

Board of Trustees

1 February 2018

AGENDA ITEM NO.	
TITLE	Governance Review & Update to Union Bye-Laws
AUTHOR	Alex Chippy Compton, Union President Andrew Keenan, Head of Student Voice & Communications
EXECUTIVE SUMMARY	<p>This term the Governance Review focuses on Union Council Reform, our disciplinary processes and the Leadership Elections. I would like Board to consider whether there are other areas they would like to see reviewed or have specific ideas within the three areas listed above.</p> <p>As part of the Governance and Liberation Reviews, the Liberation Officer (currently called Union Welfare Officers in the Union Bye-Laws) and Officer Trustee roles have been changed. These are mostly minor changes although we have removed the Liberation Campaigns Officer. Changes to the Liberation Roles are as suggested by the current Liberation Officers and the external consultant who undertook the Liberation Review. All proposed changes passed through Union Council without controversy.</p>
PURPOSE	To inform Board of progress to date and support a discussion around the ongoing Governance Review process as well as meeting our governance processes for amending the Union Bye-Laws.
DECISION/ACTION REQUIRED	The proposed Bye-Law amendments need approval ahead of the Leadership Elections 2018.

1.1. Officer Trustee role descriptions - summary

- 1.1.1. Responsibility for student development no longer lies solely with the Deputy President (Finance & Services), but is now shared across the Officer Trustee team
- 1.1.2. Responsibility for health & safety is now assigned to the Deputy President (Finance & Services)
- 1.1.3. Responsibility for Clubs, Societies & Projects is more clearly delineated for the Deputy President (Finance & Services) and Deputy President (Clubs & Societies)
- 1.1.4. Responsibility for marketing & communication of Imperial College Union as a whole is now assigned to the Union President rather than the Deputy President (Finance & Services)

1.2. Liberation Officer terminology

- 1.2.1. Until now, the bye-laws have referred to the 'Union Welfare Officers' when setting out roles such as LGBT Officer and International Officer; for the last several years, we have used the phrase 'Liberation Officers' in our communications as we felt this was a more accurate and appropriate term.
- 1.2.2. The recent Liberation Review, combined with feedback from the students elected to those roles in previous years, suggests that we are using the word 'Liberation' differently from the rest of the students' union sector and other third-sector organisations working with underrepresented groups. Best practice suggests that the widely-recognised 'liberation groups' are women, LGBT+ individuals, non-white individuals, and disabled individuals. At present, we also use the term 'liberation' for international students, interfaith dialogue, and environmental campaigns.
- 1.2.3. Union Council has approved a proposal to amend the bye-laws to refer to these officers as "Liberation & Community Officers". Our student-facing communication will also evolve to reflect the different origins and purposes of these roles, moving away from our current practice of grouping almost all of our campaigning activity as Liberation-related.

1.3. Removal of Campaigns Officer

- 1.3.1. One of the existing Union Welfare Officer roles is Campaigns Officer, with a brief role description of supporting students in all manner of campaigns.
- 1.3.2. The Liberation Review, as well as feedback from the holders of this role in previous years, suggests that this role is no longer an effective or necessary position. The vague nature of the role makes it difficult for roleholders to have an impact when most campaigning activity is led by another Officer or by students creating their own campaigns.
- 1.3.3. Additionally, the introduction of extra staff resource in the Education & Welfare team in recent years has ensured permanent support for elected officers who wish to campaign, meaning an elected role is no longer required.

2. Recommendations

- 2.1. That the Board of Trustees approve (with the required 2/3 majority) the proposed changes to the bye-laws as set out in the appended Union Council paper, approved by Council on 23 January 2018.

