a year with other Officers.

§ Organising the annual Sports Dinner and Arts Dinner with assistance from ICSMSU Social Secretary.

§ Assisting in the organisation of Freshers Fortnight with ICSMSU Entertainments team.

§ Liaising with the **ICSM Management Group Team** regarding clubs and societies storage.

§ Liaising with other Union officers to best represent students and advocate for future developments.

§ **Promoting the social integration of all School of Medicine students in conjunction with the Entertainments Chair, Academic Chair and the Welfare Chair.**

§ **Responsible for backfilling vacant Vice Chair positions with the ICSM Management group team**

V. Clubs & Societies Vice Chair (Sports & Arts)

Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)

Ø Financial responsibility for all sports and arts clubs and societies within ICSMSU

Ø Represents the:

§ Interests of all ICSMSU students.

§ Interests of all ICSMSU Clubs and Societies, as designated by the President, at all internal and external committees, including but not limited to ICU, Sport Imperial, BUCS and LUSL Committees.

Ø Responsible for, but not limited to:

§ **Day to day oversight of the clubs or societies as designated by the President within the ICSM Management Group.**

- § Liaising with the appropriate people on all relevant Clubs and Societies matters.
- § Promoting all ICSMSU Clubs and Societies as designated by the President internally and externally.
- § Meeting with all relevant ICSMSU Clubs and Societies at least two times a term, either as a full Management Group meeting, smaller focus group meetings or on a one to one basis.
- § Providing necessary information to update the Clubs & Societies section of the Freshers' Handbook and the Clubs & Societies section of the ICSMSU Website once a year.
- § Liaising with the ICSM Management Group Team regarding clubs and societies storage.
- § Liaising with other Union officers to best represent students and advocate for future developments.

V. Clubs & Societies Vice Chair (Volunteering and Academic)

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Financial responsibility for all Volunteering and Academic clubs and societies within ICSMSU
- Ø Represents the:
 - § Interests of all ICSMSU students.
 - § Interests of all ICSMSU Clubs and Societies, as designated by the President, at all internal and external committees
- Ø Responsible for, but not limited to:
 - § Day to day oversight of the clubs or societies as designated by the President within the ICSM Management Group.
 - § Liaising with the appropriate people on all relevant Clubs and Societies matters.
 - § Promoting all ICSMSU Clubs and Societies as designated by the President internally and externally.
 - § Meeting with all relevant ICSMSU Clubs and Societies at least two times a term, either as a full Management Group meeting, smaller focus group meetings or on a one to one basis.
 - § Providing necessary information to update the Clubs & Societies section of the Freshers' Handbook and the Clubs & Societies section of the ICSMSU Website once a year.
 - § Liaising with the ICSM Management Group Team regarding clubs and societies storage.
 - § Liaising with other Union officers to best represent students and advocate for future developments.

VIII. Welfare Chair

- Ø First and foremost an officer of the Union, (including the stewarding of ICSMSU events)
- Ø Represents the:
 - § Interests of all ICSMSU students
 - § Welfare needs of students to the Faculty and to ICU at ICU Council, Community and Welfare Board and Staff-Student Liaison Groups
- Ø Responsible for, but not limited to:
 - § Being a point of contact for students with pastoral and welfare concerns.
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.

- § Liaising with the Faculty Senior Tutors and college tutors regarding student welfare, the curriculum, the Disclosure and Barring Service and Fitness to Practice information
 - § Liaising with the ICU Deputy President (Welfare) regarding welfare campaigns
 - § Organising and monitoring the medical school 'Mums and Dads' scheme for the incoming School of Medicine Freshers. This including the 'Mums and Dads' party with the help of the Entertainments Team and working with GradMed Society to ensure Graduate Entry have a scheme in place.
 - § To assemble and chair a committee of individuals to aid in the running of welfare campaigns and welfare support throughout the year.
 - § To chair ICSMSU welfare committee meetings
 - § Liaising with other Union officers to best represent students and advocate for future developments.
 - § Promoting the social integration of all School of Medicine students in conjunction with the Clubs and Societies Chair, Academic Chair and the Welfare Chair.
 - § Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Ø Reportable to the ICU Deputy President (Welfare)

VIII. Vice Chair Wellbeing (Representatives)

- Ø First and foremost an officer of the Union, (including the stewarding of ICSMSU events)
- Ø Represents the:
 - § Interests of all ICSMSU students
 - § Welfare needs of students to the Faculty and to ICU at the Community and Welfare Board and Staff-Student Liaison Groups
- Ø Responsible for, but not limited to:
 - § Being a point of contact for students with pastoral and welfare concerns to signpost to the appropriate services.
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
 - § Liaising with the Faculty Senior Tutors and college tutors regarding student welfare, the curriculum, the Disclosure and Barring Service and Fitness to Practice information
 - § Organising the recruitment and training of all their Wellbeing Representatives, including organising regular meetings with them to co-ordinate student feedback.
 - § Liaising with other Union officers to best represent students and advocate for future developments.
 - § Coordinating of submission of papers to the relevant Student Staff Liaison Groups and Education Committees and voicing the needs and opinions of students in these meetings
 - § Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services

