



CLAUDIA PARSONS

## **THE CONSTITUTION AND POLICIES**

**of**

**CLAUDIA PARSONS**

**(Revision 1.1, August 2019)**

### **BACKGROUND**

The name of the Hall shall be known as 'Claudia Parsons', after the English engineer, traveller and alumna of Loughborough University (the 'University') and will hereinafter be referred to as 'the Hall' or 'Claudia Parsons'.

The first revision of this Constitution was developed from the Constitution of Harry French Hall. To prevent contention or constitutional crises, all amendments must be formatted as they were in the original document and must maintain a healthy system of checks and balances to maintain adequate professionalism in all the Hall's work. Any amendments found not to follow the original formatting will be considered null and void.

The Hall, and the Claudia Parsons Committee (hereinafter referred to as 'the Committee') will seek, at all times, to:

- (a) Ensure that the diversity of its membership is recognised, and that equal access to Hall opportunities are available to all members;
- (b) Provide a high standard of living and student experience for its members;
- (c) Pursue its aims and objectives independent of any political party or religious group; and
- (d) Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

These Paragraphs have been structured to give the Committee reasonable authority to manage the affairs of the Hall in a professional manner. The student members enjoy the right to elect and to dismiss all the Committee. The Committee will give the utmost consideration to the views of its members.

The initial revision of the Constitution was unanimously adopted by the Claudia Parsons Committee on the 5 May 2019. The founding committee was composed through a process of open applications and chosen by panels of specialists from Loughborough Students' Union (LSU).

## **PART 1 CLAUDIA PARSONS MEMBERSHIP**

### **1. Membership of the Hall**

#### 1.1. Academic membership of the Hall

The academic membership (hereinafter referred to as 'the membership' or 'members' of the Hall) consists of the following:

- (a) Hall Warden and Sub-Wardens;
- (b) Other Senior Members, i.e. Tutors and Honorary Members;
- (c) Student Members resident in the Hall and its Annexes, including the Student Performance Athletes Block; and
- (d) Affiliate Members and any Loughborough Student Members who have paid Hall subscriptions but are not living in the Hall.

1.1.1. All members of the Hall are expected to promote the wellbeing of the Hall, to uphold its prestige, the Constitution, and to observe the rules designed for those purposes.

1.1.2. Subscriptions to the Hall will be paid annually. Any members not paying Hall subscriptions cannot attend Hall functions, play IMS, partake in Hall section activities, use Hall equipment and facilities and may be referred to the Warden if they do so.

1.1.3. Any Out of Hall members, who wish to partake in any Claudia Parsons activities as stated in 1.1.2 must pay an affiliate Hall subscription.

1.1.4. Affiliate members who have paid Hall subscriptions may vote in any

election and propose or second nominees.

## **PART 2 CLAUDIA PARSONS COMMITTEE**

### **2. Hall Committee of the Student Members in the Hall**

#### **2.1. Aims**

The Committee shall exist to foster the community life of the Hall in all its aspects and to represent the views and interests of members of the Hall. The committee will adhere to Loughborough University Regulation XIX.

#### **2.2. Composition**

The Hall Committee shall be elected from student members of the Hall as prescribed below:

- (a) Hall Chair;
- (b) Vice Chair;
- (c) Social Secretaries (x2);
- (d) Stash Secretary;
- (e) Male Sport Secretaries (x2);
- (f) Female Sport Secretaries (x2);
- (g) Rag Representatives (x2);
- (h) Media Representatives (x2);
- (i) Treasurer;
- (j) Action Representatives (x2);
- (k) FREEC (Food, Residential, Ethical, Environmental, and Campus Watch) Representative;
- (l) Welfare and Diversity Representatives (x2); and
- (m) Societies Representative.

2.2.1. The Hall Committee is to be made up of students currently living in the Hall. Upon being elected they are obliged to remain in the Hall for the consequent academic year:

2.2.1.1. Student members running in Semester 2 must be committed to a contract for the next academic year.

2.2.2. Committee members may run for a position of higher office; however, being a part of Claudia Parsons Committee should remain their main priority;

2.2.3. The term of office of each Committee position shall be a maximum of three academic terms without re-election;

2.2.4. All Committee are treated as any other member in Hall in terms of Hall membership; and

2.2.5. Anything bought by the hall for the use of the committee or a committee member will remain property of the Hall.

### 2.3. Duties

The Committee shall organise Hall functions and act on behalf of the Hall members:

2.3.1. The Committee shall deal with complaints and suggestions from the students on Hall matters that are within its powers.

2.3.2. The Chair and Committee shall have power to enforce the Hall rules and regulations as per this Constitution in addition to rules made by the Warden and Sub-Wardens and those made by the general consent of the students. The Committee shall have the power to call a meeting with a member of the Hall if they consider their behaviour justifies such actions and prevents any incidents occurring which would be detrimental to the reputation of the Hall.

2.3.3. The Committee shall interview any member of the Hall who, in its opinion, abuses the privileges of the Hall or whose behaviour in any way damages the reputation of the Hall. If the ruling of the Committee is in any way disregarded, it shall have the power to refer the matter to the Warden.

2.3.4. The Committee shall be responsible for organising and helping with cleaning up immediately after Hall socials held in the Claudia Parsons Common Room and in all other Hall areas when organised by the Committee.

2.3.5. The Committee shall be responsible for representation of its members within the University and Union, namely on the Hall Students' federation.

2.3.6. Committee members are expected to attend at least one Rag event and two Action Projects during their term on committee except when extenuating circumstances prohibit them from doing so. They must also attend and actively promote their Loughborough Students' Union (LSU) sectional showcase events;

2.3.6.1. If they do not, an apology must be sent to the Hall Chair, failure to do so will be deemed as an unauthorised absence and thus disrespect of Committee duties.

2.4. No member of the Hall committee can take any financial gain from organising any social activity, or event. This includes:

2.4.1. Singular, one off events;

2.4.2. Promotion of any kind, including through:

(a) Handing out flyers;

(b) Social networking; or

(c) Electronic communication.

