

Graduate Students' Union Constitution

Graduate Students' Union (GSU) Imperial College Union

1. Name

- 1.1. The name of the Union shall be the "Graduate Students' Union", hereafter referred to as "GSU".

2. Aims and objects

- 2.1. The GSU shall coordinate and oversee the development and provision of postgraduate students' academic and welfare representation within Imperial College Union.
- 2.2. The GSU shall plan, coordinate and support events for postgraduate students.

3. Status

- 3.1. The GSU is a Constituent Union of Imperial College Union.
- 3.2. All postgraduate students currently enrolled at Imperial College London are Members of the GSU.
- 3.3. All undergraduate students currently enrolled at Imperial College London holding offers for postgraduate study in the next academic year are Members of the GSU.

4. Officers of the GSU

- 4.1. There shall be the following officers of the GSU:
 - 4.1.1. President
 - 4.1.2. Vice President (Representation)
 - 4.1.3. Vice President (Operations)
 - 4.1.4. Treasurer
 - 4.1.5. Secretary
 - 4.1.6. PG Taught (PGT) Academic and Welfare Officers for:
 - 4.1.6.1. Engineering
 - 4.1.6.2. Science
 - 4.1.6.3. Medicine
 - 4.1.6.4. Business School
 - 4.1.7. PG Research (PGR) Academic and Welfare Officers for:
 - 4.1.7.1. Engineering
 - 4.1.7.2. Science
 - 4.1.7.3. Medicine
 - 4.1.7.4. Business School
 - 4.1.8. 4x Activities and Events Officers
 - 4.1.9. Social Media Officer
 - 4.1.10. Felix Officer
 - 4.1.11. Website Officer
 - 4.1.12. Publicity Officer
 - 4.1.13. Sponsorship Officer
 - 4.1.14. Silwood Officer
 - 4.1.15. White City Officer
 - 4.1.16. Hammersmith Officer

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5. Executive Committee of the GSU

- 5.1. The GSU Executive Committee, hereafter referred to as the GSU EC shall have strategic oversight of all functions of the GSU.
- 5.2. The GSU EC shall be composed of:
 - 5.2.1. The President
 - 5.2.2. The Vice President (Operations)
 - 5.2.3. The Vice President (Representation)
 - 5.2.4. The Secretary
 - 5.2.5. The Treasurer
 - 5.2.6. The President and Deputy Presidents of Imperial College Union *ex-officio*
- 5.3. Executive Committee meetings shall be chaired by the President or their nominee.
- 5.4. Quorum is a minimum attendance of the President (or a designated alternate) and 2 other members of the GSU EC.
- 5.5. GSU EC meetings shall be held at least twice every month.
- 5.6. Under normal circumstances GSU EC meetings shall be called by the President and shall be advertised at least 5 clear College days prior to the meeting.

6. General Committee of the GSU

- 6.1. The GSU General Committee, shall be responsible for all for all affairs of the GSU.
- 6.2. The GSU General Committee Shall direct all the activities of the GSU.
- 6.3. The GSU General Committee shall be composed of:
 - 6.3.1. The Officers of the GSU
 - 6.3.2. The President and Deputy Presidents of Imperial College Union *ex-officio*.
- 6.4. Quorum is a minimum attendance of the President (or designated Executive committee member) and 7 other officers of the GSU.
- 6.5. GSU General meetings shall be held at least once every two months.
- 6.6. Under normal circumstances GSU General Committee Meetings shall be called by the President and shall be advertised at least 5 clear College days prior to the meeting.
- 6.7. An emergency GSU General Committee Meeting may be called by the President and must be called upon receipt of a petition signed by:
 - 6.7.1. 4 members of the GSU Executive Committee
 - 6.7.2. 10 Graduate Students who are members of Imperial College Union.
- 6.8. The GSU General Committee shall have the power to create and disband sub-committees of the GSU General Committee.

7. Sub-Committees

- 7.1. There shall be a **GSU Education and Welfare Subcommittee**.
 - 7.1.1. The GSU Education and Welfare Subcommittee shall have oversight and responsibility for all Education and Welfare matters within the GSU.
 - 7.1.2. The GSU Education and Welfare Subcommittee's membership shall be:
 - 7.1.2.1. The Vice President (Representation)