VIII. Vice Chair Wellbeing (Campaigns)

- Ø First and foremost an officer of the Union, (including the stewarding of ICSMSU events)
- Ø Represents the:
 - § Interests of all ICSMSU students

- § Welfare needs of students to the Faculty and to ICU at the Community and Welfare Board and Staff-Student Liaison Groups
- Ø Responsible for, but not limited to:
 - § Being a point of contact for students with pastoral and welfare concerns to signpost to the appropriate services.
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
 - § Organising the recruitment and training of all their Campaigns team, including organising regular meetings with them.
 - § Responsible for organising all campaigns run by ICSMSU and has oversight of the finances for those campaigns
 - § Liaising with other Union officers to best represent students and advocate for future developments.
 - § Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services

VIII. Academic Chair

- Ø First and foremost an officer of the Union, (including the stewarding of ICSMSU events)
- Ø Represents the:
 - § Interests of all ICSMSU students
 - § Academic needs of students to the Faculty and to ICU at ICU Council, Education and Representation Board and Staff-Student Liaison Groups
- Ø Responsible for, but not limited to:
 - § Establishing a good channel of communication between students and staff of the Faculty of medicine
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
 - § Overseeing the recruitment and training of all the academic year representatives within the Faculty of Medicine
 - § Attending the SSLGs and education committees as appropriate, ensuring the students voice is represented.
 - § Have oversight of the academic provision within the Faculty of Medicine and ensure new curriculum and assessment development has appropriate student input.
 - § Being an advocate of SOLE and help develop ways to increase student participation
 - § Seek high quality student notes to display on ICSMSU website.
 - § Working with the School of Medicine in order to increase awareness of the standards of student professionalism expected
 - § Maintain close links with all educational societies to ensure there is effective communication between students, staff and clinicians as well as helping them promote their activities.
 - § Promoting the social integration of all School of Medicine students in conjunction with the Clubs and Societies Chair, Entertainments Chair and the Welfare Chair.
- Ø Reportable to the ICU Deputy President (Education)

IX. Academic Officer (Early Years)

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)

- Ø Represents the
 - § Interests of all ICSMSU students
 - § Educational needs of all students in the 'Early Years', defined as Year 1 and 2 of the 5 and 6-year MBBS course to College, ~~ICU Council~~, Education and Representation Board and the School of Medicine.
- Ø Responsible for, but not limited to:
 - § Establishing a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
 - § Organising the recruitment and training of all their Educational Representatives, including organising regular meetings with them to co-ordinate student feedback.
 - § Coordinating of submission of papers to the relevant Student Staff Liaison Groups and Education Committees and voicing the needs and opinions of students in these meetings.
 - § Being an advocate of SOLE and help develop ways to increase participation
 - § Seek high quality student notes to display on ICSMSU website.
 - § Provide advice on studying and transition to university education
 - § Working with the School of Medicine in order to increase awareness of the standards of student professionalism expected
 - § Liaising with other Union officers to best represent students and advocate for future developments.

X. Academic Officer (BMS)

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Represents the
 - § Interests of all ICSMSU students
 - § Educational needs of all students on the Biomedical Sciences and Medical Biosciences courses to College, ~~ICU Council~~, Education and Representation Board and the School of Medicine.
- Ø Responsible for, but not limited to:
 - § Establishing a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
 - § Organising the recruitment and training of all their Educational Representatives, including organising regular meetings with them to co-ordinate student feedback.
 - § Coordinating of submission of papers to the relevant Student Staff Liaison Groups and Education Committees and voicing the needs and opinions of students in these meetings.
 - § Being an advocate of SOLE and help develop ways to increase participation
 - § Seek high quality student notes to display on ICSMSU website.
 - § Provide advice on studying and transition to university education
 - § Working with the School of Medicine in order to increase awareness of the standards of student professionalism expected
 - § Liaising with other Union officers to best represent students and advocate for future developments.

XI. Academic Officer (BSc Year)

Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)

Ø Represents the:

- § Interests of all ICSMSU students
- § Educational needs of all students on BSc pathways, defined as the BSc year (4th) of the 6-year MBBS course, to College, **IGU Council**, Education and Representation Board and the School of Medicine. Any MBBS PhD programmes may also fall under this although they will have direct representation through the PG representation network.

