



MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of
the **Council** of the
Imperial College Union in the 2015/16 Session

The meeting of the Council was held in Meeting rooms 1 & 2 on 12 October 2015 at 18.30

Present:

Council Chair	Richard Cameron
Union President	Lucinda Sandon Alum
Deputy President (Clubs & Societies)	Ben Howitt
Deputy President (Education)	Chun Yin San
Deputy President (Finance & Services)	Chris Kaye
Deputy President (Welfare)	Jennie Watson
CGCU President	Andrew Olson Gallardo
ICSMSU President	Med Harris
RCSU President	James Badman
ACC Chair	Toni Semmence
A&E Chair	Enric Juan Alcocer
RCC Chair	Stephen Ball
Media Group Chair	Henry Harrod
CGCU Welfare Officer	Millie Tsang
RSMU Academic Affairs Officer	Rachael Shuttleworth
ICSMSU Academic Affairs Officer – Science Years	Saloni Dattani
RCSU Welfare Officer	Akash Jyoti
ICSMSU Welfare Officer	Lawrence Pallant
RSMU Welfare Officer	Beth Holman
GSU Medicine Welfare and Academic Officer	Anwar Sayed
Campaigns Officer	Andrew Tranter
Engineering Ordinary Member UG	Oliver Ford
Engineering Ordinary Member UG	Philip Kurukgy
Engineering Ordinary Member UG	Owen Heaney
Science Ordinary Member UG	Nas Andriopoulos
Science Ordinary Member UG	Michael Edwards
Medicine Ordinary Member UG	Eric Suen
Engineering Ordinary Member PG	Richard Simons
Science Ordinary Member PG	Alex Raposo
Permanent observers	
Governance Manager (Clerk to Council)	Rebecca Coxhead

Apologies: GSU President Liucheng Guo CGCU Academic Affairs Officer Parikshat Singh, ICSMSU Academic Affairs Officer Science Years Rebekah Judge, RAG Chair Will Daubney LGBT Liberation Officer Emma Little Gender Equalities Officer Jonathan Masters, RSMU Chair Sam Argyle

1. CHAIRS BUSINESS

NOTED:

- a) The result of the election of the Council Representative to the Health and Safety Committee was that Owen Heaney was elected.
 - i. As there was still one vacancy, Council were asked if there were any members who wished to stand as a candidate.
 - ii. Eric Suen put himself forward and gave a brief verbal manifesto. Council were invited to ask questions.
 - iii. Council moved to a vote with Eric and RON as candidates and Eric Suen received 26 votes and RON received 0.

RESOLVED:

1) Eric Suen and Owen Heaney to be the Council Representatives to the Unions Health and Safety Committee.

- b) Report from Board of Trustees:
 - i. A new Sub Committee was formed at the last meeting; the Communications Sub Committee.
 - ii. A Constitution Review working group will be set up by the Council Chair.
- c) In regards to the Ordinary Member Vacancies, the Governance Manager is working with the CU Presidents to get these filled.

2. MINUTES – 27 October 2015

NOTED:

- a) Minor typographical errors were pointed out.

RESOLVED:

1) To pass the minutes are a correct record of the meeting.

3. MATTERS ARISING – none

4. MOTION TO OPPOSE THE IMPOSITION OF CHANGES TO JUNIOR DOCTOR CONTRACTS

RECEIVED: The paper was presented by the ICSMSU President.

NOTED:

- a) An impact on students may arise should junior doctors leave the profession due to the unworkable conditions set by the change in contracts. This will lead to a shortage of doctors and thus shortage in teaching being delivered by doctors.
- b) Doctors are being asked to agree to the contract change without some details being confirmed, such as pay progression criteria.
- c) Council moved to a vote on passing the policy and the following votes were cast

FOR	19
AGAINST	3

ABSTAIN 5
PASSED

RESOLVED:

- 1) **The Union to add its support in the strongest terms to the BMA in their negotiations for a fairer and safer contract. In doing so, we are adding our voice to those of The United Hospitals MedGroup, The British Medical Association and twenty Presidents of the Academy of Medical Royal Colleges and associated Faculties.**

ACTION:

1. **The Sabbatical Officers to act to increase awareness of this issue across Imperial, support student Campaigns in support of the BMA and to produce a written statement to be published on Imperial College Union's website.**

5. MOTION LOBBY COLLEGE ABOUT HALL ACCOMMODATION FEES

RECEIVED: The paper was presented by Philip Kurughy

NOTED:

- a) It was highlighted that the paper was put together in a hurry. It contained errors which detracted from the sentiment of the paper.
- b) Capital costs of the halls cover the mortgage, maintenance and depreciation on the building but also allows for a reserve to be built to expand the portfolio.
- c) College have expressed their want to own a portfolio of halls of residence which will always guarantee first year students a room in halls and for them not to be in the position that they were this year where demand outstripped supply.
- d) If the Union lobbies for halls to be subsidised, the funding may be diverted from an area that would affect a wider number of students.
- e) It was suggested that the refurbishment of halls are done to an luxurious standard and that sometimes a basic refurbishment would be enough and thus making halls more affordable as college won't need to recover the higher cost of refurbishment.
- f) It was pointed that the figures presented were misleading as they were not direct comparisons.
- g) There is a cost versus commuting time and cost payoff that comes about those situated at Woodwood halls.
 - i. There is also a 'social ghetto' which comes through the residents being restricted in the amount of socialising and engaging in CPS activity that takes place in South Kensington.
 - ii.
- h) The President, on a number of occasions and by a number of College staff, has been told that the rents have been frozen for the next 3 years however this is not reflected in the meeting of Council that discussed the rent prices.

ACTION:

1. **The President to seek confirmation of rent prices being frozen for the next 3 years.**
- i) The allocation algorithm is not transparent and at times is nonsensical.

- i. The Deputy President (Welfare) stated that they will seek clarification on to how the algorithm allocates places in halls.

ACTION:

- 2. The Deputy President (Welfare) to seek clarification as to how the algorithm allocates places in halls.**

- j) The paper was retracted from the meeting at this point with the understanding that a working group be set up and lead by the Deputy President (Welfare) with the outcome to be a redrafted paper that is to be presented to the next meeting of Union Council.

ACTION:

- 3. The Deputy President (Welfare) to form a working group to discuss Halls of Residence and report back to the next meeting of Council.**

6. ICSMSU CONSTITUTION CHANGES

RECEIVED: The paper was presented by the ICSMSU President

NOTED:

- a) Feedback though NSS scores have highlighted challenges in BioMed course.
 - i. Faculty are proactively addressing the issues and the SU have been also considering how to improve the BioMed relationship.
 - ii. Students studying Biomedicine are a minority within the faculty and SU and the wanting to alleviate this perception of not feeling part of the SU.
 - iii. By putting the BioMed President role as an ex-officio position on the SU, this will go so way to make BioMeds feel include but also feed in to the activies of the SU.
 - iv. The structure of the Faculty of Medicine is unique in that it is one UG course with Biomedicine the only DepSoc.
 - v. There is a plan for an academic representative for Biomedicine in the near future as currently they are covered by the Science Years Rep.
- b) The other changes to the Constitution were highlighted to Council.
- c) It was stated that the SU has had a robust debate around the constitutional changes and the paper presented to Council is what was agreed.
- d) Council moved to a vote on the paper as a whole and the vote is as follows:

FOR	16
AGAINST	6
ABSTAIN	5
Passed	

RESOLVED:

- 1) To pass the following changes to the ICSMSU Constitution (See appendix for full Constitution)**

Changes

Addition

8.3. XVIII Biomedical Science Departmental Society President

Remove

8.4 (and Biomedical Society Chair)

Addition

Regulation 1

XVIII. Biomedical Science Departmental Society President

C. Job Descriptions of Officers of the Union

Addition

IX

- Assembling a committee of individuals to aid in the running of welfare campaigns and welfare support throughout the year.
- To chair the welfare committee meetings

Edit

X. 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.

Addition

X Offer resources to academically support students

Addition

XI.

- Offer resources to academically support students

Addition

XII.

- Offer resources to academically support students

Addition

XVIII Biomedical Science Departmental Society President

- First and foremost an officer of the union
- Represents the interests of all ICSMSU students
- Overall responsible for the running of the biomedical science society committee
- Report directly to ICSMSU President

Responsible for but not limited to:

- Establishing a good channel of communication between biomedical 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.