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- 7.1.2.2. The 4 Taught Post Graduate Academic and Welfare Officers
- 7.1.2.3. The 4 Research Post Graduate Academic and Welfare Officers
- 7.1.2.4. The President ex-officio
- 7.1.3. GSU Education and Welfare Subcommittee meetings shall be chaired by the Vice President (Representation) or their nominee from the subcommittee.
- 7.1.4. Quorum is a minimum attendance of the Chair and 4 other members of the GSU Education and Welfare Subcommittee.
- 7.1.5. GSU Education and Welfare Subcommittee meetings shall be held at least once every month.
- 7.1.6. Under normal circumstances subcommittee meetings shall be called by the chair and shall be advertised at least 5 clear College days prior to the meeting.
- 7.2. There shall be a **GSU Communications Subcommittee**.
 - 7.2.1. The GSU Communications Subcommittee shall have oversight and responsibility for all communications from the GSU both internally to its membership and externally.
 - 7.2.2. The GSU Communications Subcommittee shall have responsibility and strategic oversight to ensure that the communications channels used are the most appropriate and effective to reach membership as possible.
 - 7.2.3. The GSU Communications Subcommittee's membership shall be:
 - 7.2.3.1. The Secretary
 - 7.2.3.2. The Felix Officer
 - 7.2.3.3. The Website Officer
 - 7.2.3.4. The Social Media Officer
 - 7.2.3.5. The Publicity Officer
 - 7.2.3.6. The President ex-officio
 - 7.2.4. The GSU Communications Subcommittee meetings shall be chaired by the Secretary or their nominee from the subcommittee.
 - 7.2.5. Quorum is a minimum attendance of the Chair and 2 other members of the GSU Communications Subcommittee.
 - 7.2.6. GSU Communications Subcommittee meetings shall be held at least once every month.
 - 7.2.7. Under normal circumstances subcommittee meetings shall be called by the chair and shall be advertised at least 5 clear College days prior to the meeting.
- 7.3. There shall be a **GSU Activities and Events Subcommittee**.
 - 7.3.1. The GSU Activities and Events Subcommittee shall have oversight and responsibility for planning and coordinating the events of the GSU.
 - 7.3.2. The GSU Activities and Events Subcommittee shall have responsibility for the review of existing events to analyse impact and ways to improve events in future.
 - 7.3.3. The GSU Activities and Events Subcommittee's membership shall be:
 - 7.3.3.1. The Vice President (Operations)

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- 7.3.3.2. The 4 Activities and Events Officers
 - 7.3.3.3. The Sponsorship Officer
 - 7.3.3.4. The President ex-officio
 - 7.3.4. The GSU Activities and Events Subcommittee shall be chaired by the Deputy President (Operations) or their nominee from the subcommittee.
 - 7.3.5. Quorum is a minimum attendance of the Chair and 2 other members of the GSU Events Subcommittee
 - 7.3.6. The GSU Activities and Events Subcommittee shall be held at least once every month.
 - 7.3.7. Under normal circumstance subcommittee meetings shall be called by the chair and shall be advertised at least 5 clear College days prior to the meeting.
- 7.4. There shall be A **GSU Sponsorship Subcommittee**.
 - 7.4.1. The GSU Sponsorship Subcommittee shall have responsibility to produce an annual GSU Sponsorship portfolio and the obtention of sponsorship through the maintenance of industrial relationships.
 - 7.4.2. The GSU Sponsorship Subcommittee's membership shall be:
 - 7.4.2.1. The Treasurer
 - 7.4.2.2. The Sponsorship Officer
 - 7.4.2.3. The President ex-officio
 - 7.4.3. The GSU Sponsorship Subcommittee shall be chaired by the Treasurer or their nominee from the subcommittee.
 - 7.4.4. Quorum is a minimum attendance of the Chair and 1 other member of the GSU Sponsorship Subcommittee.
 - 7.4.5. The GSU Sponsorship Subcommittee shall be held at least once every month.
 - 7.4.6. Under normal circumstances subcommittee meetings shall be called by the chair and shall be advertised at least 5 clear College days prior to the meeting.
- 7.5. There shall be a **GSU Colours Committee**.
 - 7.5.1. The GSU Colours Committee shall consider recommendations for the Colours and Awards of the GSU, in accordance with Union policy.
 - 7.5.1.1. GSU Colours shall be awarded to GSU members for commitment or achievement upon nominations from any GSU member and agreement by majority vote of the GSU General Committee.
 - 7.5.2. The GSU Colours Committee shall consist of:
 - 7.5.2.1. President
 - 7.5.2.2. 2 other members of the GSU Executive Committee
 - 7.5.2.3. 2 non-executive members of the GSU General Committee
 - 7.5.3. It shall be chaired by the President with a quorum of 4 and meet as required under Union policy.

