



RCSU

ROYAL COLLEGE OF
SCIENCE UNION

CONSTITUTION
AND
REGULATIONS

2018 - 2021

DEVELOPED BY THE RCSU GENERAL
COMMITTEE, 2017-2018

Constitution

1. Name

1.1. The students' union of the Faculty of Natural Sciences of Imperial College shall be known as the Royal College of Science Union, hereinafter referred to as "the Union".

1.2. The Union and recognised clubs and societies may use the name and insignia of Imperial College and the Royal College of Science in their titles and in pursuit of their activities, but may not assign the privilege to any other entity. In using the names and insignia, the Union and its clubs and societies shall have due regard for the Colleges' status and reputations.

2. Status

2.1. The Union shall be a Constituent Union of Imperial College Union ("ICU") representing the Faculty of Natural Sciences

3. Aims and Objects

3.1. The Aims and Objects of the Union shall be as per the ICU Constitution and By-Laws.

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 registered students of the Imperial College Faculty of Natural Sciences are automatically Full Members of the Union. Departments outside of the administration of the Faculty, but within its quality assurance structure, are considered to be part of the Faculty for this purpose.

4.2.2. A person opting out of membership of ICU is deemed to have opted out of membership of the Union. Such a person shall enjoy all the facilities and amenities of the Union, but may not participate in its governance, including, voting or standing for election.

4.2.3. The ICU Officer Trustees are *ex officio* non-voting members of the Union and its Committees.

4.3. Honorary Members

4.3.1. The procedures to award and revoke Honorary Membership to individuals shall be defined in Policy.

4.3.2 The Dean of the Faculty of Natural Sciences is an *ex officio* Honorary Member.

4.4. Life Members

4.4.1. Any former Full Member of the RCSU, or its previous incarnations, who is a Life Member of ICU is a Life Member of the Union.

5. Affiliation

5.1. The Union and its clubs and societies may affiliate to any organisation that furthers their aims.

5.2. No affiliation shall knowingly be made to an organisation involved in illegal activities.

5.3. The Union shall not make any affiliation that might affect its political impartiality. Clubs and societies are free to make such affiliations.

5.4. The Union shall publish annually a list of any external organisations to which an affiliation fee has been paid or donation given and inform Imperial College Union Council as necessary.

6. Officers of the Union

6.1. The Officers of the Union shall be the President and other officers listed in Regulation 1.

6.2. The duties and responsibilities of the Officers of the Union are listed in Regulation 1.

6.3. Officers of the Union shall be elected according to Regulation 2.

6.4. In the event of a vacancy or an Officer of the Union being unable to fulfil his or her duties the President may delegate those powers and responsibilities held by that Officer pending elections.

6.4.1. In the event that the role of the President remains vacant, a member of the Executive Committee chosen by secret ballot by the Executive Committee will fulfil the role until the vacancy is filled in line with ICU policy.

6.5. Officers of the Union and any other position in the Union for which a date is not otherwise prescribed shall hand over to their successors on the 1st August.

7. General Committee

7.1. General Committee shall be the sovereign and governing body of the Union. All Officers, committees, clubs and societies shall be accountable to General Committee.

7.2. General Committee shall receive such reports from Officers and committees that

it may require, with the President and Executive Committee reporting to each ordinary meeting.

7.3. The standing orders for the conduct of General Committees shall be set in Regulation 4.

7.4. The President shall convene General Committees twice each term and additionally as necessary.

7.5. Emergency meetings

7.5.1. Emergency meetings shall be convened upon the request of:

- a) The President.
- b) The Executive Committee.
- c) Resolution of a previous meeting of the General Committee.
- d) Twenty Full Members of the Union.
- e) Six members of the General Committee.

7.5.2. An Emergency meeting shall:

- a) Be held between two and five College days of being called.
- b) Discuss only those matters that it was called to debate.
- c) 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 any direction of General Committee.

8.2. The President shall convene the Executive at least monthly during term time.

8.3. An emergency meeting of Executive as defined by 7.5.2 may be called by

- 8.3.1. Resolution of General Committee,
- 8.3.2. The President, or
- 8.3.3. Two other members of the Executive Committee.

8.4. Emergency action:

8.4.1. The President may act on behalf of the Executive, provided that these actions are reported to and reviewed by the Executive and the General Committee at its next meeting.

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

8.4.3. In both cases of General Committee review as mandated by Articles 8.4.1. and 8.4.2., a vote is required to approve or reject the action taken. This vote must pass with a simple majority.

9. Committees of the Union

9.1. General Committee, the Executive and other committees (see Regulation 3) 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.

9.2. The President is an *ex-officio* voting member of all committees of the Union.

10. Clubs and Societies of the Union

10.1. The Union shall oversee Clubs and Societies in advancing their own and the Union's Aims and Objects.

10.2. Clubs and Societies shall be managed by their Committees and governed under Policy.

10.3. Any Member of ICU is entitled to join any Club or Society and any member of the Union to serve on its Committee.

10.4. The President shall be an *ipso facto* Full Member of all Clubs and Societies, and an *ex-officio* voting member of all Club and Society Committees.