2.4.3. The running or affiliation to any regular social activity, or event.

2.5. Promotion, as described above, is only acceptable when promoting a Hall social, and only to benefit the Hall; and

2.5.1. Any financial benefits must be invested back into the Hall or given to the Hall's Rag total.

2.5.2. Affiliation to external venues is acceptable for personal benefit if it has no conflict of interests, for example:

(a) Bar work paid at the normal rate for normal work; or

(b) Security paid at the normal rate for normal work.

2.6. Each individual committee member has a set of duties:

2.6.1. Hall Chair:

- (a) To call and chair Committee meetings;
- (b) To call and chair Annual and Hall General Meetings (AGM and HGM);
- (c) To hold the casting vote in the case of a tied decision;
- (d) To attend Hall Student Federation meetings and represent the Hall's views to the best of their abilities;
- (e) To represent Hall students, at the discretion of the Committee, to the Warden;
- (f) To call election of Committee posts and to chair Hustings;
- (g) To organise and help the Committee to promote the wellbeing of the Hall;
- (h) To be a signatory for cheques concerning Hall finance;
- (i) To take an impartial view on all matters and making sure that both sides of the argument are heard, and to declare a conflict of interest when necessary;
- (j) To delegate duties and responsibilities to Committee members where necessary;
- (k) To organise and report results of all Committee elections;
- (l) To represent the interests of Returners, Affiliates and Finalists on the Committee;
- (m) To collect contact details of Returners, Affiliates and Finalists for future reunions; and
- (n) To organise storage during University holidays for overseas students.

2.6.2. Vice Chair:

- (a) To assist the chair with their day-to-day tasks;

- (b) To chair AGMs, HGMs and the Committee when the Chair is unavailable;
- (c) To attend section representative meetings when the incumbent is unavailable. If the Vice Chair is also unavailable, the incumbent section representative shall ensure a different Committee member attends the meeting;
- (d) In the event of a call of no confidence against the Chair, to hold the casting vote in the case of a tied decision;
- (e) In the case where the chair is unable to make an impartial decision and declares a conflict of interest, the Vice Chair will assume Chair duties for this specific matter;
- (f) To record all minutes from every Hall and Committee meeting (this includes HGM and AGM). These should be made available to all Hall members;
- (g) To ensure the Hall Constitution is annually reviewed and amended. This should be made generally available to all Hall members;
- (h) To collate Meeting agendas through the support of other committee members; and
- (i) In taking the role of Vice-Chair, the incumbent must be prepared to assume the position of Hall Chair (see clause 2.7.3.).

### 2.6.3. Social Secretaries:

- (a) To organise social events for Hall throughout the year when required, keeping them varied and well organised;
- (b) To organise special Hall events, including a variety of sober events;
- (c) To ensure all events abide by the University Regulation XIX and Hall Events Risk Management Policy;
- (d) To liaise closely with other Committee members for certain events;

- (e) To attend Social Secretary meetings;
- (f) To assist with arranging Hall sponsorship;
- (g) To assist the Rag Representatives in the selling of Rag event tickets;
- (h) To organise any post-exam finalists' trips; and
- (i) To organise Returners, Affiliates and finalist parties in Hall.

2.6.4. Stash Secretary:

- (a) To distribute the Claudia Parsons crest and coat of arms;
- (b) To attend Stash Secretary meetings;
- (c) To establish and maintain profitable connections and relationships with external suppliers;
- (d) To take responsibility for liaising with Committee in the design and ordering of all stash;
- (e) To liaise with the Treasurer on the pricing of Hall Stash, including ensuring that a portion of any profits made on any item are donated to Rag;
- (f) To purchase and compose the Freshers' packs and any other Hall promotional materials alongside the Media Representatives;
- (g) To liaise with the Hall treasurer and collect payment from Hall members before ordering Hall merchandise;
- (h) To ensure that any sponsorship agreement is in the form of a written and binding contract and adheres to the terms of University Regulation XIX; and
- (i) To work constructively with the Media Representatives and deputise for them wherever necessary.

2.6.5. Sport Secretaries:

- (a) To be responsible for the organisation of all Hall sports and

shall be responsible in seeing that the Hall is represented (if possible) by teams and individuals in all Intramural Sports (IMS) and Games;

- (b) To manage and maintain all hall sporting equipment;
- (c) To attend IMS secretary meetings to ensure that they remain well briefed on all sport matters;
- (d) To organise and ensure fair trials and practices take place for IMS teams;
- (e) To select captains for all the IMS teams and to aid their team selections;
- (f) To generally be involved in the promotion of sport from IMS to recreational level;
- (g) To submit results of IMS Fixtures; and
- (h) To liaise with Media Representatives for all fixtures.

2.6.6. Rag Representatives:

- (a) To run Rag in the Hall, including events to increase the Hall's Rag total.
- (b) To organise all Hall Rag Raids (including collecting permits, organising accommodation, drivers, buses, cans, stickers and collectors);
- (c) To ensure the submission of monies to the Rag Office;
- (d) To provide an estimated running account of Hall Rag money raised;
- (e) To attend Rag Council Meetings;
- (f) To encourage Hall members to sign up to national and international and LSU Rag events;
- (g) To promote LSU Rag events within the Hall;

- (h) To support Hall members in fundraising for charity events that they are undertaking, including events with the University and events they are undertaking themselves;
- (i) To organise Rag events and liaise with the Social Representatives and Hall Chair about Rag socials throughout the year for Hall; and
- (j) To work constructively with the FREEC and Societies Representatives and deputise for them wherever necessary.

2.6.7. Media Representatives:

- (a) To ensure presentation and maintenance of the Hall website, updating this regularly and when necessary and be able to complete such duties to a high IT standard;
- (b) To ensure that the website includes this Constitution and the minutes of all Hall and Committee meetings;
- (c) To attend Hall Media Representative meetings;
- (d) To be responsible for media, communications and publicity related tasks in Claudia Parsons, which includes promoting Hall events at the request of the committee;
  - (i) Should a section representative wish for an event to be promoted by the Media Representatives, they must give them reasonable notice.
- (e) To ensure the good maintenance of Hall notice boards;
- (f) To ensure all major publications abide by University Regulation XIX and do not bring the Hall, University or Union into disrepute; and
  - (i) To ensure the Committee and Warden have reviewed and approved any major hall publication such as publicity of Freshers' Themes before they are launched, noting the Media Representatives are the editors of Hall content.
- (g) To provide general assistance with all Claudia Parsons Media; and

- (h) To work constructively with the Stash Representative and deputise for them wherever necessary.

