



MINUTES OF THE PROCEEDINGS  
of the eighth ordinary meeting of  
the  
**Council**  
of the  
Imperial College Union  
in the 2010/11 Session

The meeting of the Council was held in the Union Dining Hall on the 23<sup>rd</sup> May 2011 at 6.40pm.

**Present:**

Council Chair	Jenny Wilson
President	Alex Kendall
Deputy President (Clubs & Societies)	Heather Jones
Deputy President (Education)	Alex Dahinten
Deputy President (Finance & Services)	Ravi Pall
Deputy President (Welfare)	Charlotte Ivison
C&GCU President	Victor Du Mesnil Du Buisson
RCSU President	Scott Heath
ICSMSU President	David Smith
RSMU President	Ben Moorhouse
GSA Chair	Deena Blumenkrantz
A&E Chair	Adam Khamis
ACC Chair	Monya Zard
RCC Chair	Nathanial Bottrell
OSC Chair	Ahmad Alsaadi,
SCC Chair	Rhodri Oliver
Equal Ops Officer	Stuart Haylock
CGCU Academic Affairs Officer	Marcus Ulmefors
ICSMSU Education Rep 4, Biomed and Pharm	Suzie Rayner
GSA Engineering Academic and Welfare Officer	Tom Luth
GSA Life Science Academic and Welfare Officer	Joe McKenna
GSA Medicine academic and Welfare Officer	Elena Lovo
GSA Physical Sciences academic and welfare officer	Edward Yoxall
CGCU Ordinary Member	Steve Long
CGCU Ordinary Member	Tom Hills
CGCU Ordinary Member	Patrick White
<b>Permanent observers</b>	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead
Operations Manager	Robin Pitt

**Apologies:** Media Group Chair Matt Allinson, RCSU Welfare Officer Mevani Jagodage, CGCU Welfare Officer Sahil Chugani, CAG Chair Nicolas Massie, RAG Chair Naida Dzigal, GSEPS Representative Edefe Edivri, GSLSM Representative Mary O'Sullivan, Non Faculty Ordinary Member Mark Collins, CGCU Ordinary Member Alice Rowlands, ICSMSU Education Rep 12 & GEP Ali Hosin, ICSMSU Education Rep 356 Annalan Navaratnam, ICSMSU Welfare Officer Gayathri Rajasooriar, RCSU Academic Affairs Officer Catherine Wu, GSEPS Representative William Montague, CGCU Ordinary Member Alice Rowlands, ICSMSU Ordinary Member Aislinn O'Malley, ICSMSU Ordinary Member Alexandra Burke-Smith, ICSMSU Ordinary Member Hannah Tullett RCSU Ordinary Member Alan Itakura,

**Not present:** RCSU Ordinary Member Karmen Chui, RCSU Ordinary Member Lewis Palmer, Silwood Park Chair Mark Ramsden

## **1. CHAIRS BUSINESS**

### **NOTED:**

- a) Officer elects were welcomed to the meeting.
- b) The Chair read the outcome of the decisions made over email which are as follows (for/against/abstain:  
President's report (26/0/0) Passed  
DPCS report (26/0/0) Passed  
DPW report (26/0/0) Passed  
CGCU report (25/0/1) Passed  
RCSU report (26/0/0) Passed  
AV Referendum campaign report (21/4/1) Passed  
Union Awards Policy (19/5/2) Passed (required a 2/3rd majority)
- c) Voting on reports at this meeting will be done by secret ballot and the result will be emailed out to Council.

## **2. MINUTES OF LAST MEETING – 14<sup>th</sup> March 2011**

### **RESOLVED:**

- 1) **To pass the minutes as an accurate record of the meeting.**

## **3. MATTERS ARISING – none**

## **4. PRESIDENT REPORT**

RECEIVED: The report was presented by the President

### **NOTED:**

- a) There was a very good response to the Ideas Day which was helped a little by the weather
  - i. The logistics of taking the concept to other campuses is being investigated.
  - ii. There was concern that the Ideas Day wasn't well published, however it was pointed out that it was advertised in the all student email and Felix.
  - iii. The Strategic Review document will be published in draft for comment and then the final document published around the end of July/August.

## **5. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT**

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

### **NOTED:**

- a) The Dep Soc policy is a policy of Clubs and Societies Board.

- i. The RCSU President requested that the Dep Soc Policy be brought to Council for discussion.