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8. Duties and Roles

- 8.1. The duties and roles of the **President** are as detailed the Imperial College Union Byelaws.
- 8.2. The **Vice President (Representation)** shall:
 - 8.2.1. Have strategic oversight and be responsible for co-ordinating the representative and welfare functions of the GSU as a whole.
 - 8.2.2. Be responsible for coordinating and supporting the work of the AWOs.
 - 8.2.3. Be responsible for the effective communication between the Executive Committee and the Education and Welfare Subcommittee.
 - 8.2.4. Attend GSU committees including but not limited to:
 - 8.2.4.1. GSU General Committee
 - 8.2.4.2. GSU Executive Committee
 - 8.2.4.3. GSU Education and Welfare Subcommittee
 - 8.2.5. Attend and be a voting member at Imperial College Union Council
 - 8.2.6. Share attendance and voting rights with the Academic and Welfare officers at the following Imperial College Union meetings:
 - 8.2.6.1. Community and Welfare Board
 - 8.2.6.2. Education and Representation Board
- 8.3. The **Vice President (Operations)** shall:
 - 8.3.1. Have strategic oversight and coordinate the events and activities of the GSU as a whole.
 - 8.3.2. Be responsible for co-ordinating and supporting the work of the Activities and Events Officers to run the events and activities of the GSU.
 - 8.3.3. Be responsible for the effective communication between the Executive Committee and the Activities and Events Subcommittee.
 - 8.3.4. Attend GSU committees including but not limited to:
 - 8.3.4.1. GSU General Committee
 - 8.3.4.2. GSU Executive Committee
 - 8.3.4.3. GSU Activities and Events Subcommittee
 - 8.3.5. Attend and be a voting member at Imperial College Union Clubs, Societies and Projects Board.
- 8.4. The **GSU Treasurer** shall:
 - 8.4.1. Be responsible to the President for the efficient administration of the finances of the GSU.
 - 8.4.2. Be responsible to the Executive Committee and General Committee to inform members of those committees of the financial happenings and position of the GSU.
 - 8.4.3. Work closely with the Sponsorship officer and the President to ensure strong industrial ties are formed with the GSU and that the Sponsorship portfolio is maintained.
 - 8.4.4. Produce an annual budget for the GSU for funding application purposes both in Imperial College Union and Imperial College Graduate School.
 - 8.4.5. Attend GSU committees including but not limited to:
 - 8.4.5.1. GSU General Committee

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8.4.5.2. GSU Executive Committee

8.4.5.3. GSU Sponsorship Subcommittee

8.5. The **Secretary** shall:

8.5.1. Have strategic oversight and coordinate the communications of the GSU as a whole.

8.5.2. Be responsible for coordinating and supporting the work of the Communication Subcommittee members.

8.5.3. Be responsible for the effective communication between the Executive Committee and the Communications Subcommittee.

8.5.4. Attend GSU committees including but not limited to:

8.5.4.1. GSU General Committee

8.5.4.2. GSU Executive Committee

8.5.4.3. GSU Communications Subcommittee

8.5.5. Maintain email lists for GSU Officers.

8.5.6. Ensure agendas and papers for General meetings are circulated 5 clear College days before a meeting.

8.5.7. Minute the meetings of GSU General Committee.

8.5.8. Be responsible for the archiving of papers and minutes of GSU General Committee meetings.

8.6. The **Academic and Welfare Officers (PGT and PGR)** shall:

8.6.1. Be the academic and welfare representative to the Union and the College for the students in their constituency.

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

8.6.3. Report to the GSU Vice President (Representation) regularly.

8.6.4. Coordinate the activities of the other representatives in their constituency.

8.6.5. Attend faculty meetings in Imperial College as appropriate.

8.6.6. Attend GSU committees including but not limited to:

8.6.6.1. GSU General Committee

8.6.6.2. GSU Education and Welfare Subcommittee

8.6.7. Be responsible for the communication of relevant information to the Academic and Welfare subcommittee.

8.6.8. Share attendance and voting rights (1 vote) between the Academic and Welfare Officers (PGT and PGR) and Vice President (Representation) at the following Imperial College Union meetings:

8.6.8.1. Education and Representation Board

8.6.8.2. Community and Welfare Board

8.6.9. Share attendance and voting rights (1 vote) between Academic and Welfare officers (PGT and PGR) at Imperial College Union Council.

8.7. The 4 **Activities and Events Officers** shall:

8.7.1. Be responsible for the effective management and planning of all GSU Events and Activities.

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- 8.7.2. Work closely with the Communications Subcommittee members to ensure the effective communication of the Events and Activities of the GSU.
- 8.7.3. Report to the Vice President (Operations) Regularly
- 8.7.4. Attend GSU committees including but not limited to:
 - 8.7.4.1. GSU General Committee
 - 8.7.4.2. GSU Activities and Events Subcommittee

- 8.8. The **Publicity Officer** shall:
 - 8.8.1. Be responsible for the design and production of publications for the GSU and its events.
 - 8.8.2. Be jointly responsible for the promotion of the GSU to its members.
 - 8.8.3. Report to the Secretary Regularly.
 - 8.8.4. Attend GSU committees including but not limited to:
 - 8.8.4.1. GSU General Committee
 - 8.8.4.2. GSU Communications Subcommittee