2.6.8. Treasurer:

- (a) To keep the books, Hall bank accounts, and petty cash up to date and produce a financial report upon request by a Hall member;
- (b) To prepare and publish termly accounts upon request by a Hall member;
- (c) Responsible for the collection of Hall Subs at the beginning and subsequently throughout each academic year;
- (d) They shall also be one of the two signatories for the Hall bank account and must consent to the signing of cheques by the Hall Chairperson;
- (e) To reimburse Committee members within 7 days upon prior request of reimbursement;
- (f) To assist with the organisation of Hall sponsorship;
- (g) To promote Enterprise and Employability events, as well as Enterprise activities within the Hall;
- (h) To take responsibility for all financial transactions within the Committee;
- (i) To ensure that all the money is collected and deposited in the bank promptly; and
- (j) To attend Hall Finance training sessions provided by LSU.

2.6.9. FREEC Representative:

- (a) To attend FREEC meetings and Campus Services meetings;
- (b) To have responsibility for the reporting of maintenance issues to the appropriate party, concerning Hall equipment and the distribution and maintenance of Hall kitchen equipment;

- (c) To promote all FREEC campaigns, whether these are run internally within the Hall or externally by LSU's Ethics and Environment Chair (EEC) and the Sustainability department through social media and promotional activities;
- (d) To recruit for and attend internal and external FREEC events;
- (e) To consult with the Hall Manager over matters concerning the fabric and fixtures of the Hall;
- (f) To maintain relevant Hall equipment and all things inclusive in the Claudia Parsons Common Room; and
- (g) To work constructively with the Rag and Societies Representatives and deputise for them wherever necessary.

2.6.10. Action Representatives:

- (a) To inform the Hall of the existence of Action and the opportunities it offers;
- (b) To attend Action Hall Representative meetings;
- (c) To be responsible for Action activities in the Hall, and the organisation of such activities;
- (d) To attend Action Hall Committee meetings;
- (e) To recruit Action volunteers from within the Hall;
- (f) To support existing Hall volunteers;
- (g) To advertise Action socials and events; and
- (h) To work constructively with the Welfare Representative and to deputise for them wherever necessary.

2.6.11. Welfare & Diversity Representatives:

- (a) To arrange a variety of events for all origins and orientations;
- (b) To ensure that there is the appropriate amount of sober fresher helpers during freshers' week;

- (c) To ensure all events abide by the University Regulation XIX and Hall Events Risk Management Policy;
- (d) To signpost students to the appropriate University and LSU welfare services;
- (e) To advertise any University-wide welfare events;
- (f) To attend Hall Welfare & Diversity meetings;
- (g) To organise and oversee any other welfare projects or events within the Hall; and
- (h) To work constructively with the Societies Representative and deputise for them wherever necessary.

2.6.12. Societies Representative:

- (a) To organise events for Hall members in collaboration with a range of different societies;
- (b) To ensure Hall members are aware of individual events held by societies that may be of interest to them;
- (c) To advertise events held by the Societies section;
- (d) To support Hall members who are considering joining a society;
- (e) To act as a point of contact for societies who wish to use Hall facilities;
- (f) To attend Societies meetings; and
- (g) To work constructively with the Rag and Welfare Representatives and deputise for them wherever necessary.

2.7. Vacancies:

2.7.1. If a role is vacated after less than 1 academic term in office, an election will be held; and

2.7.2. If a role is vacated after more than 1 academic term in office, the committee may co-opt on a Student Member of the Hall who meets the

qualifying criteria of Section 2:

2.7.2.1. This does not include the Hall Chair.

2.7.3. In the case of the Hall Chair abdicating or becoming unable to perform the roles expected of them, if possible, the committee will appoint another member of the current committee to finish the Chair's term in office if the Vice Chair is unable to do so. When the off-coming Hall Chair cannot appoint another member to become Hall Chair, the remaining committee will hold a vote.

### **3. Complaints Procedure**

3.1. The Constitution is a set of strict guidelines which all Hall members are to adhere by;

3.2. Any matters arising where the Constitution is brought into question or the Hall seems set to face a 'Constitutional Crisis', the Warden may intervene and cast the ultimate decision;

3.3. If a Hall member believes that another member of the Hall is not abiding to the Claudia Parsons Constitution, then a complaint can be made;

3.4. Complaints about the Committee or individual members should be submitted in writing to the Wardens, Chair, or Acting Chair;

3.5. The letter must contain the name and address of the author. Anonymous letters will not be accepted, but all letters will be kept confidential;

3.6. The complainant should be invited to see the Warden, Chair, or Acting Chair to discuss the complaint. If they still wish to complain then it will be added to the agenda of the next Hall General Meeting;

3.7. The complainant must be present and prepared to explain the nature of the complaint; and

3.8. The person(s) who are addressed in the complaint should be present and have the right to respond. If they are not present, the complaint will continue as normal.

### **4. Removal from Committee**

4.1. Any elected full member of the committee who fails to attend two consecutive meetings without offering a written explanation to the Chair and

subsequently accepted by the meeting, shall normally be deemed to have resigned and there shall be a casual vacancy.

- 4.2. A motion of No Confidence may be called by any members of the committee membership against any elected member of that committee; and
  - 4.2.1. At least 15%, or 3 committee members must be in support (whichever is larger) to submit the motion as an agenda point;
  - 4.2.2. The Hall Chair or Vice Chair must inform the Warden once they receive a motion of No Confidence;
  - 4.2.3. A simple majority is then required to pass the Vote of No Confidence.
- 4.3. A motion of No Confidence may be called against a committee member by a group of hall members;
  - 4.3.1. The reason must be provided in writing to the Hall Chair or Vice Chair, and must be called by a minimum of 9 members;
  - 4.3.2. The Hall Chair or Vice Chair must inform the Warden once they receive a motion of No Confidence;
  - 4.3.3. The written reasons submitted as part of the motion of No Confidence will be read out by the Hall Chair or Vice Chair;
  - 4.3.4. A vote will then be called within the committee, with a simple majority required to pass.
- 4.4. A vote of No Confidence can only be carried in a minuted meeting as the first agenda point through a secret ballot, with the member in question made aware of the motion prior to the meeting;
  - 4.4.1. The member will be given the opportunity to protest their case at this meeting.
- 4.5. A motion of No Confidence cannot be called against the same committee member more than once in the same academic term.
- 4.6. Where the vote of No Confidence is against the Chair, the committee will select from amongst its members an acting Chair. This will normally be the Vice Chair; and
- 4.7. The Chair or Acting Chair shall inform the Hall Warden Team of the casual

vacancy, with a by-election called.

