

London Business School Student Association

CONSTITUTION

PART 1 – THE ASSOCIATION

1. Name

The name of the association is the “London Business School Student Association” (the **Association**).

2. Purposes of the Association

The purposes of the Association, are:

- (1) To promote and foster communication, networking and goodwill between past, current and future students across all programmes offered by the School;
- (2) To be the recognised means of communication between students and the academic and administrative authorities of the School;
- (3) To make representations on behalf of students to the Community at large;
- (4) To promote and encourage the formation and continuation of representative student clubs at the School;
- (5) To publish such student newspapers, magazines and other publications as the Association from time to time may determine;
- (6) To administer the funds of the Association in accordance with this constitution;
- (7) To make recommendations to the appropriate bodies of the School on the allocation of funds to the Association;
- (8) To use the funds of the Association for payment of any expenses incurred in furthering the purposes of the Association;
- (9) To co-operate with, and affiliate to, other persons and bodies in pursuit of its purposes;
- (10) To otherwise protect, promote and develop the interests and welfare of all past, current and future students at the School;
- (11) To make representations on matters affecting students to the relevant School body; and
- (12) To be an accountable, representative and democratic body for students.

3. Powers

- (1) The Association may only exercise its powers and use its income and assets for its purposes.
- (2) The Association must not distribute any of its income or assets to members or students by way of profit.

4. Membership

- (1) The members of the Association are the body of registered students on degree and diploma courses at London Business School, namely all registered MBA, M. Phil, *Masters in Finance* (MiF) (full-time and part-time), PhD, *Masters in Leadership and Strategy*, EMBA, EMBA Global, Dubai-London EMBA, and other MSc programme members.
- (2) Students of the School can “opt-out” of membership of the Association by giving notice in writing to the Executive Committee.
- (3) All members of the Association shall have annual subscription fees paid on their behalf through the school administration. The amount is to be determined by the Executive Committee in consultation with the School administration during Summer term. The subscription fees are not refundable in the event of a

student “opt-out” of Association membership.

(4) Members of the Association must at all times comply with this Constitution and the regulations.

PART 2 – STUDENT GENERAL MEETINGS AND REFERENDA

5. Convening

(1) The Executive Committee may by resolution convene a student general meeting.

(2) The Executive Committee must convene a student meeting within 2 weeks if petitioned by at least 50 current students.

(3) The Executive Committee must by resolution set the date, place and agenda of each student general meeting.

6. Time and Place

(1) Student general meetings may only be held in an evening on an Academic Day at the School.

(2) If a student general meeting has not finished by the stated time, *the President may at his or her discretion continue debate*, any motion under debate must immediately be put to the vote. The meeting must then be declared closed.

(3) All current students shall be entitled to attend a general meeting.

7. Annual General Meeting

(1) The Annual General Meeting (AGM) shall be convened once yearly during Autumn Term.

(2) Notwithstanding Clause 9, notice of the AGM shall be given before the end of the Autumn Term, by two notices posted in a public forum.

(3) At the discretion of the Executive Committee, the Executive Committee may choose to hold this meeting on any other date, provided that it occurs no later than the second week of the Spring Term.

(4) Members may submit resolutions and items for discussion for incorporation in the agenda up to one week prior to the AGM. *Executive Committee members may add agenda items up to the time of publication*. The Agenda must be published at least 48 hours before the meeting.

(5) The accounts of the previous year must be presented at the AGM for comment and discussion.

(6) All members of the Executive Committee shall be required to attend the AGM to answer questions. In case of unavoidable absences, apologies must be submitted to the chairperson.

(7) Before closing the AGM, the chairperson must call for items under any other business to be discussed.

8. Agenda

(1) The final agenda for a student general meeting must be posted in a public forum at least 48 hours before the meeting.

(2) A general meeting (other than an AGM) may *discuss any matter*, but vote only on those items in the agenda.

9. Notice

At least 10 Academic Days’ notice of the date, time and place of student general meetings must be given to students by notice posted in a public forum and signed by the President. This notice must include a draft agenda.

10. Quorum

Subject to Clause 37, the minimum quorum requirement for student general meetings shall be 20 current students.

11. Chairing and Minutes

- (1) The President is entitled to chair all general meetings.
- (2) If the President is not present, or does not wish to chair the meeting (or part of the meeting), the Treasurer is entitled to chair.
- (3) If neither the President nor the Treasurer is present, or if neither wishes to chair the meeting, the members of the Executive Committee present at the meeting must appoint a chair.
- (4) The Secretary should take minutes at all Executive Committee meetings, and previous minutes should be approved before starting the next meeting.

12. Voting

- (1) Each student present at a student general meeting (other than the chair) is entitled to one vote. In the case of a tie, the chair shall have a casting vote.
- (2) Unless a secret ballot is requested by a member of the Association not less than 48 hours before the meeting is due to take place, voting is by show of hands or proxy. If a secret ballot is requested by a member at least 48 hours before a meeting is due to take place, the Executive Committee shall make arrangements for those attending the meeting to cast their votes by secret ballot at the meeting.
- (3) Proxy votes must be submitted by email to the President at least 24 hours before the meeting.
- (4) All resolutions must be proposed and seconded, and there must be an opportunity for discussion before any voting on the resolution or amendment takes place.
- (5) Subject to Clause 37, a resolution shall be carried by absolute majority.
- (6) The declaration by the chair of the result of the vote as recorded in the minutes is conclusive evidence of that result.

13. Student Referenda

- (1) The Executive Committee may by resolution hold a student referendum which has the same effect as a resolution put to a student general meeting.
- (2) The Executive Committee must by resolution set the dates, times and places of polling, and the question or questions to be put.
- (3) Each current student is entitled to one vote.
- (4) Decisions of student referenda are only binding if at least 50 current students vote in the referendum.
- (5) The Executive Committee may make regulations for the conduct of student referenda.
- (6) A student referendum may be conducted electronically.

