

Executive Committee  
10 February 2017

# City & Guilds College Union



## CONSTITUTION AND REGULATIONS

## Constitution

1. Name
  - 1.1. The Students' Union for the Faculty of Engineering of Imperial College shall be City & Guilds College 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 City & Guilds College 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 reputation.
2. Status
  - 2.1. The Union shall be a Constituent Union of Imperial College Union ("ICU").
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, recreational, and social interests of students of the Faculty.
    - 3.1.2. The encouragement, promotion, and support of clubs and societies.
    - 3.1.3. To represent the needs and interests of its members to the College, ICU, 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 students of the Imperial College Faculty of Engineering 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.
  - 4.3. Honorary Members
    - 4.3.1. The procedures to award and revoke Honorary Membership to individuals shall be defined in Policy.
    - 4.3.2. The Principal and Deans of the Faculty of Engineering are ipso facto Honorary Members.
  - 4.4. Life Members
    - 4.4.1. Any former Full Member 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 illegal organisation.
  - 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.

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 ICU's Bye-Laws.
- 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.
- 6.5. 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 Meetings

- 7.1. General Meeting shall be the sovereign and governing body of the Union. All Officers, Committees, Clubs and Societies shall be accountable to General Meeting.
- 7.2. General Meetings 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. All Full Members of the Union may participate and vote all aspects of business at General Meeting. The quorum shall be 50 Full Members.
- 7.4. The standing orders for the conduct of General Meetings shall be set in Regulation 3.
- 7.5. The President shall convene General Meetings once a year, and additionally as necessary.
- 7.6. Annual General Meetings (AGMs)
  - 7.6.1. The Annual General Meeting shall be held either in the last five weeks of the spring term, or the first five weeks of the summer term and shall:
    - 7.6.1.1. Receive reports from the Officers of the Union,
    - 7.6.1.2. Elect Officers and other posts as defined in Regulations or Policy.
    - 7.6.1.3. Receive the Annual Report of the Union.
- 7.7. Emergency General Meetings (EGMs)
  - 7.7.1. The Chairman shall convene Emergency Meetings upon receipt of a petition signed by or on behalf of one of the following:
    - 7.7.1.1. The President.
    - 7.7.1.2. The Executive Committee.
    - 7.7.1.3. Resolution of a previous meeting of the General Meeting.
    - 7.7.1.4. Twenty Full Members of the Union.
  - 7.7.2. An Emergency General Meeting shall:
    - 7.7.2.1. Be held between two and five College Days of being called.
    - 7.7.2.2. Discuss only those matters that it was called to debate.
    - 7.7.2.3. 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 Meeting.
- 8.2. The President shall convene the Executive at least every four weeks during term time.
- 8.3. An emergency meeting of Executive may be called by:
  - 8.3.1. Resolution of General Meeting,
  - 8.3.2. The President, or
  - 8.3.3. Four other members of the Executive Committee.

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- 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 at its next meeting.
  - 8.4.2. The Executive may act on behalf of 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. General Meeting, the Executive, 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.
  - 9.2. 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 establish Clubs and Societies in advancing its Aims and Objects.
  - 10.2. Clubs and Societies shall be managed by their Committees and governed under Policy.
  - 10.3. Any Full Member of ICU is entitled to join any Club or Society and to serve on its Committee.
  - 10.4. The President shall be an ex-officio voting member of all Club and Society Committees.
  - 10.5. A Club and Society may be started or dissolved in accordance with ICU's Club and Society Policy.
11. Financial Responsibility of the Union
  - 11.1. The President is 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. Mascots
  - 12.1. The mascots of the Union shall include: Boanerges, Derrick, Spanner, and Bolt.
  - 12.2. Boanerges, also referred to as Bo', the 1902 James & Browne veteran car, registration number AW38, shall be the official transport of the President and an inviolate mascot of the Union.
  - 12.3. Derrick, the 1926 Ner-a-Car, registration number PW 7175, shall be an inviolate mascot of the Union.
  - 12.4. Spanner, cast in solid bronze in 1964, and weighting 64 lb., shall be a violate mascot of the Union.
  - 12.5. Bolt, made in 1948 and weighting 68 lb., shall be a violate mascot of the Union.
13. Regulations
  - 13.1. The Regulations of the Union are:
    - 13.1.1. Officers of the Union
    - 13.1.2. Composition of Committees
    - 13.1.3. Meetings Standing Order
    - 13.1.4. Colours, Regalia and Insignia
    - 13.1.5. Union Awards Policy
14. Policy
  - 14.1. Policy is established by the Executive, subject to any direction given by General Meeting.
  - 14.2. Policy shall lapse after three years unless presented for re-approval.
  - 14.3. Policy shall be kept by the President and be freely available to any member of ICU.

