



Royal School of Mines Union
Standing Order

November 2023 Onwards

Voted in by RSMU Committee on 18/09/2023.

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1. Definitions and names:

- 1.1 Hereinafter, the Royal School of Mines Union shall be referred to as the 'RSMU'.
- 1.2 For the purposes of this Standing Order, the Imperial College Union shall be referred to as the 'ICU'.
- 1.3 For the purposes of this Standing Order, the departments of Earth Science and Engineering and Materials shall be collectively referred to as 'the departments'.

2. Aims and objectives:

- 2.1 Following Section H.3 of the ICU Constitution, the aims, and objectives of the RSMU will be to:
 - 2.1.1 Promote the educational interests and welfare of students during their course of study.
 - 2.1.2 Provide social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its students.
 - 2.1.3 Maintain relationships with the alumni from their respective Constituent Union.

3. Membership:

- 3.1 Membership of the RSMU is defined in accordance with ICU By-Law L.
- 3.2 Membership of the ICU or RSMU entitles the holder to make use of all facilities, amenities, and services of the RSMU; members as defined in the following categories:
 - 3.2.1 Full Members:

All registered undergraduate and postgraduate students at Imperial College London studying in the departments of Earth Science and Engineering and Material Science are Full Members of the RSMU. Only Full Members of the ICU are entitled to receive any form of subsidy from the RSMU.
 - 3.2.2 Honorary Members:

The RSMU may confer honorary membership upon those persons deemed to have served the RSMU in a positive manner.
 - 3.2.3 Life Members:

A person shall be entitled to become a Life Member of the RSMU if they become a Life Member of the ICU and are currently or have previously been a Full or Honorary member of the RSMU or its former inceptions.
- 3.3 **Government of the RSMU:**
 - 3.3.1 Only full members of the RSMU are permitted to participate in the government of the RSMU, i.e., standing for or holding office, or voting in any election or meeting.

3.4 **Opting out:**

- 3.4.1 Any student shall have the right not to be a member of the RSMU and signify that he or she does not wish to be represented by it.
- 3.4.2 In accordance with ICU By-Law L, Students who have opted out of Membership of ICU shall be deemed to have opted out of Membership of the RSMU. Such students may enjoy the facilities and amenities provided by the RSMU but may not participate in the governance or democratic processes of the RSMU.

3.5 Associate Members of Imperial College Union shall not be eligible for Membership of the RSMU.

4. Affiliations:

- 4.1 The RSMU and its clubs and societies may affiliate to any organization which furthers its aims, subject to a resolution of the Executive Committee.
- 4.2 No affiliations shall be knowingly made to organisations that are involved in illegal activities or are of religious and political nature.
- 4.3 If the RSMU or its clubs and societies decide to affiliate or donate monies raised to an external organization, they shall publish notice of the decision at a meeting of the General Committee stating the name of the organization and details of any monies paid or donated to that organization.
- 4.4 The RSMU shall review the external organisations to which an affiliation fee has been paid or a donation given and report these annually by means of a published report, as necessary.

5. Officers of the RSMU:

- 5.1 The Officers of the RSMU shall be the President and other Officers who shall be Full Members of the RSMU, whose titles are outlined as follows:
 - 5.1.1 President,
 - 5.1.2 Honorary Secretary,
 - 5.1.3 Honorary Treasurer,
 - 5.1.4 Vice President (Activities & Events),
 - 5.1.5 Vice President (Clubs & Societies),
 - 5.1.6 Vice President (Education),
 - 5.1.7 Vice President (Welfare),
 - 5.1.8 RSMU Undergraduate Ordinary Member,
 - 5.1.9 RSMU Postgraduate Ordinary Member,
 - 5.1.10 Balls Officers,
 - 5.1.11 Regalia Officers,
 - 5.1.12 Pit & Publicity Officers,
 - 5.1.13 Davy Bearer,
 - 5.1.14 Outreach Officer,
 - 5.1.15 Sponsorship Officer,
 - 5.1.16 Website Officer,
 - 5.1.17 Wellbeing & Events Officer.

- 5.2 No person may hold more than one of the posts as listed in Articles 5.1.1 to 5.1.17, inclusive.
- 5.3 There shall be two Balls Officers, two Regalia Officers and two Pit & Publicity Officers.
- 5.4 All posts may be held jointly except the:
- 5.4.1 President,
 - 5.4.2 Honorary Secretary,
 - 5.4.3 Honorary Treasurer,
 - 5.4.4 Vice President (Activities & Events),
 - 5.4.5 Vice President (Clubs & Societies),
 - 5.4.6 Vice President (Education),
 - 5.4.7 Vice President (Welfare).
- 5.5 The officers of the RSMU shall be elected in accordance with ICU Elections Rules.
- 5.6 In the event of a vacancy or an Officer of the RSMU being unable to fulfil their duties, the President may delegate those powers and responsibilities held by that Officer pending elections.
- 5.6.1 In the event of a vacancy for President or the President being unable to fulfil their duties, the Vice President (Clubs & Societies) shall become President pro tempore and hold all powers and responsibilities of the President pending elections in line with ICU policies, or the time at the which the President can return to their duties.
- 5.7 Officers of the RSMU and any other position within the RSMU for which a date is not otherwise prescribed shall hand over to their successor on the 1st of August each year.