PART 3 – EXECUTIVE COMMITTEE

14. Membership

- (1) The Association shall be managed and governed by the Executive Committee who may exercise all powers of the Association in furtherance of the Association's purposes, as described in Clause 2 of this Constitution.
- (2) The members of the Executive Committee are:
 - (a) President;
 - (b) Treasurer;
 - (c) Senior Campus Operations Officer;
 - (d) Junior Campus Operations Officer;
 - (e) Secretary;
 - (f) Academic and Ethics Representative;
 - (g) PR, Communications, and Sponsorship Representative;
 - (h) Senior Sports and Clubs Representative;
 - (i) Junior Sports and Clubs Representative;
 - (j) Alumni Representative;

- (k) Careers Representative;
- (l) Social Affairs Representative;
- (m) Incoming Student Representative;
- (n) PhD Programme Representative;
- (o) Masters in Leadership and Strategy Programme Representative;
- (p) Full-time MiF Programme Representative;
- (q) Part-time MiF Programme Representative;
- (r) SEMBA Programme Representative (EMBA September start London campus);
- (s) JEMBA Programme Representative (EMBA January start London campus);
- (t) EMBA Global Programme Representative;
- (u) Dubai-London SEMBA Programme Representative (September start Dubai-London EMBA);
- (v) Dubai-London JEMBA Programme Representative (January start Dubai-London EMBA);
- (w) Returning Officer (appointed from previous year's Executive Committee);
- (x) Staff Liasons (two members of School staff as invited to the Executive Committee in June of each year).
- (3) As additional diploma programmes are added to the school's portfolio, the above list shall be modified to add one Programme Representative to the Executive Committee for each distinct new programme. Such added positions shall automatically be incorporated by name into the text of the Constitution without the need for distinct amendments to the Constitution.
- (4) All above positions shall be entitled to one vote during Executive Committee meetings except for Staff Liaisons.

15. General Responsibilities

The Executive Committee is responsible on behalf of the Association to achieve the purposes set out in Clause 2 and the general administration and organisation of the Association, being:

- (1) The day to day management of the Association;
- (2) Monitoring the finances of the Association;
- (3) Authorising expenditure of the Association and the Clubs, The exception to this is Sundowners whose expenditure shall be authorised directly by the President and/ or Treasurer of Sundowners without any involvement of the Executive Committee. It must be noted that the President and Treasurer of Sundowners cannot also be the President and Treasurer of the Student Association Executive Committee;
- (4) Preparing a budget for adoption by the Association;
- (5) The delivery of Association services; and
- (6) Implementation of policy made by the Association.

16. Meetings

- (1) A quorum for meetings of the Executive Committee shall be 4 members of the Executive Committee, one of whom must be either the President or the Treasurer. At least two programmes must be represented by the members in attendance in order for resolutions to be effective.
- (2) The chairing of, and voting at, the meetings of the Executive Committee is to be on the same basis as for meetings of the Association under Clauses 11-12. The Executive Committee should, where possible, strive to obtain decisions unanimously.
- (3) Minutes should be distributed to members of the Executive Committee via email within 2 days after any meeting. Meeting minutes are to be kept by the Secretary and financial records are to be kept by the Treasurer and passed to the new Executive Committee at the end of the year. Additionally, minutes must be posted either on student noticeboards or the Association website.

17. Complaints

- (1) The Association shall notify the general student body, of an email address to which complaints

concerning the Association may be sent.

(2) Any email sent to this address during the term of any programme must be responded to within one week.

(3) The President will have ultimate responsibility that these matters are adequately responded to in a reasonable time.

18. Removal

(1) Any general meeting of the Association shall have the power to remove from office any or all members of the Executive Committee, and such a removal will take effect immediately upon such a resolution being passed.

(2) Any resolution to remove the Executive Committee must simultaneously appoint a current student to act as Returning Officer to conduct new elections for the Executive Committee elections.

(3) Both the chair of the meeting and the proposer of the resolution must agree on the identity of the Returning Officer. In the case of unresolvable dispute, the Deputy Dean of the School should determine the identity of the Returning Officer.

(4) The Returning Officer appointed under sub-Clause 18(3) must conduct elections for the vacated positions within two weeks of the removal resolution being passed.

(5) Officers elected at these elections shall serve only until the original terms of office were due to expire.

PART 4 – OFFICE-BEARERS & ELECTIONS

19. Office-Bearers – Functional Representatives

(1) The following office-bearers must be directly elected by and from all members during May each year (the **Summer Elections**):

(a) Treasurer;

(b) Senior Campus Operations Officer;

(c) Academic and Ethics Representative;

(d) PR, Communications, and Sponsorship Representative;

(e) Senior Sports and Clubs Representative;

(f) Alumni Representative;

(j) Careers Representative;

(k) Part-time MiF Programme Representative;

(2) The following office-bearers must be directly elected by their programmes during June each year:

(a) SEMBA Programme Representative (EMBA September start London campus);

(b) JEMBA Programme Representative (EMBA January start London campus);

(c) EMBA Global Programme Representative;

(d) Dubai-London SEMBA Programme Representative (September start Dubai-London EMBA);

(e) Dubai-London JEMBA Programme Representative (January start Dubai-London EMBA);

(f) Returning Officer (appointed from previous year's Executive Committee);

(g) Masters in Leadership and Strategy Programme Representative;

(3) Nominees for all positions should be students returning for studies the following year, and not planning to go on exchange the following academic year.

(4) All office-bearers elected in the Summer Elections shall sit from June 1 until May 31 the following year. Notwithstanding Clause 26(2), should an elected office-bearer subsequently decide to go on exchange, they will be deemed to have vacated their office and a re-election shall occur at the discretion

of the Executive Committee.

(4) During the transition period after the Summer Elections and before May 31 of the same year, both the Executive Committee and Executive-Committee-Elect should be invited to attend the Executive Committee meetings. There should be a phased approach, during which the Executive Committee-Elect becomes increasingly involved in the daily business of the Executive Committee.

(5) Notwithstanding anything else in this constitution:

(a) the President-Elect shall be elected by a simple majority of the *incoming* office-bearers elected under this sub-Clause (1)(a) – (j), *the outgoing Programme Representatives (representing one-year programmes), and* all continuing programme-representatives by no later than 1 June of their year of election. *The EMBA Programme Representatives are deemed to be newly elected for the purposes of the election.* This election shall be conducted by the current President by way of informal secret ballot.

(b) The President-Elect shall have the option of relinquishing his or her original office upon election, whereupon that position shall be treated in accordance with sub-Clause 26(3).

(c) The President's term of office shall be in accordance with this sub-Clause (3).

(d) The Executive Committee can remove the President from office and elect another Executive Committee member to the position by way of a *two-thirds* majority vote, subject to a quorum requirement of two-thirds of the Executive Committee as it may be constituted from time to time.

20. Office-Bearers – Programme and First-Year-MBA Representatives

(1) To ensure ample diversity between programmes and first-year MBA students, the following office-bearers must be directly elected during October in each year (the **Autumn Elections**):

(a) Junior Campus Operations Officer;

(b) Secretary;

(c) Junior Sports and Clubs Representative;

(d) Social Affairs Representative;

(e) Incoming Student Representative;

(f) PhD Programme Representative;

(g) Full-time MiF Programme Representative;

(2) All office-bearers elected in the Autumn Elections shall sit from the time they are elected for the duration of their respective academic year.

(3) At the discretion of the Executive Committee, elections for Programme Representatives may be re-scheduled to coincide with the respective academic years of the programmes.