**ACTION:**

- 1. The Deputy President (Clubs & Societies) to bring the Dep Soc Policy to the next meeting of Council for discussion.**

**6. DEPUTY PRESIDENT (EDUCATION) REPORT (23.05.11)**

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) The extension to the College day discussion will happen as AOB.

**7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT (23.05.11)**

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) In regards to the 'full time casual bar staff, this is worded this way as there are HR implications.
- b) There will be a large financial impact on the Union if the London living wage agreement is entered in to.
- c) Currently waiting to hear back from a few clubs before the amounts for tours can be allocated.
  - i. It was suggested that t deadline be given to clubs to have accurate information submitted so that other clubs are not waiting to hear about exact amount allocation.
  - ii. When clubs get deals for travel and accommodation, the logistics of working out the subsidy becomes difficult.

**8. DEPUTY PRESIDENT WELFARE REPORT**

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) The New Projects Committee is meeting tomorrow.
- b) It was suggested that Wardens play such an important role in the welfare of students in halls.
  - i. It was suggested that the amount paid for wardens is not proportional to the welfare provision as they are only seeing first year students.

- ii. Imperial College has one of the best warden ratios in the Country but worst counselling and disability provision so this review is trying to rebalance this.

## **9. FELIX REPORT (23.05.11)**

RECEIVED: The report was tabled by the Felix Editor

NOTED:

- a) There is an external headliner for the Felix Music night.

## **10. ICSMSU REPORT**

RECEIVED: The report was presented by the ICSMSU President

NOTED:

- a) The refurbishment is being paid for by College.
- b) In the future, the ICSMSU will have to display that they are able to self fund.

## **AOB: GSA Report**

RECEIVED: The report was presented by the GSA President

NOTED:

- a) The Deputy President (Education) stated that he was happy to be actioned to investigate the Ethos charges however requested that the GSA talk to him in advance as he could have started the process before the meeting.
  - i. The Deputy President (Clubs & Societies) stated that this is more under her remit and the GSA President was instructed to discuss this issue with the Deputy President (Clubs & Societies).
- b) It is anticipated that the amount of meetings that the Reps have to attend next year will be reduced as the Graduate Schools are converging.
  - i. It was questioned as to what will happen with the student rep system when this happens.
- c) It was pointed that the GSA officers that have recently taken up positions are acting as they have not been elected.

## **6. DEPUTY PRESIDENT (EDUCATION) REPORT (3/05/11)**

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) The Deputy President (Education) stated that he was not checking emails when on holiday and was under the impression that the report was able to be 24 hours late through the communication he was having with the Council Chair.

## **7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT (3/05/11)**

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) Ticket sales for the Summer Ball are commercially sensitive but indication is that they are up on this time last year.
  - i. Currently there is no incentive for students to buy tickets; the early deal is over.

## **9. FELIX REPORT (3/05/11)**

NOTED:

- a) The website may have a fair chance of being shortlisted for the Guardian Student Media awards.
- b) The Felix Editor has not yet started his Radio show and potentially this may not happen.

## **11. EXTERNAL SPEAKERS APPROVAL POLICY**

RECEIVED: The policy was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) This is for report only and is a reserved policy of the Trustee Board.
- b) Resolve 4.e 'other establishments the speaker has spoken at before and any where permission has been refused' gives the right for the Deputy President (Clubs & Societies) to ask this information if it is deemed necessary.
- c) Resolve 5 will be at the discretion of the Deputy President (Clubs & Societies).

## **12. Nominees for Union Court**

RECEIVED: The paper was presented by the President

NOTED:

- a) There is still 1 student place to fill if these nominations are successful.
- b) It is proving very difficult to find a member of college staff to fill that vacancy.
- c) Executive Committee has approved the nominees.
- d) Council moved to a vote on all nominees and they were all unanimously passed.

**RESOLVED:**

- 1) To appoint Andy Heeps as a Life Member, Rahul Mudannayake, Jamie Henry, Leslie Uzan and Thomas Cosnahan as Student Members to Imperial College Union Court.