Ø Responsible for, but not limited to:

- § Establishing a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
- § Organising the recruitment and training of all their Educational Representatives, including organising regular meetings with them to coordinate student feedback.
- § Coordinating of submission of papers to the relevant Student Staff Liaison Groups and Education Committees and voicing the needs and opinions of students in these meetings
- § Being an advocate of SOLE and help develop ways to increase participation
- § Organising the Buddy Scheme for Intercalating Students
- § **Working with the School of Medicine in order to increase awareness of the standards of student professionalism expected**
- § Seek high quality student notes to display on ICSMSU website
- § Liaising with other Union officers to best represent students and advocate for future developments.

XII. Academic Officer (Clinical Years)

Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)

Ø Represents the:

- § Interests of all ICSMSU students
- § Educational needs of all students in their 'Clinical Years' to College, **IGU Council**, Education and Representation Board and the School of Medicine. Clinical Years is defined as years 3, 5 and 6 of the 6-year MBBS course and 3, 4 and 5 of the 5-year MBBS course.

Ø Responsible for, but not limited to:

- § Establishing a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body.
- § Organising the recruitment and training of all their Educational Year Representatives, including organising regular meetings with them to coordinate student feedback.
- § Coordinating of submission of papers to the relevant Student Staff Liaison Groups and Education Committees and voicing the needs and opinions of students in these meetings
- § Being an advocate of SOLE and help develop ways to increase participation

- § Maintaining close links with all the Educational Societies to ensure there is effective communication between students, staff and clinicians as well as helping them promote their activities.
- § Working with the School of Medicine in order to increase awareness of the standards of student professionalism expected
- § Seek high quality student notes to display on ICSMSU website
- § Liaising with other Union officers to best represent students and advocate for future developments.

XIII. Entertainments Chair

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Responsible for all ICSMSU-run social events.
- Ø Represents the interests of all ICSMSU students
- Ø Responsible for, but not limited to:
 - § Organising of a well-planned and financially successful Fresher's fortnight, including the creation of the Fresher's passport.
 - § Co-ordinating the popular and financially successful ICSMSU events with the Entertainment Team.
 - § Co-ordinate the social event calendar for the year with the other Officers and social secretaries from Clubs and Societies.
 - § Overseeing the organisation, promotion and smooth running of SU Executive organised event, designed to cater for all members of the Union
 - § Promoting the social integration of all School of Medicine students in conjunction with the Clubs and Societies Chair, Academic Chair and the Welfare Chair.
 - § Assisting the Reynolds Bar Manager in co-ordinating the allocation process of bop applications and overseeing the organisation of bops throughout the year
 - § Ensuring the Union is ready logistically for running events, including maintaining supplies of stamps and wristbands.
 - § Ensuring the election of the STFYD, Summer Ball and Halfway Dinner Chair (sub-committee recommendation with ICSMSU Executive ratification needed)
 - § Overseeing the STFYD Chair, Halfway Dinner Chair and RAG chair, and may sit in on any of their respective committee meetings.
 - § Attending all meetings as appropriate and acting upon relevant matters arising from the meetings
 - § Liaising with other Union officers to best represent students and advocate for future developments.

XIV. Social Secretary

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Represents the interests of all ICSMSU students
- Ø Report directly to the ICSMSU Entertainment Chair
- Ø Responsible for, but not limited to:
 - § Having a key organisational role in Freshers' Fortnight, SU organised balls, bops, events and after party venues for sports nights as necessary
 - § Maintaining and promoting the social section of the ICSMSU website and any relevant social networking pages to ensure the medical school is aware of upcoming social events
 - § Initiating new events and developing existing popular events in order to maintain and add to the social calendar of ICSM and the experience of students.
 - § Working with the Entertainments Chair to organise and run Snow Ball

- § Working with the Clubs & Societies Officer to organise and run Arts Dinner and Sports Dinner
- § Liaising with the Reynolds' Bar Managers to help promote events at the bar
- § Liaising with other Union officers to best represent students and advocate for future developments.

XV. RAG Chair

- Ø First and foremost an officer of the Union (including the stewarding of ICSMSU events)
- Ø Represents the interests of all ICSMSU students
- Ø Overall and Financially responsible for the RAG society
- Ø Reports directly to the ICSMSU Entertainment Chair
- Ø Responsible for, but not limited to:
 - § Creating and co-ordinating a RAG committee
 - § Deciding the beneficiary of the year's campaign in conjunction with their committee.
 - § Organising a RAG Freshers Event, RAG Week, RAG Balls (Halloween and Valentine's) and any other RAG events
 - § Initiating and developing new fundraising ideas and events.
 - § Electing a Fashion Show Chair (ICSMSU Executive ratification is required)
 - § Promoting volunteer engagement throughout ICSM by liaising with the student development team at ICU
 - § Liaising with other Union officers to best represent students and advocate for future developments.

