

Students' Representative Council Constitution



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CONSTITUTIONAL MATTERS

Constitution of the SRC

1. There shall be a Students' Representative Council (abbreviated hereinafter as the SRC) of the London School of Hygiene & Tropical Medicine (abbreviated hereinafter as LSHTM). The SRC shall be a representative organisation of and for LSHTM students, deriving its status from the LSHTM's Royal Charter; and shall be subject to the Charter, Statutes and managerial arrangements of LSHTM, save where the legal duties of the SRC Trustees take precedence over managerial arrangements.
2. Governance of the SRC shall be in line with this constitution, which fulfils the requirements of [the Education Act 1994 Part II](#) in respect of Students' Unions. The SRC shall at all times conduct its affairs within the law and in accordance with this Constitution.
3. The Council of the LSHTM shall not interfere with the democratic discussion of issues falling within the purview of the SRC nor the legitimate expression of student opinion through the Committee structure.
4. This Constitution of the SRC is made under the authority of the Council of LSHTM. It revokes all previous Constitutions of the SRC.

Related documents

5. The SRC shall have powers to make Standing Orders not inconsistent with this Constitution nor inconsistent with general LSHTM policies including on Freedom of Speech and Equality & Diversity. The Constitution and Standing Orders shall be available to all students.
6. More detailed policy, guidance and expectations regarding how student representatives should be elected and work with the LSHTM shall be set out in a [Student Representation and Engagement policy](#), or equivalent document, to be jointly agreed between SRC and LSHTM.

Interpretation of the Constitution

7. Where the need arises for SRC to review aspects of the Constitution, or to review or modify the Standing Orders, this shall be undertaken by a Constitution Review Group comprising two members of the SRC Executive plus two other SRC members appointed by the SRC Executive.

8. Any disagreement within the SRC over the interpretation of the Constitution shall be referred to a Constitution Review Group in the first instance. In the absence of a resolution, or in the case of disagreement between students and staff over the interpretation of the Constitution, the matter shall be referred to the Secretary and Registrar (acting in the capacity of Secretary of LSHTM, and hereinafter referred to as the Secretary) whose decision is final.
9. Any disagreement within the SRC over the interpretation of Standing Orders or the conduct of business shall be referred to the SRC President in the first instance, and then to a Constitution Review Group if this does not resolve the matter to the satisfaction of all parties. If a Constitution Review Group cannot come to a resolution, the matter shall be referred to the SRC Executive and the Secretary. The SRC Executive shall make a final decision, unless the Secretary identifies aspects of the Standing Orders or interpretation thereof as being inconsistent with the Constitution – in which case the Standing Orders should be amended or a more appropriate interpretation agreed.

Amendments to the Constitution

10. The SRC shall be asked for input or feedback regarding all proposed reviews or updates to the Constitution. Such consultation shall normally be co-ordinated between the Secretary (on behalf of the LSHTM) and/or his/her nominee(s), and a Constitution Review Group (on behalf of the SRC).
11. The Constitution shall be reviewed on behalf of the LSHTM's Council at least every five years. The date by which it should next be reviewed is stated at the end of the document. Such reviews should be jointly conducted by an SRC Constitution Review Group working with the nominee(s) of the Secretary to make any recommendations for change. Such reviews may consider Standing Orders made under the Constitution.
12. Any recommendations for amendments to the Constitution shall be put forward to LSHTM's Council by the Secretary, following consultation with the SRC. Substantive amendments to the Constitution may only be made by resolution of the LSHTM's Council, and the final responsibility for any decision rests with the LSHTM's Council. Non-substantive updates, e.g. to ensure currency of terminology or update cross-references to the Standing Orders, may be approved by the Secretary with the agreement of the President of the SRC.
13. Any changes to the Constitution should normally be approved for effect from the start of the next academic year (as defined by LSHTM). Changes should only be approved for immediate or retrospective effect if the LSHTM's Council has been given specific reasons for doing so, taking into consideration the likely impact on students.

Resolution of disagreements

14. Should the SRC disagree with any amendment to the Constitution, or any other matter that cannot be resolved in the first instance through direct liaison with relevant LSHTM staff (up to and including the Secretary acting on behalf of the LSHTM's management, or the Director), this shall be the subject of a meeting between SRC officers nominated by the SRC President and appropriate staff nominated by the Chair of LSHTM's Council.
15. Any disputes between the SRC and LSHTM as represented by the Secretary or the Director will be resolved by the LSHTM's Council.

FUNCTIONS OF THE SRC

Aims and objectives of the SRC

16. The overall aim of the SRC shall be **to represent, safeguard and advance the educational, cultural, sporting, social and general interests and welfare of the students of LSHTM.**

17. Further specific objectives of the SRC shall be:
- (i) To represent students' interests to the management and staff of LSHTMI.
 - (ii) To facilitate engagement by all students, individually and collectively, in contributing to the oversight and development of LSHTM's educational programmes and the LSHTM student experience more generally.
 - (iii) To promote communication between students and staff of LSHTM.
 - (iv) To support clubs, societies and social and sporting activities organised by members of the SRC.
 - (v) To promote interaction between students and alumni of LSHTM to the benefit of both parties.
 - (vi) To undertake such charitable representative activities as properly fall within the Charter of LSHTM, the SRC Constitution and the 1994 Education Act.
18. The above aims shall be pursued in line with LSHTM's [Equality & Diversity Strategy](#), and there will not be any tolerance for any form of discrimination relating to characteristics protected by the Equality Act 2010 – including on grounds of religion and belief (or non-religious beliefs), race (including colour, nationality, citizenship and/or ethnic background), political affiliation, marital or parental status, socio-economic background, sexual orientation, age, sex, gender identity or disability.