## **5. Elections**

5.1. There will be two Election Periods:

5.1.1. Election Period 1: Semester 1; Week 9, or the nearest applicable date.

During this period, the following positions will be elected:

- (a) Social Secretary;
- (b) Male Sport Secretary;
- (c) Female Sport Secretary;
- (d) Rag Representative;
- (e) FREEC Representative;
- (f) Action Representative;
- (g) Media Representative;
- (h) Stash Representative;
- (i) Societies Representative;
- (j) Welfare and Diversity Representative; and

5.1.2. Election Period 2: Semester 2; Week 2, or the nearest applicable date.

During this period, the following positions will be elected:

- (i) Hall Chair;
- (ii) Treasurer;
- (iii) Social Secretary;
- (iv) Male Sport Secretary;
- (v) Female Sport Secretary;

- (vi) Action Representative;
- (vii) Rag Representative;
- (viii) Media Representative; and
- (ix) Welfare and Diversity Representative.

5.2. The Vice Chair position shall be elected internally for a term of half a year at the first Committee Meeting following Election Period 1, and again at the first Committee Meeting following Election Period 2;

5.2.1. Any incumbent Committee Members may nominate themselves for the position. If no nominees come forward, the Chair will appoint a Committee Member to the role;

5.2.1.1. The incumbent Vice Chair may re-run for the position, provided that they are still on Committee in one of the roles as described in Clause 2.2;

5.2.1.2. The incumbent Hall Chair is ineligible to run for the position of Vice Chair;

5.2.1.3. The Vice Chair's term will end as soon as the next Vice Chair has been elected;

5.2.1.4. However, if the former Vice Chair is no longer on committee, they will have been deemed to have resigned and the Committee will take over their responsibilities from the moment the incumbent Vice Chair steps down until the subsequent election of the new Vice Chair at the next Committee meeting.

5.2.2. The Vice Chair shall take on all duties as described in Clause 2.6.2 alongside the duties of the role to which they were originally elected;

5.2.3. The Vice Chair role does not carry an additional vote for the committee member elected to it;

5.2.4. The Vice Chair may resign from the position and keep their original Committee position during their term; however, they cannot stand down from their original Committee position and continue to be Vice Chair; and

5.2.5. In the eventuality that the Vice Chair role becomes vacant at any time

throughout the year (besides from at one of the two Election Periods), there will be a by-election held from within the committee to ensure the role is filled at the next Committee Meeting.

5.3. Hall Committee members must be elected from amongst the members of the Hall as per clause 2.2.1 at the time of the election who expect to be able to hold office, if elected for at least 12 months; and

5.3.1. These members of Hall must be committed to stay in the Hall, following a successful application.

5.4. Only those students who have paid their Hall Subs (including affiliate members of the Hall) shall be eligible for nomination and retiring officers may be re-elected. If a Committee Member wishes to stand for a different position on the Hall Committee, it will not be necessary for them to resign their present position in order to be eligible for nomination; and

5.4.1. If elected, their position will be deemed to have become casually vacant and will then be filled by a by-election.

5.5. To be elected for a position on Committee, candidates must receive the majority of all votes cast.

5.6. An election shall take place immediately after the expiry of the term of office or resignation of a Committee Member;

5.6.1. One Proposer and one Secunder will be required for each nomination. This Proposer or Secunder must be a student member of the Hall or an Affiliated member and must not be a presently serving member of Committee;

5.6.2. Ten days of notice of Resignations must be submitted in writing to the Chair and the Vice Chair;

5.6.3. For the purpose of continuity, all retiring committee members (whilst having handed in their resignation) will continue to be in office until a new member is elected, including in the event of a by-election; and

5.6.4. All nominations for Committee posts shall be recorded. No member of the Hall shall be permitted to nominate more than one candidate for any one position in any one election.

5.7. After an election campaign is over, all election campaign posters must be removed by the candidates responsible.

## **6. Campaigning**

6.1. Campaigning is defined as any work, in an organised or active way, towards the goal of being elected.

6.2. A campaigner is defined as someone who would be reasonably thought to be acting on behalf of a candidate to further the election of the that candidate;

6.2.1. Candidates may make use of campaigners who assist them during the election. However, the candidates will remain responsible for the conduct of these campaigners and candidates must take all practicable steps to ensure campaigners act in accordance with this constitution.

6.3. No campaigning shall occur until candidates have registered their nomination, their nomination has been confirmed by the Hall Chair and the campaign period has officially begun; and

6.3.1. All publicity shall be in support of the candidate and their campaign, although a direct opponent may question a rival's manifesto.

6.4. Throughout an election, all candidates must adhere to the following principals of acceptable conduct:

6.4.1. Do only what other candidates have an equal opportunity to do; and

6.4.2. Treat all students, candidates and staff members with respect.

6.5. Unacceptable conduct during elections includes but not limited to any of the following practices (including attempts):

6.5.1. The use of Students' Union, University, College or Hall resources to further the election of a candidate (except where explicitly permitted);

6.5.2. The defacement of or interference with a candidate's publicity;

6.5.3. Bribery of voters or elections officials;

6.5.4. Threatening behaviour or harassment of voters, other candidates or election officials;

6.5.5. Producing offensive or defamatory publicity;

6.5.6. Preventing the free and confidential exercise of a vote by voters, including

the improper use of mobile devices;

6.5.7. Deliberately attempting against a person's will to ascertain how a person has voted; and

6.5.8. Compromising or interfering with the integrity of the elections.

6.6. Should a candidate commit any act of unacceptable conduct as stated in (but not limited to) Clause 6.5, the Committee and the Warden Team, acting in line with LSU Regulations, reserve the right to remove a candidate from the ballot.