Union Council resolved to accept these changes, as outlined in Appendix A, for the Leadership Elections 2018.*

Appendix A

A. Structure of the Union

Liberation & Community Officers

26. The Liberation & Community Officers shall be responsible to the Deputy President (Welfare) for their work.

27. The Liberation & Community Officers shall work within the Union's Constitution, Bye-Laws and Policies.

28. There shall be the following **Liberation & Community Officers**:

28.1. Black & Minority Ethnic

28.2. Gender Equality

28.3. LGBT+

28.4. Disabilities

28.5. Mental Health

28.6. Ethics & Environmental

28.7. Interfaith

28.8. International

28.9. Campaigns

D. Officers of the Union

1. The Officers of the Union shall be the:

1.1. Officer Trustees:

1.1.1. President,

1.1.2. Deputy President (Clubs & Societies),

1.1.3. Deputy President (Education),

1.1.4. Deputy President (Finance & Services),

1.1.5. Deputy President (Welfare),

1.2. Council Chair

1.3. Constituent Union Presidents

1.4. Constituent Union Welfare Officers

1.5. Constituent Union Academic Affairs Officers

1.6. Management Group Chairs

1.7. Liberation & Community Officers

Job Descriptions for the Officer Trustees

8. All Officer Trustees shall;

8.1. Act as a Trustee ex-officio,

8.2. Fulfil all Presidential and constitutional responsibilities,

8.3. Execute and develop policy and further the aims and objectives of the Union,

8.4. Ensure that all members of the Union are equally represented,

- 8.5. Chair relevant Union Committees,
- 8.6. Liaise with Union and College staff as appropriate,
- 8.7. Represent the Union on external committees as appropriate,
- 8.8. Report to Union committees as appropriate,
- 8.9. Establish extra duties with the President where appropriate,
- 8.10. Coordinate the work of the non-Trustee officers of the Union,
- 8.11. Deliver the Union's strategic aims and uphold the Union's values,
- 8.12. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
- 8.13. Campaign where appropriate on issues relevant to the membership.

President

9. The President shall;

- 9.1. Be the chief executive officer of the Union,
- 9.2. Be the ultimate representative of the Union,
- 9.3. Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance,
- 9.4. Be ultimately responsible for the finances of the Union,
- 9.5. Be ultimately responsible for staffing and discipline issues,
- 9.6. Be responsible for the Union's marketing and communications to the membership, College and external organisations,**
- 9.7. Be responsible for constitutional development and preliminary interpretation,
- 9.8. Ensure the adherence to the Complaints and Discipline procedures set out in Section E of the Bye-Laws,
- 9.9. Be responsible for the Managing Director,
- 9.10. Be the manager of the other Officer Trustees in their role as employees and coordinate their work and that of the non-sabbatical Officers of the Union,
- 9.11. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out his or her duties.

Deputy President (Clubs & Societies)

10. The Deputy President (Clubs & Societies) shall:

- 10.1. Take on Presidential duties as appropriate,

10.2. Be jointly responsible with Deputy President (Finance & Services) for the **training, support and recognition** of Club, Society & Project (CSP) **volunteers**, in conjunction with the relevant Union committees **and staff**,

10.3. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,

10.4. Be responsible for reporting student opinion on and needs of CSPs to the College and external bodies, suggesting areas for development and enhancing the student experience and provision for students,

~~**Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS),**~~

10.5. Be jointly responsible with Deputy President (Finance & Services) for overseeing support on financial matters to Clubs, Societies & Projects,

10.6. Be responsible for **overseeing** the effective organisation of Freshers' Fair.

Deputy President (Education)

11. The Deputy President (Education) shall:

11.1. Take on Presidential duties as appropriate,

11.2. Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees,

11.3. Be responsible for the training, **support and recognition** of a Representation Network for the Academic Representatives of the Constituent Unions ~~and other student bodies~~, **in conjunction with the relevant Union committees and staff**,

11.4. Liaise with the Constituent Unions on all academic matters concerning students,

11.5. Support student and staff led educational innovation within the College.

Deputy President (Finance & Services)

12. The Deputy President (Finance & Services) shall:

12.1. Take on Presidential duties as appropriate,

12.2. Be responsible for reporting student opinion on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees,

12.3. Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Club, Society & Project (CSP) volunteers, in conjunction with the relevant Union committees and staff,

12.4. Be **jointly** responsible **with Deputy President (Clubs & Societies)** for overseeing support on financial matters to Clubs, Societies & Projects,

12.5. Be responsible for the Union's Financial Procedures,

12.6. Be responsible for the Union's Health and Safety Procedures,

12.7. Be responsible for the commercial services the Union provides, including, but not limited to: conferencing, retail and licensed trade services,