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15. Elections

- 15.1. All Elections shall be conducted in accordance with the Bye-Laws of ICU.

16. Censure and Dismissal of Officers

- 16.1. The Union Executive Committee may censure or dismiss any Officer or Representative of the Union by special resolution under the following process:
  - 16.1.1. A petition, signed by at least 10 members of Imperial College Union who are registered as undergraduate students, must be presented to the President or Imperial College Union President.
  - 16.1.2. An emergency meeting of the Union Executive Committee shall be called within 10 college days where receipt of the petition.
  - 16.1.3. The subject of the motion shall have full right of reply at the meeting.
  - 16.1.4. The motion may be passed by a simple majority.
  - 16.1.5. Any decision may be appealed to the ICU Council within 5 college days of the appellant being notified of the decision of the Union Executive Committee.

17. Interpretation

- 17.1. This Constitution is bound by the Constitution of ICU.
- 17.2. This Constitution binds the Union in its entirety including the Clubs and Societies.
- 17.3. This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.
- 17.4. In the event of an interpretation being sought for this Constitution, its Regulations or Policy, the President shall make a ruling, which shall be reported to the Executive. Precedent shall provide a basis for future interpretations. The decision may be appealed to Imperial College Union Executive Committee.
- 17.5. Where an interpretation involves the Constitution or Regulations of ICU, and the matter is not resolved, it shall be referred to the ICU President.

18. Amendments

- 18.1. Alterations to the Constitution shall be proposed by a two-thirds majority of the Executive Committee.
- 18.2. Alterations to the Regulations shall be proposed by a simple majority of the Executive Committee.

19. Revocation

- 19.1. This Constitution shall be binding on all parts of the Union once the ICU Executive approves it.
- 19.2. This Constitution shall supersede all previous constitutions.

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20. Ratification

20.1. This Constitution was approved by the Union:

	Signature	Date
Lejon Chua <i>President of the Union</i>		
Gustavo Proegelhoef <i>Chairman of the Union</i>		

20.2. This Constitution was ratified by Imperial College Union:

	Signature	Date
David Goldsmith <i>President of ICU</i>		

## Regulations

### Regulation One – Officers of the Union

#### 21. Officers of the Union

##### 21.1. The Officers of the Union shall be:

- 21.1.1. President
- 21.1.2. Vice-President (Activities)
- 21.1.3. Vice-President (Finance & Societies)
- 21.1.4. Honorary Secretary
- 21.1.5. Chairman
- 21.1.6. Academic Affairs Officer
- 21.1.7. Sports Officer
- 21.1.8. Alumni Officer
- 21.1.9. Welfare Officer
- 21.1.10. Sponsorship Officer
- 21.1.11. Events Officer (2x)
- 21.1.12. Media & Marketing Officer
- 21.1.13. Regalia Officer
- 21.1.14. Webmaster
- 21.1.15. Mascot Bearer (2x)
- 21.1.16. RAG Coordinator
- 21.1.17. The Chair of each Departmental Society Committee
- 21.1.18. Honorary Treasurer
- 21.1.19. Deputy Welfare Officer

##### 21.2. Any person can hold more than one of the positions in Article 21.1 except for:

- 21.2.1. President
- 21.2.2. Vice-President (Activities)
- 21.2.3. Vice-President (Finance & Societies)
- 21.2.4. Academic Affairs Officer

##### 21.3. All posts may be held jointly by two or more persons, except for:

- 21.3.1. President
- 21.3.2. Vice-President (Activities)
- 21.3.3. Vice-President (Finance & Societies)
- 21.3.4. Honorary Secretary
- 21.3.5. Chairman

#### 22. Job Descriptions for the Officers.

##### 22.1. The President shall:

- 22.1.1. Be the ultimate representative of the Union.
- 22.1.2. Maintain relations between the Union and ICU, College, and other committees, institutions and associations as appropriate.
- 22.1.3. Be responsible for the interpretation and development of the Constitution and Regulations.
- 22.1.4. Be ultimately responsible for the finances of the Union.
- 22.1.5. Be ultimately responsible for Health & Safety issues within the Union.
- 22.1.6. Be ultimately responsible for public relations issues and sponsors for the Union.
- 22.1.7. Be ultimately responsible for the Academic Affairs Network.
- 22.1.8. Be ultimately responsible for all elections within the Union.