11. Financial Responsibility of the Union

11.1. The President and the Honorary Junior Treasurer are ultimately responsible to the ICU President through the ICU Deputy President (Finance & Services) for the finances of the Union.

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

12. Elections

12.1. The provisions for elections are formally outlined in Regulation 2 of the Union.

12.2. Only Full Members of the Union may stand or vote in Union elections. Further restrictions shall be applied for certain positions.

12.3. Only Full Members of the Union may stand or vote in Officer elections.

12.4. The President or a nominee approved by the Executive shall be the returning officer for Union Officer elections, and responsible for their fair and efficient conduct.

13. Regulations

13.1. The regulations of the Union are:

- 13.1.1. Officers of the Union
- 13.1.2. Elections
- 13.1.3. Composition of Committees
- 13.1.4. Meetings Standing Order

14. Policy

14.1. Policy can be established by any committee of the Union but it must be ratified by the General Committee.

14.2. Policy shall lapse after three years unless presented for re-approval.

14.3. Policy shall be kept by the President and Honorary Secretary and be freely available to any member of the Union.

15. Interpretation

15.1. This Constitution is bound by the Constitution of ICU.

15.2. This Constitution binds the Union in its entirety including the Clubs and Societies.

15.3. This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.

15.4. 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. Precedent shall provide a basis for future interpretations.

15.5. Where an interpretation involves the Constitution of ICU, and the matter is not resolved, it shall be referred to the ICU President.

16. Amendments

16.1. Alterations to the Constitution shall be proposed by a two-thirds majority of the General Committee at a physical meeting. The ICU Union Council shall approve any amendments, which shall then be as valid as this Constitution.

16.2. Alterations to the Regulations shall be proposed by a simple majority of the General Committee.

17. Revocation

17.1. This Constitution shall be binding on all parts of the Union from August 2018.

17.2. This Constitution shall supersede all previous constitutions.

Regulation One - Officers and Representatives of the Union

1. Officers and Representatives of the Union

1.1. The Officers of the Union shall be:

- 1.1.1. President
- 1.1.2. Vice President (Operations)
- 1.1.3. Vice President (Activities)
- 1.1.4. Vice President (Education)
- 1.1.5. Vice President (Welfare and Wellbeing)
- 1.1.6. Honorary Secretary
- 1.1.7. Honorary Junior Treasurer
- 1.1.8. Broadsheet Editor
- 1.1.9. Events Officer
- 1.1.10. Publicity Officer
- 1.1.11. Web Communications Officer
- 1.1.12. Sports Officer
- 1.1.13. The RAG Champion/Officer
- 1.1.14. The Science Challenge Chair
- 1.1.15. Sponsorship and Alumni Officer

1.2. No person may hold more than one of the posts listed in Article 1.1.

1.3. All posts may be held jointly by two persons, except for:

- 1.3.1. President
- 1.3.2. Vice President (Operations)
- 1.3.3. Vice President (Activities)
- 1.3.4. Vice President (Education)
- 1.3.5. Vice President (Welfare and Wellbeing)
- 1.3.6. Honorary Secretary
- 1.3.7. Honorary Junior Treasurer

1.4. The Representatives of the Union are:

- 1.4.1. The Academic Departmental Representatives for each Department in the Faculty of Natural Sciences.
- 1.4.2. The Academic Year or Course Representatives for each cohort or course in their respective Department.
- 1.4.3. The Wellbeing Departmental Representatives for each Department in the Faculty of Natural Sciences.
- 1.4.4. The Wellbeing Year Representatives for each cohort in their respective Department.

1.5. It is possible for a person to hold an Officer role (as outlined in Article 1.1) and a Representative role (as outlined in Article 1.4) simultaneously.

1.6. Departmental Representative roles may be held jointly by two persons. Year and Course Representatives may not be held jointly.

2. Role Descriptions for Officers and Representatives

2.1. The President shall:

- 2.1.1. Be the ultimate representative of the Union.
- 2.1.2. Maintain relations between the Union and ICU, College, and other committees, institutions and Unions as appropriate.
- 2.1.3. Be responsible for the interpretation and development of the Constitution and Regulations.
- 2.1.4. Be responsible for the external communications of the Union
- 2.1.5. Be ultimately responsible for the finances of the Union.
- 2.1.6. Be ultimately responsible for Health & Safety issues within the Union.
- 2.1.7. Be ultimately responsible for the Academic Representation Network in the Faculty of Natural Sciences.
- 2.1.8. Be ultimately responsible for the Wellbeing Representation Network in the Faculty of Natural Sciences.
- 2.1.9. Be ultimately responsible for all elections within the Union.
- 2.1.10. Be ultimately responsible for the publications of the Union.
- 2.1.11. Be ultimately responsible for discipline and grievance issues in the Union.
- 2.1.12. Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
- 2.1.13. Be ultimately responsible for all activities of the Union.
- 2.1.14. Be ultimately responsible for the work of the Executive and represent their views to the Council.
- 2.1.15. Supervise other Officers of the Union, delegate the duties of any Officer who is unable to fulfil them and negotiate extra duties with other Union Officers, as appropriate.