**ACTION:**

1. Council to promote the student member vacancy of Court to their respective constituencies.

**13. PUBLICITY POLICY**

RECEIVED: The policy was presented by the Deputy President (Clubs & Societies)

**NOTED:**

- a) The policy has been updated to reflect the different types of media.
- b) Some decisions need to be made quickly which is why changes to the authority have been made.
  - i. Appeals on decisions can be made to Executive Committee.
- c) It was suggested that the fines are not dissuasive enough for clubs breaking rules.
  - i. It was pointed that the disciplinary policy can be put in to play if necessary.
- d) The Deputy President (Clubs & Societies) stated that she was investigating putting up a poster board users list and a summary of the regulations by poster boards.
- e) Externals who use the poster boards could be construed as littering or trespassing but a lot of the time students are paid by companies to poster.
- f) Council moved to a vote on the policy and it was passed unanimously.

**RESOLVED:**

- 1) To pass the Publicity Policy (see appendix)

**AOB. EXTENSION TO THE COLLEGE DAY**

**NOTED:**

- a) This will only affect a small number of students who engage in extracurricular activities.
- b) Students who have all day lab activities will be affected.
- c) The Deputy President (Education) stated that overall this will make the college day more flexible for students.
- d) It is imperative that if the change does go ahead, if a student cannot make a late time slot for humanities that they should get priority for day time slots.
- e) It was questioned if students that require extra times for exams had been taking in to account.
- f) Council is generally in agreement with point 2:

*'Currently, exams can be scheduled in the mornings and evenings. It is proposed that departments be able to schedule exams within 1 of 3 timeslots in the future (9-12; 12-3; 3-6). It will not be permitted for there to be more than 2 exams per day and exams will not be in succession.'*

- g) It was pointed out that it makes it very difficult to do activity over lunch if it is split or restricted.
  - i. It was suggested that split lunch breaks only occur 2 days a week.
  - ii. It was proposed that at least 1 lunchtime a week is shared.
- h) Concern was raised that College in the future will put core college lectures in the evenings.
  - i. The DPE stated that he personally believes that this will not happen.
- i) The DPE currently can not quantify the exact number of students who are affected.
- j) 5 lectures in a row is a critical number.
- k) It was suggested that the DPE investigate how other Universities timetables work
- l) If Council has any further comments, these are to be emailed to the DPE.

Meeting closed 9.00pm

Approved as a correct record at a  
meeting of Union Council

on \_\_\_\_\_ 2010/11

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

**PUBLICITY POLICY**  
*A paper by the DPCS*

**Jurisdiction**

1. This policy applies to all Union activity, including commercial, welfare, representation, Clubs, Societies & Projects and other recognised groups. This includes their activities which take place beyond Imperial College London facilities and campuses.
2. Publicity material is defined as any communication electronic, paper or otherwise whose purpose is primarily to inform and engage, this may be related to an event or cause or neither. Mailing lists, websites and social media presence are all included, as are unorthodox mediums such as t-shirts, TV programs etc.

**Authorising publicity material**

3. No unauthorised publicity material should be distributed in any public forum. Publicity is authorised by:

- i. the Sabbatical Officers,
- ii. the Union Operations Manager and Line Managers,
- iii. Chairs, Captains or Presidents of Faculty and Constituent Unions, GSA, Clubs, Societies & Projects; other Union Officers and role holders within the Representation Network

4. The persons in 3 may nominate another to authorise on their behalf, but are responsible for their nominee's actions. The President may remove the authority of anyone to authorise publicity materials.

**Rules on publicity material**

5. Those authorising any publicity material should ensure they adhere to the following rules, and apply them appropriately to the medium being used:

- i. Carry the current ICU logo and the words "Imperial College Union" or those of the relevant Faculty Union with their President's permission. This can be found at [imperialcollegunion.org/brand\[p1\]](http://imperialcollegunion.org/brand[p1])
- ii. Display the time, date and location of the event if applicable. If the material relates to a cause or general activities [ci2] an expiry date no later than 1 month after the material is used must be visible on paper publications.
- iii. Name the Club, Society, Project or other recognised group as a Club, Society, Project or other recognised group of Imperial College Union if applicable.
- iv. If a printed or physical medium be no bigger than A2 in size except under exceptional circumstances where the permission of the Deputy President (Clubs & Societies) should be sought



v. Be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.

vi. Not contain any offensive language, including implied offensive language.

vii. Not contain material that may bring the Union or College into disrepute, is of a libellous, or potentially libellous nature or which contravenes or is likely to contravene copyrighted materials or registered trademarks.

viii. Not contain material that contravenes any UK or EU law, particularly regarding The Equalities Act 2010 or the ICU Equal Opportunities Policy

ix. Not contravene the Equal Opportunities Policy.