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- 22.1.9. Be ultimately responsible for the publications of the Union.
  - 22.1.10. Be ultimately responsible for discipline and grievance issues in the Union.
  - 22.1.11. Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
  - 22.1.12. Be ultimately responsible for all activities of the Union.
  - 22.1.13. Be ultimately responsible for the work of the Executive and represent their views to the ICU Council and its subcommittees.
  - 22.1.14. 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.
  - 22.1.15. Attend and represent the Union in meetings as appropriate
- 22.2. The Vice-President (Activities) shall:
- 22.2.1. Deputise for the President, as required.
  - 22.2.2. Oversee student activities and host Union events.
  - 22.2.3. Co-ordinate the involvement of the Union in ICU Rag.
  - 22.2.4. Be responsible for public relations issues of the Union.
  - 22.2.5. Co-ordinate the procurement of sponsorship for the Union.
  - 22.2.6. Be responsible to the President for the co-ordination of central activities.
  - 22.2.7. Facilitate communication and cooperation between Departmental Societies and organisation of inter-departmental events and activities.
  - 22.2.8. Organise the Freshers' Dinner to introduce new students to the College.
- 22.3. The Vice-President (Finance & Societies) shall:
- 22.3.1. Deputise for the President, as required.
  - 22.3.2. Facilitate communication between clubs, societies and the Union.
  - 22.3.3. Assist and advise the Clubs and Societies in matters relating to finance, Union Policy and organisation.
  - 22.3.4. Be responsible to the President for the activities and health & safety issues of, and co-operation between, Clubs and Societies.
  - 22.3.5. Be responsible to the President for the day-to-day running of Union finance.
  - 22.3.6. Inform all persons with financial authority in the Union of their duties and responsibilities and obtain a written declaration from each such person to confirm their knowledge and acceptance of this responsibility.
  - 22.3.7. Oversee the Union's representation at Imperial College Union Clubs and Societies Board.
  - 22.3.8. Undertake the responsibilities of the Honorary Treasurer if and when necessary.
- 22.4. The Honorary Secretary shall:
- 22.4.1. Be responsible for the provision of Office facilities and services.
  - 22.4.2. Oversee the accurate recording and compilation of all minutes of meetings of General Meetings and Executive Committee. A full copy shall be archived when appropriate.
  - 22.4.3. Ensure handover information is exchanged between incoming and outgoing Union Officers.
  - 22.4.4. Notify all post-holders of the Union of their responsibilities at the start of the academic year.
  - 22.4.5. Maintain a list of names and contact details, of all Officers and representatives of the Union.
  - 22.4.6. Maintain and protect a documentative and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.

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- 22.4.7. Submit material to Imperial College Archives as and when necessary.
  - 22.4.8. E-mail updates and other communications to Union members.
  - 22.4.9. 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.
  - 22.4.9. Provide general support in the organisation of Union events.
- 22.5. The Chairman shall:
- 22.5.1. Uphold the duties and responsibilities detailed in the Constitution and Regulations.
  - 22.5.2. Be impartial in all proceedings and duties as Chairman.
  - 22.5.3. Uphold the constitution and regulations to consider any person or entity subject to disciplinary procedure.
  - 22.5.4. Ensure the Constitution and Regulations are up to date and conforming with the ICU Constitution.
  - 22.5.5. Arrange committee meetings and prepare an agenda with set goals to be accomplished at each meeting.
  - 22.5.6. Mediate committee discussions and ensure that meetings are aligned to the agenda.
- 22.6. The Academic Affairs Officer shall:
- 22.6.1. Be responsible for the Academic Affairs Network for undergraduate students.
  - 22.6.2. Represent the views of undergraduate students of the Union in matters concerning academic affairs to the following and any other appropriate committees:
    - 22.6.2.1. General Meetings
    - 22.6.2.2. Faculty Education Committee
    - 22.6.2.3. ICU Council
    - 22.6.2.4. Faculty Teaching Committee
    - 22.6.2.5. ICU Education and Representation Board
    - 22.6.2.6. The Staff-Student Committees of each department
  - 22.6.3. Co-ordinate and supervise the activities of the Academic Representatives.
- 22.7. The Sports Officer shall:
- 22.7.1. Facilitate competitive and participative sport within the Faculty.
  - 22.7.2. Organise sporting competitions within the Faculty.
- 22.8. The Alumni Officer shall:
- 22.8.1. Represent the views of the Union to the CGCA, and other appropriate alumni committees and associations.
  - 22.8.2. Recruit current members of the Union to alumni associations.
  - 22.8.3. Assist in organising alumni-student careers networking events.
  - 22.8.4. Promote alumni events to the members of the Union.
  - 22.8.5. Chair a specially convened meeting of the Colours Committee to consider nominations for the A. M. Holbein Award, as detailed in the Colours Regulations.
  - 22.8.6. Assist members and Committees of the Union in any applications to the alumni trust funds.
- 22.9. The Welfare Officer shall:
- 22.9.1. Co-ordinate and supervise the promotion of welfare issues in the Union.
  - 22.9.2. Represent the views of the students of the Union in matters concerning welfare issues to the following and any other appropriate committees:
    - 22.9.2.1. General Meetings
    - 22.9.2.2. ICU Council