7. PRESIDENTS REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) Recruitment for the Managing Director is still in progress.
 - i. Candidates will most likely be asked to present to a panel that will include students.
 - ii. The remuneration is at the lower level of the sector average.
- b) The Union App is moving forward.

- c) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

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

8. DEPUTY PRESIDENT (CLUBS AND SOCIETIES)

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

NOTED:

- a) It was acknowledged that there were gaps in service during the month of December however the DPCS highlighted that he is not able to answer all emails complaining that CSP's have not got the room booking that they requested and reminded that MG Chairs are also a resource for CSP's.
- b) It was suggested that it would be helpful to have the time deadline for tour applications also available online.
- c) Funding for printing is reliant on CSP's submitting printing budgets.
- d) CSPB papers are missing from online as well as the Budgeting Policy.

ACTION:

- 1. **The DPCS to ensure that the papers are online.**

- e) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

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

9. DEPUTY PRESIDENT (EDUCATION)

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

NOTED:

- a) Council were reminded to submit questions for the Vice Provost (Education) student interview panel.
- b) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

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

10. DEPUTY PRESIDENT (FINANCE & SERVICES)

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

NOTED:

- a) The figure stated as £120 000 is an estimated cost.
 - i. It was highlighted that the vast majority of London Universities are paying the living wage.
 - ii. Andrew Tranter stated that should any member of Council wish to continue to discuss this to contact him.
- b) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

1) To accept the report.

11. DEPUTY PRESIDENT (WELFARE) REPORT

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

NOTED:

- a) A Student Caseworker has been employed for the Union's Advice Centre.
- b) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

1) To accept the report.

12. ANY OTHER BUSINESS

12.1 – Evelyn Gardens

NOTED:

- a) College is considering refurbishing Evelyn Gardens to make available to all non-first year students.
 - i. This would work on a 51 week contract and will not be supported by a wardening team.
 - ii. Council were asked if this is something that they see as a good idea.

Meeting closed 20.30

Approved as a correct record at a meeting of Union Council

on _____ 2015/16

_____ Chair of the Meeting

ICSM

Imperial College School of Medicine
Students' Union



Imperial College School of Medicine

Students' Union

CONSTITUTION

Last Updated: January 2016

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Regulations

- Regulation A – Officers of the Union
- Regulation B – 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, 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 1 month of handover with both predecessor and successor.

7. General Meetings

7.1. General Meetings are the sovereign body of the Union.

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

7.3. All General Meetings shall:

7.3.1. Have a quorum of fifty members,

7.3.2. Be chaired by the President of the Union,

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

7.3.4. Speak for the Union and mandate its Officers,

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

7.4. Ordinary General Meetings shall;

7.4.1. Be held once per term year and additionally as necessary with at least ten college days' notice,

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

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

7.4.4. Discuss and rule on any matter.

7.5. Emergency General Meetings shall:

7.5.1. Be convened upon request of:

7.5.1.1. The President,

7.5.1.2. The Executive Committee,

- 7.5.1.3. General Meeting, or
- 7.5.1.4. Fifty Full Members of the Union
- 7.5.2. Shall be held between two and five college days of being called,
- 7.5.3. Discuss only those matters that it was called to debate
- 7.5.4. Be entitled to refer back or overrule any decision or policy of the Executive or other committee of the Union, so long as it is within the matter of debate.

8. Executive Committee

- 8.1. The Executive Committee shall be responsible for the general management of the Union and prescribing Union policy, subject to the direction of General Meeting
- 8.2. The Executive Committee shall be convened and chaired by the President or his or her nominee at least every three weeks during term time.
- 8.3. The membership shall be as following:
 - I. President
 - II. Deputy President
 - III. Secretary
 - IV. Treasurer
 - V. Communications Officer
 - VI. Clubs & Societies Officer
 - VII. Sites & Services Officer
 - VIII. Alumni & Careers Officer
 - IX. Welfare Officer
 - X. Academic Officer (Early Years)
 - XI. Academic Officer (Science Years)
 - XII. Academic Officer (Clinical Years)
 - XIII. Entertainments Chair
 - XIV. Social Secretary
 - XV. RAG Chair
 - XVI. Summer Ball Chair
 - XVII. Sponsorship Officer
 - XVIII. Biomedical Science Society President