2.2. The Vice-President (Operations) shall:

- 2.2.1. Deputise for the President on the campuses of the Faculty of Natural Sciences (South Kensington and White City) as required.
- 2.2.2. Liaise with the Sponsorship and Alumni Officer to co-ordinate the procurement of sponsorship for the Union in line with ICU Financial Regulations.
- 2.2.3. Be responsible for public relations issues of the Union.
- 2.2.4. Be responsible for liaising with the Imperial College Careers Service and external groups in the organisation of the specialised Natural Sciences Careers/Internship Fair.
- 2.2.5. Be responsible for ensuring all Officers of the Union have completed their ICU Officer training
- 2.2.6. Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences.
- 2.2.7. Co-ordinate with the new Vice-President (Operations) elect in the Summer Term for an earlier handover and assist them to procure sponsorship for the Union for the following academic year.

2.2.8. Be responsible for the members of the Operations Board and report directly to the Executive Committee.

2.3. The Vice-President (Activities) shall:

2.3.1. Deputise for the President on the campuses of the Faculty of Natural Sciences (South Kensington and White City) as required.

2.3.2. Oversee Union events and host traditional events

2.3.3. Be responsible for the organisation of and supervision of Seasonal Balls

2.3.4. Be responsible for the sales and administration of tickets

2.3.5. Be responsible for the supervision of Union events with the Events Officer and participation in RAG Week activities with the RAG Champion.

2.3.6. Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences

2.3.7. Be responsible for the Entertainments Board and report directly to the Executive Committee.

2.4. The Vice President (Education) shall:

2.4.1. Be responsible for the Academic Representation Network for undergraduate students of the Faculty of Natural Sciences.

a) Accountability for the Network is jointly to the President and the ICU Deputy President (Education).

2.4.2. Represent the views of students of the Union in matters concerning academic affairs to the following and any other appropriate committees:

a) General Committee

b) The ICU Council

c) The ICU Education and Representation Board

d) The Faculty of Natural Sciences Academic Student-Staff Committee, as Chair

e) The Faculty of Natural Sciences Wellbeing Student-Staff Committee, as Permanent Observer

f) The Faculty of Natural Sciences Education Committee

g) The Science Studies Committee of Imperial College

h) The Staff-Student Committees of each department

2.4.3. Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate students in the Union.

2.4.4. Ensure compliance of the elections of Academic Representatives of undergraduate students with the Election Regulations.

2.4.5. Liase with the Education Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of students within the Faculty.

2.5. The Vice President (Welfare and Wellbeing) shall:

2.5.1. Be responsible for the Wellbeing Representation Network for undergraduate

students of the Faculty of Natural Sciences.

a) Accountability for the Network is jointly to the President and the ICU Deputy President (Welfare).

2.5.2. Represent the views of the students of the Union in matters concerning welfare and/or health and safety issues to the following and any other appropriate committees:

a) General Committee

b) ICU Council

c) ICU Community and Welfare Board

d) The Faculty of Natural Sciences Wellbeing Student-Staff Committee, as Chair

e) The Faculty of Natural Sciences Academic Student-Staff Committee, as Permanent Observer

f) The Student-Staff Committees of each department, where appropriate.

2.5.3. Supervise the organisation of a minimum of one Welfare Week (which aims to enhance the awareness of a variety of welfare issues, typically one a day) in collaboration with the Wellbeing Representatives.

2.5.4. Supervise the arrangement of Workshops relating to a variety of Welfare issues through the year in collaboration with the Wellbeing Representatives and the Faculty Senior Tutor.

2.5.5. Liaise with the ICU Deputy President (Welfare) to publicise Campaign Weeks and other Imperial College bodies to publicise and increase awareness of Welfare Facilities.

2.5.6. Be available at an accessible location once every two weeks for Welfare Drop-in sessions.

2.5.7. Liaise with the Welfare Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of undergraduate students within the Faculty

2.6. The Honorary Secretary shall:

2.6.1. Be responsible for the provision of Office facilities and services.

2.6.2. Maintain an inventory and records in accordance with the ICU Financial Regulations.

2.6.3. Oversee the accurate recording and compilation of all minutes of meetings of General Committee and Executive Committee. A full copy shall be archived when appropriate.

2.6.4. Maintain a list of names and contact details, of all Officers and representatives of the Union.

2.6.5. Maintain and protect a written and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.

2.6.6. Submit material to Imperial College Archives as and when necessary.

2.6.7. Ensure all Officers of the Union prepare and provide hand-over documents for their successors a minimum of 10 weeks before handover period – a copy to be archived in the RCSU Office.