21. Office-Bearers – Appointed positions

(1) The following positions can, at the discretion of the Executive Committee, be filled by appointment (with consent) for a period specified by the Executive Committee (up to two current students can hold these positions simultaneously):

(a) Summer Ball Chair(s);

(b) Exchange Student Chair(s);

(c) Treasury Secretary; and

(d) Any other role appropriate for a Chair position as determined by the Executive Committee from time to time.

(2) Any person(s) holding Chair positions as discussed in 21.1 shall be encouraged, and entitled, to attend Executive Committee meetings, but shall not be entitled to vote on any proposed resolution *unless that person shall concurrently and separately hold an Executive Committee position in which case that Executive Committee member shall retain the right to vote as a member of the Executive Committee.*

(3) Staff Liaisons shall be two staff members appointed (with *his or her* consent) by the incoming Executive Committee in June of each year.

(4) A Returning Officer shall be appointed (with his or her consent) by the outgoing Executive Committee

prior to the Summer Elections (for the purposes of conducting the Summer Elections) and the Autumn Elections (for the purposes of conducting the Autumn Elections). The Returning Officer should be a member of the current Executive Committee.

22. Elections generally

(1) No member of the Association may serve at the same time in more than one elected office, other than the President in his or her discretion or students elected in both the Autumn Elections and in the following Summer Elections.

(2) All elections shall be conducted in a manner as prescribed by the Executive Committee from time to time in such a way that all members can reasonably vote.

(3) Elections should, where possible, be conducted in accordance with the guidelines contained in Schedule 2 of this Constitution.

(4) The Executive Committee may by *resolution*:

(a) Establish other office-bearer positions to be elected by students; and

(b) Alter the election guidelines in Schedule 2.

(c) Such added positions or altered election guidelines shall automatically be incorporated into the text of the Constitution without the need for further amendments to the Constitution.

23. Sharing of Positions

(1) If no persons have been nominated for an Executive Committee position, two students may jointly stand for and jointly hold any officer position, except President or Treasurer. In such a case, sub-Clause 19(2) which excludes students from nomination for a position in the Summer Elections shall not apply to those students on the condition that at least one of those students is studying on the School campus for each of the following three academic terms.

(2) The Executive Committee may make regulations specifying the conditions under which positions may be shared.

(3) At least one of the two candidates must be undertaking an exchange during the following academic year.

(4) Any shared position shall have no more than one vote in a meeting of the Executive Committee. In the absence of agreement, no vote will be recognised for the shared position.

24. General Duties

Office-bearers and members of the Executive Committee and Clubs owe the Association duties:

(1) to act honestly and in good faith;

(2) not to make improper use of their position or of information obtained in their position;

(3) to provide the Secretary with a list of all potential conflicts of interest, particularly in relation to Clubs;

(4) to avoid conflicts of interest (and refrain from voting in circumstances where such a conflict exists);

(5) to exercise reasonable care and diligence; as office-bearers and members of the Executive Committee and Clubs.

25. Direction and Responsibilities

(1) The respective duties of the offices of the Executive Committee are set out in Schedule 1.

(2) The Executive Committee may by regulation specify amendments to Schedule 1.

26. Vacancies and Co-Option Powers

(1) The position of an office-bearer of the Executive Committee becomes vacant if the person holding the position:

- (a) ceases to be a student;
 - (b) is removed from office by a resolution (of which notice has been given to the office-bearer) passed by a two-thirds majority of the members of the Executive Committee on the ground that the member has committed a serious breach of this Constitution;
 - (c) is removed by a resolution (of which notice has been given to the office-bearer) passed by an absolute majority of the members of the Executive Committee on the ground that the member has without reasonable cause failed on 3 occasions during an academic term, to attend within 15 minutes of the time specified for the commencement of a meeting of the Executive Committee (such a removal resolution is not mandatory, but rather permissive and to the discretion of the Executive Committee); or
 - (d) is removed by binding decision of a student general meeting or a student referendum.
- (2) If an office bearer wishes to resign they must provide two weeks notice to the Executive Committee by writing before formally relinquishing duties
 - (3) The Executive Committee shall be entitled to appoint any current student to fill any vacancy on the Executive Committee.
 - (4) Subject to this Clause, students filling vacancies hold those positions for the remainder of the term of office.
 - (5) The Executive Committee shall have the power to co-opt a member of the Association as its representative on School committees.
 - (6) If there is a vacancy in the position of President, or the President is otherwise unable to act, the Treasurer must act as President (unless the Executive Committee by two-thirds absolute majority appoints another directly-elected office-bearer to act in the President's place).

27. Indemnity

The Association indemnifies office-bearers and members of the Executive Committee against any liability incurred by them in that capacity, unless the liability arises out of conduct involving a breach of their duties to the Association.

PART 5 – SUMMER BALL COMMITTEE

28. Summer Ball

- (1) A detailed budget must be submitted to the Executive Committee showing the needs for funds before funds may be approved and released. The Executive Committee may then request at anytime to inspect the Summer Ball Committee's records.
- (2) As the funds from Association, either in the form of grant or contingency, represent all programmes, a proportional number of tickets will be initially reserved for each programme and facilities made available for the sale of such tickets to respective programmes. Following an initial period to be agreed upon by the Executive Committee, the tickets may be sold at random.
- (3) A deadline, to be agreed by the Executive Committee, will be established for the Summer Ball Committee to produce final accounts and a comprehensive file on its activities.
- (4) As the Summer Ball is intended to be a non-profit event, any surplus funds after all expenses have been paid (with the exception of charity fund-raising) will be used to fund the Association's purposes.
- (5) Funds distributed to charity are to come from profits made in designated fund-raising events only and not from the overall profit.
- (6) The Chairperson of the Summer Ball Committee is to be available for Executive Committee meetings until the accounts of the Summer Ball are closed and accepted.
- (7) Should the Summer Ball committee need more financing (above that budgeted and approved), sponsorship from the following will have been considered before approaching the Executive Committee for more funds in order of priority:
 - (a) Appeal to sponsors outside of LBS;

- (b) Convince the school to increase its grant;
- (c) Increase the price of the tickets.
- (8) Appeal to the Executive Committee for extra funds should only be considered as a last resort. The Association may not have reserves for the purpose.

PART 6 – FINANCIAL AND LEGAL

29. Sources of Funds

The funds of the Association may be in the form of a grant from the School or any other sources approved by the Executive Committee.

30. Financial Year

The financial year of the Association shall end on 31st July.