6. Committees of the RSMU:

- 6.1 The committees of the RSMU shall be:
- 6.1.1 General Committee,
 - 6.1.2 Executive Committee,
 - 6.1.3 Clubs and Societies Committee,
 - 6.1.4 Academic and Welfare Committee,
 - 6.1.5 Departmental Society Committees,
 - 6.1.6 Sports Clubs' Committees,
 - 6.1.7 Skinners Bottom,
 - 6.1.8 Colours Committee,
 - 6.1.9 Misconduct Review Committee
- 6.2 The Committee and the Executive Committee and other committees may establish and thereafter dissolve sub-committees and may delegate powers to them or individuals, to further the aims and objectives of the RSMU, save:
- 6.2.1 That such establishment or delegation shall not affect the rights, powers, or representation of any other standing or sub-committee or individual, and
 - 6.2.2 That such establishment or delegation shall not affect the rights, powers, or representation of any other standing or sub-committee or individual.

6.3 The President shall be ex officio:

- 6.3.1 A non-voting member of all RSMU clubs and societies and their committees, and
- 6.3.2 A voting member of all other RSMU committees and sub-committees except disciplinary, disciplinary appellate, elections and referendum committees.

6.4 All RSMU committees shall follow the RSMU Standing Order and rules of procedure established in the constitution of the ICU.

7. Composition and roles of the RSMU Committees:

7.1 **General Committee:**

7.1.1 The General Committee shall consist of the:

- i. The Chair of the Committee:
 - 1. President,
- ii. The Voting Members
 - 1. President,
 - 2. Honorary Secretary,
 - 3. Honorary Treasurer,
 - 4. Vice President (Activities & Events),
 - 5. Vice President (Clubs & Societies),
 - 6. Vice President (Education),
 - 7. Vice President (Welfare),
 - 8. RSMU Undergraduate Ordinary Member,
 - 9. RSMU Postgraduate Ordinary Member,
 - 10. Balls Officers,
 - 11. Regalia Officers,
 - 12. Pit & Publicity Officers,
 - 13. Davy Bearer,
 - 14. Outreach Officer,
 - 15. Sponsorship Officer,
 - 16. Website Officer,
 - 17. Wellbeing & Events Officer,
 - 18. Presidents of all constituent RSMU Departmental Societies,
 - 19. Presidents of all constituent RSMU Sports Clubs,
 - 20. President of the RSM Motor Club,
 - 21. The ICU President (ex-officio).

7.1.2 The RSMU General Committee, hereinafter referred to as “the Committee”, shall be the sovereign and governing body of the RSMU. All Officers, committees, clubs, and societies shall be accountable to the Committee.

7.1.3 The Committee shall receive such reports from Officers and committees that it may require with the President and the RSMU Executive Committee reporting to each Ordinary Meeting. The Committee may require any Officer and any other post-holder within the RSMU to attend and answer questions.

7.1.4 All Full Members of the RSMU may attend the Committee as an observer with full speaking rights and the right to propose and second motions and other business.

- 7.1.5 The Committee meetings shall be classified as Ordinary, Extraordinary or Emergency.
- 7.1.6 Ordinary Meetings of the Committee shall be called biweekly by the President who may also call Extraordinary Meetings as necessary during term time with at least five College days' notice.
- 7.1.7 Emergency Meetings shall be called by the President upon a request from:
 - 1. The President,
 - 2. The RSMU Executive Committee,
 - 3. Resolution of an Ordinary Meeting of the Committee,
 - 4. Twenty Full Members of the RSMU.
- 7.1.8 Emergency Meetings shall:
 - 1. Be held between two and five College days of being called,
 - 2. Discuss only those matters it was called to debate,
 - 3. Be entitled to refer or overrule and decision or policy of the Executive Committee or other committee of the RSMU so long as it pertains to the matter under debate.

7.2 Executive Committee:

- 7.2.1 The Executive Committee shall consist of the:
 - 1. President,
 - 2. Honorary Secretary,
 - 3. Honorary Treasurer,
 - 4. Vice President (Activities & Events),
 - 5. Vice President (Clubs & Societies),
 - 6. Vice President (Education),
 - 7. Vice President (Welfare).

Permanent Observers

- 8. RSMU Undergraduate Ordinary Member,
 - 9. RSMU Postgraduate Ordinary Member.
- 7.2.2 Each member is of equal status to every other member. No member is the representative of any group within the RSMU.
 - 7.2.3 The Executive Committee shall be chaired by the President or their nominee.
 - 7.2.4 The Executive Committee shall be responsible for the general management of the Union and may prescribe policy subject to the direction of the Committee.
 - 7.2.5 The President shall convene the Executive Committee at least biweekly during term time.
 - 7.2.6 An Emergency Meeting of the Executive Committee may be called by:
 - 1. The resolution of the Committee,
 - 2. The President, or
 - 3. Two other members of the Executive Committee.
 - 7.2.7 Emergency Action:
 - 1. The President may act on behalf of the Executive Committee, provided that these actions are reported to and approved by the Executive Committee at its next meeting.
 - 2. The Executive Committee may act on behalf of the Committee in matters of urgency, provided that these actions are reported to and approved by the Committee at its next meeting.