22.9.2.3. ICU Community and Welfare Board

- 22.10. The Sponsorship Officer shall:
- 22.10.1. Be responsible for meeting the level of sponsorship income agreed on by the Executive Committee.
  - 22.10.2. Prepare all sponsorship material to the desired standard, including proposal documents, emails, and phoning scripts.
  - 22.10.3. Assist the President in liaising with potential sponsorship bodies over email, telecommunication, or face-to-face meetings.
  - 22.10.4. Organise all sponsorship contacts into a trackable sponsorship progress document.
  - 22.10.5. Be responsible for tracking the progress of all sponsorship status and the upkeep of the sponsorship progress document, updating the President and Vice-President of Finance and Services regularly.
- 22.11. The Events Officer shall:
- 22.11.1. Work together with the Vice-President of Activities on organising and executing Union Events and Activities.
  - 22.11.2. Ensure the successful integration of publicity themes and strategy in the Union Events and Activities.
  - 22.11.3. Assist the Vice-President of Activities in undertaking all of logistics other than procurement of goods involved in all Union events and projects where necessary.
- 22.12. The Media & Marketing Officer shall:
- 22.12.1. Be responsible for the content on all publicity material, print or online, including updating the Union's social media content (Facebook page, etc.).
  - 22.12.2. Be responsible for designing all publicity material according to standards and themes agreed on by the Executive Committee, and in accordance with the Union Constitution and Regulations.
  - 22.12.3. Be responsible for producing all publicity material on time.
  - 22.12.4. Ensure that the publicity material does not cause harm to any entity, and is not offensive in nature.
- 22.13. The Regalia Officer shall:
- 22.13.1. Be responsible for the upkeep and protection of all regalia and stock as a valuable asset of the Union.
  - 22.13.2. Be responsible for ensuring that regalia and stock are procured and distributed on time.
  - 22.13.3. Assist the Vice-President of Activities in the procurement of logistical goods involved in all Union events and projects where necessary.
  - 22.13.4. Ensure that design themes and sponsors are integrated/printed correctly on relevant regalia, according to sponsorship agreements.
- 22.14. The Webmaster shall:
- 22.14.1. Be responsible for the continuous maintenance of the website.
  - 22.14.2. Be responsible for the design of the Union website.
  - 22.14.3. Ensure website themes are aligned to strategy and publicity themes set out by the Executive Committee.
  - 22.14.4. Be responsible for the smooth running of all online collaborative platforms and tools.
  - 22.14.5. Be responsible for the improvement of technology use within the Union in all areas.

- 22.15. The Mascot Bearers shall:
- 22.15.1. Be responsible to the President through the Vice-President (Activities) for the upkeep of their respective mascots and supervision of their use.
  - 22.15.2. Recruit volunteers to assist in their responsibilities.
  - 22.15.3. Be responsible to the President through the Vice-President (Finance & Societies) for the finances, and health and safety issues of their activities.
  - 22.15.4. Represent the Union and promote Union Events through social networks.
  - 22.15.5. Be held responsible in the event of theft of the violate mascots by other Constituent Unions of Imperial College.
- 22.16. The RAG Coordinator shall:
- 22.16.1. Establish a connection between the Union and IC RAG.
  - 22.16.2. Liase with IC RAG to create Union events to raise money for charity.
  - 22.16.3. Help to promote and coordinate joint events between the Union and RAG.
- 22.17. The Departmental Representatives shall:
- 22.17.1. Be the representative to the Union, College and ICU for the students in their respective Departments.
  - 22.17.2. Co-ordinate the activities of the Academic Student Representatives of their department.
  - 22.17.3. Represent the views of the students of their department to the following and any other committees, institutions and associations:
    - 22.16.3.1. General Meeting
    - 22.16.3.2. Faculty Representation Committee
    - 22.16.3.3. Their Departmental Society Committee
    - 22.16.3.4. The Staff-Student Committee of their department
  - 22.17.4. Promote the activities of their departmental society.
  - 22.17.5. Act as returning officer in the election of Academic Student Representatives, under the Election Regulations.
- 22.18. The Honorary Treasurer shall:
- 22.18.1. Deputise for the Vice-President (Finance & Societies) as required.
  - 22.18.2. Be responsible to the VPFS and President for the day-to- day running of Union finance.
  - 22.18.3. Assist and advise the Clubs and Societies in matters relating to finance, Union Policy and organisation.
  - 22.18.4. Be responsible to the VPFS and President for the activities and health & safety issues of, and co-operation between, Clubs and Societies.
  - 22.18.5. Report the financial position of the Union to the Executive, as required.
  - 22.18.6. Maintain an inventory in accordance with the ICU Financial Regulations.
  - 22.18.7. Oversee the Union's regalia trading activities.
  - 22.18.8. Liaise with the Vice President (Finance & Societies) to be the treasurer of the Management Group whenever needed.
- 22.19. The Deputy Welfare Officer shall:
- 22.18.1. Support the Welfare Officer in his responsibilities if and when necessary.
  - 22.18.2. Undertake the duties of the Welfare Officer in his absence.