12.8. Be responsible for the ~~marketing and~~ sponsorship of the Union.

~~**Be responsible for the Student Development portfolio ensuring excellent opportunities for development through the Union's training, volunteering and student social enterprise provisions**~~

Deputy President (Welfare)

13. The Deputy President (Welfare) shall:

13.1. Take on Presidential duties as appropriate,

13.2. Be responsible for reporting student opinion on liberation and welfare issues to the College and external bodies, suggesting areas for development and enhancing the support provision for students, in conjunction with the relevant Union committees,

13.3. Be responsible for representing the welfare needs of all students, especially minority or underrepresented groups to the College,

13.4. Be responsible for the training, support and recognition of a Representation Network for the Wellbeing Representatives of the Constituent Unions and other student bodies, in conjunction with the relevant Union committees and staff,

13.5. Be responsible **for overseeing** the support to student led campaigns.

Job Descriptions for other Union Officers

The Council Chair

14. The Council Chair shall:

14.1. Act as a Trustee ex-officio,

14.2. Chair Union Council and other relevant Union committees,

14.3. Uphold the Constitution and Bye-Laws in Union Council,

14.4. Be independent and impartial in all proceedings and duties as Council Chair,

14.5. Carry out such duties and responsibilities as may, from time to time, be laid down by Union Council.

The Constituent Union Presidents

15. The Presidents of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for:

15.1. Representing the interests of their members at the appropriate Union, Faculty and College Committees,

15.2. The duty of care to and health and safety of their members

15.3. Development and preliminary interpretation of their constitutions.

16. The Presidents shall also:

16.1. Be responsible to the Deputy President (Finance & Services) for all aspects of their Constituent part's finances,

16.2. Be responsible to the Deputy President (Clubs & Societies) for the management of their Constituent Clubs, Societies & Projects (CSP)

~~Be responsible to the Deputy President (Clubs & Societies) for the duty of care and health and safety of their members,~~

16.3. Be responsible to the Deputy President (Education) for the academic issues of their members,

16.4. Be responsible to the Deputy President (Welfare) for the welfare issues of their members,

16.5. Be accountable to Council for the activities of their Constituent Union, and

16.6. Carry out such duties as may from time to time, be laid down by the President or Union Council.

The Constituent Union Academic Affairs Officers

17. The Academic Affairs Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the academic interests of their members.

18. The Academic Affairs Officers shall also:

18.1. Be the academic representative to the Union and the College for the students in their constituency,

18.2. Co-ordinate the activities of the other representatives in their constituency,

18.3. Feedback all relevant decisions and information to students in their constituency,

18.4. Be responsible to the Deputy President (Education) for the academic representation of students in their constituency,

18.5. Hold meetings with all Department Representatives for their constituency,

18.6. Carry out such duties as may, from time to time, be laid down by the Council or the Education & Representation Board,

The Constituent Union Welfare Officers

19. The Welfare Officers of Constituent Unions, in addition to any duties laid down by their respective Constitution, shall be responsible to the President for representing the welfare interests of their members.

20. The Welfare Officers shall also:

20.1. Be the welfare representative to the Union and the College for the students in their constituency,

20.2. Co-ordinate the activities of the other representatives in their constituency,

20.3. Feedback all relevant decisions and information to students in their constituency,

20.4. Be responsible to the Deputy President (Welfare) for the welfare issues of students in their constituency,

20.5. Hold meetings with all Department Representatives for their constituency,

20.6. Carry out such duties as may, from time to time, be laid down by the Council or the Community & Welfare Board,

The Management Group Chairs

21. The Management Group Chairs shall fulfil their duties as set out in their respective Standing Orders.

The Liberation & Community Officers

22. The Liberation & Community Officers shall be responsible to the Deputy President (Welfare) for representing the welfare interests of the members that affiliate with their remit,

23. The Liberation & Community Officers shall also:

23.1. Be the welfare representative to the Union and the College for the students that affiliate with their remit,

23.2. Co-ordinate the campaigns within their remit,

23.3. Carry out such duties as may, from time to time, be laid down by the Council or the Community & Welfare Board.