- 8.4. The Reynolds' Bar Managers, ICSM Gazette Editor, Graduate Medicine Society Chair and Biomedical Society Chair shall all be invited to exec meetings as ex-officio non-voting members unless otherwise stated.
- 8.5. ICU President holds an ex-officio voting position on the Union Executive Committee
- 8.6. 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
- 8.7. The Executive Committee shall meet once per year for reviewing the constitution and other rules governing the Union
- 8.8. The President may act on behalf of the Executive Committee, provided that these actions are reported at its next meeting.
- 8.9. The Executive Committee may act on behalf of a General Meeting in matters of urgency, provided that these actions are reported to and reviewed by the General Meeting at its next meeting.

9. Committees of the Union

- 9.1. The standing committees of the Union shall be:
- I. Clubs, Societies & Projects Management Group
 - II. RAG Committee
 - III. Reynolds Bar Steering Group
 - IV. Colours Committee
 - V. Alumni Association Committee
 - VI. Summer Ball Committee
 - VII. Shrove Tuesday Final Year Dinner Committee
 - VIII. Halfway Dinner Committee

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

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

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

10. Clubs, Societies & Projects of the Union

10.1. All Clubs, Societies and Projects shall be managed by their committees under their own constitutions, which shall not contradict this constitution.

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

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

10.4. A new club, society or project may be started in accordance to the Clubs and Societies policy of Imperial College Union.

11. The Financial Responsibility of the Union

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

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

11.3. 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.

12. Constitution and Interpretation

12.1. Status and amendments

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

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

12.1.3. 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.

12.1.4. This constitution overrules any ICSMSU club, society or project constitutions and any other committee or individuals under those.

12.1.5. This constitution is superseded by all Imperial College Union constitution, bye-laws and policies.

12.2. Policy

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

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

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

12.3. Interpretation

12.3.1. 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.

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

12.4. Revocation

12.4.1. This Constitution shall supersede all previous Constitutions

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
 - IV. Treasurer
 - V. Communications Officer
 - VI. Clubs & Societies Officer
 - VII. Sites & Services Officer
 - VIII. Alumni & Careers Officer
 - IX. Welfare Officer
 - X. Academic Officer (Early Years)
 - XI. Academic Officer (Science Years)
 - XII. Academic Officer (Clinical Years)
 - XIII. Entertainments Chair
 - XIV. Social Secretary
 - XV. RAG Chair
 - XVI. Summer Ball Chair
 - XVII. Sponsorship Officer
 - XVIII. Biomedical Science Society President

B. General Provisions

1. The Officers of the Union have a collective responsibility as trustees of the Union to execute their office according to the Aims and Objects of the Union.
2. An Officer of the Union may resign in writing to the President. The President of the Union may resign in writing to the President of Imperial College Union and the Principal of the Faculty of Medicine.
3. The President is responsible for the 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 Person may hold more than one Officer of the Union post.
5. No Posts may be held jointly
6. The President, Treasurer and Clubs & Societies Officer may not be the chair or treasurer of a club or society, excluding the ICSM Gazette.
7. No Officer of the Union may co-opt their position.

C. Job Descriptions of Officers of the Union

I. President

- i. First and foremost an officer of the Union.
- ii. The ultimate representative of ICSMSU and responsible for all its actions.
- iii. Financially responsible for ICSMSU along with the Treasurer.
- iv. Accountable to ICU Council, the School of Medicine and the electorate for all activities of ICSMSU.

- v. 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.

- vi. Responsible for, but not limited to:
 - Managing the Students' Union Officers and supervising the day-to-day activity of the Union.
 - The election of ICSMSU Executive Officers.
 - Chairs the School of Medicine Staff Student Liaison Group meetings and the ICSMSU Executive meetings.
 - Being a point of contact for 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 and Affirmation Ceremony.
 - Coordinating the School of Medicine Open Days and Interviews in coordination with the FEO.
 - Liaising with the Reynolds' Bar Manager and ICU Commercial Services to ensure smooth running of events at the Reynolds' Bar.
 - Liaising with other Union officers to best represent students and advocate for future developments.