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- 23.1. This Regulation was approved by the Union:  
Milia Helena Hasbani - President of the Union  
Rafael Proegelhoef - Chairman of the Union

	Signature	Date
Milia Helena Hasbani <i>President of the Union</i>		13/02/17
Rafael Proegelhoef <i>Chairman of the Union</i>		13/02/17

## **Regulation Two – Composition of Committees**

### 24. Executive

- 24.1. The powers and responsibilities of the Executive are set out in Section 8 of the Constitution.
- 24.2. The Executive shall meet at least once every four weeks during term time and additionally as required.
- 24.3. The members of the Executive shall be:
  - 24.2.1. President,
  - 24.2.2. The Vice-Presidents,
  - 24.2.3. Honorary Secretary,
  - 24.2.4. Chairman
  - 24.2.5. Academic Affairs Officer
  - 24.2.6. Sports Officer
  - 24.2.7. Alumni Officer
  - 24.2.8. Welfare Officer (2x)
  - 24.2.9. Sponsorship Officer
  - 24.2.10. Events Officer (2x)
  - 24.2.11. Media & Marketing Officer
  - 24.2.12. Regalia Officer
  - 24.2.13. Webmaster
  - 24.2.14. Mascot Bearer (2x)
  - 24.2.15. RAG Coordinator
  - 24.2.16. Honorary Treasurer
- 24.4. The Executive shall be convened by the President.
- 24.5. The Executive shall be chaired by the Chairman, or in his absence, by the President or the President's nominee.

### 25. Management Committee

- 25.1. The Management Committee shall be responsible for the day-to-day operational management of the Union and developing the Union's strategy, reporting to the Executive.
- 25.2. The Management Committee shall meet once every two weeks in term time and additionally as needed.
- 25.3. The members of the Management Committee shall be:
  - 25.3.1. President,
  - 25.3.2. The Vice-Presidents,
  - 25.3.3. Honorary Secretary,
  - 25.3.4. Academic Affairs Officer,
  - 25.3.5. Two Ordinary Members elected from the members of the Executive Committee,
- 25.4. The Management Committee shall be convened and chaired by the President or his nominee.

### 26. Faculty Representation Committee

- 26.1. The Faculty Representation Committee shall be responsible for overseeing the operation of the Student Academic Affairs Network and direct education and welfare policy for students of the Union.
- 26.2. The Faculty Representation Committee shall report to the Executive.
- 26.3. The Faculty Representation Committee shall meet once a month in term time and additionally as needed.
- 26.4. The members of the Faculty Representation Committee shall be:
  - 26.4.1. President,