Affiliation to external organisations

19. The SRC will not normally affiliate to any external organisation, and shall be independent of any political party or religious body.
20. If the SRC wishes to become affiliated to any external organisation, that affiliation shall be considered on the agenda of and formally resolved by at least two General Meetings held not less than four weeks apart. LSHTM's Council shall be informed through the Secretary of the fact of that affiliation. Disaffiliation shall also be approved by formal resolution by two General Meetings held not less than four weeks apart.
21. The SRC President will submit a list of SRC affiliations to the first General Meeting each academic year for the approval of members.

MEMBERSHIP OF THE SRC

Inclusion in membership

22. All students registered for a programme of study with LSHTM shall be members of the SRC for the period of their registration unless they specifically opt out.
- This includes all students registered for doctoral degrees, Master's degrees, Diploma, Certificates and individual modules; whether studying full-time or part-time; and whether studying at LSHTM premises or through distance-based arrangements, including students registered for University of London International Programmes courses run by LSHTM.
 - The inclusion of students from joint or collaborative programmes shall be governed by the Memorandum of Agreement for each such course; but as a general principle, such students ought to have the same SRC membership rights and privileges as any other.
 - LSHTM students in respect of aspects of their studies which are undertaken at or led by LSHTM. Such membership may be in addition to membership of Students' Unions at collaborating institutions.
23. Registry joining instructions shall inform students that they shall be deemed to be members of the SRC unless they sign an opt-out clause on the student registration form. Students shall be informed that if opting out, they may neither stand for election as a SRC representative or Executive nor participate in its activities. The Registry shall keep a record

of those students who choose to opt out. A student may opt out of membership at any time by notification to the Registry. Students may not opt back in within the same academic year they opted out; but may be permitted to opt back in during any subsequent year of registration, again by notification to the Registry.

24. Where an SRC member has been found to have contravened the rules of the SRC (as governed by the Constitution) or been found guilty of misconduct (in respect of either the SRC or LSHTM), their membership of the SRC may be restricted or withdrawn as set out in the SRC Standing Orders and LSHTM Complaints Procedure. Withdrawal of membership may be enacted through a Motion of No Confidence at a General Meeting as set out in the Standing Orders.

Categories of membership

25. The categories of membership shall be:
- (i) Ordinary members – students registered for a period longer than 5 weeks who do not fall into the following categories.
 - (ii) Representative members – students who have been elected to specific representative roles, including programme reps and department reps.
 - (iii) Executive Officers – students who have been elected to positions on the SRC Executive.
 - (iv) Temporary members – students registered for a period of only 5 weeks or less.
 - (v) Staff members – persons who are both registered for a programme of study at LSHTM and hold an LSHTM staff contract.
 - (vi) Honorary members – external persons specifically appointed to this category (potentially including members of staff not otherwise registered for a LSHTM programme).
26. Arrangements for the election of Representative members and Executive Officers, and their specific privileges, are set out in the next section.
27. Temporary members of SRC shall have the same privileges as Ordinary members, but not the right to elect or stand for Executive Officers' positions. Because temporary members will be registered for only brief periods and are likely to have more limited engagement with LSHTM, there shall be no obligation on the SRC to involve them in all activities, save that they should not be unnecessarily excluded.
28. Honorary members may, from time to time, be appointed by the SRC. To be appointed as such, names must be proposed and seconded by two different representative members, ratified by agreement at an SRC General Meeting, and the appointment communicated to the Registry. Honorary membership may be granted for a period of up to twelve months; it may be renewed or extended beyond this by repeating the standard appointment process. Privileges shall be the same as those of Ordinary members, unless amended or restricted for individual appointments as the SRC Executive sees fit; but there will be no voting rights.
29. Honorary membership status shall also automatically be applied to outgoing Executive Officers and Representative members of SRC in any interim period between their registration at LSHTM ending and their roles being filled by new representatives. In the event that a role is not swiftly filled by a new representative, such automatic honorary membership shall expire after a period of twelve months.
30. Staff members of SRC shall have either student or staff policies, rights and privileges applied to them as most appropriate to the matter at hand. In the event of any perceived conflict arising from the dual status of student and staff member, those who are engaged as staff for 50% or more of their standard work and study hours with LSHTM shall normally be treated as staff, and those who are engaged as staff for less than 50% of this time shall normally be treated as students. Should any involved person dispute the most appropriate

way to treat such a case, the matter shall be referred to the Secretary whose decision shall be final.

ELECTION AND APPOINTMENTS

Election processes

31. Elections shall be governed by the principle of 'one member, one vote', supported by appropriate security procedures. Voting systems should allow full participation by all registered students, including those based away from LSHTM premises; but proxy voting shall not be permissible. Election of Executive Officers should always be by secret ballot.
32. Elections shall normally take place twice in any given academic year. The roles of President, Vice-President (Taught Programmes), Vice-President (Taught Programme Communications and Activities) and Vice-President (Finance and Operations) will be elected at the start of the academic year, normally October. The roles of Vice-President (Doctoral Degree Communications and Activities) Vice-President (Doctoral Degrees) and Vice-President (Distance Learning) will be elected at the start of the calendar year, normally January. The purpose of the two election points is to permit some continuity within the SRC Executive by staggering the points at which new Executive Officers are selected.
33. A Returning Officer shall be appointed by the Secretary to oversee election processes, particularly for election of Executive Officers. SRC may challenge the appointment of a Returning Officer by agreeing a motion for submission to the Secretary.
34. The SRC shall work with the Returning Officer to ensure that appropriate procedures for the conduct of elections are reflected in the Student Representation and Engagement policy.
 - The Returning Officer will ensure that elections are carried out in accordance with this Constitution and the Student Representation and Engagement policy. The Returning Officer and any persons they nominate to support election processes shall be strictly bound to preserve the security of voting and the confidentiality of any secret ballots.
 - In the event of a dispute regarding election outcomes or the interpretation of agreed processes, the decision of the Returning Officer shall be final.
35. Lists of all elected representatives shall be maintained by the Teaching Support Office and normally made publicly available, or otherwise be available for any registered student to inspect on request.