31. Clubs

- (1) Clubs can be entered on the Association's official register of clubs by written notification to the Clubs Representative.
- (2) Clubs can be removed from the Association's official register of clubs if, in the opinion of the Executive Committee, they are offensive in nature, exclude programme members from participation or from representation on Club Executive Committees, or are no longer operational.
- (3) The Association may only provide funding to a Club in accordance with that Club's Specified Budget.
- (4) The Specified Budget for a Club shall, where possible, be created with regard to the guidelines contained in Schedule 3.
- (5) The Executive Committee can, by regulation, amend the guidelines in Schedule 3 at their complete discretion.
- (6) A Specified Budget, once adopted by the Executive Committee, may not be changed without the approval of the Executive Committee.

32. Management of Funds

- (1) The Executive Committee is responsible for the management of the funds of the Association.
- (2) The Executive Committee must ensure that true and fair accounts of the Association are kept.
- (3) All money received by or on behalf of the Association must be deposited immediately into a bank account in the name of the Association.
- (4) The signatories to the Association bank account shall be the Treasurer and the President, and up to three other members. Signatories of functional accounts shall be the Treasurer or the President. Two signatures will be required for each cheque, the Treasurer's and one other signatory's.
- (5) The Executive Committee may determine appropriate alternative account management procedures in the case that the accounts management function is outsourced.
- (6) For the avoidance of doubt the Executive Committee is not responsible for the management of the funds of Sundowners or any other aspect of its operation which are controlled exclusively by the President and Treasurer of Sundowners. The funds of Sundowners are held as a restrictive fund and cannot be applied for any purpose other than those of Sundowners. This clause cannot be varied without the express agreement of the President and Treasurer of Sundowners.

33. Authorisation of expenditures

All expenditures in excess of £1,000 require prior notification to the Treasurer of the Executive Committee. The exception to this is Sundowners whose expenditure shall be authorised directly by the President and/or Treasurer of Sundowners without any involvement of the Treasurer of the Executive Committee.

34. Audit

An external audit shall be carried out annually, after the completion of the financial year, by an auditor appointed by the Executive Committee. The auditor shall be a qualified accountant and may be a member of the Association so long as he or she holds no office in the Association immediately prior to the audit being completed.

35. Records

- (1) The Executive Committee must provide for the safe keeping of the records of the Association.
- (2) The Executive Committee must ensure that up-to-date copies of this constitution and the regulations are available for public inspection.
- (3) The accounts shall be available for inspection by members of the Association post-audit, either via student noticeboards or the Association website.
- (4) Copies of the annual accounts shall be published *in the agenda* before the Annual General Meeting.
- (5) The President or, if invited by the Governing Body, the Treasurer, will present the prior year's accounts to the Governing Body in November of each year.

36. Regulations

The Executive Committee may by resolution passed by an absolute majority make regulations to give effect to this constitution.

37. Amendment of Constitution

- (1) This constitution can only be amended by special resolution, being *two-thirds* of the votes cast at a quorate general meeting or of votes cast by student referendum (electronic or otherwise).
- (2) The minimum quorum requirement for a resolution amending the Constitution shall be 50 members.
- (3) The *proposed constitutional revisions* should include a review of the rationale behind material changes.

38. Interpretation

- (1) In this constitution, unless the contrary appears:
 - (a) “**Academic Day**” means a day when lectures or other teaching sessions are taking place at the School for a majority of the School's full-time degree students (excluding Saturdays and Sundays and public holidays in the United Kingdom);
 - (b) “**Association**” refers to the body of registered students on degree and diploma courses at the London Business School (the **School**);
 - (c) “**Community**” refers to all persons affiliated with the School or otherwise affected by actions of the school or of its members;
 - (d) “**Club**” or “**Clubs**” refers to clubs which exist on the official register of clubs held by the Executive Committee;
 - (e) “**Executive Committee**” refers to the body of office-bearers elected or appointed under this Constitution;
 - (f) “**School**” means London Business School;
 - (g) “**Specified Budget**” means the budget specified by the Executive Committee for each Club for the financial year commencing on 1 August.
- (2) The headings form part of this constitution.
- (3) Words and expressions used in this constitution have the same meaning as in the statutes and regulations of the School unless otherwise defined.
- (4) The Executive Committee is responsible for the interpretation of this constitution and the regulations.

SCHEDULE 1 – GUIDELINE DUTIES AND RESPONSIBILITIES

President/Chairperson

Classification: 2nd Year *returning* student

Works with: London Business School Administration & Faculty, Governing Body, Students & Alumni

Issued/Date Revised: May 2009

General Job Summary: Responsible for the supervision of the Executive Committee and serves as the main point of contact between the school stakeholders and the students. Principal Duties and Responsibilities:

- Call Executive Committee meetings at least three times per academic term.
- Chair the meetings of the Executive Committee or nominate an alternative Executive Committee officer as deputy when necessary.
- Draw up and circulate an agenda for Executive Committee meetings to members of the Executive Committee at least 24 hours prior to the meeting.
- Co-ordinate the work of the Executive Committee and its officers. Assist individual officers with specific duties of their post whenever appropriate.
- Co-ordinate student fundraising and sponsorship activities ensuring that such efforts are conducted in a professional manner.
- Call Ordinary General Meetings as necessary.
- Call an Extraordinary General Meeting of the Association on the written request of any member of the Association supported by 50 signatures of members of the Association.
- Represent the Association's interests to outside bodies, including the University of London, the University of London Union, the National Union of Students and other Business Schools.
- Attend non-Executive Committee meetings and meetings of all affiliate Association clubs and societies when it is deemed necessary and at the discretion of the Chairperson
- Liaise with London Business School authorities on ad-hoc areas of Association/London Business School importance.
- Represent the Association on Social, Academic, Executive and other interactive committees that the Executive Committee is invited to sit upon by the London Business School Administration. (These include Governing Body, Deans and Directors, Faculty Board and Disciplinary Committee).
- Present last year's accounts and current year's budget to the Governing Body in November.
- Hold Executive Committee elections and referenda in accordance with the Constitution.
- Lead the transition from existing Executive Committee to newly elected members of the coming Executive Committee (minimum one-month transition period).

Special Note: *For the avoidance of doubt the President shall have no responsibility for Sundowners which shall be the sole responsibility of the President and/or Treasurer of Sundowners. The President of the Executive committee cannot hold the position of President or Treasurer of Sundowners.*

Treasurer

Classification: 2nd Year *returning* student

Works with: London Business School Clubs and the bank of the Association

Issued/Date Revised: May 2009

General Job Summary: Responsible for the maintenance of the Association accounts and for the co-ordination and administration of the Association budget. Principal Duties and Responsibilities:

- Supervise the financial affairs of Association.
- Act as the official custodian of all Association books of account, chequebooks, paying in slips and all other financial records, instruments and tangible stocks.
- Present an outline budget for the following fiscal year to the Executive Committee for discussion,

amendment and subsequent approval. This should be presented during the last Executive Committee meeting of Summer Term.