2.6.8. Ensure that a copy of the current Constitution, Regulations and Union Policy is

available to all members of the Union and that the master copy is kept secure.

2.6.9. Co-ordinate and supervise the promotion of health and safety issues in Union activities and operations.

2.7. The Honorary Junior Treasurer shall:

2.7.1. Report the financial position of the Union to the Executive, as required.

2.7.2. Report the financial position of the Union's Clubs and Societies to the Executive, as required.

2.7.3 Be made available to assist Departmental Society Treasurers upon reasonable request

2.7.4. Facilitate the payment of debtors in conjunction with ICU Financial Regulations

2.7.5. Inform all persons with financial authority in the Union of their duties and responsibilities

2.7.6. Be responsible for overseeing the finances and operations of departmental societies.

2.7.7. Facilitate communication and cooperation between departmental societies and organisation of inter-departmental events and activities in conjunction with the Vice-President (Activities) and the Event Officer.

2.7.8. Work with the Vice President (Operations) and the Sponsorship and Alumni Officer to ensure the timely handling of sponsorship contracts.

2.7.9. Bear the mascot in collaboration with the Sponsorship and Alumni Officer, and be responsible for the wellbeing of the Theta and the sport of mascotry within the Union.

2.8. The Broadsheet Editor shall:

2.8.1. Organise the publication and distribution of the publication of the Union, which shall be called Broadsheet

2.8.2. Liaise with the Web Communication Officer to maintain the Broadsheet website and update it with new issues as appropriate.

2.8.3. Organise the publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.

2.8.4. Organise the publication and distribution of a periodical leaflet, to be distributed to members on the campuses of the Faculty throughout the academic year, with a target to produce a termly overview of the work of the Union.

2.8.5. Form a Broadsheet Publication Team consisting of a minimum of 2 additional members: one to be Copy Editor and one to assist with finance and sponsorship. These appointments should be agreed by the Union Executive Committee.

2.8.6. Archive a copy of all publications.

2.9. The Events Officer shall:

2.9.1. Co-ordinate and supervise events held on a Union-wide scale, to a minimum of two events in Autumn and Spring terms

2.9.2. Recruit, manage and be responsible for the activities of an Events Committee to be composed of volunteers from the student body. See Regulation 3.

2.9.3. Liaise with the Vice Presidents in the organisation of inter-departmental events.

2.9.4. Liaise with the Honorary Junior Treasurer to ensure that budgets are prepared and authorised for events.

2.9.5. Liaise with the Departmental Representatives to organise a minimum of one Buddy event per department

2.9.6. Co-ordinate with the RAG Champion the involvement of the Union in ICU RAG, including organisation of RAG Union events and representation of the Union to the ICU RAG Committee

2.9.7. Assist the Vice President (Welfare and Wellbeing) and the Wellbeing Representatives with the organisation of Welfare-related events.

2.10. The Publicity Officer shall:

2.10.1. Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.

2.10.2. Maintain the Union notice boards and departmental notice boards.

2.10.3. Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities.

2.11. The Web Communication Officer shall:

2.11.1. Publicise the union and its activities whilst ensuring compliance with appropriate Union regulations.

2.11.2. Maintain and develop the Union website to promote and further the Union's Aims and Objectives.

2.11.3. Act in an advisory capacity for the Webmasters of the Departmental Societies and for the associated websites of the Union, namely Science Challenge and the Broadsheet, and any others that are developed.

2.12. The Sports Officer shall:

2.12.1. Facilitate the organisation of competitive and participative sports teams within the Faculty and between Faculties.

2.12.2. Liaise with departmental and Faculty volunteers and Officers in the organisation of sporting events within the Faculty

2.12.3. Liaise with Campus Officers for the organisation of inter-campus sporting events

2.12.4. Encourage and support the active participation of the student body in sporting activities

2.13. The Academic Departmental Representatives shall:

2.13.1. Be the representative to the Union, College and ICU for their respective course or departments.

2.13.2. Co-ordinate the activities of the academic representatives of their course or department.

2.13.3. Communicate with the Academic Year Representatives frequently to ensure Departmental Issues are resolved rapidly.

2.13.4. Represent the views of the students of their department to the following and

any other committees:

- a) General Committee
- b) The Staff-Student Committees of their course or department, chairing the Academic meeting and attending the Wellbeing meeting if separate meetings exist.
- c) The Faculty of Natural Sciences Academic Staff-Student Committee

2.13.5. Promote the activities of the Union.

2.13.6. Act as returning officer in the election of Academic Representatives in their department, under the Election Regulations.

2.14. The Wellbeing Departmental Representatives shall:

2.14.1. Be the representative to the Union, College and ICU for their respective course or departments.

2.14.2. Co-ordinate the activities of the wellbeing representatives of their course or department.

2.14.3. Communicate with the Wellbeing Year Representatives frequently to ensure Departmental Issues are resolved rapidly.