Election of representative members

36. Representative members ('reps') shall be elected by programme for award-bearing taught programmes, and by department for doctoral degrees, from among the registered SRC members (excluding honorary members) for each such programme and department.

Election of Executive Officers

37. Executive Officers of the SRC shall be elected to the following positions, together comprising the SRC Executive:
 - (i) President
 - (ii) Vice-President (Taught Programme Communications & Activities)
 - (iii) Vice-President (Doctoral Degree Communications & Activities)
 - (iv) Vice-President (Finance & Operations)
 - (v) Vice-President (Doctoral Degrees)
 - (vi) Vice-President (Taught Programmes)
 - (vii) Vice-President (Distance Learning)

38. Only SRC members registered at LSHTM for a programme of study lasting at least nine **consecutive** months are eligible to be elected as Executive Officers. Candidates for the two Taught Programme, two Doctoral Degree roles and Distance Learning Vice-President posts are respectively expected to be taught programme, doctoral degree or distance learning students themselves, although election to these posts will be by the full student body and not by a sub-set.
39. If a Representative member is elected to be an Executive Officer, that person shall cease to be a rep for their programme or Department, and a specific new election shall be held for the programme or Department to fill the rep vacancy arising.

Appointment of Committee members

40. Details of committees to which student representatives are to be appointed, and procedures and criteria for making such appointments, shall be maintained as part of the Student Representation and Engagement policy.

Special appointment of representatives

41. SRC General Meetings or the SRC Executive may specially appoint students as representatives for particular purposes – for example, to Chair a committee or working group or take on appropriate delegated authority from the Executive regarding a particular matter (see paragraph 65 below). Such persons may be drawn from any category of membership, but they shall not accrue the voting rights of Representative members through such an appointment. Such appointments may be made for a maximum term of one year, after which any extension must be specifically re-approved.

Length of Service

42. Executive Officers, programme and Department reps and appointed committee reps shall usually serve a one-year term. For programme, Department and appointed committee reps and the roles of President, Vice-President (Taught Programmes), Vice-President (Taught Programme Communications and Activities) and Vice-President (Finance and Operations) the term of office would normally run from October to October. The roles of Vice-President (Doctoral Degrees), Vice-President (Doctoral Degree Communication and Activities) and Vice-President (Distance Learning) will normally run from January to January. Executive Officers or reps elected outside the normal timeframe, as set out above, through a by-election or appointment will serve to the normal end of the term of office for their position rather than for a year.
43. Executive Officers, programme and Department reps and appointed committee reps may continue to serve in an honorary capacity and on a purely voluntary basis during any interim period (up to twelve months maximum) between their registration with LSHTM ending and their roles being filled by new representatives; but shall not have authority to allocate SRC funds in that time save by special agreement of the SRC Executive or the Secretary pending election of a new SRC Executive.
44. Executive Officers, programme and Department reps and appointed committee reps may withdraw from their post or appointment of their own volition at any time.
- Programme or Department reps should resign by notification to the SRC Vice-President (Taught Degree Communications & Activities).
 - Executive Officers may resign by notification in writing to the SRC President. The SRC President may resign by notification in writing to the Secretary of LSHTM, copied to other members of the SRC Executive. Resignations shall take effect five days after receipt of such notifications. Pending the election of a replacement, the SRC Executive may appoint one of their number to act in the capacity of the member who has resigned.
 - Committee reps who wish to step down from their appointments must inform both the SRC President and the Chair of the relevant committee.
45. Executive Officers or Representative members may also be removed from office during the

year by procedures laid down in the SRC Standing Orders. Reps on committees may have their appointment withdrawn pursuant to the Student Disciplinary Procedure.

46. Where a representative's term of office ends early, for whatever reason, a further specific election should be held or appointment made to fill this vacancy for the remainder of the year.

DUTIES AND RIGHTS OF STUDENT REPRESENTATIVES

Duties of Executive Officers

47. The general duties of all SRC Executive Officers shall include:
- (i) to act as a Trustee of the SRC;
 - (ii) to take part in formal SRC meetings, liaise with fellow-students, and help to develop the SRC's position with regard to the student interest;
 - (iii) to represent the SRC's position to relevant LSHTM authorities;
 - (iv) to proactively liaise with programme and Department representatives to ensure the student voice is captured and reflected to LSHTM staff and committees and
 - (v) to ensure a clear and timely handover to successors regarding all key knowledge, information and resources pertaining to SRC activities and positions, this may be in the form of a meeting or detailed handover report.
48. Executive Officers should work collectively to undertake their general duties as listed above and may share out aspects of their specific duties by agreement between themselves and the SRC President, and may from time to time be required to deputise for other Executive Officers, including the President.
49. Further specific duties of the SRC President shall include:
- (i) to oversee the conduct and co-ordination of all SRC business;
 - (ii) to schedule, convene and chair SRC General Meetings and meetings of the SRC Executive;
 - (iii) to serve as a member of LSHTM Council;
 - (iv) to report annually to LSHTM Council on SRC activities; and
 - (v) to ensure that the Constitution and the Standing Orders are observed at all times.
50. Further specific duties of the SRC Vice-President (Taught Programme Communications & Activities) shall include:
- (i) to co-ordinate SRC events and activities, and business relevant to the taught student experience including clubs and societies;
 - (ii) to oversee the communication of all SRC business to taught students, including shared responsibility for the SRC website and any email accounts with the Vice-President (Doctoral Degree Communications & Activities);
 - (iii) to manage any formal correspondence on behalf of SRC with the Vice-President (Doctoral Degree Communications & Activities);
 - (iv) to draw up and circulate agendas and any papers for formal SRC meetings, in liaison with the President or other designated meeting Chair with the Vice-President (Doctoral Degree Communications & Activities);
 - (v) to alternate with the Vice-President (Doctoral Degree Communications & Activities) in the taking of minutes of formal SRC meetings and circulate them promptly and appropriately, in liaison with the President or other designated meeting Chair; and
 - (vi) to liaise with other students and the Registry regarding the appointment of taught student representatives, including to LSHTM committees.