6.7. As part of campaigning, off-coming Committee members can, but are not obliged to, set candidates for their position up to 10 "challenges", to be completed during campaigning. These should be relevant to the role which is up for election:

6.7.1. Challenges must be submitted to and approved by the Warden before the beginning of campaigning;

6.7.2. Challenges must not contravene the terms of University Regulation XIX and cannot be forced upon candidates; and

6.7.3. Candidates are under no obligation to complete challenges but are encouraged to use them as an opportunity to highlight their credentials and suitability for the role.

## **7. Hustings**

7.1. The day before voting opens for each election a "Hustings" shall take place. This will comprise of a short speech from each candidate promoting their application. The Hall Chair is to give a job outline as written in the Constitution.

7.2. If the candidate is absent, their proposer (or seconder) must speak on their behalf.

7.3. After speeches, questions may be asked from the floor. These must be directed at all candidates. All questions must apply to all candidates and the Chair must disallow any question that is not applicable to all candidates or that is irrelevant to the conduct of the election.

7.4. Candidates may also show a video of any challenges completed (if set by the off-coming committee member), or to highlight their candidacy, at the Hustings.

7.5. It is the responsibility of all Committee members to ensure that Hustings abide by University Regulation XIX.

## **8. Voting**

8.1. All elections (including those for Vice Chair) will be conducted by secret ballot, where each voter has only one vote;

8.1.1. For single vacancy positions, the Alternative Vote system will be used;  
and

8.1.2. For multiple vacancy positions, the Single Transferable Vote system will be used.

8.2. The option to Re-Open Nominations (RON) will be offered on all ballots, which will be treated as if it were a candidate for the purposes of counting. This shall be promoted by the Hall Chair or Vice Chair in every election; and

8.2.1. If Re-Open Nominations is elected, the position will be declared vacant and a new election will be held at a time and date specified by the Hall Chair.

8.3. The counting of votes will be conducted by LSU, with results passed on to, confirmed and announced by the Hall Chair or member of the Warden Team. Results will only be considered valid once the Hall Chair has certified that the election has been conducted freely and fairly;

8.4. In the absence of the Hall Chair, the Vice Chair will take over election responsibilities.

## **PART 3 HALL PROVISIONS**

## **9. Fresher Helpers**

9.1. Fresher Helpers are subject to the terms of this Paragraph from the notification of their appointment until midnight on the Monday of University Week 2, at which point their term as a Fresher Helper will end.

9.2. Each Fresher Helper has several duties and responsibilities:

9.2.1. To act in accordance with University Regulation XIX;

9.2.2. To assist, where needed, in the setting up and facilitation of Freshers Week activities;

9.2.3. To act responsibly under the direction of the Committee and Warden Team;

9.2.4. To assist Freshers move in to the Hall;

9.2.5. To ensure they create a positive, welcoming and inclusive Hall environment;

9.2.6. To encourage participation in Hall, University and LSU events of all kinds;

9.2.7. To advise and answer questions of Freshers regarding the Hall and/or the wider University; and

9.2.8. To care for Freshers and undertake "Sober Duty" as requested when delegated by the Committee.

9.2.9. To represent the Hall during Freshers Week.

9.3. Fresher Helpers will be selected through the following process:

9.3.1. The application process will be advertised by the Hall Chair to those who are interested, including individuals who will not be returning to the Hall next year; the deadline for the submission of applications shall be decided by the Chair;

9.3.2. The fresher helper must have made a sustained contribution to Hall life (including but not limited to IMS, Action or Rag);

9.3.3. Successful applicants will then be considered for the role by a panel drawn from the Committee by the Hall Chair;

9.3.4. The panel will discuss each applicant and their application and agree on who shall be fresher helper; and

9.3.5. The final list shall be discussed with and approved by the wider Committee before being passed to the Warden for their approval. Applicants are then informed of whether they have been successful by the Chair.

9.4. A fresher helper must be affiliated with the Hall, if not living in the Hall, as per clause 1.1.

9.5. Should a Fresher Helper behave in a manner contradictory to this Constitution or Loughborough University regulations, or they do not show dedication as described in clause 9.1, a Fresher Helper may be dismissed from their post by a vote of no confidence conducted by the Committee under Paragraph 4 or under the direction of the Warden.

## **10. Rooms in Hall**

10.1. As demand for returner's rooms may exceed supply, the Warden's team will try to allocate rooms to those students who are active in and contribute to Hall life. They will also recognise any student's individual needs, which should be considered.

10.2. Rooms in the Student Performance Athletes Block will be allocated by the Sports Development Centre, and priority will be given to Student Performance Athletes;

10.2.1. Students in the Student Performance Athletes Block are, however, encouraged to become members of the Hall as per Clause 1.1 and join the Committee;

10.2.2. The Committee must ensure that this block is treated no differently than any other within the Hall.

## **11. Hall Finance**

11.1. Hall Funds are for the benefit of all Hall Members and whilst they may be used at the Committee's discretion to pay for damage done at official Hall functions, there shall be no call on such funds for other damage, however caused.

11.2. The Treasurer shall keep complete and correct accounts of all Hall funds. Any student member of the Hall may examine the accounts upon request to the Treasurer;

11.2.1. 'Hall Subs' will be set at an agreed rate for the start of every academic year; and

11.2.2. The Hall Subs shall be clearly advertised on the Hall's LSU webpage.

11.3. There will be three signatories for the Hall bank accounts – the Treasurer, Hall Chair and a member of the Warden Team. Any one signatory can approve any

transaction, however they must make all other signatories aware of the purchase.

- 11.4. Weekly accounts of all expenditure must be put forward at every Committee meeting, where signatories will be held accountable by the committee.
- 11.5. The Hall Treasurer shall keep concise accounts of all the Hall accounts. A statement of accounts for the previous term shall be displayed on the Hall notice board at least a week before the HGM at which they will be presented and will also be published online.
- 11.6. The Warden has the power to impose a monetary fine on any student member of the Hall who has breached Claudia Parsons rules.
- 11.7. Expenditure by Committee members for Hall activity will not be reimbursed through Hall funds unless they have sought prior approval for such expenditure from the Student treasurer. A receipt and claims form must be filled out before payment is made and such forms kept as a record by the Student treasurer.