- Present a budget performance statement for the previous term together with a detailed budget proposal for the current term to the Executive Committee at the first meeting of every term.
- Seek prior approval from the Executive Committee for all expenditures exceeding £1,000 on any one item, or any item of unexpected expenditure not previously anticipated in budget.
- Collate individual budgets of affiliated clubs, societies, officers, etc., for approval of the EC, and administers the disbursement of funds against such budgets to the responsible officers involved.
- Collect and control the list of approved Association signatories.
- Ensure that all clubs submit a budget outline and nominating the budgets of these clubs both individually and in total, and in general acting as a communicator between the Association and the clubs.
- Prepare the accounts and budget to be presented by the Chairperson, to the Governing Body, in November.

Special Note 1: Should the Treasurer be away (outside London), for any length of time, either during term, or holidays, this information should be conveyed to the Executive Committee in advance. If necessary, another Executive Committee member should be appointed to fulfil the Treasurer's duties, during this period.

Special Note 2: For the avoidance of doubt the Treasurer shall have no responsibility for Sundowners which shall be the sole responsibility of the President and/or Treasurer of Sundowners. The Treasurer of the Executive committee cannot hold the position of President or Treasurer of Sundowners.

Senior Campus Operations Officer

Classification: 2nd Year returning student

Works with: London Business School President, Director of ISD, Head of Library Services, Head of IT Customer Services, Director & Deputy Director of Facilities Department, Heads of Catering and Security Departments.

Issued/Date Revised: May 2009

General Job Summary: Responsible for ensuring the information needs of students are met by the London Business School Information Systems Division (ISD), Responsible for seeing that the School facilities best suit the students' needs, either in terms of maintenance, space reconfiguration or proper usage.

Principal Duties and Responsibilities:

- Co-ordinate a standing student IT Steering Group comprised of 10-20 students from various academic programmes. IT issues are split among student task groups, which meet regularly with relevant ISD staff.
- Attend biweekly meetings with IT Head of customer services
- Ensure IT requirements of the Association are met – this includes ensuring elections, votes and other EC-student body communications are dealt with by ISD staff.
- Administer the Association's website.
- Attend the monthly meeting of the IT Steering Group – comprised of the IT Director, Deputy Dean and representatives of staff & faculty.
- Ensure student requirements are conveyed to Library Services team, and that Library initiatives are aligned with these.
- Liaise with appropriate School authorities in all relevant matters concerning facilities and amenities as provided.
- Report any facilities complaints to the Facilities Department.
- Publicize the mechanism for students to submit facilities feedback directly to the Facilities Dept.
- Ensure that Association's office is in good order; conduct an annual cleanout
- Serve on any task forces that School forms to deal with space issues, including redesign, redecoration, and re-allocation.
- When serving on aforementioned task forces, gather student feedback through surveys/questionnaires in order to give informed insight on student needs.

• Serve as main liaison with Facilities Department, which also includes catering, security and room bookings.

Junior Campus Operations Officer

Classification: 1st Year returning student

Works with: London Business School President, Director of ISD, Head of Library Services, Head of IT Customer Services, Director & Deputy Director of Facilities Department, Heads of Catering and Security Departments.

Issued/Date Revised: May 2009

General Job Summary: Responsible for ensuring the information needs of students are met by the London Business School Information Systems Division (ISD), Responsible for seeing that the School facilities best suit the students' needs, either in terms of maintenance, space reconfiguration or proper usage.

Principal Duties and Responsibilities:

- Co-ordinate a standing student IT Steering Group comprised of 10-20 students from various academic programmes. IT issues are split among student task groups, which meet regularly with relevant ISD staff.
- Attend biweekly meetings with IT Head of customer services
- Ensure IT requirements of the Association are met – this includes ensuring elections, votes and other EC-student body communications are dealt with by ISD staff.
- Administer the Association's website.
- Attend the monthly meeting of the IT Steering Group – comprised of the IT Director, Deputy Dean and representatives of staff & faculty.
- Ensure student requirements are conveyed to Library Services team, and that Library initiatives are aligned with these.
- Liaise with appropriate School authorities in all relevant matters concerning facilities and amenities as provided.
- Report any facilities complaints to the Facilities Department.
- Publicize the mechanism for students to submit facilities feedback directly to the Facilities Dept.
- Ensure that Association's office is in good order; conduct an annual cleanout
- Serve on any task forces that School forms to deal with space issues, including redesign, redecoration, and re-allocation.
- When serving on aforementioned task forces, gather student feedback through surveys/questionnaires in order to give informed insight on student needs.
- Serve as main liaison with Facilities Department, which also includes catering, security and room bookings.

Secretary

Classification: 1st Year student

Works with: London Business School Clubs and President

Issued/Date Revised: May 2009

General Job Summary: Responsible for the maintenance of the Association Office, minuting, scheduling and maintaining a register of office-holder interests.

Principal Duties and Responsibilities:

- Supervise the administrative affairs of Association.
- Maintain current details of all Executive Committee members, including contact details and register of interests
- Ensure the Association Office is kept orderly and conduct audits of club usage of Association provided facilities
- Maintain a record of Executive Committee meetings and key policy decisions (other than funding allocations, which is recorded by the Treasurer)

- Maintain a record of the Association/Programme Deans and Directors meetings
- Act as primary point of contact for students wishing to present at Executive Committee meetings

Academic and Ethics Representative

Classification: 2nd Year student

Works with: Programme Offices, Faculty and Administration

Issued/Date Revised: May 2009

General Job Summary: Responsible for representing the academic interests of students across all programmes at London Business School.

Principal Duties and Responsibilities (academics):

- The formal channel of communication between the Association and the Faculty on all academic matters (e.g., timetabling of written case studies, grading quality of teaching and content, necessity for review classes, etc).
- Represent the Programme Offices' views to the Executive Committee.
- Represent the Association's view on the Programme Committees.
- Represent individual members with general academic problems
- Attend faculty board meetings, and reports back to the Executive Committee.
- Co-ordinate the academic issues arising from the other programme representatives. This process should allow the Executive Committee to determine common problems and issues across the programmes, enabling them to be resolved at a faculty board meeting.
- Participate in the Admissions Committee sessions.
- Co-operate with the Stream or Programme Academic Representatives and participates in their meetings with the Programme Office.
- Manage the Student Code of Conduct, liaising with the relevant School offices as appropriate
- Represent all students at the Teaching Awards Committee, as an extension of his or her mission to improve Academic Standards.