x. Comply with the [College Code of Practice on Freedom of Speech \[p3\]](#) where relevant, when in doubt seek the opinion of the DPCS

xi. Not indicate that an event is open to the general public unless previously agreed by the Union President.

xii. Indicate if an event is likely not to take place if a minimum number of attendees is not reached or other limiting criteria are not met

xiii. Be put on the Union What's On Calendar, unless open to club members only

xiiii. Distributing publicity material whose content is produced by groups or organisations external to the Union or College is not usually permitted. Petitions to permit it must be made to the President via the Deputy President (Clubs & Societies)

6. When posters are put up they must:

i. Be put up using blu-tack or an equivalent and be properly secured.

ii. Not be put up with Sellotape or glue.

iii. Not be put up closer together than 5 metres apart or on adjacent poster boards

iv. Not be put up on glass or open brickwork

v. Not be put up over other in-date posters

vi. Be removed within 5 College days of the event being advertised having taken place.

7. When fliers are distributed they must:

i. be handed to individual students or be left in position with clearance from the area authoriser - flier distribution should never cause a littering problem

ii. make every effort to comply with the environmental policy regarding minimising waste and environmental impact

- iii. not be mail dropped in departmental or hall pigeonholes without explicit permission from the Department or Warden
- iv. not be distributed in halls or departments without permission of the Department or Warden

#### Electronic media

- i. Facebook groups/events should be moderated to disallow inappropriate comments wherever possible and groups should note that in using the College name they have the ability to bring the College into disrepute.
- ii. Responses to facebook events may be taken as an indicative guest list for events, and may be used as such
- iii. Fictitious online profiles must not be used, profiles created for publicity of specific events must be in accordance with the requirements in section 5
- iv. All websites created for specific publicity purposes should be hosted on the Union's servers
- v. Publicity videos and photographic material should apply the requirements of section 5 as appropriate to the medium. Videos and photos uploaded to YouTube and Flickr should be tagged IMP150

#### 8. Publicity stunts:

- vi. May not occur on the Queen's Lawn, Queen's Lawn Terrace, Prince's Gardens or Upper Dalby Court without the consent of the College Secretary
- vii. Should never be offensive or dangerous – including contravening Health & Safety considerations. A risk assessment must have been submitted and approved.
- viii. Have appropriate permissions sought as required, this includes lecture theatre advertising where the lecturer's permission must be sought

#### **Locations**

9. The Union, under the Code of Practice with the College, is responsible for student noticeboards along the Sherfield walkway. Without further permission posters may also be placed:

- i. on Union Building poster boards with the exception of the bar areas and the Union Dining Hall and those covered in glass
- ii. The Junior Common Room pillars, but not glass, in the Sherfield Building
- iii. Stairway noticeboards at St. Mary's, on each floor.
- iv. Glass notice boards at SAF and in UMO student post room.

v. Reynolds First floor walls and basement walls.

10. Permission should be sought from the Head of Department or Warden to display posters in Halls of Residence or Departments.

### **Silwood**

11. Posters may be put up in any areas at Silwood which are under management control of the Union or used for Union activity. Posters may put elsewhere in compliance with any rule set by the relevant Head of Department or Warden.

12. The Silwood Union Committee may make such amendments to these rules, including on content and approval of posters as they see fit for their campus, though not any permitting offensive, disreputable or libellous posters.

### **External posters**

13. External organisations may only put up posters with the permission of the Union President. Students may only put up posters on behalf of external organisations with explicit permission of the President.

### **Election publicity**

14. Election posters must be authorised by the Returning Officer. They do not require the Union's name or details of events (unless that particular election requires it). They must not use any College, Union or Constituent College Union insignia, including crests and logos.

15. Elections posters are expected to adhere to the other poster rules above, and any additional ones laid down by the Returning Officer or elections committee.

### **Enforcement**

16. Where any publicity material is deemed in breach of this policy it must be removed within 24 hours. The disciplinary policy may be invoked as a consequences of any breach, especially those with reputational impact on the Union or the College.

17. A £5 per violation fine may be issued to any student group or other part of the Union by the Deputy President (Clubs & Societies) if the contents of this policy are not adhered to. . This will include per e-mail sent, per poster and per flyer fines. This will be considered a summary punishment under the Union Disciplinary Policy, and is subject to appeal.

### **Exemption**

18. The President may exempt a person or constituent part of the Union from any of these rules, except those requiring use of English and prohibiting offensive, disreputable or libellous publicity.