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- 26.4.2. The Vice-Presidents,
  - 26.4.3. Honorary Secretary,
  - 26.4.4. The Academic Affairs Officer,
  - 26.4.5. Welfare Officer,
  - 26.4.6. The Departmental Taught Student Representatives.
- 26.5. The Faculty Representation Committee shall be convened and chaired by the Academic Affairs Officer, or the President in his/her absence.
27. Clubs and Activities Committee
- 27.1. The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies and central activities of the Union.
  - 27.2. The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.
  - 27.3. The Clubs and Activities Committee shall report to the Executive.
  - 27.4. The Clubs and Activities Committee shall meet twice in the autumn term and spring term, once in the summer term, and additionally as needed.
  - 27.5. The members of the Clubs and Activities Committee shall be:
    - 27.5.1. President,
    - 27.5.2. The Vice-Presidents,
    - 27.5.3. Honorary Secretary
    - 27.5.4. The Chair and Treasurer of each Club or Society.
  - 27.6. Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.
  - 27.7. The Clubs and Activities Committee shall be convened and chaired by the Vice-President (Finance & Societies) or, in his absence, by another Vice-President.
28. City and Guilds Events Committee
- 28.1. The City and Guilds Events Committee shall be responsible for overseeing traditional events and central activities of the Union.
  - 28.2. The City and Guilds Events Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive.
  - 28.3. The City and Guilds Events Committee shall report to the Executive.
  - 28.4. The City and Guilds Events Committee shall meet every two weeks during term time and additionally as needed.
  - 28.5. The Members of the City and Guilds Events Committee shall be:
    - 28.5.1. President
    - 28.5.2. The Vice Presidents
    - 28.5.3. Honorary Secretary
    - 28.5.4. Alumni Officer
    - 28.5.5. Sports Officer
    - 28.5.6. Events Officers
    - 28.5.7. RAG Co-ordinator
    - 28.5.8. Mascot Bearers
    - 28.5.9. Regalia Officer
    - 28.5.10. Honorary Treasurer
29. Departmental Society Committees
- 29.1. There shall be a Departmental Society for each department or course as defined in Policy.

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- 29.2. 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. The committee shall report to the Executive.
  - 29.3. Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.
  - 29.4. Membership
    - 29.4.1. Each committee shall, as a minimum, consist of the following officers:
      - 29.4.1.1. Chair,
      - 29.4.1.2. Treasurer,
      - 29.4.1.3. The Departmental Representative as an ipso facto member,
      - 29.4.1.4. The President as an ex-officio member,
      - 29.4.1.5. The Vice-Presidents as ex-officio non-voting members.
    - 29.4.2. Committees may co-opt additional members.
    - 29.4.3. 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.
    - 29.4.4. Committee may decide to make additional posts available for election for the following year.
  - 29.5. The Chair shall be responsible to the Union President through the Vice-President (Finance & Societies) for the finances of the committee and any health and safety issues of its activities.
30. Vintage Vehicle Mascots Committee
- 30.1. The Vintage Vehicle Mascots Committee shall be responsible for overseeing the operational activities related to the maintenance and use of the Union's vintage vehicle mascots. The committee shall report to the Clubs and Activities Committee.
  - 30.2. The VVMC may be referred to as Team Bo' when appropriate.
  - 30.3. Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for clubs and societies.
  - 30.4. Membership
    - 30.4.1. The committee shall, as a minimum, consist of the following officers:
      - 30.4.1.1. The Boanerges Driver as joint ipso facto Chair,
      - 30.4.1.2. The Derrick Rider,
      - 30.4.1.3. The Team Bo' Treasurer as ipso facto Treasurer,
      - 30.4.1.5. The President as an ex-officio member,
      - 30.4.1.6. The Vice-Presidents as ex-officio non-voting members.
    - 30.4.2. The Boanerges Driver and Derrick Rider shall be elected from the membership of the Team Bo' under the standing orders defined in the club's constitution.
    - 30.4.3. The committee may co-opt additional members.
    - 30.4.4. The committee shall have permanent observers of College academic staff approved by the Deans of the Faculty.
    - 30.4.5. The Chair shall be responsible to the Union President through the Vice-President (Finance & Societies) for the finances of the committee and any health and safety issues of its activities.
31. Colours Committee
- 31.1. The terms of reference of the Colours Committee are detailed in Regulations 4 and 5.
  - 31.2. The members of the Colours Committee shall be:
    - 31.2.1. President,
    - 31.2.2. The Vice-Presidents,

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- 31.2.3. The Alumni Officer,
- 31.2.4. Eleven Ordinary Members nominated by the following committees from within their memberships:
  - 31.2.4.1. Three members from the Executive,
  - 31.2.4.2. Three members from the Faculty Representation Committee,
  - 31.2.4.3. Three members from the Clubs and Activities Committee.
  - 31.2.4.4. Two member from the City and Guilds Events Committee.

31.3. The Committee shall be convened and chaired by the President.

32. Ratification

- 32.1. This Regulation was approved by the Union:
  - Milia Helena Hasbani - President of the Union
  - Rafael Proegelhoef - Chairman of the Union

	Signature	Date
Milia Helena Hasbani <i>President of the Union</i>		13/02/17
Rafael Proegelhoef <i>Chairman of the Union</i>		13/02/17

## **Regulation Three – Meetings Standing Order**

### 33. General Provisions

- 33.1. This Regulation applies to General Meeting, Union Committees, Clubs and Societies.
- 33.2. This Regulation is subject to ICU Meetings Standing Order and Bye-Laws.