2.14.4. Represent the views of the students of their department to the following and any other committees:

- a) General Committee
- b) The Staff-Student Committees of their course or department, chairing the Wellbeing meeting and attending the Academic meeting if separate meetings exist.
- c) The Faculty of Natural Sciences Wellbeing Staff-Student Committee

2.14.5. Promote the activities of the Union.

2.14.6. Act as returning officer in the election of Wellbeing Representatives in their department, under the Election Regulations.

2.15. The Undergraduate Academic and Wellbeing Year Representatives shall:


2.15.1. Be the representative to the Union, College and ICU for their respective year groups.

2.15.2. Represent the views of the students of their department to the following and any other committees:

- a) Departmental Representative Committee
- b) General Committee
- c) The relevant Staff-Student Committee of their course/department.

2.15.3. Promote the activities of the Union.

2.16. The Science Challenge Chair shall:

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- 2.16.1. Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee.
 - 2.16.2. Assist the Vice-President (Operations) and the Sponsorship and Alumni Officer in procuring external sponsorship and partnership for Science Challenge
 - 2.16.3. Liaise with the Dean of Natural Sciences and the Faculty Education Manager to ensure that the minimum requirement for Science Challenge is met.
 - 2.16.4. Liaise with the President and Honorary Junior Treasurer to agree a budget for Science Challenge
 - 2.16.5. Liaise with the Web Communications Officer and Publicity Officer to ensure successful promotion of Science Challenge within the Union and ICU.
 - 2.16.6. Liaise with the Science Challenge Chair-elect for an earlier handover at the start of Summer term and help them to start planning the Science Challenge for the following year.

2.17. The RCSU RAG Champion shall:

- 2.17.1. Act as the liaison between the Union General Committee and the ICU RAG General Committee.
- 2.17.2. Organise fundraising events for the Union in collaboration with the Events Officer and the RAG Committee, and assist on general RCSU social events where appropriate.
- 2.17.3. Co-ordinate budgets for any event organised with the Vice President (Activities) and the Honorary Junior Treasurer.
- 2.17.4. Ensure all events comply with ICU Regulations and Policy in collaboration with the Honorary Secretary and President.
- 2.17.5. Ensure Union participation in core RAG activities such as the Jailbreak and RAG Week.

2.18. The Sponsorship and Alumni Officer shall:

- 2.18.1 Work with the Vice President (Operations) to procure sponsorship for the Union in line with ICU Regulations and in line with the Constitution.
- 2.18.2. Be responsible for the fulfilment of all obligations to any sponsors, including liaising with other officers to ensure all policies and regulations are abided by.
- 2.18.3. Be jointly responsible with the President for communication and engagement with the Royal College of Science Association and any other alumni associations that share the core values of the Union and ICU.
- 2.18.4. In collaboration with the Honorary Junior Treasurer act as the Union's mascot bearer and as such is responsible for the wellbeing of the Theta and the sport of mascotry.

Regulation Two - Elections

1. General Provisions

1.1. Elections will be held in keeping with the ICU Constitution and Bye-Laws, supplemented by this Regulation.

1.2. The positions of President and Honorary Junior Treasurer will be elected in accordance with the ICU Major Election Bye-Laws. All other positions will be elected in accordance with the ICU Minor Election Bye-Laws.

1.3. The results of all elections shall be copied immediately to the Honorary Secretary.

1.4. This policy is superseded by the ICU Constitution and Bye-Laws.

2. Returning Officer

2.1. For elections of the President and Treasurer the ICU appointed External Returning Officer shall be the Returning Officer.

2.2. For elections of Union Officers (other than the President and Treasurer) and Departmental Representatives, either the ICU External Returning Officer or the President, shall act as or appoint the Returning Officer.

2.3. In elections for Academic Representatives, the appropriate Departmental Representative or the Vice President (Education) shall act as Returning Officer.

2.4. In elections for Wellbeing Representatives, the appropriate Departmental Representative or the Vice President (Welfare and Wellbeing) shall act as Returning Officer.

2.5. For Clubs and Societies, the appointment of the Returning Officer shall be governed by their respective constitutions. If there is no provision for one, they shall be appointed by their Committee.

2.6. The Returning Officer may not propose or second any candidate, or stand for election.

3. Re-Open Nomination (RON)

3.1. A person may be nominated by the Returning Officer to run the RON campaign. Their identity shall be made known at the close of nominations.

3.2. For Union Officer elections, the Executive may allocate a New Election campaign budget.

3.3. If RON is elected, nominations shall be re-opened and the elections process recommenced at a time determined by the Returning Officer, in accordance with the

Bye-Laws.