Principal Duties and Responsibilities (ethics):

- Represent, if requested, or assist individual members with general problems arising from residential bills, parking privileges, contractual difficulties with the School, etc.
- Provide guidance to students with a grievance against an individual member (or members) of the School community as to how to call into action the Student Disciplinary Procedures.
- Handle all such complaints with the utmost confidentiality and attempt to persuade the respective student's Programme Dean to serve as arbiter in these matters, rather than attempt to do this personally.
- In hearings that arise out of Student Disciplinary Procedures, the House/Ethics rep should serve as one of the two designated student members of the hearing board. The Ethics Rep should then nominate another Executive Committee member to also serve, and this choice should be voted on by the Executive Committee.

PR, Communications, and Sponsorship Representative

Classification: 2nd Year student

Works with: Communications Group, Corporate Development Office, Corporate Partner Contacts, Association Executive Committee, All London Business School student clubs, Student Community, and London Business School Communications Department.

Issued/Date Revised: May 2009

General Job Summary: Responsible for leading the sponsorship acquisition efforts of the club community and student body, as well as facilitating the dialogue between student activity organisers and the Communications Office with regard to event planning, VIP guest attendance and outcomes assessment as is relevant for both internal and external press relations. Also responsible for facilitating communications within the student community at London Business School with particular focus on

improving the communication between the Executive Committee and students.

Principal Duties and Responsibilities:

- Maintain a dialogue with active Corporate Partner organisations such that they are aware of the major activities occurring on campus throughout the academic year and understand the sponsorship opportunities available to them.
- Make the appropriate introductions between club/event leaders and prospective sponsors to enable additional funding requirements to be pursued.
- Provide guidance to clubs and event organisers on sponsorship acquisition process and the “sell” of opportunities to prospective sponsors.
- Coordinate the production and dissemination of an Association newsletter at least once per term.
- Prepare an Executive Committee contribution to each edition of the student newspaper, and as necessary to relevant School-wide, Programme Office or Alumni publication.
- Coordinate, manage and report on the Executive Committee Student Issues Survey once per year
- Organise Association open meetings.
- Manage and renew as necessary the content on the Association website at www.london.sa.org
- Undertake on behalf of the Executive Committee ad hoc mass communication with students as required.
- Manage policy relating to the use of community communications mechanisms, including wallpaper, “all user” emails, quad posters, and other mechanisms as they arise.
- Manage and propagate the Association brand.
- Maintain an active relationship between the Association and the School’s communications department.

Senior Sports and Clubs Representative

Classification: 2nd Year returning student

Works with: All London Business School student clubs; Treasurer; Career Representative; PR, Communications, and Sponsorship Representative; Alumni Representative; Facilities Department; PR/Communications Department; Student Sports Clubs; and third parties.

Issued/Date Revised: May 2009

General Job Summary: Responsible for serving as the liaison between all sporting clubs and London Business School, organizing MBAT. Responsible for the successful tracking and co-ordination of club activities and membership.

Principal Duties and Responsibilities (sports):

- Represent all sports clubs and related interests of the Association to the Executive Committee and to the School Administration.
- Act as a channel of communication between the Association and general sporting bodies, including the University of London Union.
- Organise the LBS Olympics in conjunction with Tattoo, and the MBAT Sports Tournament trip.
- When required, assist the Treasurer in nominating the budgets of sports clubs that are large enough to present individual budgets and provide any special information as the Treasurer may require.
- Ensure that all sports clubs within the Association nominate a secretary or other official to organise the activity and where none is forthcoming to take over the duty until an alternative can be arranged.
- The Association owns all equipment for use by the sports clubs. This equipment shall be loaned to sports clubs as appropriate against the signature of the relevant individual. The officer shall at the end of his/her period of office be responsible for reclaiming all equipment used.

Principal Duties and Responsibilities (clubs):

- Maintain a list of the executives of each club and ensuring that each club submits a club description and list of members.
- Co-ordinate the work of the various student clubs in order to increase the level of synergy and experience of each club.

- Act as a liaison between the SA Executive Committee and the clubs.
- Maintain criteria for club access to budget funds and IT infrastructure.
- Manage the process to upgrade Discussion Groups to Clubs.
- Check that Clubs under the SA are active and take action when they are not.

Junior Sports and Clubs Representative

Classification: 1st Year student

Works with: All London Business School student clubs; Treasurer; Career Representative; PR, Communications, and Sponsorship Representative; Alumni Representative; Facilities Department; PR/Communications Department; Student Sports Clubs; and third parties.

Issued/Date Revised: May 2009

General Job Summary: Responsible for serving as the liaison between all sporting clubs and London Business School, organizing MBAT. Responsible for the successful tracking and co-ordination of club activities and membership.

Principal Duties and Responsibilities (sports):

- Represent all sports clubs and related interests of the Association to the Executive Committee and to the School Administration.
- Act as a channel of communication between the Association and general sporting bodies, including the University of London Union.
- Organise the LBS Olympics in conjunction with Tattoo, and the MBAT Sports Tournament trip.
- When required, assist the Treasurer in nominating the budgets of sports clubs that are large enough to present individual budgets and provide any special information as the Treasurer may require.
- Ensure that all sports clubs within the Association nominate a secretary or other official to organise the activity and where none is forthcoming to take over the duty until an alternative can be arranged.
- The Association owns all equipment for use by the sports clubs. This equipment shall be loaned to sports clubs as appropriate against the signature of the relevant individual. The officer shall at the end of his/her period of office be responsible for reclaiming all equipment used.

Principal Duties and Responsibilities (clubs):

- Maintain a list of the executives of each club and ensuring that each club submits a club description and list of members.
- Co-ordinate the work of the various student clubs in order to increase the level of synergy and experience of each club.
- Act as a liaison between the SA Executive Committee and the clubs.
- Maintain criteria for club access to budget funds and IT infrastructure.
- Manage the process to upgrade Discussion Groups to Clubs.
- Check that Clubs under the SA are active and take action when they are not.

Alumni Representative

Classification: 2nd Year returning student

Works with: Alumni Department, Regional Advisory Boards, International Alumni Board, and Alumni Chapters

Issued/Date Revised: May 2009

General Job Summary: Responsible for fostering positive relations between the students and the alumni of London Business School. Serve as liaison to the Alumni Department, providing feedback and suggestions on behalf of the students.

Principal Duties and Responsibilities:

- Co-ordinate with the Alumni Office on a bi-weekly basis to encourage greater student/alumni communication and networking opportunities.
- Co-ordinate the Student Regional Advisory Boards (RAB) Representatives and participate in their

meetings with the Alumni Department and the Director of the RAB.

- Assist the Alumni Department to improve the transition of students to alumni status, including identifying a member of each graduating class to serve as the alumni class representative for continued communication.

- Coordinate the administration of the Class Gift from the graduating class.