51. Further specific duties of the SRC Vice-President (Doctoral Degree Communications & Activities) shall include:
- (i) to co-ordinate SRC events and activities, and business relevant to the doctoral student experience including clubs and societies;
 - (ii) to oversee the communication of all SRC business to doctoral students, including shared responsibility for the SRC website and any email accounts with the Vice-President (Taught Programme Communications & Activities);
 - (iii) to manage any formal correspondence on behalf of SRC with the Vice-President (Taught Programme Communications & Activities);
 - (iv) to draw up and circulate agendas and any papers for formal SRC meetings, in liaison with the President or other designated meeting Chair with the Vice-President (Taught Programme Communications & Activities);
 - (v) to alternate with the Vice-President (Taught Programme Communications & Activities) in the taking of minutes of formal SRC meetings and circulate them promptly and appropriately, in liaison with the President or other designated meeting Chair; and
 - (vi) to liaise with other students and the Registry regarding the appointment of doctoral student representatives, including to LSHTM committees.
52. Further specific duties of the SRC Vice-President (Finance & Operations) shall include:
- (i) to be responsible for all financial matters in the purview of SRC;
 - (ii) to act as a named signatory to authorise SRC expenditure;
 - (iii) to ensure that annual expenditure does not exceed annual income;
 - (iv) to keep accounts, make regular financial reports to meetings of the SRC, and publish an annual financial report about the SRC that shall be available to all students; and
 - (v) to arrange for the SRC accounts to be consolidated with LSHTM's financial accounts and made available to the Planning & Finance Committee and the LSHTM Council .
- Note: the Vice-President (Finance & Operations) must not substantively delegate their financial responsibilities to other Executive Officers without explicit written permission from the SRC President and notification to the Secretary.
53. Further specific duties of the SRC Vice-President (Doctoral Degrees) shall include:
- (i) to co-ordinate SRC business relevant to doctoral degrees students' academic learning opportunities, including contributing to SRC Reports to relevant LSHTM committees;
 - (ii) to co-ordinate other SRC business activities specifically relevant to doctoral degrees students, including involvement with relevant committees or working groups;
 - (iii) to signpost individual doctoral degree students to LSHTM support services for welfare matters (e.g. potentially including finances, health, disability or personal matters); and
 - (iv) to support engagement between doctoral degrees students of all types and the wider student body.
54. Further specific duties of the SRC Vice-President (Taught Programmes) shall include:
- (i) to co-ordinate SRC business relevant to taught programme students' academic learning opportunities, both those in full-time and part-time study;
 - (ii) to co-ordinate other SRC business activities specifically relevant to taught programme students, both full-time and part-time, including involvement with relevant committees or working groups;

- (iii) to signpost individual taught programme students to LSHTM support services for welfare matters (e.g. potentially including finances, health, disability or personal matters); and
- (iv) to support engagement between all types of students.

55. Further specific duties of the SRC Vice-President (Distance Learning) shall include:
- (i) to co-ordinate SRC business relevant to distance learning students' academic learning opportunities;
 - (ii) to co-ordinate other SRC business activities specifically relevant to distance learning students, including involvement with relevant committees and working groups;
 - (iii) to signpost individual distance learning students to appropriate University of London and LSHTM services for welfare matters (e.g. potentially including finance, health, disability or personal matters);
 - (iv) to support engagement between all types of students and in particular to help forge positive links between distance learners and distance learners & London based students.

Duties of programme and Department representatives

56. The duties of student representatives elected at programme or department level shall include:
- (i) to liaise with and foster communication amongst the students they represent;
 - (ii) to help develop the SRC's position with regard to the student interest;
 - (iii) to liaise with and where appropriate support the SRC Executive;
 - (iv) to attend SRC General Meetings and participate in other relevant SRC activities; and
 - (v) to take part in LSHTM committees and any SRC committees or groups as appropriate.

Duties of representatives on committees

57. Student representatives appointed to LSHTM committees or affiliated external organisations are expected to attend all notified meetings, and provide written reports to such committees on behalf of SRC where requested. The SRC Vice-Presidents for Taught Programmes and Doctoral Degrees may be asked to contribute to such reports as appropriate. Reps on committees may also choose to provide a written report to SRC, via relevant Executive Officers, on any matter which they feel has been inadequately addressed by a committee or in relevant minutes. Committee reps may likewise make verbal reports to formal SRC meetings.

Rights of student representatives

58. The SRC may give indemnities to representatives acting on its behalf, particularly Executive Officers acting in their role as Trustees, and purchase indemnity insurance accordingly; with the intention of indemnifying any loss suffered when acting in good faith on SRC business.