## **PART 4 HALL MEETINGS**

### **12. Hall Committee Meetings**

- 12.1. The Committee shall meet weekly during the academic semester to discuss Hall business. The Committee can only discuss Hall matters if at least 50% of its current members are present at the meeting to form a quorum.
- 12.2. If a member is unable to attend a meeting, they are to give notification to the Chair and Vice Chair up to 24 hours before the meeting and to submit a written report to be read out at the meeting if necessary. If a member misses more than 3 meetings in a term they will be fined £5, which will be donated to Rag.
- 12.3. If a member misses a meeting, they are expected to find out the details from the Chair or Vice Chair and read the meeting minutes.
- 12.4. If a member misses two consecutive committee meetings without written explanation, there shall normally be deemed to have resigned, and there shall be a casual vacancy as stated in Paragraph 5 of this constitution.
- 12.5. All committee members should attend meetings. Members of the Hall may also attend committee meetings by invitation from the committee. The decision to allow a full member to attend a committee meeting will be decided by a simple majority vote by the voting members of committee.

12.6. Prior to each meeting, an agenda will be published. This shall include:

12.6.1. Minutes of the last meeting (to be taken as read) providing they were published and circulated;

12.6.2. Matters arising;

12.6.3. Reports from each Committee member when necessary on their present activities; and

12.6.4. Any other business.

12.7. A Committee Meeting, when necessary, will vote by a simple majority on a show of hands, unless otherwise specified;

12.7.1. The Chair shall only have a casting vote. The Chair shall have the power to order a secret ballot to be taken where they consider such a course to be warranted by the circumstances; and

12.7.2. A simple majority vote is defined as more than 50% of people present.

### **13. Hall General Meetings**

13.1. The Hall Chair will call a General Meeting at least once every academic year. A minimum of 7 days' notice must be given.

13.2. Other than procedural motions, every proposal to be submitted to the HGM should be made public at least 7 days before the HGM.

13.3. The constitution must be updated within 30 days, if necessary, after each HGM.

13.4. At an HGM a quorum shall consist of one-third of members of the Hall, excluding Finalists in their final term;

13.4.1. The waiting period before declaring a meeting inquorate shall be at the Chair's discretion provided that it is at least 15 minutes;

13.4.2. If a meeting does not reach quorum, the meeting must be rearranged within 2 weeks, where the quorum will not apply.

13.5. The Hall General Meeting Agenda will ordinarily follow the following format:

- 13.5.1. Apologies for absence;
  - 13.5.2. Minutes of last meeting - to be taken as read provided that they were published at least one week beforehand;
  - 13.5.3. Matters arising from the above minutes;
  - 13.5.4. Reports from officers of the Committee and business there from;
  - 13.5.5. Other business submitted by the Vice Chair;
  - 13.5.6. Motions proposed; and
  - 13.5.7. Any other business.
- 13.6. The proceedings of every Hall meeting shall be recorded through minutes and placed on the Hall website. They shall be open to viewing by any Member of the Hall.

#### 13.7. Procedure and Attendance

All student members of the Hall and affiliate members are entitled to attend an HGM. Any other person approved by a simple majority vote of the committee, such as a Union Sabbatical Officer may also be invited;

- 13.7.1. Every speaker shall address themselves to the Chair. People shall indicate to the Chair when they wish to speak by raising their hand and the Chair will decide in what order people will speak;
- 13.7.2. The Chair shall have the right to terminate a member's speech if its style or content is unintelligible or irrelevant to the matter under discussion; and
- 13.7.3. Any member may interrupt another member's speech for a Point of Order by calling the Chair's attention. The Chair shall consider the objection and if they find it sustained, they will call the defaulting member to order.

#### 13.8. Voting

A Hall General Meeting will vote on motions by a simple majority on a show of hands, unless otherwise specified;

13.8.1. The Chair shall only have a casting vote. The Chair shall have the power to order a secret ballot to be taken where they consider such a course to be warranted by the circumstances; and

13.8.2. A majority vote is defined as more than 50% of people present.

### 13.9. Motions

The Chair may call a vote when he/she decides the point has been adequately discussed. The proposer of the motion has a right of reply immediately prior to the vote. Speakers shall observe a time limit if one is fixed by the Chair;

13.9.1. All motions will be declared void if not acted upon in that academic year;

13.9.2. All motions must be financially viable at the time of the motion or alternative method of fund-raising decided before the motion is passed;

13.9.3. Anyone proposing a motion must sign with their own name and must be proposed by one individual only; and

13.9.4. The order of precedence of motions is to be decided by the Chair before the meeting. This order may be challenged at the very beginning of the meeting and can be voted on.

### 13.10. Amendments

If after discussing a motion, members may request to amend it;

13.10.1. A vote shall be taken on amending the motion and then the amended motion voted on;

13.10.2. The Chair may refuse to accept an amendment if its purpose can be fulfilled by the rejection of the original motion;

13.10.3. Any motion or amendment having been proposed and seconded may be withdrawn only with the consent of the meeting.

### 13.11. Procedural Motions

Procedural motions may also be raised by the committee or membership;

13.11.1. A motion that the question be now put (a vote to put the motion to a vote);

13.11.2. A motion to postpone or adjourn the matter to a later specified meeting;

13.11.3. A motion to refer the matter to the Committee or sub-committee for examination;

13.11.4. A motion to refer to the matter back to the Committee or sub-committee for re-examination; or

13.11.5. A motion to temporarily suspend the standing orders.

13.12. Matters arising under “Any Other Business” may not be voted on;

13.12.1. A matter may not be brought up if it is intended to result in a formal reprimand of any person and that person has not had adequate opportunity to make representation on their own behalf.