II. Deputy President

- i. First and foremost an officer of the Union.
- ii. Deputises for the President, as required.
- iii. Represents the interests of all ICSMSU students.
- iv. Responsible for, but not limited to:
 - Aiding with other Officers' roles where necessary.
 - Working with the Officers to develop their roles.
 - Monitoring the ICSM Students' Union Constitution.
 - Coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 5-year strategy and Union development.
 - Liaising with other Union officers to best represent students and advocate for future developments.
 - To have financial responsibility of ICSMSU Exec, alongside the President and Treasurer
 - Aid the Treasurer with financial admin through eActivities including approving Purchase Orders and claims
 - Organise the annual awareness campaign with ICSMSU Welfare Officer
 - Lease with the Entertainments team to organise Freshers' Fortnight, in particularly the ICSM Welcome Dinner

III. Secretary

- i. First and foremost an officer of the Union.
- ii. Represents the interests of all ICSMSU students.
- iii. Responsible for, but not limited to:
 - Carrying out the secretarial affairs of the ICSMSU Executive, ICSMSU Clubs & Societies Management Group and the Reynolds Bar Steering 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.
 - Producing the ICSM Clubs and Societies Newsletter.
 - Assisting the Communications Officer and Clubs & Societies Officer with the co-ordination and production of the Freshers' Handbook.
 - Organising student representatives to lead tours of the medical school on interview and open days with the President.
 - Liaising with other Union officers to best represent students and advocate for future developments.

IV. Treasurer

- i. First and foremost an officer of the Union
- ii. Overall financial responsibility for all clubs and societies within ICSMSU as well as for the Executive.
- iii. Represents the interests of all ICSMSU students.
- iv. Responsible for, but not limited to:
 - Ensuring all Club and Society Officers has had appropriate training in Union finances so as to ensure they are able to run smoothly.
 - Ensuring all events and tours for clubs, societies and the Executive have been appropriately budgeted and authorised as well as giving assistance and advice on these matters.
 - Updating the Clubs & Societies Handbook and the Finance Handbook to be given to all Club and Society Chairs and Treasurers at the start of the academic year with the ICSMSU Clubs & Societies Officer
 - Ensuring all annual clubs and societies budgets are submitted on time and meet guidelines.
 - The allocation of club and societies budgets for the following year with the Clubs and Societies Officer.
 - Liaising with other Union officers to best represent students and advocate for future developments.
- v. Reportable to the ICU Deputy President (Finance & Services).

V. Communications Officer

- i. First and foremost an officer of the union
- ii. Represents the interests of all ICSMSU students
- iii. Responsible for, but not limited to:
 - Keeping the ICSMSU Website up to date: News, Calendars & Opportunities on a weekly basis and the clubs & societies pages at least once a year.
 - Altering any website coding and source language that is required.
 - Updating ICSMSU's social networking pages, i.e. Twitter and Facebook.
 - The fortnightly production of the ICSM Newsletter.
 - The development of the Freshers' Handbook with the Clubs & Societies Officer and Secretary.
 - Working with the relevant ICSMSU exec officers to maintain and advance each section of the website.
 - Liaising with other Union officers to best represent students and advocate for future developments.

VI. Clubs & Societies Officer

- i. First and foremost an officer of the Union.
- ii. Financial responsibility for all clubs and societies within ICSMSU with the Treasurer.
- iii. Represents the:
 - Interests of all ICSMSU students.
 - Interests of all ICSMSU Clubs and Societies at all internal and external committees, including ICU, Sport Imperial, BUCS and LUSL Committees.
- iv. 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.
 - Updating the Clubs & Societies Handbook and the Finance Handbook to be given to all Club and Society Chairs and Treasurers at the start of the academic year with the ICSMSU Treasurer.
 - Updating the Clubs & Societies section of the Freshers' Handbook and the Clubs & Societies section of the ICSMSU Website once a year with other Officers.
 - Advising Clubs and Societies to apply additional funding from external bodies.
 - Organising the annual Sports Dinner, Arts Dinner and Sports Day with assistance from ICSMSU Entertainments Chair and Social Secretary.
 - Liaising with the Sites & Services officer regarding storage of equipment.
 - The organisation and distribution of the annual Clubs and Society Photographs with the past-immediate Officer.
 - Liaising with other Union officers to best represent students and advocate for future developments.
- v. Reportable to the ICU Deputy President (Clubs and Societies)