- 8.9. The **Felix Officer** shall:
 - 8.9.1. Be responsible for weekly production of publications for the student newspaper Felix.
 - 8.9.2. Jointly work with the Secretary to search out and find stories from the GSU membership.
 - 8.9.3. Report to the Secretary regularly.
 - 8.9.4. Attend GSU committees including but not limited to:
 - 8.9.4.1. GSU General Committee
 - 8.9.4.2. GSU Communications Subcommittee

- 8.10. The **Website Officer** shall:
 - 8.10.1. Be responsible for the maintenance and updating of the GSU website.
 - 8.10.2. Work closely with the GSU Subcommittees to ensure that the website is accurate and has up to date information on activities, events and any sponsorship information.
 - 8.10.3. Report to the GSU Secretary regularly.
 - 8.10.4. Attend GSU committees including but not limited to:
 - 8.10.4.1. GSU General Committee
 - 8.10.4.2. GSU Communications Subcommittee

- 8.11. The **Social Media Officer** shall:
 - 8.11.1. Be responsible for the effective promotion of the GSU on social media, and appropriate responses to student engagement through this medium.
 - 8.11.2. Work closely with the GSU Communications Subcommittee to ensure that social media content is relevant and appropriate.
 - 8.11.3. Report to the GSU Secretary regularly.
 - 8.11.4. Attend GSU committees including but not limited to:
 - 8.11.4.1. GSU General Committee
 - 8.11.4.2. GSU Communications Subcommittee

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- 8.12. The **Sponsorship Officer** shall:
- 8.12.1. The forming and maintaining of strong industrial links with the GSU
 - 8.12.2. Jointly responsible with the Treasurer for the production and upkeep of a GSU Sponsorship Portfolio.
 - 8.12.3. Report to the GSU Treasurer regularly
 - 8.12.4. Attend GSU committees including but not limited to:
 - 8.12.4.1. GSU General Committee
 - 8.12.4.2. GSU Sponsorship Subcommittee
- 8.13. The **Silwood Officer** shall:
- 8.13.1. Be responsible for the communication between the Silwood Park Constituent Union Committee (Silwood Committee) and the GSU.
 - 8.13.2. Work closely with both the Silwood Committee and the GSU Officers to support the functions of the Silwood Committee.
 - 8.13.3. Be responsible for representing the voice of their constituents in GSU General Committee meetings.
 - 8.13.4. Work closely with and report to the GSU President regularly.
 - 8.13.5. Attend GSU committees including but not limited to:
 - 8.13.5.1. GSU General Committee
- 8.14. The **White City Officer** shall:
- 8.14.1. Be responsible for the communication between the students and student communities located at White City and the GSU.
 - 8.14.2. Work closely with both the student community at White City and the GSU Officers to support any student lead activity at the White City campus.
 - 8.14.3. Be responsible for representing the voice of their constituents in GSU General Committee meetings.
 - 8.14.4. Work closely with and report to the GSU President regularly.
 - 8.14.5. Attend GSU committees including but not limited to:
 - 8.14.5.1. GSU General Committee
- 8.15. The **Hammersmith Officer** shall:
- 8.15.1. Be responsible for the communication between the Hammersmith student community and the GSU.
 - 8.15.2. Work closely with both the Hammersmith student community and the GSU Officers to support any student lead activity at the Hammersmith Campus.
 - 8.15.3. Be responsible for representing the voice of their constituents in GSU General Committee meetings.
 - 8.15.4. Work closely with and report to the GSU President regularly.
 - 8.15.5. Attend GSU committees including but not limited to:
 - 8.15.5.1. GSU General Committee.
- 9. Training**
- 9.1. Training shall be as is detailed in the Imperial College Union Representation Policy.

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10. Elections

- 10.1. All Elections shall be conducted in accordance with the Bye-Laws of Imperial College Union.

11. Censure and Dismissal of Officers

- 11.1. GSU Officers may be censured or dismissed only by the processes outlined in the Imperial College Union constitution and byelaws

12. Interpretation

- 12.1. This Constitution is bound by the Union's Constitution, Bye-Laws and Policy.
- 12.2. All matters not explicitly covered by this constitution shall be conducted according to the Union's Constitution, Bye-Laws and Policies.
- 12.3. Formal interpretations of this constitution shall be made by the President. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
- 12.4. The GSU General Committee may propose an amendment to this constitution.
 - 12.4.1. Amendments shall be approved by the General Committee of the Union, though a decision to approve or reject and also by Imperial College Union Council
 - 12.4.2. An amendment may be overturned by the Union Council.

GSU Committee Structure