13.13. Discipline

13.13.1. Discipline in an HGM will be conducted by the Chair, and the Vice Chair in their absence;

13.13.2. Where a person refuses to accept proper and reasonable direction from the Chair or persistently disregards speaking rights, the Chair shall warn them that the continuance of such behaviour will result in removal from the meeting. At that time after such a warning the Chair can order the removal of any such person whose behaviour continues to give cause to the previous complaint; and

13.13.3. When the proper conduct of the meeting is no longer being maintained the Chairman may order the meeting to be abandoned or adjourned.

13.14. Suspension and amendment of standing orders and constitutional clauses may be recommended at an HGM; and

13.14.1. No suspension or amendment of standing orders shall be effective unless approved by a majority of those members of a properly convened and quorate meeting.

13.15. Emergency General Meetings (EGM)

EGMs for Student Members of the Hall can only be made by Committee members in which no change may be made to the constitution or Hall finance (unless deferred from an HGM); and

13.15.1. There must be at least 2 days of notice prior to an Emergency General Meeting.

## **POLICY 1**

### **UNIVERSITY REGULATION XIX**

Part of Loughborough University Regulations

*Version last updated 17 November 2017*

#### **1. Introduction**

- 1.1. This regulation arises from Senate's function under Statute XIV 6. (xxii) to regulate the discipline of the University and 6.(xxiii) to take such steps as it thinks proper for regulating organisations of Students.
- 1.2. Each Hall shall have a Hall Committee composed of students resident in the Hall and elected by all student members of the Hall. In exceptional circumstances and with the agreement of the Warden, the Committee may include a maximum of two student members of the Hall who are not resident in the Hall. The Hall Chair must be resident in the Hall.

#### **2. Hall Constitution and Committee Membership**

- 2.1. There shall for each Hall be a Hall Constitution which sets out the membership of the Hall and Hall Committee, the roles, duties, and responsibilities of Committee members, and procedures for meetings, financial management, elections, and changes to the constitution. This shall include procedures for the presentation and auditing of Hall Committee accounts. The Hall Constitution shall contain no provisions which contravene this regulation or any other part of the University's charter, statutes, ordinances, regulations, policies or codes of practice. In the event of conflict, the latter shall prevail over the Hall Constitution. On the advice of the Student Experience Committee, Senate may identify issues that need to be included in the said hall constitution.

#### **3. Duties of Hall Committees and Members**

- 3.1. The duties of the Hall Committee and its members shall be:
  - (i) to foster the community life of the Hall in all respects and to represent the views and interests of student members to the Warden, imago Services, the Students' Union and other appropriate authorities within the University.
  - (ii) to be the principal body representing its members' views and interests

within their Hall and local community.

- (iii) to provide leadership to new students and information on student life and living in Hall. They will also provide help to members encountering problems with student life and seek to minimise the likelihood of such problems occurring.
- (iv) to develop the student community through the provision of entertainment, media, social and other services, and support for a wide variety of student led cultural, recreational and sporting groups. These services should be run in collaboration with, and taking into account the needs of, the University and Loughborough Students' Union. The Hall Committee is responsible for making all reasonable efforts to ensure the welfare and safety of users of its services and participants in events it has organised.
- (v) in arranging social, sporting, Rag or other events for members of the Hall, to take account of the guidance in section 5 below.
- (vi) to co-operate with the Warden, Sub-wardens and University authorities in maintaining standards of behaviour within the Hall and ensuring compliance with University policies and procedures relating to student behaviour and discipline.
- (vii) to collect Hall subscriptions and to manage the resulting funds in the best interests of subscribing members and according to proper accounting practice, including the auditing and publication of accounts. The Warden shall have the responsibility for reviewing hall finances on a quarterly basis to ensure that they are managed appropriately, following guidelines produced by the University Finance Office.
- (viii) to ensure that the activities they organise and their own actions are consistent with the Hall constitution, University and Student Union policies, guidance and codes of conduct.
- (ix) to carry out any further duties set out in the Hall constitution.
- (x) to always act in the best interest of members of the Hall and not to make any personal financial gain from carrying out the role. Any offers of significant material gifts to a Hall Committee member must be declared to the Hall Committee, the Hall members and Warden and can only be accepted if they can be used to benefit Hall members rather than the individual Committee member. Gifts or financial support from the Students' Union to Hall Committee members may be exempted from the requirements of this paragraph with the approval of the Chief Operating

Officer.

#### **4. Hall Committee Membership and Discipline**

- 4.1. Students found guilty of a Major Offence committed in Hall or during the commission of their duties as a member of the Hall Committee or who have been moved to another Hall for disciplinary reasons shall be disqualified from future membership of Hall Committees.
- 4.2. Where a student is under investigation for such a Major Offence and the Chief Operating Officer believes that the student is likely to re-offend in the immediate future and/or represents a risk to other students, staff or to property, he/she may suspend a student from participating as a member of Hall Committee pending formal disciplinary proceedings under the terms of Ordinance XVII 4.

#### **5. Hall Events**

- 5.1. For the purposes of this regulation, a Hall event shall include any formal or informal gathering on or off-campus where attendance has been co-ordinated in advance by a member or members of the Hall Committee acting in that capacity.
- 5.2. In making arrangements for Hall events, the Committee shall inform and consult the Hall Warden and any other members of University staff who may be affected.
- 5.3. If, after appropriate consultations, an event is of concern, the Warden or Hall Committee may refer it to the Chief Operating Officer. Where the Chief Operating Officer believes that a planned event may threaten the welfare of students, staff or local residents, create a significant risk of disorder, or may bring the University into disrepute, he/she shall have power to proscribe it.
- 5.4. No Hall event shall involve premeditated:
  - (i) games involving the consumption of alcohol as a forfeit
  - (ii) drinking competitions of any kind
  - (iii) activities which threaten the health and safety of participants through irresponsible actions
  - (iv) activities which bring the University or Students' Union into disrepute

- (v) activity which involves degrading behaviour on the part of students, whether voluntary or otherwise

These instances are also prohibited and fall under this regulation if spontaneously initiated by or involving a member of Hall Committee in an official capacity. In addition; Hall Committee members are responsible for taking all reasonable steps to ensure that the above activities are not initiated spontaneously during a Hall event (and should report any such behaviour by other students to a sub warden, Warden or other appropriate member of University staff).