XVII. Executive Treasurer

- Ø First and foremost an officer of the Union, (including the stewarding of ICSMSU events)
- Ø Represents the interests of all ICSMSU students
- Ø Works together with the Entertainments Team
- Ø Financially responsible for ICSMSU Exec alongside the President
- Ø Responsibility for, but not limited to:
 - § Liaise with all regular sponsors to secure sponsorship for the ICSMSU, including Halfway Dinner, STFYD and RAG
 - § Assisting clubs and societies in securing sponsorship or providing advice as necessary
 - § Will attempt to secure sponsorship for the following year's Freshers' Fortnight alongside the incoming Officer
 - § Liaise with local companies to offer discounts and promotions to ICSMSU students and Faculty
 - § Draw up budgets for ICSMSU-run events
 - § Running the ICSMSU shops and supply of merchandise

XVIII. Biomedical Science Society Chair

- Ø First and foremost an officer of the union (including the stewarding of ICSMSU events)
- Ø Represents the interests of all ICSMSU students
- Ø Overall and financially responsible for the running of the Biomedical Science Society committee
- Ø Report directly to ICSMSU President
- Ø Responsible for but not limited to:
 - § Establishing a good channel of communication between medical bioscience students, ICSMSU and Faculty.

- § Attending all meetings as appropriate to represent the non-academic interests of biomedical students and relaying their outcomes to the student body.
- § Liaising with other Union officers to best represent students and advocate for future developments.

Regulation 2

Union Sub-Committees

A. Union Sub-Committees

1. The Union Sub-Committees are:
 - I. Clubs, Societies & Projects Management Group
 - II. RAG Committee
 - III. Entertainments Committee
 - IV. Colours Committee
 - V. Alumni Association Committee
 - VI. Shrove Tuesday Final Year Dinner Committee
 - VII. Halfway Dinner Committee
 - VIII. Welfare Committee

B. General Provisions

1. These Sub-Committees describe the bare minimum required for the Union's yearly activity.
2. Each Sub-Committee shall be automatically designated an appropriate chair, according to the purpose of the Sub-Committee. If there is any ambiguity, the Executive Committee will decide on an appropriate chair. It is advised to consult with the past-immediate chair for their input regarding any additional appointments.
3. The Executive Committee has the power to establish and dissolve additional Sub-Committees as they see fit.
4. One other committee is in existence at a relatively informal basis: the Academic Society Meeting (ASM) which shall convene at least once a year. This meeting is chaired by the Academic Officer (Clinical Years) although the Academic Officers for BMS, Early Years and BSc Year are invited as non-voting members.

C. Description of Sub-Committees

I. Clubs and Societies Management Group

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

II. RAG Committee

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

III. Entertainments Committee

- Shall oversee the organisation of the ICSMSU-run events
- Shall be chaired by the Entertainments Chair of the Union

- Membership will be the Union Entertainments Chair, Social Secretary, RAG Chair, Executive Treasurer, Clubs & Societies Officer, BMS Chair, STFYD Chair and Halfway Dinner Chair
- Shall be delegated appropriate powers and responsibilities from the Union Executive

IV. Colours Committee

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

V. Alumni Association Committee

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

VI. Shrove Tuesday Final Year Dinner Committee

- Shall be responsible for the organisation and implementation of all aspects of the Shrove Tuesday Final Year Dinner
- The Chair shall be selected from applications submitted to the incumbent committee with ICSMSU ratification.
- The Chair shall select committee members.
- The committee shall include the Executive Treasurer to act as a sponsorship officer
- Shall be delegated appropriate powers and responsibilities from the Union Executive

Reports to the Entertainments Chair, Treasurer and President

VII. Halfway Dinner Committee

- Shall be responsible of the organisation and implementation of the Halfway Dinner
- Shall be chaired by a student who has completed half of their course.
- The Chair shall be selected from applications submitted to the incumbent committee with ICSMSU ratification.
- The Chair shall select committee members.
- The committee shall include the Executive Treasurer to act as a sponsorship officer
- Shall be delegated appropriate powers and responsibilities from the Union Executive

Reports to the Entertainments Chair, Treasurer and President

VIII. Welfare Committee

- Shall be responsible for the organisation and running of welfare campaigns
- Shall be chaired by the ICSMSU Welfare Chair
- Shall be limited to 12 committee members
- The committee must include a vice chair, the BMS welfare officer and the GradMed welfare officer
- The vice chair is responsible for the finances of the campaigns run and must submit applications to DPW for funding

- Shall be delegated appropriate powers and responsibilities from the Union Executive