MEETINGS AND ACTIVITIES OF THE SRC

Conduct of formal SRC meetings

59. Formal meetings of the SRC, namely General Meetings, meetings of the SRC Executive and any Constitution Review Group (see paragraph 7), shall be conducted in accordance with this Constitution and with Standing Orders agreed by the SRC to support effective conduct of business. Quora for such meetings shall be set out in the Standing Orders.
60. The SRC President shall by default be the Chair of formal SRC meetings, but this responsibility may be delegated, or assigned in the absence of the President by a quorate meeting of the SRC Executive. Meetings may only be convened by an appropriately-designated Chair and with appropriate advance notification to all relevant parties.

61. Standing Orders should support appropriate and workable mechanisms for the participation of students primarily based away from LSHTM premises. Where a member cannot participate directly in a formal meeting, they may give another student or member of that meeting written authority to attend and vote on their behalf, and written proxy votes shall be accepted (except regarding election or appointment of representatives in which case proxy voting is not permitted). Proxy representatives who are not otherwise members of a meeting may observe and discuss, but may not vote upon, new business upon which they have not been delegated.
62. Minutes shall be taken for all formal SRC meetings, circulated to all eligible members of that meeting, and made available to all students via the SRC website in a timely fashion.

SRC General Meetings

63. General Meetings shall be the ultimate decision-making body of the SRC, subject to decisions of the Executive in their capacity as Trustees of the SRC.
64. General Meetings should normally be convened at least termly, in each of the Autumn, Spring and Summer terms; and may be convened more frequently. Relevant members shall normally be given at least one month's advance notice; any meetings called at shorter notice shall be deemed Extraordinary General Meetings.
65. All elected Representative members and Executive Officers shall be eligible to participate and vote at General Meetings. All other SRC members may attend formal meetings as observers but shall not be eligible to vote, save where Standing Orders permit appropriate observers to express their opinions (e.g. by voting on resolutions that may then be formally ratified by a vote of Representative members and Executive Officers).

SRC Executive meetings

66. Meetings of the SRC Executive shall be scheduled by the SRC President, and should normally take place at least twice in the Autumn and Spring terms, and once in the Summer term.
67. Representative members may attend SRC Executive meetings as observers. Other SRC members may attend as observers by invitation.

Committees, working groups, clubs and societies

68. SRC may appoint committees or working groups to undertake particular activities or address any matter relevant to the student interest. SRC may also affiliate with, and financially support, clubs or societies formed by members to pursue any lawful interest that falls within the purview of SRC.

SRC FINANCES

Budget and accounts

69. The SRC budget shall be set on an annual basis by the Planning & Finance Committee of the LSHTM.
70. Accounts shall be kept by the SRC Vice-President (Finance & Operations) and shall be consolidated with the LSHTM's accounts. The SRC accounts shall be reconciled and audited by LSHTM not less than once per year.
71. In line with LSHTM procedure, the financial year shall end on 31 July, and all financial statements shall be made available to the newly elected SRC each October.
72. The SRC Executive shall ensure that expenditure during their term of office does not exceed the budget for the financial year which overlaps with the majority of that term of

office. At the end of the financial year, planned expenditure by the outgoing SRC Executive for the early part of the next financial year shall be notified to the Secretary by the SRC Vice-President (Finance & Operations). The Secretary may place a cap on such expenditure to ensure that an adequate budget remains for the incoming SRC Executive during that next financial year, i.e. their main term of office. No significant allocation of the SRC budget for any financial year should normally be made until the SRC Executive for that year has been elected; any exceptions to this should be agreed with the Secretary.

Allocation of Resources

73. The financial affairs of the SRC shall be conducted in accordance with LSHTM guidelines and regulations at all times. Students or staff who have any concerns about this should report them to the Secretary, and also where appropriate to the SRC Vice-President (Finance & Operations).
74. If the Secretary believes that any proposed payment from the SRC may be inappropriate, they may instruct the Finance Director not to make that payment pending an investigation. The Secretary or Finance Director or their nominee(s) shall normally liaise with the SRC Vice-President (Finance & Operations) to resolve any such issue but they may refer the matter to the Student Complaints Procedure or Student Disciplinary Procedure if the facts of the case warrant it. The Treasurer of LSHTM should be informed if the matter is referred to a formal procedure.
75. The SRC may allocate resources for specific activities undertaken under the authority of the SRC Executive, to committees or working groups within LSHTM whose formation SRC has ratified, or to clubs or societies with which SRC has affiliated. The SRC Vice-President (Finance & Operations) shall be responsible for ensuring that the allocation of such resources is carried out fairly and in accordance with the Standing Orders.
76. Funds may not be allocated to groups of staff or people outside LSHTM, other than funds raised by the SRC for its charitable purposes.

FREEDOM OF SPEECH, COMPLAINTS AND DISCIPLINE

Freedom of Speech

77. Under section 43 of the Education (No. 2) Act of 1986 LSHTM must take steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of LSHTM and for visiting speakers and to balance this with its duties to protect the safety of staff and students. If the SRC or an officer of the SRC considers that there are any grounds for believing that meetings could give rise to difficulty in securing freedom of speech or the safety of a speaker, it shall be duty-bound to inform the Secretary, or in their absence the Academic Registrar, without delay, in accordance with the LSHTM's Code of Practice on Freedom of Speech.

SRC Complaints Procedure

78. Complaints against the SRC or individuals acting on its behalf shall be dealt with promptly and fairly. Complaints should be made through the LSHTM Student Complaints Procedure.

Discipline

79. Misconduct of a non-academic nature by a member of the SRC shall be dealt with under LSHTM's Disciplinary Procedure except in the case of bullying or harassment where LSHTM's Anti-Bullying and Harassment Policy should be used.