7.3 Clubs and Societies Committee:

- 7.3.1 The Clubs and Societies Committee shall consist of the:
 1. President,
 2. Vice President (Clubs & Societies),
 3. The Presidents of all constituent RSMU Departmental Societies,
 4. The Presidents of all constituent RSMU Sports Clubs.
- 7.3.2 The Clubs and Societies Committee shall be responsible for overseeing the operation of the Clubs and Societies of the RSMU.
- 7.3.3 The Clubs and Societies Committee shall consider best practice on the running of student activities.
- 7.3.4 The Clubs and Societies Committee shall report its business to the Executive Committee and the Committee.
- 7.3.5 The Clubs and Societies Committee shall meet at least twice in each of the autumn and spring terms, at least once in the summer term and additionally as required.
- 7.3.6 The Clubs and Activities Committee shall be convened and chaired by the Vice President (Clubs & Societies) or in their absence a nominee.

7.4 Academic and Welfare Committee:

- 7.4.1 The Academic and Welfare Committee will consist of:
 1. President,
 2. Vice President (Welfare),
 3. Vice President (Education),
 4. Departmental Wellbeing and Academic Representatives,
 5. Departmental Society Chairs as permanent observers.
- 7.4.2 The Academic and Welfare Committee will oversee representation of RSMU students within their departments and is responsible to The Executive Committee.
- 7.4.3 The committee shall be co-chaired by the Vice President (Welfare) and the Vice President (Education).
- 7.4.4 The committee shall discuss the recent meeting of ICU Council, ICU Welfare and Education Boards, ICU Representation and Student-Staff Committee Meetings of the departments.
- 7.4.5 The Academic and Welfare Committee will also act as a body for the promotion of social integration between students of The Departments.
- 7.4.6 The committee shall convene upon the request of either chairs or the President, though must gather at least once each term.
- 7.4.7 All Full Members of the RSMU may attend the committee as an observer with full speaking rights and the right to propose and second motions and other business.
- 7.4.8 Staff representatives from the Departments are welcome to attend or be invited to the committee as an observer.

7.5 Departmental Society Committees:

- 7.5.1 There may be a Departmental Society for each department or course.
- 7.5.2 Each committee shall consist of the following officers at minimum:
 1. President
 2. Treasurer
 3. Secretary
 4. The Departmental Representative ex officio,
 5. The RSMU President ex officio,
 6. Any such other voting members that the committee may co-opt.

- 7.5.3 Committees may elect a member of staff, approved by the Head of Department and President, as an Honorary Deputy President of the Departmental Society. Any Honorary Deputy President so elected will be a non-voting member of the committee ex officio.
- 7.5.4 The individual Departmental Society constitutions shall set their own regulations for elections and governance, including eligibility for elections.
- 7.5.5 Elections for committee members shall be held in accordance with RSMU and ICU elections regulations.
- 7.5.6 The Chair shall be responsible for promoting RSMU activities within their department or course.
- 7.5.7 The Chair shall be responsible to the RSMU President through the RSMU Honorary Treasurer for the finances of the committee.

7.6 Sports Clubs' Committees:

- 7.6.1 There may be a committee for each of the constituent RSMU Sports.
- 7.6.2 Each committee shall consist of the following officers at minimum:
 - 1. President
 - 2. Treasurer
 - 3. Secretary
 - 4. The RSMU President ex officio,
 - 5. Any such other voting members that the committee may co-opt.
- 7.6.3 The individual Sports Club constitutions shall set their own regulations for elections and governance, including eligibility for elections.
- 7.6.4 Elections for committee members shall be held in accordance with RSMU and ICU elections regulations.
- 7.6.5 The Chair shall be responsible for promoting RSMU activities within their department or course.
- 7.6.6 The Chair shall be responsible to the RSMU President through the RSMU Honorary Treasurer for the finances of the committee.

7.7 Skinners Bottom:

- 7.7.1 The RSMU Mascotry Committee shall be known as "Skinners Bottom".
- 7.7.2 Skinners Bottom shall:
 - 1. Be chaired by the Davy Bearer,
 - 2. Comprise full or life RSMU members selected by the Davy Bearer,
 - 3. Adhere to the rules of mascotry as agreed by the RSMU, CGCU, RCSU, ICSMSU and RAG committees,
 - 4. Have a minimum membership of 3.

7.8 Colours Committee:

- 7.8.1 The Colours Committee shall consist of the:
 - 1. President,
 - 2. Honorary Secretary,
 - 3. Two members nominated from and elected by the Executive Committee,
 - 4. Two members not on the Executive Committee and nominated from and elected by the Committee.
 - 5. Any additional members from the Executive Committee or the General Committee as nominated by the President, should the need be.
- 7.8.2 The Colours Committee shall consider recommendations for the Colours and Awards of the RSMU in accordance with RSMU and ICU policy.
- 7.8.3 The full terms of reference of the Colours Committee are detailed in the ICU awards policy.

- 7.8.4 All individuals deemed to have served the RSMU in an exceptional manner shall be eligible to be considered for colours regardless of membership status.
- 7.8.5 The committee shall be convened and chaired by the President.

7.9 Misconduct Review Committee:

- 7.9.1 The members of the Misconduct Review Committee shall be the members of the RSMU Executive Committee which are the:
 - 1. President,
 - 2. Honorary Secretary,
 - 3. Honorary Treasurer,
 - 4. Vice President (Activities & Events),
 - 5. Vice President (Clubs & Societies),
 - 6. Vice President (Education),
 - 7. Vice President (Welfare).
- 7.9.2 The Misconduct Review Committee, henceforth referred to as The MR Committee, shall consider cases of misconduct from Full Members, as outlined by Article 3, at RSMU events.
- 7.9.3 The MR Committee shall be convened when the criteria laid out in Regulation 5 are met.
- 7.9.4 The quorum of Misconduct Review Committee shall be 7 members and maximum number of members shall be 7.
- 7.9.5 Should there be a conflict of interest between a member of The MR Committee and the investigation or quorum not be met, the RSMU Undergraduate (or Postgraduate) Ordinary Member shall stand in place of the missing or conflicted member. Should the Undergraduate Ordinary Member not be able to stand, a nominee chosen by the remaining members of the Misconduct Review Committee shall stand in place of the missing or conflicted member. The MR Committee shall delay meeting until such a time as quorum is met.
- 7.9.6 The MR Committee shall be chaired by The President. Should the President not be sitting on The MR Committee, the chair position shall be elected from The MR Committee members present.