Secondary Duties and Responsibilities:

- Attend the annual RAB Meeting in June, and co-ordinates the student panel representation and feedback for the Student Focus Groups with the RABs.

- Attend the Annual Alumni Conference in the spring, and facilitates the involvement of the students in networking events with the alumni and RAB attendees at the conference.

- Develop and update calendar, forms and job descriptions for the Student RAB Representatives in co-operation with the Alumni Department.

- Attend and encourage student attendance at the “First Wednesday” Alumni/Student/Faculty Networking events.

- Recruit and lead a group of students to assist the Alumni Department to track down alumni for whom the School does not have updated contact information.

- Produce a report of activities for the students to be published via email a minimum of two times during the term of office.

Careers Representative

Classification: 2nd Year returning student

Works with: Career Management Centre (CMC), School Administration, 1st Year Career Service Representatives, MIF Career Services Representatives, and any other programme representatives

Issued/Date Revised: May 2009

General Job Summary: Responsible for co-ordination of career-related activities and initiatives. Serve as liaison to the CMC, providing feedback and suggestions on behalf of the students.

Principal Duties and Responsibilities:

- Liaise with the Director of the Career Management Centre and his/her staff on a weekly basis to discuss matters affecting the recruitment and professional development of students by companies both on graduation and for summer jobs.

- Represent the Association on any School committee relating to placement and career counselling.

- Communicate the career interests (functions, industries and geographic locations) of the students in accordance with labour market trends to the CMC and the School Administration.

- Communicate on a regular basis any new initiatives and recruiting events to students through use of 1st year reps and MIF reps, and any other programme representatives.

- Work with the chairs of the career-related student clubs to enhance networking, interview preparedness and other professional development activities.

- Co-ordinate the Stream or Programme Career Representatives and participate in their meetings (twice per term) with the CMC.

Secondary Duties and Responsibilities:

- Develop and update calendar, forms and job descriptions for the Career Stream Representatives in co-operation with the CMC.

- Provide information and give comment to the CMC communications.

- Work with the MBA Programme Office to refine/update the Personal Development Programme for the 1st year full-time MBA's based on skills requested from students and employers.

- Attend the annual Recruiters Forum (if held) during Summer Term to orient the potential recruiters of the Milkround, and assemble a group of diverse students to participate in a student panel discussion.

Incoming Students Representative

Classification: 1st Year student

Works with: Executive Committee, London Business School Admissions Committees

Issued/Date Revised: May 2009

General Job Summary: The role of the Incoming Students Rep is to facilitate communications with incoming students (across all programs)

Principal Duties and Responsibilities:

- Coordinate the production and dissemination of the Survival Guide to incoming students from all programmes.
- Act as a liaison between the Association and new or prospective students
- Act as liaison with the Admissions Committees
- Support the Student Ambassadors as appropriate
- Support new students with transition issues
- Co-ordinate face-to-face meetings between students returning home for term breaks and potential students of the School.

Social Representative

Classification: 1st Year Student

Works with: Student clubs and specific social event committees

Issued/Date Revised: May 2009

General Job Summary: Responsible for co-ordination of social events and activities for the School community. Serve as a resource for the social aspects for the various student clubs.

Principal Duties and Responsibilities:

- Organise social activities on behalf of the Association, and report for discussion on current plans and preparations.
- Serve as an information resource for club officers regarding party planning (cost of supplies, food & drink, DJs, etc).
- Appoint a committee to assist with specific social events (i.e., Winter Ball, Summer Ball, Tattoo, St. Patrick's Day). Serve as the EC's first line of communication for these large separate social functions. Financial implications on this event will be the responsibility of the Treasurer. All receipts from social activities must be given to the Treasurer within two weeks of the event.
- Present budgets for these activities to the Association Treasurer for approval and discussion.
- Create and adjust standards and approval processes for events, in order to facilitate clubs and other committees to organise events. Do this in conjunction with the Executive Committee Sports and Clubs Representative
- Liaise with the School regarding the provision and approval of facilities for social functions.
- Control social functions to ensure the events in no way breach licensing laws, internal house rules or other School dictates.
- Report to the Executive Committee on success of individual functions, including the final cost and stock position of any consumables used for the function.
- Support the Sports and Clubs Representative with the specific goal of promoting inter-programme participation in the annual MBAT Sports tournament.

Programme Representatives

Classification: SEMBA and JEMBA (London Campus) Students, EMBA Global Students, Dubai-London SEMBA and JEMBA Students, MiF Students, PhD Students, Masters in Leadership and Strategy Students

Works with: Programme Offices

Issued/Date Revised: May 2009

General Job Summary: Serves as the interface between the students of their respective programmes, the Executive Committee, and the School Administration.

Principal Duties and Responsibilities:

- Act as a resource to the students of their programme on school-wide issues such as social events, conferences, clubs, etc.
- Facilitate the integration of students into the School Community by increasing interaction between the programmes and encouraging attendance at School events.
- Work with the Executive Committee and the student clubs to ensure that scheduling of activities and events is such that it enables members of the programmes to attend.
- Represent their programme's views towards the Executive Committees actions and vice versa.
- Co-ordinate on behalf of the respective programme school-wide initiatives that come from the Executive Committee and the School Administration.
- Help their Academic Stream or Programme Reps deal with issues that involve students from other streams/programmes and/or the school's central administration.

Returning Officer

Classification: Member of the current Executive Committee

Works with: The incoming Executive Committee

Issued/Date Revised: September 2004

General Job Summary: Facilitates the transition from one Executive Committee to the next by providing guidance and information as to previous events and decisions of the EC. Manages the Summer and Autumn Elections in accordance with this Constitution.

Staff Consultants Liaisons (x 2)

Classification: Member of the Staff at London Business School

Works with: Executive Committee, Faculty & Administration

Issued/Date Revised: ~~September 2004~~ May 2009

General Job Summary: Facilitates the communication between the Association and the stakeholders ~~that~~ ~~are~~ employed by School. Provide guidance and information as to how best to work effectively within the school community.

SCHEDULE 2 – GUIDELINES ON ELECTION PROCEDURE

1.1. All elections shall be carried out by electronic vote except those conducted during student general meetings which shall be conducted pursuant to Clauses 10, 12 and 13.

1.2. Where possible, the voting medium to be applied in the conduct of elections shall be by Internet

1.3. Members and candidates shall conduct themselves with due regard to generally accepted principles of election practice.

1.4. The Executive Committee shall appoint a Returning Officer (**RO**) in accordance with sub-Clause 21(4) of this Constitution.

1.5. The RO:

(a) is responsible for the conduct of the elections, and shall be responsible from the advertising or publication of the notice calling for nominations until the final declaration of results.

(b) May act and make such determinations as he or she feels fit, in all matters, provided all such actions are fair and they do not bring the elections into disrepute. A written determination of the RO is conclusive and may only be appealed to the Executive Committee.