DATE OF THIS CONSTITUTION

Date this constitution was last updated and approved: **27 June 2019**
Date this constitution was last subject to review on behalf of LSHTM Council: **16 May 2019**
Date this constitution is next due to be subject to review on behalf of LSHTM Council: **May 2024**

Students' Representative Council

Standing Orders



Made under authority of the SRC Constitution

Status of Standing Orders

SO-1. These Standing Orders are made under authority of the SRC Constitution. They may be amended by an SRC General Meeting with the formal support of at least two-thirds of Representative members and Executive Officers (present or voting by proxy), based on the prior recommendations of a Constitution Review Group established in line with the provisions of the Constitution.

Conduct of formal SRC meetings

- SO-2. A schedule of dates for planned formal meetings should be set annually by the SRC Executive, normally by early in the academic year, and made available to all students via the SRC website. This should be kept updated if meetings are moved, added or cancelled.
- SO-3. The agenda and papers for any formal meeting shall be circulated in advance, normally by email at least one full week prior to the meeting, to all members eligible to vote.
- SO-4. All elected representatives are expected to attend meetings of which they are members eligible to vote. Observers may speak with the permission of the Chair but shall not vote.
- SO-5. Voting, except where otherwise stated, shall be by show of hands and the vote will be carried by a simple majority of voting members.
- SO-6. Where a member cannot participate directly in a formal meeting, they may give another student or member of that meeting written authority to attend and vote on their behalf regarding notified agenda items. Such proxy delegation should normally be notified by the member in advance to the Chair and Secretary of the meeting, along with apologies for non-attendance. Written proxy authority may be provided in signed hardcopy, email or even text message; but if the Chair cannot establish to their satisfaction that it is genuine, they may refuse to accept it. Once accepted, proxy representatives may observe and discuss but may not vote upon new business upon which they have not been specifically delegated.
- SO-7. If a meeting is not quorate, it shall not have the status of a formal SRC meeting, but the outcomes of any deliberations undertaken may be put forward for ratification at a subsequent formal meeting.

SO-8. Minutes shall be taken for all formal SRC meetings, approved in draft by the Chair, and made available to all students via the SRC website as well as being circulated by email to all members of the relevant meeting within one month. Draft minutes should be formally ratified at the beginning of the next such meeting, and duly replace the earlier draft on the SRC website.

SRC General Meetings

- SO-9. SRC General Meetings shall be scheduled by the SRC President, and should normally take place at least termly, in each of the Autumn, Spring and Summer terms.
- SO-10. Representative members and Executive Officers other than the President can prompt General Meetings to be held, through submission of a written or emailed request signed by at least five Representative members and/or Executive Officers to the SRC President and copied to the Vice-President (Taught Programme Communications & Activities). A

General meeting must be called within two weeks and held within one month of such a request, unless those requesting it agree to a later timescale. If the SRC President does not call such a meeting within two weeks of a request, those requesting it are authorised to call and convene it.

- SO-11. Any SRC member may submit agenda items for an SRC General Meeting, by notification in writing not less than ten days before the meeting to the SRC President as meeting Chair or Vice-President (Taught Programme Communications & Activities) or Vice-President (Doctoral Degree Communications & Activities) whichever is acting as meeting Secretary. Submissions from Representative members shall be automatically added to the agenda; submissions from others shall be added at the discretion of the meeting Chair, or noted in a report from the Chair if not accepted as a main discussion item. The main proposer of an accepted agenda item shall have the right to speak to that item at the meeting.
- SO-12. The quorum for an SRC General Meeting shall be half the Executive Officers and one-third of the Representative members, in both cases rounding up to the nearest whole number, and including authorised proxy attendees towards the quorum.
- SO-13. All SRC members may attend SRC General Meetings. However the Chair may restrict the attendance of non-voting members based on room size constraints, e.g. reserving space for voting members and only permitting further attendees on a first-come first-served basis up to the room capacity.
- SO-14. Representative members and Executive Officers shall have the right to vote. Other members in attendance shall not normally be eligible to vote. At the discretion of the Chair, appropriate observers may be permitted to express their opinions through voting on a specific resolution; and the Chair may then invite Representative members and Executive Officers to formally vote on the same topic as a means to ratify this input. The Chair may determine which categories of members in attendance may contribute in this way, e.g. seeking the input of Ordinary members but not Temporary, Honorary or Staff members. The Chair may also decide not to seek or act on input from observers, e.g. where they believe that the views of the majority of attendees are unlikely to reflect those of the wider student body.

SRC Executive meetings

- SO-15. SRC Executive meetings shall be scheduled by the SRC President, and should normally take place at least twice in the Autumn and Spring terms, and once in the Summer term.
- SO-16. Executive Officers other than the President can prompt Executive meetings to be held, through submission of a written or emailed request from at least two Executive Officers to the SRC President and copied to the two Vice-Presidents (Communications & Activities). An SRC Executive meeting must be called within one week and held within two weeks of such a request, unless those requesting it agree to a later timescale. If the SRC President does not call such a meeting within one week of a request, those requesting it are authorised to call and convene it.
- SO-17. Notice of any meeting of the SRC Executive shall be sent to all Executive Officers by not less than seven days before the meeting. An agenda should be circulated by not later than 36 hours before the meeting except under extraordinary circumstances. Meetings which do not meet these criteria shall not be considered as formal SRC Executive meetings and may not make formal decisions on behalf of SRC, unless the full all Executive Officers are present and agree unanimously that this is to be considered as formal SRC Executive meeting.
- SO-18. The quorum for a meeting of the SRC Executive shall be three members. If the President expects to be absent, they may send apologies and nominate an alternate Chair in advance. In the unexpected absence of the President, and where no alternate Chair has been nominated in advance, the first item of business among other Executive Officers at a

quorate meeting shall be to vote in one of their number as Chair for that meeting.