4. Elections of Union Officers

4.1. Only Full Members of the Union may stand or vote.

4.2. Vacancies (if RON is elected, or if a previously filled position falls vacant) may be filled by election at General Committee unless the position is:

4.2.1. President

4.2.2. Vice President (Operations)

4.2.3. Vice President (Activities)

4.2.4. Vice President (Education)

4.2.5. Vice President (Welfare and Wellbeing)

4.2.6. Honorary Secretary

4.2.7. Honorary Junior Treasurer

5. Secret Ballot Elections

5.1. Secret ballot elections shall take place College-wide over a minimum of two consecutive College days.

5.2. Elections must be held electronically. The Union eVoting system must be used where the voting constituency is over 150 people, in accordance with the Elections by-laws.

5.3. Hustings shall be held after nominations close and before the elections are held. Each candidate and proposer shall have a period of time to speak. All Full members shall have the right to question candidates. Conduct shall be at the discretion of the Returning Officer.

5.4. Copies of these Election Regulations shall be displayed on the web site from the day nominations open until voting is finished. A copy will be circulated to all members of the Union via e-mail also.

5.5. The following information shall be made available to Members of the Union:

5.5.1. Dates between which the nominations are open

5.5.2. Deadline for manifesto submission

5.5.3. Date from which publicity may be displayed

5.5.4. Date and time of Hustings

5.5.5. Dates of voting for the elections

5.5.6. Date, time and place of announcement of election results

5.5.7. Contact details for the Returning Officer

5.5.8. Contact details for the current holders of the posts being elected

6. Elections of Academic Representatives, Departmental Representatives and Club Officers

6.1. Any Full Member of the Union may stand for election as, and vote for, their respective Departmental or Academic Representative. That is to say that the member must fall within the population represented by the post in question.

6.2. The Vice President (Education) is responsible to the President for overall supervision of elections for Academic Representatives.

6.3. The Vice President (Welfare and Wellbeing) is responsible to the President for overall supervision of elections for Wellbeing Representatives.

6.4. The initial elections for Course Representatives shall be by secret-ballot online election, held at the start of the new academic year, as governed by section 5. Any subsequent elections shall be by secret-ballot.

7. Campaigns and Publicity

7.1. Posters must comply with ICU Publicity Policy.

7.2. All publicity shall contain:

7.2.1. The post the candidate is standing for

7.2.2. The date, time and place that the election and hustings are to be held

7.3. Publicity may not include:

7.3.1. Any logos, shields or Arms used by the Union or ICU.

7.4. Publicity may only begin on a day decided by the Returning Officer after nominations have closed.

7.5. The Returning Officer may set a limit on campaign spending.

7.6. In the case of dispute on campaigns or publicity, the Returning Officer shall arbitrate and rule on all cases. Infringements must be communicated to the Returning Officer according to Article 8 of this Regulation.

8. Infringement

8.1. The enforcement of these rules shall be in the hands of the Returning Officer and in certain cases the ICU President, as detailed in the ICU Bye-Laws.

8.2. In all elections except Union Officer elections, the General Committee may de-ratify any election within five College days of the result being declared if it feels it has been run unconstitutionally.

8.2.1. The General Committee shall inform the Returning Officer, candidates and relevant committees of the decision within one day. Nominations shall be

re-opened and elections run again.

8.2.2. There is no internal appeals process. Appeals must be referred to ICU, under ICU Bye-Laws

8.3. In Union Officer elections, complaints must be lodged with the President or Returning Officer before the start of counting. If a complaint is made, and not resolved, the ICU Governance Committee or ICU President, as set out in the ICU Bye-Laws shall resolve the matter.

Regulation Three - Composition of Committees

1. General Committee

1.1. The powers and responsibilities of the General Committee are set out in the Constitution.

1.2. The General Committee shall meet twice a term and additionally as needed.

1.3. The members of the General Committee shall be:

1.3.1. the President,

1.3.2. the Vice-President (Operations),

1.3.3. the Vice President (Activities),

1.3.4. the Vice President (Education),

1.3.5. the Vice President (Welfare and Wellbeing),

1.3.6. the Honorary Secretary as the Chair,

1.3.7. the Honorary Junior Treasurer,

1.3.8. the Science Challenge Chair,

1.3.9. the Publicity Officer,

1.3.10. the Web Communications Officer,

1.3.11. the Broadsheet Editor,

1.3.12. the Sports Officer,

1.3.13. the Academic and Wellbeing Departmental Representatives for each Department,

1.3.14. the RAG Champion

1.3.15. The Sponsorship and Alumni Officer

1.3.16. The ICU Officer Trustees as *ex officio* non-voting members.

1.4. The Clerk to the General Committee is appointed from the attending Officers on a meeting-by-meeting basis.

2. Executive Committee

2.1. The powers and responsibilities of the Executive are set out in the Constitution.

2.2. The Executive shall meet monthly during term time and additionally as needed.

2.3. The members of the Executive shall be:

- 2.3.1. the President,
- 2.3.2. the Vice-President (Operations)
- 2.3.3. the Vice-President (Activities)
- 2.3.4. the Vice President (Education)
- 2.3.5. the Vice President (Welfare and Wellbeing)
- 2.3.6. the Honorary Secretary,
- 2.3.7. the Honorary Junior Treasurer,