8. Composition and roles of the Officers of the RSMU:

8.1 President:

The President shall:

- 8.1.1 Uphold the policy and further the aims and objectives of the RSMU,
- 8.1.2 Represent the interests of their members at the appropriate Union, Faculty and College Committees,
- 8.1.3 Be responsible for the development and preliminary interpretation of the Constitutions,
- 8.1.4 Be responsible to the Deputy President (Finance and Services) for all aspects of the RSMU's finances,
- 8.1.5 Be responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- 8.1.6 Be accountable to the ICU Council for the activities of the RSMU,
- 8.1.7 Carry out such duties as may, from time to time, be laid down by the ICU Council or the ICU Executive Committee,
- 8.1.8 Maintain relations between the RSMU and the ICU, College, and other committees, institutions, and Unions as appropriate,

- 8.1.9 Be responsible for the external communications of the RSMU,
- 8.1.10 Be responsible to the ICU for the RSMU's elections,
- 8.1.11 Be responsible for discipline and grievance issues within the RSMU, including enforcing the Misconduct Review Process detailed in Regulation Two and Article 7.9,
- 8.1.12 Be responsible for the committees detailed in Regulations 6 and 7,
- 8.1.13 Chair the Committee and Executive Committee,
- 8.1.14 Supervise and co-ordinate the work of the other Officers of the RSMU,
- 8.1.15 In the event of a vacancy or any Officer of the RSMU being unable to fulfil his or her their duties and responsibilities, delegate those powers and responsibilities held by that Officer.
- 8.1.16 Negotiate extra duties for RSMU Officers where appropriate.

8.2 Honorary Secretary:

The Honorary Secretary shall:

- 8.2.1 Uphold the policy and further the aims and objectives of the RSMU,
- 8.2.2 Be responsible for the provision of Office facilities and services,
- 8.2.3 Oversee the accurate recording and compilation of all minutes of meetings of the Committee and Executive and archive full copies when appropriate,
- 8.2.4 Maintain a list of names and contact details of Officers of the RSMU, representatives and officers of RSMU clubs and societies,
- 8.2.5 Maintain a current version of the Constitution and Regulations and ensure that it is available to all members of the ICU along with a full list of all RSMU policy,
- 8.2.6 Be responsible for maintaining a full record of RSMU activity during the academic year,
- 8.2.7 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.3 Honorary Treasurer:

The Honorary Treasurer shall:

- 8.3.1 Uphold the policy and further the aims and objectives of the RSMU,
- 8.3.2 Be responsible to the President for the day-to-day management of the finances of the RSMU,
- 8.3.3 Report the financial position of the RSMU to the Executive Committee and Committee as required,
- 8.3.4 Maintain an inventory of RSMU assets and financial records as required and in accordance with the ICU Finance Regulations and Procedures,
- 8.3.5 Monitor and authorize all expenditure within the RSMU in accordance with the ICU Finance Regulations,
- 8.3.6 Prepare the RSMU's budget submission to the ICU and allocate any budget awarded,
- 8.3.7 Represent the interests of RSMU members at ICU and other meetings as appropriate,
- 8.3.8 Be responsible for informing all club and society officers with financial responsibility of their duties and responsibilities,
- 8.3.9 Report any irregularities in the finances of the RSMU to the President,
- 8.3.10 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.4 Vice President (Activities & Events):

The Vice President (Activities & Events) shall:

- 8.4.1 Uphold the policy and further the aims and objectives of the RSMU,

- 8.4.2 Be responsible for organising all major RSMU events and dinners throughout the academic year,
- 8.4.3 Be responsible for overseeing and coordinating the work of the Ball Officers,
- 8.4.4 Co-ordinate and supervise a minimum of two events in each of the autumn and spring terms to be held on an RSMU-wide basis,
- 8.4.5 Work with the Honorary Treasurer to ensure that proper and realistic budgets are prepared and authorized for events,
- 8.4.6 Co-ordinate the involvement of the RSMU in ICU RAG, including the organization of RAG events and representation of the RSMU to the ICU RAG committee where appropriate,
- 8.4.7 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.5 Vice President (Clubs & Societies):

The Vice President (Clubs & Societies) shall:

- 8.5.1 Uphold the policy and further the aims and objectives of the RSMU,
- 8.5.2 Oversee the running of all Clubs & Societies within the RSMU,
- 8.5.3 Liaise with Clubs and Activities Officers from the Faculty Unions for the organization of intramural sports and activity,
- 8.5.4 Encourage and support the active participation of the membership in sporting activity,
- 8.5.5 Organise the annual varsity match against Camborne School of Mines, the Bottle Match,
- 8.5.6 Be responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
- 8.5.7 Attend meetings of the ICU Clubs, Societies and Projects Board as the RSMU representative,
- 8.5.8 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.6 Vice President (Education):