SO-19. The Executive Officers are appointed to roles throughout the year and should maintain contact in vacation times to ensure that SRC business is handled appropriately. Any Executive Officer who will be away from the LSHTM for more than one week – whether during or outside term-time – should notify the President in advance about this absence. The President should likewise notify the Vice-President (Finance and Operations) if they themselves will be absent.

Constitution Review Group meetings

SO-20. The quorum for a formal meeting of a Constitution Review Group, where established, shall be three duly-appointed members.

Other SRC committees, working groups, clubs and societies

SO-21. The SRC and its Executive have the power to appoint committees or working groups to work on particular objectives, in the interests of the entire student body; for example, production of student yearbooks, organisation of major social events, or more general developmental work regarding issues such as accommodation, facilities, student welfare, career development, communications, social interaction, etc. Such establishment or delegation shall not affect the rights or powers of representation of the SRC, its standing committees or individuals. A record of any delegated powers shall be retained by the SRC President.

SO-22. The SRC may affiliate with clubs or societies formed by members to pursue goals consistent with the aims and objectives of the SRC.

SO-23. In order to act on behalf of SRC, affiliate with SRC or receive funds from SRC, the formation of SRC committees or working groups or affiliation with clubs or societies must be formally proposed by a Representative member or Executive Officer (which may be done at the request of other students), and ratified by either an SRC General Meeting or the SRC Executive. Relevant bodies may be dissolved or disaffiliated through the same means.

SO-24. SRC committees, groups, clubs or societies may include any and all categories of SRC member. Membership of committees or working groups shall be set under authority of either SRC General Meetings or the SRC Executive. Membership of clubs or societies shall be expected to be open to all interested SRC members, notwithstanding that certain such bodies may be intended to support the interests of specific sections of the student population.

SO-25. Any restriction of membership (for example, a club for doctoral degree students only) must be specifically agreed by SRC as being appropriate, necessary, and not in breach of SRC or LSHTM's policies against discrimination. Restrictions on participation in activities may only be applied to certain groups in order to fulfil legal, insurance, health & safety and other such duties and requirements.

SO-26. Committees, working groups or affiliated clubs and societies must all have a designated Chair and Secretary, plus a Treasurer in cases where they are being authorised to collect and disburse funds on behalf of SRC. Further roles such as Vice-Chairs may also be appointed.

- (i) Such designated positions should be appointed either from above by SRC in the case of committees and working groups; or in the case of clubs and societies, by election from among their membership – to take place at least annually, with appointments to be reported to the Vice-President (Communications & Activities).
- (ii) If no individuals can be found to take on such designated positions, then the associated body shall be considered to be suspended from operation or affiliation until such time as these positions can be filled, and should not undertake activities during this time.
- (iii) SRC may, from time-to-time at its discretion, define official titles for students taking on

such designated positions or being appointed as representatives for particular purposes; for example, Part-time Students Representatives, an Equalities Officer, etc. Such individuals shall have appropriate voting rights within the committees, working groups, clubs or societies they are associated with, but shall not have the voting rights of Representative members or Executive Officers unless they have also been elected as such.

- (iv) All appointments shall be made for a maximum term of one year, after which any extension must be specifically re-approved.

SO-27. Chairs of committees, working groups, clubs and societies should conduct their business in line with these Standing Orders and on a broadly similar basis to formal SRC meetings. Secretaries to such bodies should minute meetings where appropriate. The SRC President or SRC Executive may ask the Chair of any SRC committee, working group or affiliated club or society to report on their activities at any time, including to provide a brief written report meeting criteria set by the SRC Executive within one week of any such report being requested.

SO-28. SRC Executive Officers may observe any meetings of SRC committees or working groups. All committees or working groups may admit other observers at the discretion of the Chair, although observers shall have no voting rights.

Financial Matters

SO-29. The allocation of resources to clubs and societies affiliated with SRC shall occur before the end of the Autumn term and shall be made at a special meeting of the SRC Executive. Resources for major SRC-led activities shall normally be allocated at the same time.

SO-30. The SRC Vice-President (Finance & Operations) will collect the expenditure plans and resource bids in time for the special meeting of the SRC Executive. Such bids and plans will indicate timing and purpose of expenditure.

SO-31. The amount of resource allocated shall be agreed by a majority vote of the SRC Executive and will be reported to the next SRC General Meeting. Details should normally also be posted on the SRC website, unless time-limited confidentiality is appropriate (e.g. if quotes from event venues are being sought and it would not be appropriate to publicly disclose the maximum amount SRC are willing to pay).

SO-32. All payments from SRC funds should be authorised by the SRC Vice-President (Finance & Operations) in accordance with LSHTM's Financial Regulations. The Secretary and Registrar will determine expenditure limits beyond which payments must be authorised or co- authorised by a nominated member of LSHTM staff; details about this will be communicated clearly to the SRC Executive each year for inclusion in SRC operating documentation.

SO-33. On production of relevant receipts and invoices by appropriate claimants, all payments should be authorised and processed without delay.

SO-34. No affiliated club or society may exceed its budgeted allocation, operate a separate bank account or administer funds which are not reported to the SRC Vice-President (Finance & Operations).

Performance of Duties

SO-35. Complaints about the SRC as an organisation, or individual members acting SRC's behalf, shall be dealt with under the LSHTM Student Complaints Procedure. Separately, the following procedures outline mechanisms for dealing with inadequate or inappropriate performance of duties by SRC members. These procedures will normally be most relevant to the roles of Representative members or Executive Officers. They provide a mechanism for warning or censuring members about their conduct, and removing members from office

or from SRC membership entirely.