2.4. The Executive shall be convened and chaired by the President.

2.5. The Executive shall prepare a budget for the year to be accepted by the General Committee.

3. Clubs and Activities Committee

3.1. The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies of the Union

3.2. The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.

3.3. The Clubs and Activities Committee shall report to the General Committee.

3.4. The Clubs and Activities Committee shall meet monthly during term time, and additionally as needed.

3.5. The members of the Clubs and Activities Committee shall be:

- 3.5.1. The President,
- 3.5.2. The Honorary Junior Treasurer
- 3.5.3. The Chair and Treasurer of each Club or Society,
- 3.5.4. The Honorary Secretary as the permanent observer and Clerk to the Committee.

3.6. Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.

3.7. The Clubs and Activities Committee shall be convened and chaired by the Honorary Junior Treasurer. It will be chaired by the President in their absence.

3.8. The committee should prepare budgets for all events related to the board's officer roles; to be accepted by the President, the Honorary Junior Treasurer and the ICU Deputy President (Finance and Services).

4. Departmental Society Committees

4.1. There may be a Departmental Society for each department or course

4.2. Each Departmental Society shall be responsible for organising activities in furtherance of the academic, welfare and social interests of the students of the department or course.

4.3. Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.

4.4. Membership

4.4.1. Each committee shall, as a minimum, consist of the following officers:

- a) Chair
- b) Treasurer
- c) Secretary
- d) The Academic and Wellbeing Departmental Representatives as ipso facto members,
- e) The President as an ex-officio member
- f) The Vice-Presidents as ex-officio non-voting members

4.4.2. Committees may co-opt additional members

4.4.3. Committees may elect a member of staff, approved by the Head of the Department, as Honorary President of the Society, who shall be a non-voting member of the committee.

4.4.4. Committee may decide to make additional posts available for election for the following year.

4.4.5. All Full Members may stand for election to and vote for the committee members for their department and/or course.

4.4.6. Elections for committee members shall be by secret ballot, as governed by Election Regulations.

4.4.7. Casual vacancies shall be held as determined by the committee, with the Chair or his nominee as Returning Officer, subject to the Election Regulations.

4.5. The Chair shall be responsible for promoting Union activities within their department or course.

4.6. The Chair shall be responsible to the Union President through the Honorary Junior Treasurer for the finances of the committee and any health and safety issues of its activities.

4.7. Each committee will report their activities to the Clubs and Activities Committee.

5. Colours Committee

5.1. The terms of reference of the Colours Committee are detailed in the Colours Policy.

5.2. The members of the Colours Committee shall be:

- 5.2.1. the President,
- 5.2.2. the Vice-Presidents of the Union
- 5.2.3. the Honorary Secretary,
- 5.2.4. the Honorary Junior Treasurer
- 5.2.5. Four Ordinary Members nominated by the following committees from within their memberships:
 - a) One member from the Clubs and Activities Committee
 - b) One member of the General Committee,
 - c) One member from the Academic Affairs Committee
 - d) One member from, the Wellbeing Affairs Committee

5.3. The Committee shall be convened and chaired by the President of the Union

6. The Entertainments Board

6.1. The Entertainments Board is responsible for organising all Union events, as decided by the Vice-President (Activities), as a sub-committee of the General Committee .

6.2. The Board shall be a way for the Vice-President (Activities) to ensure that the members are conducting their roles accordingly. It shall also serve as a way for the Vice-President (Activities) to ensure that different roles can share best practice if required.

6.3. The termly budget for the Board shall be determined by the first Executive Committee at the start of the term. This budget shall be reviewed by the Executive Committee upon each meeting.

6.4. The members of the Entertainments Board shall be:

- 6.4.1. The Vice-President (Activities), as chair
- 6.4.2. The President
- 6.4.3. the Honorary Junior Treasurer
- 6.4.4. The Events Officer
- 6.4.5. The Publicity Officer
- 6.4.6. The RAG Champion
- 6.4.7. The Sports Officer
- 6.4.8. The Ordinary Members as an optional addition.
- 6.4.9. The Honorary Secretary as the Clerk to the Board.

6.5. The committee retains the right to appoint up to two Ordinary Members to the Entertainments Board. An advertisement via email will be sent out for the position of Ordinary Members who shall be elected to the Committee by the Executive Committee upon approval of the General Committee.

6.6. The committee shall convene as frequently as necessary, upon the request of the Vice-President (Activities) or the Events Officer.

6.7. The committee should prepare budgets for all events related to the board's officer roles; to be accepted by the President, the Honorary Junior Treasurer and the ICU Deputy President (Finance and Services).

7. Academic Affairs Committee

7.1. The Academic Affairs Committee is responsible to the General Committee as a forum for discussing the issues of the Union relating to Academic Representation.