(c) May refer issues of a disciplinary nature regarding the behaviour of students to the appropriate School bodies.

1.6. The RO shall post adequate public notices via The Portal and/or otherwise to members of the Association calling for nominations for the offices of the Association. These notices shall remain on ~~The~~ Portal and/or in public places for one full week and will be taken down three days prior to the date fixed by the Executive Committee for the election. These notices shall state:

(a) The names of the offices for which elections are to be held.

(b) The time and day by which nominations close.

(c) The name and Class Year of the RO

(d) The date of posting of the notice

(e) The date, time and place of the poll, if one should prove necessary.

1.7. Nominations will be accepted only from eligible members of the Association.

1.8. Nominations cannot be withdrawn after the close of nominations.

1.9. If a paper ballot vote is used, the RO shall inform each candidate in writing as soon as possible after the close of nominations:

- that s/he or her/his representative may be present at the sealing of the ballot box
- that s/he may appoint a representative to attend the counting of the votes
- of time, date and place of the above events.

1.10. The RO should collect, aggregate, and distribute manifestos/position statements, not to exceed 200 words for each candidate. The RO should distribute these to all students via Portal and/or email, as well as by hard copy as deemed appropriate. Such manifestos/position statements:

(a) will be published exactly as they are submitted including any spelling mistakes, punctuation errors, and grammatical errors

(b) do not need to be published if, in the RO's position, they are homophobic, racist, sexist, defamatory, misleading, deceptive, or are likely to mislead or deceive students;

(c) must be lodged with the RO by close of nominations; and

(d) must be provided in appropriate electronic format, or such other format as requested by the RO.

1.11. The RO shall appoint at his/her discretion a deputy, who shall have the specific approval of the Executive Committee and who shall deputise for the RO on all matters which may be delegated to her/him by the RO.

1.12. Hustings shall take place at a convenient place on the London Business School premises.

1.13. The RO shall ensure that each candidate's name shall be clearly marked on *the* online voting form.

1.15. The RO shall open the poll via a secure online voting form at a designated time.

1.16. The RO shall ensure that the poll is conducted in an orderly fashion.

1.17. Online voting forms shall be set-up and secured in such a way as to ensure each member cannot vote more than once.

1.18. If any candidate has obtained more than half of the valid votes, s/he shall be declared elected.

1.19. If no candidate has an absolute majority, the candidate (or candidates) with the least votes shall be excluded and his (their) votes shall be redistributed according to the next available preferences indicated on the papers or online voting form.

1.20. The count shall proceed as for 1.18 and 1.19 above until one candidate shall have achieved an absolute majority.

1.21. The votes shall be counted within 24 hours of closing the ballot. The Association shall immediately post a notice announcing:

- (a) the names of those elected
- (b) the number of votes cast for each one

1.22. The RO shall retain electronic results and list of voters in a safe place, for 48 hours after publication of the results of the poll

1.23. If the challenger referred to above is not satisfied by an explanation in writing by the RO (to be sent within 48 hours of the receipt of his letter), an Executive Committee general meeting may be called under Clause 8.2 of the Constitution. The Executive Committee meeting shall then elect a Commission of three to investigate the matter. The Commission must publish its report within ten days and can order new elections to be called. Such elections are to be held within a week of the publication of the Commission's report.

1.24. Programmes can choose the manner in which they elect their representatives

1.25. The following activities and conduct are prohibited:

- (a) providing false information in, or interfering with, any form lodged with the RO;
- (b) impersonating another person;
- (c) casting a vote with intention to defraud;
- (d) violation of the secrecy of the ballot;
- (e) any act involving bribery;
- (f) damaging School property or resources;
- (g) failing to comply with a direction of the RO; and
- (h) impeding in any way the conduct of the elections including impeding the Internet voting technology, facilities and systems (if used).

SCHEDULE 3 – GUIDELINES ON BUDGET DISTRIBUTION

1.1. Budget is to be allocated using the following criteria, and other criteria to be determined by the Executive Committee-Elect. These criteria must all be made known to the general student body, and should be included in the communication regarding the process of application for budget allocation:

1.1.1. Number of ACTIVE students present in the club, to be determined from the previous terms activities. Judgement will be required in seasonal activities, where the next terms activities cannot be accurately forecasted from the previous term's activities.

1.1.2. Nature of proposed activities of the club

1.1.3. The benefit to the Students and School, in image or goodwill, from the club's activities

1.1.4. The extent to which the club represents students from all programmes, in the interests of promoting a community within the school, and generating *esprit de corps*.

1.1.5. The level of support the club attracts, evidenced by a 'coin vote' poll of the student body taken at the time of the previous Summer Elections

1.1.6. Other criteria to be determined by the Executive Committee, according to the mood of the current student body.

1.2. Communication

1.2.1. This communication must include the above mentioned criteria, plus the Executive Committee's own criteria and their relative order of importance.

1.2.2. The communication must also be posted on bulletin boards (email) and notice boards, to attract the attention of newly starting clubs.

1.2.3. The communication should include a application for budget form which should include:

- The names of the officers of the clubs, their signatures and their email addresses;
- A term-wise, line-item budget request;
- Supporting documentation;
- An area for the club to explain how they have fulfilled the criteria for funds allocation.

1.2.4. By signing this application for funding, the officers of the club, take on personal responsibility not to over commit resources beyond that club's budget allocation. Should this occur, the President or Treasurer has the power to ask the accounts department to add to that officer's account, any over budget spending. Students cannot graduate unless their accounts are in order. This personal liability must be clearly communicated in the request for funds allocation communication.

1.2.5. The Executive Committee must maintain a contingency fund, which must be at least one-tenth (10%) of the total funds available. This contingency fund cannot be allocated in this initial funds allocation meeting, but can be progressively allocated during the course of the year.

1.2.6. Before the treasurer disburses funds, an invoice or receipt from the club or student must be presented, preferably in advance of expenditure.

1.2.7. Minority programmes will be treated as clubs, except that there should be considerable flexibility and sensitivity with regard to the usual budget allocation criteria. Special needs and interests, ie building internal programme spirit, should be considered. Minority programmes should, as much as possible, be encouraged to organise school-wide events.

1.2.8. If there are nine or more clubs (either general or sports), a maximum of funds allocated to any one club shall not exceed 12.5% of the total budget allocated for all clubs.

1.3. Clubs will not be permitted to maintain private bank accounts for the use of any funds without the prior and written approval of the Student Association President and Treasurer. Clubs and Sports Clubs that demonstrate a strong need for an external private bank account may apply to the President and Treasurer for approval based upon necessity. Approval of such an account is at the full discretion of the Treasurer and President.