The Vice President (Education) shall:

- 8.6.1 Coordinate with and support the Departmental Academic Representatives of the Departments to create cohesive student representation teams and facilitate staff-student communication,
- 8.6.2 Co-chair the Academic and Welfare Committee (as outlined in Regulation 7.4),
- 8.6.3 Work actively with Vice President (Welfare), understanding and advertising the complimentary differences between the academic and welfare representation networks, using the Academic and Welfare Committee (Regulation 7.4) as a medium for communication,
- 8.6.4 Communicate and consult with the Director of Undergraduate Studies (DUGS), senior tutors and other key members of staff as necessary,
- 8.6.5 Attend Union Council meetings as an RSMU voting member and vote on issues raised at Education and Representation Board meetings,
- 8.6.6 Attend departmental and faculty level meetings, primarily Faculty Teaching Committee, Faculty Education Committee and Faculty SSC, and Ensure the best interests of RSMU students are communicated to staff at these meetings,
- 8.6.7 Promote student experience surveys (SOLE, NSS etc.) with the aim of improving student involvement in the running of their degree course, and relevant schemes/initiatives (Student Shapers, SACAs etc.) to RSMU students, either directly or by coordination with ARN teams,

- 8.6.8 Work to resolve any issues or grievances experienced by students in relation to their course and encourage use of the academic support network of the ICU,
- 8.6.9 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.7 Vice President (Welfare):

The Vice President (Welfare) shall:

- 8.7.1 Coordinate with and support the Departmental Wellbeing Representatives of the Departments to create cohesive student representation teams and facilitate staff-student communication,
- 8.7.2 Co-chair the Academic and Welfare Committee as outlined in Regulation 7.4,
- 8.7.3 Liaise with the department senior tutors, and student wellbeing staff from each of the departments to further student welfare,
- 8.7.4 Attend Union Council meetings as an RSMU voting member and vote on issues raised at Community and Welfare Board meetings,
- 8.7.5 Attend Departmental SSCs and Faculty of Engineering Wellbeing SSC,
- 8.7.6 Communicate policies and updates between the Union, College, and Departments,
- 8.7.7 Act as a point of contact for students of the Departments in cases where welfare assistance is required,
- 8.7.8 Offer assistance and support by signposting students to relevant college and union services,
- 8.7.9 Oversee the activities of the Wellbeing & Events Officer and work with them to organise welfare activities for the students in the RSMU,
- 8.7.10 Participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.8 RSMU Undergraduate Ordinary Member:

The RSMU Undergraduate Ordinary Member shall:

- 8.8.1 Attend RSMU committee meetings and act as a voting member,
- 8.8.2 Act as a representative on the RSMU Executive Committee for Full Members as a point of reference whilst undertaking no specific role,
- 8.8.3 Support and advise the RSMU Executive Committee members with focus towards undergraduate involvement, where necessary, throughout the year,
- 8.8.4 When required, participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.9 RSMU Postgraduate Ordinary Member:

The RSMU Postgraduate Ordinary Member shall:

- 8.9.1 Attend RSMU committee meetings and act as a voting member.
- 8.9.2 Act as a representative on the RSMU Executive Committee for Full Members as a point of reference whilst undertaking no specific role,
- 8.9.3 Support and advise the RSMU Executive Committee members with focus towards Postgraduate involvement, where necessary, throughout the year,
- 8.9.4 When required, participate in the Misconduct Review Process as detailed in Regulation Two and Article 7.9.

8.10 Balls Officers:

The Balls Officers shall:

- 8.10.1 Co-ordinate the organization of the RSMU Freshers' Dinner, Christmas Dinner, and Spring Dinner, by working closely with the Vice President (Activities & Events),
- 8.10.2 Assist with logistical planning and on-the-night execution of the events.

8.11 Regalia Officers:

The Regalia Officers shall:

- 8.11.1 Maintain sales and stock levels of RSMU regalia under the supervision, and in agreement, with the President and Honorary Treasurer of the RSMU,
- 8.11.2 Work with the Honorary Treasurer to ensure that proper and realistic budgets are authorized for all regalia orders,
- 8.11.3 Work with the Pit & Publicity Officers to market and encourage sales of RSMU Regalia.

8.12 Pit & Publicity Officers:

The Pit & Publicity Officers shall:

- 8.12.1 Be responsible for publicizing the Union and its activities in a manner compliant with all relevant ICU policies and Regulations,
- 8.12.2 Maintain all noticeboards under the control or in the use of the RSMU,
- 8.12.3 Create and ensure the timely delivery of targeted publicity campaigns to promote and publicize specific Union events and activities,
- 8.12.4 Create and co-ordinate the delivery of an RSMU e-bulletin to promote and publicize the RSMU and its activities where appropriate,
- 8.12.5 Organize the publication and distribution of the newsletter of the RSMU, which shall be called "The Pit",
- 8.12.6 Organize the publication and distribution of a Freshers' Handbook (Pit), to be distributed to all Freshers before the commencement of the Academic year,
- 8.12.7 Recruit assistance as necessary from the student body.

8.13 Davy Bearer:

The Davy Bearer shall:

- 8.13.1 Be responsible for the safekeeping of the RSMU mascots,
- 8.13.2 Be responsible for the presence of the RSMU mascots at all RSMU bar nights and other necessary events,
- 8.13.3 Recruit assistance as necessary from the student body for the purposes of raising money for RAG via inter-Union mascotry,
- 8.13.4 Chair the sub-committee known as "Skinners Bottom".