7.2. The committee shall be chaired by the Vice President (Education). The Vice President (Welfare and Wellbeing) may attend to communicate the deliberations of the Wellbeing Affairs Committee.

7.3. The committee shall discuss recent meetings of ICU Union Council, Faculty of Natural Sciences Teaching Committee, ICU Education and Representation Board, and Departmental and Faculty Student-Staff Committee Meetings. It shall also serve as the forum to discuss and share best practice across the Departmental Academic Representation teams.

7.4. The members of the Academic Affairs Committee shall be:

7.4.1. The Vice President (Education)

7.4.2. The President

7.4.3. The Honorary Secretary as the Clerk to the Committee,

7.4.4. The Academic Departmental Representatives

7.4.5. The Vice President (Welfare and Wellbeing) as a non-voting permanent observer.

7.4.6. The ICU Deputy-President (Education) as an ex-officio non-voting member

8. Wellbeing Affairs Committee

8.1. The Wellbeing Affairs Committee is responsible to the General Committee as a forum for discussing the issues of the Union relating to Wellbeing representation.

8.2. The committee shall be chaired by the Vice President (Welfare and Wellbeing). The Vice President (Education) may be in attendance to communicate the deliberations of the Academic Affairs Committee.

8.3. The committee shall discuss recent meetings of ICU Union Council, ICU Communities and Welfare Board and Student-Staff Committee Meetings. It shall also serve as the forum to discuss and share best practice across the Departmental Wellbeing Representation teams.

8.4. The members of the Wellbeing Affairs Committee shall be:

8.4.1. The Vice President (Welfare and Wellbeing)

8.4.2. The President

8.4.3. The Honorary Secretary as the Clerk to the Committee,

8.4.4. The Wellbeing Departmental Representatives

8.4.5. The Events Officer

8.4.6. The Vice President (Education) as a non-voting permanent observer.

8.4.7. The ICU Deputy-President (Welfare) as an ex-officio non-voting member

9. Operations Board

9.1. The Operations Board is responsible to the Executive Committee.

9.2. The Board shall be chaired by the Vice-President (Operations).

9.3. The Board shall meet as directed by the Vice-President (Operations).

9.4. The Board shall be a way for the Vice-President (Operations) to ensure that the members are conducting their roles accordingly. It shall also serve as a way for the Vice-President (Operations) to ensure that different roles can share best practice if required.

9.5. The members of the Operations Board will be:

9.5.1. The Vice-President (Operations)

9.5.2. The President

9.5.3. The Honorary Junior Treasurer

9.5.4. Broadsheet Editor

9.5.5. Web Communications Officer

9.5.6. Publicity Officer

9.5.7. Science Challenge Chair

9.5.8. Sponsorship and Alumni Officer

9.5.9. The Honorary Secretary as the Clerk to the Board.

9.6. The committee should prepare budgets for all events related to the board's officer roles; to be accepted by the President, the Honorary Junior Treasurer and the ICU Deputy President (Finance and Services).

Regulation Four - Meeting Standing Order

1. General Provisions


1.1 This Regulation applies to Union Committees, Clubs and Societies.

1.2. This Regulation is subject to ICU Meetings Standing Order.

2. Chairing Meetings

2.1. All meetings shall be chaired by a Full Member of ICU, who will be elected at the first meeting of the year, or as specified in the relevant constitutional instrument.

2.2. The Chair of a committee does not hold a default right to act on behalf of the committee.



2.3. Chair's action may only be taken under a standing or particular authorisation from the committee on a particular matter, and must be reported back to and reviewed by the committee at the next meeting.

3. Openness and speaking rights

3.1. All open meetings of the Union shall be open to all members of College. General Committee and the Executive may only meet in closed session when hearing disciplinary matters or election appeals.

3.2. All those present at the meeting may speak at the discretion of the Chair.

4. Voting rights

4.1. Each member shall hold a maximum of one vote, regardless of the number of positions they hold.

4.2. Persons jointly holding a position shall hold one vote between them.

5. Quorum

5.1. Any member of the committee present may challenge quorum, which shall stand at 50% of the committee's membership, unless otherwise specified. In the event of a successful challenge the Chair shall close the meeting, and all business completed before the challenge shall stand.

6. Procedures

6.1. A simple majority may amend a decision of the Chair.

6.2. The Chair or the meeting may declare that a vote be held by secret ballot.

6.3. Motions shall be passed by simple majority unless specified otherwise.

6.4. In the event of a tied vote in a committee, the chair shall reserve the deciding vote.

7. Standing Order for General Committee

7.1. General Committee meetings shall be conducted according to the procedure laid out for ICU Union Council, as detailed in the 'Standing Orders for Imperial College Union Council', with the following alterations:

7.1.1. The post 'Council Chair' or 'Chair' shall refer to the Honorary Secretary or their appointee.

7.1.2. The post 'President' shall refer to the Union President.