### 34. Chairing Meetings

- 34.1. 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.
- 34.2. The Chair of a committee does not hold a default right to act on behalf of the committee.
- 34.3. 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.

### 35. Openness and speaking rights

- 35.1. All open meetings of the Union shall be open to all members of the Union. Only the Executive or Management Committee may authorise meetings to be closed.
- 35.2. All those present at the meeting may speak at the discretion of the Chair.

### 36. Voting rights

- 36.1. Each member shall hold a maximum of one vote, regardless of the number of positions they hold.
- 36.2. Persons jointly holding a position shall hold one vote between them.
- 36.3. Any member of a committee may nominate another Full Member of the Union (or ICU, in the case of Clubs and Societies) to attend in their place, and take on all rights extended to them, as a proxy.
- 36.4. No person may hold more than one proxy vote.

### 37. Automatic Dismissal

- 37.1. Any non-ex-officio member of a committee, who misses two consecutive meetings, without sending apologies, may be dismissed at the committee's discretion.
- 37.2. Members of the Management Committee may only be dismissed by the Executive.
- 37.3. Members of the Executive dismissed under article 37.1 may appeal to General Meeting, whose decision shall be Final.
- 37.4. All others dismissed under article 37.1 may appeal once to the Executive.

### 38. Quorum

- 38.1. Any member of the committee present may challenge quorum, which shall stand at 50%+1 of the committee's membership, unless otherwise specified. The Chair shall close the meeting, and all business completed before the challenge shall stand.

### 39. Procedures

- 39.1. A simple majority may amend a decision of the Chair.
- 39.2. The Chair or the meeting may declare that a vote be held by secret ballot.
- 39.3. Motions shall be passed by simple majority unless specified otherwise.

### 40. Standing Order for General Meeting

- 40.1. General Meetings shall be conducted according to the procedure laid out for ICU Council and General Meeting, as detailed in ICU Regulations, with the following alterations:
  - 40.1.1. The post 'Council Chair' shall refer to the Union Chairman.
  - 40.1.2. The post 'President' shall refer to the Union President.

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40.1.3. The conduct of the meeting shall not contradict this Regulation.

41. Ratification

- 41.1. This Regulation was approved by the Union:  
Lejon Chua - President of the Union  
Gustavo Proeghloef - Chairman of the Union

## **Regulation Four – Colours, Regalia, and Insignia**

### 42. General Regalia:

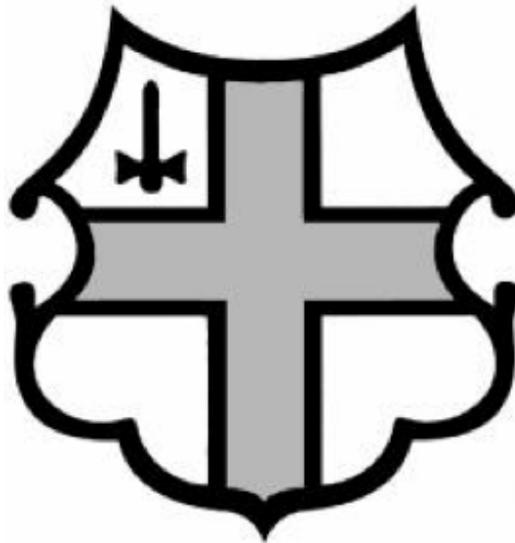
- 42.1. Regalia may feature the Shield ("the Shield") or Arms ("the Arms") of City & Guilds College.
- 42.2. Past and present Members may wear the Union badge, cufflinks, scarf, or bow tie. Any supporter of the Union may wear the Union scarf.
  - 42.2.1. The Union badge and cufflinks feature the Shield in Guilds Red on a white background.
  - 42.2.2. The Union scarf, tie and bow tie are Guilds Red with a repeated double, thin, light silver stripe.
- 42.3. Past and present members of the Executive may wear the Executive Tie. The Executive Tie comprises alternate wide Guilds Red and light silver stripes.
- 42.4. The following persons may wear the Union blazers and hats to Union events.
  - 42.4.1. The President, Vice-Presidents and Honorary Secretary.
  - 42.4.2. The Bo' Driver and any person co-driving Bo' whilst accompanying Bo' on Union business.
  - 42.4.3. Any other person, at the President's discretion. Such privilege shall be granted on a per-event basis.
- 42.5. The Union blazer is Guilds Red with a repeated double, thin, light silver thin stripe and buttons featuring the Shield. The Union hat is light silver with a Guilds Red hatband with light silver stripe.