VII. Sites & Services Officer

- i. First and foremost an officer of the Union
- ii. Represents
 - Interests of all ICSMSU students
 - Interests of students at all teaching sites
- iii. Responsible for, but not limited to:
 - Overseeing the Bookings of all ICSMSU space
 - Chairing of the Reynolds Bar Steering Group and the Charing Cross Residents meetings
 - Inspecting all facilities both clinical and non-clinical, for example, common rooms, bike racks and computer facilities
 - Attending all meetings as appropriate and acting upon relevant matters arising from the meetings as well as relaying their outcomes to the student body
 - Monitoring and maintaining all Union facilities, including offices, common-rooms, storage, shops, student spaces and the Reynolds Bar

- Ensuring with the Reynolds Bar Managers and Entertainment Committee that all facilities are working prior to events.
- Updating all the Union's South Kensington and Charing Cross plasma screens
- Running the ICSMSU shops and supply of merchandise, including being the line manager of the merchandise shop staff
- Liaising with other Union officers to best represent students and advocate for future developments.

VIII. Alumni & Careers Officer

- i. First and foremost an officer of the Union
- ii. Represents the interests of all ICSMSU students
- iii. Responsible for, but not limited to:
 - 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.
 - Chairing meetings of the ICSM Alumni Executive Committee.
 - Maintaining the ICSM Alumni website and updating relevant parts of the ICSMSU website.
 - Facilitating the smooth running of any Club & Society's Alumni Associations.
 - Co-ordinating regular events for students and alumni on relevant and beneficial topics, including the Mansfield Lecture Series.
 - Informing students on the job application process and career opportunities, including editing the ICSM Careers guide.
 - Co-ordinates all aspects of the Union's careers orientated activities, including Chairing the Medical Careers Society Meetings and liaising with external bodies.
 - Liaising with other Union officers to best represent students and advocate for future developments.

IX. Welfare Officer

- i. First and foremost an officer of the Union
- ii. Represents the:
 - Interests of all ICSMSU students
 - Welfare needs of students to the Faculty and to ICU at ICU Council, Community and Welfare Board, Student Service Committee and Staff-Student Liaison Groups
- iii. 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 regarding student welfare, 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 and Direct Entry have a scheme in place.
- Organising activities to encourage integration of 3rd year Oxbridge students as well as Graduate Entry Students
- Assembling a committee of individuals to aid in the running of welfare campaigns throughout the year.
- To chair the welfare committee meetings
- Liaising with other Union officers to best represent students and advocate for future developments.

iv. Reportable to the ICU Deputy President (Welfare)

X. Academic Officer (Early Years)

- i. First and foremost an officer of the Union
- ii. Represents the
 - Interests of all ICSMSU students
 - Educational needs of all students in the 'Early Years', defined as Year 1 and 2 of the 6-year MBBS course to College, ICU Council, Education and Representation Board and the School of Medicine.
- iii. 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
 - Liaising with other Union officers to best represent students and advocate for future developments.
- iv. Reportable to the ICU Deputy President (Education)

XI. Academic Officer (Science Years)

- i. First and foremost an officer of the Union
- ii. Represents the:
 - Interests of all ICSMSU students
 - Educational needs of all students on 'Science courses or pathways', defined as the Biomedical Science course and the BSc year (4th) of the 6-year MBBS course, to College, ICU Council, Education and Representation Board and the School of Medicine. Any MBBS PhD programmes may also fall under this.
- iii. 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
 - Organising the Buddy Scheme for Intercalating Students
 - Seek and distribute example notes from previous students and display on ICSMSU website.
 - Liaising with other Union officers to best represent students and advocate for future developments.
- iv. Reportable to the ICU Deputy President (Education)