- 5.5. During Hall events Hall Committees have a Duty of Care to offer guidance to their members on welfare and safety issues.

## **6. Hall Sponsorship**

- 6.1. In making arrangement for Hall sponsorship the Hall Committee shall inform and consult the Hall Warden and any other member of University or Union staff that may be affected.
- 6.2. If after appropriate consultation any sponsorship agreements are of concern, they may be referred to the Chief Operating Officer. Where the Chief Operating Officer believes that a sponsorship agreement may threaten the welfare of students, staff, or local residents, create a significant risk of disorder or may bring the name of the University/Loughborough Students Union into disrepute, he/she shall have the power to proscribe it.
- 6.3. No sponsorship agreement with any licensed premises shall contain any contracted commitment on behalf of the Hall Committee to bring any specified numbers of students to those premises.
- 6.4. No sponsorship agreement shall involve the advertising of alcoholic drinks.
- 6.5. No sponsorship agreement shall run for any term longer than the end of the academic year for which the responsible Hall Committee are in office.

## **7. Hall Publications**

- 7.1. No official Hall publication, including websites, shall contain obscene, insulting/offensive material, or material that may bring the University/Loughborough Students Union into disrepute, and/or may constitute harassment.
- 7.2. All publications must be approved by two members of Hall Committee and the

Hall Warden. A record of approval for all Hall publications must be signed by all parties and kept on record.

## **8. Breach of this Regulation**

- 8.1. Any breaches of this Regulation by Hall Committee members will be regarded as offences under Ordinance XVII governing student discipline.
- 8.2. Failure to comply with good financial practices in management of Hall bank accounts, failure to observe good practice in relation to Health and Safety, organisation of and/or engagement in activities prescribed under paragraph 5.4 and production of material prohibited under paragraph 7.1 will be regarded as breaches of this Regulation. This list is not intended to be exhaustive.

## **POLICY 2**

### **HALL EVENTS RISK MANAGEMENT POLICY**

Part of Loughborough University's Health and Safety Policy

*Version last updated 9 April 2019*

## **1. Background**

- (i) Question of insurance coverage for hall events.
- (ii) As per regulation XIX (please see: <http://www.lboro.ac.uk/governance/regulations/19/current/>), each hall has a hall committee which is primarily composed of resident students of the hall who are elected to positions on the Hall Committee.
- (iii) Each hall has a constitution which covers the membership of the hall, the committee, their roles and responsibilities and the democratic procedures by which the Committee will abide. The constitution should not contain any directions which contravene the University's rules, policies or regulations.
- (iv) One of the roles of a hall committee is to arrange entertainment and various events for the members of the hall taking into account the policies / procedures of the hall constitution, University and Students Union. These are referred to as Hall Events.
- (v) The aim is to have Hall Events which are safe for students to enjoy. To achieve this, all Hall Events must be appropriately risk assessed before taking place.
- (vi) The governance and policies surrounding the assessments of Hall Events will be covered in this document.

## **2. Hall Events**

- (i) A Hall Event is defined in regulation XIX 5.1 as "...a Hall event shall include any formal or informal gathering on or off-campus where attendance has been co-ordinated in advance by a member or members of the Hall Committee acting in that capacity".
- (ii) For the purposes of this document and the University Event Safety Policy, a Hall Event is defined as "any formal or informal gathering on or off-campus for all or defined student members of the Hall where attendance has been co-ordinated in advance by a member or members of the Hall Committee acting in that capacity".
- (iii) For the avoidance of doubt a Hall Event will not include activities organised by the Loughborough Students Union (LSU) or Inter Mural Sport (IMS) activities. Such events will be organised in compliance with LSU or other SDC regulations.

## **3. Risk Management Principles**

- (i) Hall Events must be properly risk assessed and approved before taking place. The assessments must take into account the various risks of the activity and the mitigating actions that are required.
- (ii) Hall Committee members organising the event are responsible for completing the risk assessment and ensuring that all the mitigating actions identified are addressed.
- (iii) Supervision of events on the day should be covered in the risk assessment and are the responsibility of the organising Hall Committee member (s) to ensure that they are in place.
- (iv) Hall Wardens are responsible for review and approval of the risk assessments.
- (v) Copies of the risk assessment are to be provided to the University Health & Safety Service for collation.
- (vi) The risk assessment process will use the principles of proportionality and reasonableness and will be detailed in the University Event Safety Policy.
- (vii) Only contractors meeting set criteria surrounding insurance, training, and accreditation should be used for Hall Events. These contractors will be

detailed on the Hall Events Approved Contractors List. This list will be managed by the University Health & Safety Service and Campus Living.

- (viii) Contractors should be given written notification in advance (when ordering / booking) of the levels / specification of service required.
- (ix) University and LSU approved training on event management and undertaking / understanding risk assessments will be given to Hall Committee members, Hall Wardens and nominated Hall Sub-wardens.
- (x) Hall constitutions and procedures must reflect the above.

Provided that the above actions are undertaken, the University will enable Hall Events, (other than those organised by the Loughborough Students Union (LSU) or part of Inter Mural Sport (IMS) activities), to fall under the University cover. Therefore, the insurance policy will indemnify the University for any legal liability in respect of Bodily Injury and 3rd Party Property Damage directly relating to a Hall Event.

### REVISION HISTORY

Any changes to the constitution or policies should be recorded here.

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#### **Constitution and Policies 1.1**

<i>Author</i>	<i>Committee</i>	<i>Date</i>
Callum Parke (Chair)	2018-19	30 August 2019
Joshua Gray		

- (i) Updated 11.3 and 11.4 to amend rules on signatories.
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#### **Constitution and Policies 1.0**

<i>Author</i>	<i>Committee</i>	<i>Date</i>
Callum Parke (Chair)	2018-19	5 May 2019
Joshua Gray		
Olly Norman (LSU VP Affairs)		

- (i) Constitution paragraphs adapted from the Harry French Hall Constitution.
- (ii) Incorporation of 2017 version of Loughborough University Regulation XIX as a Claudia Parsons Policy.
- (iii) Incorporation of 2019 version of Loughborough University Hall Events Risk

Management Policy as a Claudia Parsons Policy.

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