8.14 Outreach Officer:

The Outreach Officer shall:

- 8.14.1 Liaise with the departments to promote student involvement in departmental outreach activities,
- 8.14.2 Aim to organise an outreach event to promote the Earth and Materials Sciences with an audience of younger students.

8.15 Sponsorship Officer:

The Sponsorship Officer shall:

- 8.15.1 Be responsible for the co-ordination and running of sponsorship campaigns within the RSMU,
- 8.15.2 Construct and upkeep the RSMU sponsorship portfolio,

- 8.15.3 Assist and advise officers of RSMU clubs in the procurement of sponsorship,
- 8.15.4 Ensure that the RSMU's obligations to sponsors are met.

8.16 **Website Officer:**

The Website Officer shall:

- 8.16.1 Maintain and develop the RSMU website,
- 8.16.2 Work with the Pit & Publicity Officers and the VP&E to ensure adequate and correct content to further the RSMU's aims and objects,
- 8.16.3 Work with the Pit & Publicity Officers and Vice President (Activities & Events) to maintain the presence of the RSMU within social media,
- 8.16.4 Ensure that the contact details of the Officers of the RSMU and other relevant officers are correct and accessible via the RSMU website,
- 8.16.5 Ensure that the RSMU website complies with all relevant ICU and RSMU policy,
- 8.16.6 Work to ensure that the RSMU website is accessible to those with disabilities.

8.17 **Wellbeing & Events Officer:**

The Wellbeing & Events Officer shall:

- 8.17.1 Act as a point of contact for students of the Departments in cases where welfare assistance is required,
- 8.17.2 Organise and run inclusive events to promote welfare and wellbeing, with advice of and in agreement with the Vice President (Welfare),
- 8.17.3 Run campaigns to improve student welfare (or help students who may want to run a campaign),
- 8.17.4 Promote the welfare services provided by Imperial College, the ICU and the Faculty Union of Engineering,
- 8.17.5 Offer assistance and support by signposting students to relevant college and union services,
- 8.17.6 Work with the Departmental Representatives to maintain the Buddies System throughout the year,
- 8.17.7 Liaise with the Vice President (Welfare) and Vice President (Activities & Events) regarding new initiatives/events.

9. Clubs and Societies of the RSMU:

- 9.1 The RSMU shall administer Clubs and Societies in advancing its aims and objectives.
- 9.2 Clubs and Societies shall be administered by their committees under their constitutions, which shall not contradict this Constitution or its Regulations, and governed under Policy.
- 9.3 Any Full Member of the ICU is entitled to join any RSMU club or society as a Full Member with equal rights.
- 9.4 Any Full Member shall be entitled to stand for election to the committee of the club or society.
- 9.5 New clubs and societies may be established under the policy and procedure laid down by the ICU, to further the RSMU's aims and objectives.

10. Finances:

- 10.1 The President is responsible through the ICU's Deputy President (Finances & Services) to the ICU President for the finances of the RSMU.
- 10.2 The day-to-day administration of the RSMU's finances shall be delegated by the President to the Honorary Treasurer and to the Vice President (Clubs & Societies).
- 10.3 All constituent parts of the RSMU shall comply with the ICU Finance Regulations and Procedures.
- 10.4 The RSMU shall produce an annual budget submission to the ICU in line with the timetable and procedure set out by the Clubs and Societies Board of the ICU.

11. Meeting Conduct and General Meetings:

- 11.1 Minutes must be kept and published online for meetings of the General and Executive Committees.
- 11.2 Each member shall hold a maximum of one vote, regardless of the number of positions they hold.
- 11.3 Persons jointly holding a position shall hold one vote between them.
- 11.4 Motions shall be passed by simple majority unless specified otherwise.
- 11.5 **General Meetings:**
 - 11.5.1 General Meetings are held to ensure the accountability of the RSMU to its members.
 - 11.5.2 All Full Members of the RSMU may participate in and vote upon all aspects of business at a General Meeting. The quorum shall be 30 Full Members.
 - 11.5.3 The standing orders and procedures for the calling and conduct of General Meetings shall follow the constitution of the ICU.
 - 11.5.4 A General Meeting may be called by the President upon receipt of a request by:
 1. The President,
 2. The Committee or Executive Committee, or,
 3. A petition signed by at least 30 Full Members of the RSMU requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
 - 11.5.5 A General Meeting shall discuss a specific item of business only and may:
 1. Review and refer back policy or operational policy approved by the Committee or Executive Committee,
 2. Hold the Executive Committee Officers of the RSMU to account, and
 3. Exercise any other power granted to it by Regulations or RSMU policy.
 - 11.5.6 A General Meeting shall be chaired by the RSMU Undergraduate Ordinary Member (or Postgraduate Ordinary Member in case of Postgraduate matters). Failing this, a Full Member of the ICU will be appointed by the Committee.

12. Policy:

- 12.1 Policy may be established in accordance with ICU Bye-Law L.
- 12.2 Policy may be established for RSMU Committees and RSMU Clubs, Societies and Projects, but all are superseded by ICU Policy.
- 12.3 Policy can be established by any committee of the RSMU, but it must be ratified by the General Committee.