XII. Academic Officer (Clinical Years)

- i. First and foremost an officer of the Union
- ii. Represents the:
 - Interests of all ICSMSU students
 - Educational needs of all students in their 'Clinical Years', defined as years 3, 5 and 6 of the 6-year MBBS course, to College, ICU Council, Education and Representation Board and the School of Medicine.
- iii. 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
- 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
- Liaising with other Union officers to best represent students and advocate for future developments.

iv. Reportable to the ICU Deputy President (Education)

XIII. Events Chair

- i. First and foremost an officer of the Union
- ii. Overall responsible for all ICSMSU-run social events.
- iii. Represents the interests of all ICSMSU students
- iv. 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/visa.
 - Co-ordinating the popular and financially successful Freshers' and Christmas Ball 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 Academic Officers and the Welfare officer.
 - Co-ordinating the allocation process of bop applications
 - Delegating 'on the night' operations at bops and other events, to ensure that clubs and societies are well drilled in the security and stewarding procedures.
 - Ensuring the Union is ready logistically for running events, including maintaining supplies of stamps and wristbands.
 - Liaising with all necessary staff of event nights in the Reynolds at the start of each term – when not possible, then with at least one week notice.
 - Liaise with college security regarding license extensions and residents complaints
 - Ensuring the election of the STFYD and Halfway Dinner Chair (Sub-committee recommendation with ICSMSU Executive ratification needed)

- Overseeing the Summer Ball Chair, 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, including the Reynolds' Bar Steering Group Meeting.
- Liaising with other Union officers to best represent students and advocate for future developments.

XIV. Social Secretary

- i. First and foremost an officer of the Union
- ii. Represents the interests of all ICSMSU students
- iii. Report directly to the ICSMSU Entertainment Chair
- iv. 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
 - 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.
 - Liaising with the Reynolds' Bar Managers to help promote events at the bar and be involved in making them run smoothly
 - Liaising with other Union officers to best represent students and advocate for future developments.

XV. RAG Chair

- i. First and foremost an officer of the Union
- ii. Represents the interests of all ICSMSU students
- iii. Overall and Financially responsible for the RAG society
- iv. Reports directly to the ICSMSU Entertainment Chair
- v. 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 RAG Dash, RAG Week, the RAG Ball and any other RAG events
 - Electing a Fashion Show Chair (ICSMSU Executive ratification is required)
 - Liaising with other Union officers to best represent students and advocate for future developments.

XVI. Summer Ball Chair

- i. First and foremost an officer of the Union
- ii. Represents the interests of all ICSMSU students
- iii. Reports directly to the ICSMSU Entertainment Chair

- iv. Responsibility for, but not limited to:
 - Creating and co-ordinating a Summer Ball committee
 - Organising a financially sound and successfully Summer Ball, including its venue, food, decoration, entertainment, publicity, sponsorship and acquirement of speakers.
 - Liaising with other Union officers to best represent students and advocate for future developments.

XVII. Sponsorship Officer

- i. First and foremost an officer of the Union
- ii. Represents the interests of all ICSMSU students
- iii. Works together with the Entertainments Team

- iv. Responsibility for, but not limited to:
 - Lease with all regular sponsors to secure sponsorship for the ICSMSU Exec and all of its clubs and societies
 - Will attempt to secure sponsorship for the following year's Freshers' Fortnight
 - Lease with local companies to offer discounts and promotions to ICSMSU students and Faculty
 - Being the first port of call for when clubs and societies are looking for sponsorship

XVIII. Biomedical Science Society President

- First and foremost an officer of the union
- Represents the interests of all ICSMSU students
- Overall responsible for the running of the biomedical science society committee
- Report directly to ICSMSU President

- Responsible for but not limited to:
 - Establishing a good channel of communication between biomedical 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 Management Group
 - ii. RAG Committee
 - iii. Reynolds Bar Steering Group
 - iv. Colours Committee
 - v. Alumni Association Committee
 - vi. Summer Ball Committee
 - vii. Shrove Tuesday Final Year Dinner Committee
 - viii. Halfway Dinner 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. Two other committees are in existence at a relatively informal basis: the Entertainment and the Education committees

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

III. Reynolds Bar Steering Group

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

IV. Colours Committee

- Shall convene in the summer term 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. ICSM 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. Summer Ball Committee

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

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

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