SO-36. An Elected Representative should be warned if at any time they are failing to perform their duties satisfactorily. Such warnings may be given orally or in writing by a member of the SRC Executive, with the relevant SRC Vice-President (Communications & Activities) notified, depending on whether the representative is on a taught or doctoral programme, in order to maintain an appropriate record. Where such poor performance persists or in cases of serious misconduct, Motions of Censure or No Confidence may be enacted.

SO-37. Should any member of the SRC believe that another member is not performing their role appropriately or otherwise is behaving in a manner not consistent with the SRC Constitution and Standing Orders, they may submit a Motion of Censure about that member.

- (i) The Motion of Censure shall be discussed at a formal meeting of the SRC held in accordance with Standing Orders – i.e. either an SRC General Meeting or an SRC Executive meeting.
- (ii) All Motions of Censure must be submitted in writing to the relevant SRC Vice-President (Communications & Activities), depending on whether the member is on a taught or doctoral programme, at least ten days before the meeting in which the motion will be debated. Where the Motion refers to one of the Vice-Presidents (Communications & Activities), the Motion shall be submitted to the SRC President.
- (iii) The Motion of Censure must clearly state the grounds of the complaint, including details of any Standing Orders or procedures that have been breached or infringed. If more than one Motion of Censure is submitted to any meeting, they may be considered as a single motion.
- (iv) All reasonable steps must be taken to inform the SRC member who is to be subject to the potential Motion of Censure, that such a Motion is likely to be proposed and to notify the individual of the grounds of the complaint and the procedure set out in this document.
- (v) The member who is being censured may attend the meeting at which the motion is to be discussed and may be accompanied or represented by a friend who will be a student or staff member of LSHTM. The member or friend shall have the right to address the meeting and shall have the right to reply.
- (vi) The Motion of Censure shall be passed if a majority of eligible voting members present at the relevant meeting (including proxy voters) vote in favour. The member of the SRC subject to the Motion shall not be eligible to vote. Should voting be tied, the SRC President shall have a casting vote; if they are absent or ineligible, the relevant SRC Vice-President (Communications & Activities) shall have a casting vote.
- (vii) If the Motion is passed, the SRC member will be informed that they have been censured, and any further complaint on the same issue will be dealt with by means of a Motion of No Confidence, as provided in Standing Order SO-38 below. All decisions of a Motion of Censure will be put in writing.

SO-38. Should any member of the SRC believe that another member's actions are a serious breach of SRC Standing Orders or Constitution, or where performance has not been rectified as a result of a Motion of Censure, they may apply for a Motion of No Confidence in that member.

- (i) The Motion of No Confidence shall be discussed at a General Meeting of the SRC held in accordance with Standing Orders.
- (ii) All Motions of No Confidence must be submitted in writing to the relevant SRC Vice-President (Communications & Activities), depending on whether the member is on a taught or doctoral programme, at least ten days before the meeting in which the motion will be debated. Where the Motion refers to one of the Vice-Presidents (Communications & Activities), the Motion shall be submitted to the SRC President.
- (iii) The Motion of No Confidence must clearly state the grounds of the complaint, including

details of any Standing Orders or procedures that have been breached or infringed. If more than one Motion of No Confidence is submitted to any meeting about an individual, they may be considered as a single motion, but if a Motion of No Confidence and a Motion of Censure are separately submitted, they may be considered separately.

- (iv) All reasonable steps must be taken to inform the SRC member who is the subject of the potential Motion of No Confidence that such a Motion is likely to be proposed, and to notify the individual of the grounds of the complaint and the procedure set out in this document.
- (v) The member who is the subject of a Motion of No Confidence may attend the meeting at which the motion is to be discussed and may be accompanied or represented by a friend. The member or friend shall have the right to address the meeting and shall have the right to reply.
- (vi) The Motion of No Confidence shall be passed if at least two-thirds of eligible voting members present at the General Meeting (including proxy voters) vote in favour. The member of the SRC subject to the Motion of No Confidence shall not be eligible to vote. Where a two-thirds majority is not initially achieved, the SRC President shall have a further casting vote; if they are absent or ineligible, the relevant SRC Vice-President (Communications & Activities) shall have this further casting vote.
- (vii) If the Motion is passed, the SRC member will be informed in writing and will be suspended from any office held. They may lodge an appeal to the Secretary and Registrar within two weeks. In the event of an appeal, the Secretary will invite comments and evidence from all interested parties and determine an outcome as they see fit. Grounds for a successful appeal to overturn the Motion (which shall result in the member's reinstatement to any office held) might include evidence of bias or procedural irregularities in agreeing the original Motion, or the emergence of new evidence that would be likely to have altered the earlier decision.
- (viii) Where a Motion of No Confidence has been passed, then after initial suspension from any office held the member will be formally removed from office – two weeks after the Motion in the event that there is no appeal, or otherwise directly after any appeal has been turned down. The individual may likewise then be removed from membership of the SRC if this was proposed and agreed as part of the Motion.

SO-39. Motions of Censure or No Confidence pertain to the general interest of the SRC, and related proceedings and their outcomes may be matters of public record available for the awareness of all SRC members. The advice of the SRC President should be sought at an early stage for any issues involving sensitive or personal information about any individual(s); LSHTM's Disciplinary procedures are likely to provide a better means to address such matters, and the President may recommend deferring any SRC Motions until related disciplinary proceedings are complete.

SO-40. The SRC President or other authorised Chair of an SRC formal meeting considering Motions of Censure or No Confidence may take appropriate steps to protect the confidentiality of individuals in cases involving sensitive or personal information. This might include, for example, not permitting observers for the relevant section of the meeting and restricting it to eligible voting members only; limiting discussion to the outcome of a prior Disciplinary case and not discussing details of that case; and/or ensuring that meeting minutes uphold appropriate anonymity and simply outline the evidence considered and outcome agreed.