13. Interpretation:

- 13.1 This Standing Order is bound by the Constitution and Byelaws of ICU.
- 13.2 These Standing Orders binds the RSMU in its entirety including its constituent Clubs and Societies.
- 13.3 This Standing Order overrules Policy, which overrules RSMU Clubs and Society constitutions and any other committee or individual.
- 13.4 In the event of an interpretation being sought for this Standing Order, its Regulations or Policies, the President shall make a ruling, which shall be reported to the Executive. Precedent shall provide a basis for future interpretations.
- 13.5 Where an interpretation involves the Constitution of ICU, and the matter is not resolved, it shall be referred to the ICU President.

14. Amendments:

- 14.1 Amendments to the Standing Order shall be proposed and voted on by a two-thirds majority of the General Committee at a physical or online meeting.
- 14.2 Amendments to the Regulations associated with this Standing Order may be proposed by the resolution of the Committee, and be passed by simple majority, which will then be reviewed by the ICU Executive Committee.
- 14.3 The ICU Council or Constituent Union Forum shall approve any of the above amendments.

15. Regulations:

The regulations of the RSMU, associated with this Standing Order are:

- 15.1 Elections Policy
- 15.2 Misconduct: Review and Process.
- 15.3 Colours, Regalia, and Insignia.

16. Revocation:

- 16.1 This Standing Order shall be binding on all parts of the RSMU from November 2023.
- 16.2 This Standing Order shall supersede all previous Standing Orders or RSMU Constitutions.

Regulation One – Elections Policy

A. General Provisions:

1. RSMU Elections shall be run as part of wider ICU elections and as such conform to Union Bye-laws Section F.
2. Only undergraduate and postgraduate Full Members of the RSMU may participate or vote in any part of an election.
3. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
4. The candidate 'Re-Open Nominations' stands fully nominated for every post.

B. Eligibility to participate:

1. All undergraduate Full Members of the RSMU may stand and vote in an election unless otherwise prescribed for officer posts except the: i. RSMU Postgraduate Ordinary Member
2. All postgraduate Full Members of the RSMU may stand for officer posts except the:
 - i. President,
 - ii. Vice President (Education),
 - iii. Vice President (Welfare),
 - iv. RSMU Undergraduate Ordinary Member,
 - v. Pit & Publicity Officers.
3. All undergraduate and postgraduate Full Members of the RSMU may vote in an election.
4. No current Officer of the RSMU may propose or second a candidate in an election for the position that they currently hold, though all other undergraduate and postgraduate Full Members of the RSMU may propose or second a candidate in an election.

C. Nominations and Timetable:

1. The nominations process and election rules timetable shall be produced by the ICU Elections Team, in line with the RSMU's adherence to the ICU Byelaws.
2. Following on from RSMU Standing Order section 5.3, for the positions of Balls Officers, Regalia Officers and Pit & Publicity Officers, only one person from the pair shall nominate themselves on behalf of both, and state that clearly in their manifesto, for both partners to be considered for the roles.
3. The Returning Officer shall be the produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
 - i. The process for nomination, with nominations open for at least three (3) College days,
 - ii. Details of candidates' meetings,
 - iii. Details for the submission of manifestos,
 - iv. Details of any hustings,
 - v. Arrangements for the ballot, with voting open for at least two (2) College days,
 - vi. Arrangements for the count.

4. Nomination forms will be available to all Members eligible to stand.
5. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
6. Nomination forms shall require one (1) seconder.
7. Any Member of the Union eligible to vote in the election may second a candidate.
8. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
9. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

D. Campaigning and Publicity:

1. All campaigns and publicity must adhere to the ICU Elections Publicity and Campaigning Policy, which will be made available to candidates.
2. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
3. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns, covering publicity regulations and physical and online behaviour. Any breach of these regulations could lead to disqualification from the election. No candidates' campaign publicity may appear prior to the close of nominations.
4. The maximum amount that may be spent on an election or referendum campaign will be decided by the Returning Officer and notified to the candidates at the point of completion of nomination forms.
5. All campaign publicity must contain the dates of voting, web link and ICU election banner as detailed in the candidate's resources.

E. Hustings:

1. There shall be hustings to which all candidates are invited to speak and answer questions.
2. The RSMU Exec shall determine the date and format of hustings, which shall be chaired by the RSMU President or a nominee.
3. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.

F. Withdrawal:

1. Any candidate may withdraw from the election at any point by informing the Returning Officer.
2. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

G. Supervision of Elections:

1. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.
2. The Returning Officer shall always maintain neutrality and may not participate in the election in any manner except as Returning Officer.
3. Appointment of Returning Officer:

- i. The Returning Officer shall be appointed by the ICU Governance Committee and may not be a current Member of the Union. This appointment must be ratified by the Trustee Board.
 - ii. The role of the Returning Officer is described in Union Bye-laws Section F. 3- 4. 4. Delegation.
 - iii. The returning officer may appoint deputies or assistants and allocate duties to them.
4. Restriction of rights:
- i. The Returning Officer, any deputies or assistants and members of an elections committee may not vote or participate in any part of the election except in furtherance of their duties.
 - ii. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from voting.

H. Objections and Unfair Practices:

1. Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer to resolve the dispute.
2. Objections may be based on unfair practices by candidates, their supporters and campaigns, and the administration of elections.
3. Complaints regarding the conduct of the Returning Officer shall be referred to the Trustee Board. The onus is on the complainant to set out such complaints in writing for the Trustee Board's consideration.
4. Unfair Practices:
 - i. Any complaints must be made in line with the ICU Elections Complaints process.
 - ii. Only completed Elections Complaint Forms will be considered by the Returning Officer or Deputy Returning Officers.
 - iii. Complaints cannot be anonymous and the ruling by the Returning Officer or Deputy Returning Officers regarding any complaint may be communicated to all candidates within the election.
 - iv. The latest and correct version of the rules will always be in the downloadable Candidates' Pack available from imperialcollegeunion.org/elections.
 - v. An unfair practice may result in action being taken under the Disciplinary Policy of ICU as well as action within the terms of this regulation.