### 43. Colours Regalia:

- 43.1. Persons awarded Colours of the Union and the President's Award, have the right to wear the appropriate tie, or other insignia.
  - 43.1.1. The Half Colours tie features the Arms with the cross in Guilds Red, on a dark blue and white quarters, on a dark blue background with thin white stripes.
  - 43.1.2. The Full Colours tie features the Arms with the cross in Guilds Red on a dark blue background.
  - 43.1.3. The President's Award tie features the Arms with the cross in white, on a dark blue background.
  - 43.1.4. The Colours and President's Award badges feature the same Arms as on the respective tie.
- 43.2. Holders of the former Union General Award are deemed to hold the President's Award.

44. Insignia:

44.1. The design for the Shield is:



44.2. The design for the Arms is:



44.3. The crosses, motto and dagger of the Shield and Arms may be printed in Guilds Red.

45. Ratification

45.1. This Regulation was approved by the Union:  
Lejon Chua - President of the Union  
Gustavo Proeghloef - Chairman of the Union

## **Regulation Five – Union and President’s Awards**

46. This regulation shall provide
  - 46.1. The recognition for the Union of service, contribution and dedication by an individual.
  - 46.2. The recognition by the President, contribution and dedication by an individual over the course of the year to the City and Guilds College Union.
47. The regulation in no way rules out the recognition by the Union of an individual or group’s contribution to the Union over some period of time in a manner not prescribed in this regulation.
48. Eligibility and nomination:
  - 48.1. Any individual, unless explicitly stated elsewhere in this regulation, may be nominated by any member of the Union for any of the awards described in this regulation, save the President’s awards.
  - 48.2. Details of the awards, their descriptions and nomination procedure shall be first published on the Union Facebook Page and on the Union website at least fifteen clear College Days before the close of nominations. It should also be made explicitly clear that nominations received after the close of nominations shall not be accepted.
  - 48.3. Each nomination must contain:
    - 48.3.1 The name, department and year of the proposer;
    - 48.3.2 The name of the nominee;
    - 48.3.3 The name of the award for which the nominee is nominated for;
    - 48.3.4 A citation of less than 200 words detailing the candidate’s suitability for that award.
  - 48.4. The date of the close of nominations shall be determined by the President in order that the nominations may be circulated to the members of the Colours Committee as set out below.
49. Consideration and confirmation
  - 49.1. The confirmation of the awards shall be made at the Annual Awards Meeting (date decided by the President) with a two-third majority of the Colours Committee. The quorum for the meeting shall be no less than two-thirds of the entire membership of the Colours Committee.
  - 49.2. The Colours Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of award. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.
  - 49.3. Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a ‘lower’ award for similar good work. Any individual may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.
  - 49.4. The confirmed awards shall be published in on the Union Facebook Page and on the Union website. The Executive, at its discretion, may organise a suitable opportunity to publish elsewhere or present some or all of the confirmed awards.
50. The Union Awards
  - 50.1. The Awards of the Union shall be the Union Half Colours and Union Full Colours. Each individual presented with an award shall receive a certificate, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy. Each individual will also be allowed to purchase a tie.

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- 50.2. Union Half Colours: The Union Half Colours should be awarded to those individuals who have given significant and repeated outstanding contributions to the life of Union and student experience of its members throughout the year.
- 50.3. Union Full Colours: The Union Full Colours should be awarded to those individuals who have, in addition to the requirements for a Union Half Colours, gone above and beyond their role, repeatedly, to enhance the student experience and life of the Union across a broad spectrum of areas during the year.

51. The President's Awards

- 51.1. The President shall have the option of presenting, not normally more than, two awards to individuals who he or she personally feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year.
- 51.2. The exact terms of reference of the President's Award shall be at the discretion of the President. In any case the President will not award himself or herself with the President's Award.
- 51.3. The recipient(s) of the President's Award will receive the President's Award Tie and Badge.
- 51.4. The President shall present as a verbal report, the details of the President's Awards, to the Colours Committee of the year as the last scheduled item of business. The President, if he or she so chooses, may also present the individuals with their award at this time.

52. Ratification of the Regulations

- 52.1. The Regulations were approved by the Union:

	Signature	Date
Lejon Chua <i>President of the Union</i>		
Gustavo Proegelhoef <i>Chairman of the Union</i>		