I. Enforcement and remedies:

1. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.
2. The Returning Officer (or Deputy Returning Officers) shall be able to:
 - i. Issuing a formal warning,
 - ii. Reduction in campaign budget or amount the Union will refund,
 - iii. Temporary banning of campaigning
 - iv. Recommendation to the Board of Trustees' Governance Sub-Committee for removal from the election.
3. The election shall be re-run if the election has been run unconstitutionally. If the breach occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.

4. If submission of electronic votes were tampered with, the returning officer may disregard the entire submission of electronic votes, if the number of affected votes does not exceed one-fifth of all votes cast.

Regulation Two – Misconduct: Review and Process

1. The Misconduct Review Process, henceforth denoted by “MRP” or “the process”, shall apply to all Full Members at RSMU events.
2. RSMU events or “Events” constitutes all events organised and endorsed by the RSMU Exec for Full Members. These events include:
 - i. All RSMU dinners,
 - ii. All RSMU bar nights,
 - iii. Bottle Match,
 - iv. RSMU Freshers’ week events,
 - v. Other RSMU events.
3. MRP shall be completed by the Misconduct Review Committee, hence forth referred to as “The MR Committee” whose members are outlined in Article 7.9.
4. Full Members accused of misconduct, henceforth referred to as “the accused”, shall always be given the benefit of the doubt when being considered in this process.
5. All votes in this process shall be held by anonymous ballot in person.
6. Each vote in favour of progressing MRP or to implement sanctions against the accused must be four or more in favour to pass. If less than four vote in favour of progression or sanctions the process is dropped.
7. The Misconduct Review Process shall be undertaken if:
 - i. The RSMU Exec believe a Full Member has directly and grossly breached the RSMU’s values while attending an RSMU event. The RSMU values are identical to those of the Imperial College Union, outlined in the ‘safe space’ policy. Any breach of this policy is a breach of RSMU values.
 - ii. RSMU Exec believe a person has personally caused the RSMU to incur a fine or caused monetary damage during an RSMU event.
 - iii. RSMU exec have received a report of misconduct at an RSMU Event for a Full member or a member of the public, regarding a Full Member at an RSMU event. This report can be submitted by means of:
 - a. A formal, minuted meeting with an RSMU Exec member,
 - b. An email detailing the misconduct event sent to one of the RSMU Exec,
 - c. A written report submitted to the RSMU Office and hence Exec,
 - d. A report submitted through the online reporting section of the RSMU website.
8. Should one of the conditions of point 7 be met, the process will begin as illustrated in the workflow diagram.
9. The accused may submit a formal complaint if they feel any bias or predisposed opinions exist in any member of the committee.
 - i. This may be submitted to either the MR Committee of Senior Tutors,
 - ii. After discussion between both the MR Committee and Senior tutors if the complaint is both valid and reliable the MR Committee member concerned shall be replaced as described in Article 7.9.
10. A four-week time limit is enforced from time of the misconduct being reported and the MR Committee reaching a decision. If this is exceeded the process is dropped.

11. Departmental Societies can ask for the names of those either warned or banned by this process.

12. MRP Workflow Diagram Notes:
 - i. If the accused member is also a member of the Exec, the member may not be present for any discussion or voting. For replacement, please refer to Regulation Two, point 9.ii and Article 7.9 of the Standing Order.
 - ii. The RSMU values are identical to those of the Imperial College Union, outlined in their 'safe space' policy. Any breach of this policy is a breach of RSMU values.
 - iii. Apologies may be considered and taken into account.
 - iv. This report is of standardised form.
 - v. If the member studies Earth Science, they will have this meeting with the department's undergraduate or postgraduate Senior Tutor. If the member studies Materials, they will have this meeting with the department's undergraduate or postgraduate Senior Tutor.

Regulation Three – Regalia, Colours, and Insignia

A. **General Regalia:**

1. Regalia may feature the Emblem of the Royal School of Mines, hereinafter referred to as “the Emblem”.
2. Past and Present Members shall be entitled to wear RSMU General Regalia.

B. **Sports Regalia:**

1. Sports Regalia may only be worn by past or present members of an RSMU sports team.

C. **Colours Regalia:**

1. Colours Regalia may only be worn by those people who have previously been awarded Colours of the RSMU.
2. Recipients of Colours are entitled to wear Colours Regalia as follows:
 - i. Half Colours: Half Colours tie which shall be a black tie with $\frac{1}{4}$ width gold diagonal stripes with a single silver line through each stripe.
 - ii. Full Colours: Full Colours tie which shall be a black tie with $\frac{1}{4}$ width silver, black and gold diagonal stripes.
 - iii. RSMU Special Awards: RSM Special Awards tie which shall be a navy-blue tie with gold emblems.

D. **Insignia:**

1. The insignia of the RSMU shall be the Emblem of the RSM with or without scroll.
2. The insignia of the RSMU may be printed in colour or monochrome.
3. Emblem with scroll: The design and colours for the emblem shall be as follows:



4. Emblem without scroll: The design and colours for the emblem without scroll shall be as follows:

