

# STUDENTS' REPRESENTATIVE COUNCIL CONSTITUTION



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## CONSTITUTIONAL MATTERS

### 1. Name and Status

- 1.1 There shall be a Students' Representative Council (SRC) at the London School of Hygiene & Tropical Medicine (LSHTM). The SRC shall serve as a representative organisation for LSHTM students, deriving its status from LSHTM's [Royal Charter](#). The SRC shall be subject to LSHTM's [Royal Charter](#), [Ordinances](#) and managerial arrangements of LSHTM, except where the legal duties of the SRC Trustees take precedence.

### 2. Governance

- 2.1 The SRC shall operate in accordance with this Constitution, fulfilling the requirements of [Part II of the Education Act 1994](#) concerning Students' Unions. The SRC shall at all times conduct its affairs lawfully and in alignment with this Constitution.
- 2.2 The SRC Executive and LSHTM Council shall mutually respect the independence of the SRC's remit, its democratic discussions and the legitimate expression of student opinion through the SRC's committee structure.
- 2.3 The SRC Executive Officers who are members on Council and Council Committees must adhere to member's standards (Section B2.2 of LSHTM's [Ordinances](#)).
- 2.4 This Constitution is established under the authority of LSHTM's Council and supersedes all previous SRC Constitutions.

### **3. Related Documents**

- 3.1 The SRC shall have the authority to establish Standing Orders consistent with this Constitution and LSHTM policies, including those on [Freedom of Speech](#) and [Equity, Diversity & Inclusion](#). The Constitution and Standing Orders shall be accessible to all students.
- 3.2 Further details regarding the election and responsibilities of student representatives shall be set out in a [Student Representation and Engagement policy](#), or an equivalent document, jointly agreed upon by the SRC and LSHTM.

### **4. Interpretation of the Constitution**

- 4.1 If aspects of the Constitution or Standing Orders require review or modification, this shall be undertaken by a Constitution Review Group consisting of two SRC Executive members and two additional SRC members appointed by the SRC Executive. This group shall be appointed and agreed by the SRC Executive as required.
- 4.2 Disputes regarding the interpretation of the Constitution shall first be referred to the SRC Executive. If unresolved, or if a dispute arises between students and staff regarding interpretation, the matter shall be referred to the Secretary to Council, whose decision shall be final.
- 4.3 Disputes concerning the interpretation of Standing Orders or conduct of business shall first be referred to the SRC Executive and the Secretary to Council, with the SRC Executive making a final decision unless the Secretary to Council identifies inconsistencies with the Constitution, in which case amendments must be made.

### **5. Amendments to the Constitution**

- 5.1 The SRC shall be consulted on all proposed reviews or amendments to the Constitution. This consultation shall normally be coordinated between the Registrar & Director of Education Services (on behalf of LSHTM) and a Constitution Review Group (established by the SRC Executive).
- 5.2 The Constitution shall be reviewed at least every five years on behalf of LSHTM's Council. Such reviews shall be conducted jointly by the SRC Constitution Review Group and LSHTM representatives including officers for Governance and Student Experience. Any recommendations for amendments shall be submitted to LSHTM's Council by the Registrar & Director of Education Services, following consultation with the SRC.
- 5.3 Any amendments shall normally take effect from the start of the next academic year, unless LSHTM's Council provides specific justification for immediate or retrospective implementation.

### **6. Resolution of Disagreements**

- 6.1 If the SRC disagrees with any amendment to the Constitution or another matter unresolved through direct discussions with LSHTM staff, a meeting shall be convened between nominated SRC officers and LSHTM staff appointed by the Chair of LSHTM's Council.

- 6.2 Unresolved disputes between the SRC and LSHTM's management shall be referred to LSHTM's Council for resolution.

## **FUNCTIONS OF THE SRC**

### **7. Aims and Objectives**

- 7.1 The SRC's primary aim is **to represent, safeguard, and advance the educational, cultural, sporting, social, and general interests and welfare of LSHTM students**. Specific objectives include:
- Representing student interests to LSHTM's management and staff.
  - Facilitating student engagement in LSHTM's educational development and student experience.
  - Promoting communication between students and LSHTM staff.
  - Supporting clubs, societies, and social/sporting activities organised by SRC members.
  - Encouraging interaction between students and LSHTM alumni.
  - Engaging in charitable representative activities consistent with LSHTM's Charter, this Constitution and the 1994 Education Act.
- 7.2 The SRC shall uphold LSHTM's [Equity, Diversity & Inclusion strategy](#), ensuring zero tolerance for discrimination based on legally protected characteristics, including religion, race, political affiliation, socio-economic background, sexual orientation, gender identity, disability, or other factors.

### **8. Affiliation to External Organisations**

- 8.1 The SRC will not normally affiliate to any external organisation and shall be independent of any political party or religious body.
- 8.2 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 (which may also be referred to as "Town Halls") held at least four weeks apart. Affiliations will be considered in accordance with Education and Charity law and good practice guidance (see Section 26).
- 8.3 Upon approval of an affiliation by two General Meetings, LSHTM Council shall be notified through the Secretary to Council within seven days. Should Council, within fourteen days of notification, raise significant concerns that the affiliation is in conflict with LSHTM's legal obligations, core values, or may cause material reputational harm, the SRC shall reconsider the affiliation at the next General Meeting. Council would require disaffiliation if legal or regulatory obligations are breached. Disaffiliation shall follow the same process as affiliation.

- 8.4 The SRC President shall submit a list of SRC affiliations for approval at the first General Meeting of each academic year. Details of affiliations will be published in accordance with Education Act requirements.

## MEMBERSHIP OF THE SRC

### 9. Membership

- 9.1 All registered LSHTM students are SRC members unless they opt out. This includes students enrolled in doctoral, master's, diploma, and certificate programmes, whether full-time, part-time, on-campus or via distance learning. Students in joint or collaborative programmes may hold SRC membership alongside membership of other institutions' Students' Unions.
- 9.2 Students may opt out of SRC membership via LSHTM's registration process. Opted-out students cannot stand for election as an SRC Executive or Representative nor participate in SRC activities. A student may opt back in during any subsequent academic year by notifying LSHTM's Registry.
- 9.3 Membership may be restricted or withdrawn in cases of rule violations or misconduct, as governed by the SRC Standing Orders and LSHTM's [Student Complaints Procedure](#). Membership may also be revoked through a Motion of No Confidence at a General Meeting, as referenced by the SRC Standing Orders.

### 10. Categories of Membership

10.1 The categories of membership shall be:

- **Executive Officers** – Students elected to the SRC Executive.
- **Representative Members** – Students elected to represent specific programmes or departments.
- **Ordinary Members** – All registered students (enrolled for more than five weeks) who are not in other membership categories.
- **Temporary Members** – Students registered for a programme or course lasting five weeks or less, who cannot vote or stand for election.
- **Staff Members** – LSHTM staff who are also students, with policies, rights, and privileges applied based on their primary role. Those working 50% or more of their total work and study hours as staff will be classified as staff members. Those working less than 50% as staff will be classified as student members. Any disputes over classification will be decided by the Registrar & Director of Education Services, whose decision is final.
- **Honorary Members** – External individuals granted honorary status, conferred through nomination by two different representative members with approval at a General Meeting and lasting up to 12 months, renewable by reapproval. Honorary membership is automatically applied to outgoing SRC Executive Officers and Representative Members

until their replacements are elected or after 12 months, whichever is sooner. Honorary members may not stand for election and do not have voting rights.

## **ELECTIONS AND APPOINTMENTS**

### **11. Election of Executive Officers**

11.1 The SRC Executive shall comprise:

- **President**
- **Vice-President for Finance & Operations**
- **Vice-President for Communications & Activities**
- **Vice-President for Welfare & Equity, Diversity & Inclusion (EDI)**
- **Vice-President for Taught Programmes**
- **Vice-President for Distance Learning**
- **Vice-President for Doctoral Degrees**

11.2 Elections shall follow the principle of 'one member, one vote' with secret ballots. All eligible SRC member students must have full voting access, including remote participation, but proxy voting shall not be permitted.

11.3 Elections shall take place at the start of the academic year, in October. In the event of a vacancy not being filled, a by-election will be held at the earliest opportunity in the same academic year.

11.4 A Returning Officer, appointed by the Registrar & Director of Education Services, shall oversee elections. The SRC may challenge this appointment via a formal motion. The Returning Officer ensures adherence to the Constitution and Student Representation and Engagement Policy as part of the election process. Any disputes regarding elections shall be resolved by the Returning Officer, whose decision is final.

11.5 Further details on the duties of Representative Members and committee appointments are outlined in the Standing Orders and [Student Representation and Engagement policy](#).

11.6 Only students registered for at least nine consecutive months may stand for and vote in elections, and hold SRC Executive positions. Candidates for Vice-President positions related to specific academic levels (Taught Programmes, Distance Learning and Doctoral Degrees) must be enrolled in the corresponding programme but will be elected by the entire student body.

### **12. Election of Representative Members**

12.1 Representative members shall be elected by programme for award-bearing taught and distance learning programmes, and by department for doctoral degrees, from among the

registered SRC members (excluding honorary members) for each such programme and department.

- 12.2 Election processes for Representative members shall be devolved to the individual programme or department according to the size and requirements of each programme or department.
- 12.3 If a Representative member is elected as an Executive Officer, that individual must stand down from the Representative role and a by-election shall be held for their vacated position will be held at the earliest opportunity in the same academic year.

### **13. Appointment of Committee Representatives**

- 13.1 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.

### **14. Duties of Student Representatives**

- 14.1 Further particulars on the duties of Executive Officers, Representative Members and committee representatives shall be set out in *Annex A – Duties of Student Representatives*.
- 14.2 LSHTM shall maintain a list of elected representatives, accessible to all SRC members via the Virtual Student Hub.

### **15. Term and Resignation**

- 15.1 Executive Officers, Representative members and appointed committee representatives shall typically serve a one-year term (normally October-September). Those elected mid-year serve the remainder of the standard term.
- 15.2 Executive Officers, Representative members and appointed committee representatives may continue to serve in an honorary capacity and on a purely voluntary basis during any interim period (up to 12 months) between their registration with LSHTM ending and their roles being filled by new representatives.
- 15.3 Executive Officers, Representative members and appointed committee representatives may withdraw from their post or appointment of their own volition at any time.
- 15.4 Executive Officers should resign by notification to the Registrar & Director of Education Services. Resignations take effect after five days. 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.
- 15.5 Representative members should resign by notification to the relevant Programme Director or Head of Department.
- 15.6 Committee representatives who wish to step down from their appointments must inform both the SRC Executive and the Chair of the relevant committee.

- 15.7 Executive Officers and Representative members may also be removed through SRC Standing Order procedures or LSHTM's [Student Disciplinary Procedure](#). Vacancies shall be filled through elections or appointments.

## **CONDUCT OF SRC BUSINESS**

### **16. Conduct of Formal SRC Meetings**

- 16.1 Formal meetings of the SRC – including SRC Executive Meetings, General Meetings, SRC Executive and any Constitution Review Group – shall be conducted in accordance with this Constitution and the Standing Orders established by the SRC to ensure effective governance. The quorum for such meetings shall be defined in the Standing Orders.
- 16.2 The SRC President shall serve as the default Chair of formal SRC meetings. However, this responsibility may be delegated or reassigned by a quorate SRC Executive meeting in the President's absence. Meetings may only be convened by a designated Chair with appropriate advance notice to all relevant parties.
- 16.3 Standing Orders shall facilitate the participation of students who are primarily based away from LSHTM premises. Members unable to attend a formal meeting may authorise another student or meeting member, in writing, to act as their proxy and vote on their behalf. Written proxy votes shall be accepted, except in elections or appointments of representatives, where proxy voting is not permitted. Proxy representatives who are not meeting members may observe and discuss but may not vote on new business beyond their delegated authority.
- 16.4 Minutes shall be recorded for all formal SRC meetings by the Vice-President for Finance & Operations, circulated to eligible members, and made available to all students via the Virtual Student Hub in a timely manner.

### **17. SRC Executive Meetings**

- 17.1 The SRC President shall schedule Executive meetings, which should typically be held at least once in the Autumn term and twice in both the Spring and Summer terms.
- 17.2 As Trustees of the SRC, Executive Members may discuss and vote on matters relevant to the SRC, in accordance with this Constitution and their individual duties and responsibilities.
- 17.3 Representative members and other SRC members may attend Executive meetings by invitation of the SRC President, either to participate in specific discussions or as observers.
- 17.4 Any matter requiring consultation with the wider student body and vote amongst Representative Members shall be presented at an SRC General Meeting.

### **18. SRC General Meetings**

- 18.1 General Meetings should typically be held at least once per term (Autumn, Spring, and Summer) but may occur more frequently. Members shall normally receive at least two weeks' notice. Meetings called on shorter notice shall be considered Extraordinary General Meetings.

- 18.2 All elected Representative members and Executive Officers may participate and vote in General Meetings. Other SRC members may attend as observers but shall not vote unless Standing Orders allow for their participation in specific resolutions. Any resolutions they vote on must be formally ratified by Representative members and Executive Officers.

## **19. Committees, Working Groups, Clubs & Societies**

- 19.1 The SRC may establish committees or working groups to carry out specific activities or address student-related matters. It may also affiliate with and provide financial support to clubs and societies formed by members, provided they align with the SRC's objectives.

## **SRC FINANCES**

### **20. Budget and Accounts**

- 20.1 The SRC budget shall be set annually by LSHTM's Finance & Development Committee through LSHTM's annual budget and planning processes.
- 20.2 The SRC Vice-President for Finance & Operations shall maintain financial accounts, which will be consolidated with LSHTM's accounts. These accounts shall be reconciled and audited by LSHTM at least once per year.
- 20.3 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.
- 20.4 The SRC Executive shall ensure that annual expenditures remain within the allocated budget. Any planned spending by an outgoing SRC Executive for the following financial year must be reported to the Registrar & Director of Education Services by the SRC Vice-President for Finance & Operations. The Registrar & Director of Education Services may impose spending limits to ensure sufficient budget remains for the incoming SRC Executive. Generally, significant budget allocations should not occur until the new SRC Executive is elected, except with the Director of Education Service's approval.

### **21. Allocation of Resources**

- 21.1 The SRC's financial affairs shall comply with LSHTM guidelines and regulations. Concerns regarding financial conduct should be reported to the Registrar & Director of Education Services and, where appropriate, to the SRC Vice-President for Finance & Operations.
- 21.2 If the Registrar & Director of Education Services suspects an improper SRC payment, they may instruct the Finance Director to withhold the payment pending an investigation. The Registrar & Director of Education Services or Finance Director shall typically consult the SRC Vice-President for Finance & Operations but may escalate the issue through LSHTM's [Student Complaints Procedure](#) or [Student Disciplinary Procedure](#) if necessary. The LSHTM's Chair of Finance & Development Committee must be informed if formal proceedings are initiated.
- 21.3 The SRC may allocate resources for specific activities authorised by the SRC Executive, committees, or affiliated clubs and societies. The SRC Vice-President for Finance &



Operations shall ensure resource allocation is fair and in accordance with the Standing Orders.

- 21.4 Funds shall not be allocated to staff groups or external entities, except for charitable fundraising activities conducted by the SRC.
- 21.5 In the event of an actual or perceived conflict of interest, an SRC Executive Officer shall recuse themselves from the decision-making process regarding funding allocation to ensure impartiality and fairness.

## **FREEDOM OF SPEECH, COMPLAINTS, DISCIPLINARY, INDEMNITIES, LEGAL & REGULATORY DOCUMENTS**

### **22. Freedom of Speech**

- 22.1 Under the [Higher Education \(Freedom of Speech\) Act 2023](#), LSHTM must take reasonable steps to uphold freedom of speech within the law for students, staff, and invited speakers, while also ensuring their safety.
- 22.2 If the SRC or one of its officers believes a meeting may pose challenges to freedom of speech or speaker safety, they must immediately notify the Registrar & Director of Education Services in accordance with LSHTM's [Code of Practice on Freedom of Speech](#).

### **23. SRC Complaints Procedure**

- 23.1 Complaints against the SRC or individuals acting on its behalf shall be handled fairly and promptly through LSHTM's [Student Complaints Procedure](#).

### **24. Disciplinary**

- 24.1 Non-academic misconduct by SRC members shall be addressed under LSHTM's [Student Disciplinary Procedure](#). Cases involving bullying or harassment shall be handled in accordance with LSHTM's [Anti-Bullying and Harassment Policy](#).

### **25. Indemnities**

- 25.1 The SRC may provide indemnities to representatives acting on its behalf, particularly Executive Officers serving as Trustees. It may also purchase indemnity insurance to cover any losses incurred in good faith while conducting SRC business.

### **26. Key legal and good practice documents**

- [Education Act 1994 \(Part II\)](#)
- [Charities Act 2022](#)
- [Committee of University Chairs \(CUC\) guidance](#)
- [Higher Education \(Freedom of Speech\) Act 2023](#)

## **DATE OF THIS CONSTITUTION**

Date this constitution was last updated and approved by LSHTM Council: **26 June 2025**

Date this constitution was last subject to review on behalf of LSHTM Council: **May 2024**

Date this constitution is next due to be subject to review on behalf of LSHTM Council: **June 2029**

## **Annex A - Duties of Student Representatives**

### **DUTIES OF EXECUTIVE OFFICERS, REPRESENTATIVE MEMBERS & COMMITTEE REPRESENTATIVES**

#### **1. Executive Officers**

1.1 The general duties of all SRC Executive Officers shall include:

- Act as a Trustee of the SRC
- Take part in formal SRC meetings, liaise with fellow-students, and help to develop the SRC's position with regard to the student interest
- Represent the SRC's position to relevant LSHTM authorities
- Proactively liaise with programme and department representatives to ensure the student voice is captured and reflected to LSHTM staff and committees
- 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.

1.2 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.

1.3 The SRC Executive Officers who are members on Council and Council Committees must adhere to member's standards (Section B2.2 of LSHTM's [Ordinances](#)).

1.4 Further specific duties of each Executive Officer shall include:

#### **President of the SRC**

- Oversee the conduct and co-ordination of all SRC business
- Schedule, convene and chair SRC General Meetings and meetings of the SRC Executive
- Serve as a member of LSHTM Council, Senate and People, Equality, Diversity & Inclusion Committee
- Report annually to LSHTM Council on SRC activities
- Ensure that the Constitution and the Standing Orders are observed at all times

#### **Vice-President for Finance & Operations**

- Responsible for all financial matters in the purview of SRC
- Approve annual SRC expenditure and ensure that it does not exceed annual income
- 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

- Arrange for the SRC accounts to be consolidated with LSHTM's financial accounts and made available to the Finance & Development Committee and the LSHTM Council
- Perform secretarial duties to the SRC Executive, including drawing up and circulating agendas and any papers for any formal meetings, and taking and circulating minutes of meetings promptly and appropriately
- Note: the Vice-President for 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 Registrar & Director of Education Services

#### **Vice President for Communications & Activities**

- Co-ordinate SRC activities and business relevant to the student experience including clubs and societies
- Co-ordinate community-building and social events for all types of students
- Oversee the communication of all SRC business to students, including responsibility for the SRC section of the Virtual Student Hub and any email accounts
- Liaise with staff and other officers to co-ordinate responses to submissions made to the SRC feedback form
- Serve as a member of LSHTM Senate

#### **Vice President for Welfare & EDI**

- Co-ordinate SRC business relevant to all students' welfare, wellbeing, equity, diversity and inclusion (EDI)
- Support the SRC Executive and other student representatives to embed an EDI-centred approach in their events and communications
- Liaise with staff to continuously identify the best ways to support students
- Develop opportunities to better engage under-represented groups
- Serve as a member of LSHTM Equity, Diversity & Inclusion Committee

#### **Vice President for Taught Programmes**

- Co-ordinate SRC business relevant to taught programme students' academic learning opportunities, both those in full-time and part-time study
- Act as primary SRC Executive contact for Taught Programme Representatives, with responsibility for actively engaging representatives in SRC business activities
- Meet regularly with Taught Programme Representatives and lead on identifying key areas of student feedback
- 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
- Signpost individual taught programme students to LSHTM support services for welfare matters (e.g. potentially including finances, health, disability or personal matters)
- Support engagement between all types of students

- Serve as a member of LSHTM Senate Education Committee

#### **Vice President for Distance Learning**

- Co-ordinate SRC business relevant to distance learning students' academic learning opportunities
- Act as primary SRC Executive contact for Distance Learning Programme Representatives, with responsibility for actively engaging representatives in SRC business activities
- Co-ordinate other SRC business activities specifically relevant to distance learning students, including involvement with relevant committees and working groups
- 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)
- Support engagement between all types of students and in particular to help forge positive links between distance learners and London-based students

#### **Vice President for Doctoral Degrees**

- Co-ordinate SRC business relevant to doctoral degrees students' academic learning opportunities, including contributing to SRC Reports to relevant LSHTM committees
- Act as primary SRC Executive contact for Doctoral Degrees Department Representatives, with responsibility for actively engaging representatives in SRC business activities
- Co-ordinate other SRC business activities specifically relevant to doctoral degrees students, including involvement with relevant committees or working groups
- Signpost individual doctoral degree students to LSHTM support services for welfare matters (e.g. potentially including finances, health, disability or personal matters)
- Support engagement between doctoral degrees students of all types and the wider student body
- Serve as a member of LSHTM Senate Research Degrees Committee

## **2. Representative Members**

2.1 The duties of student representatives elected at programme or department level shall include:

- Liaise with and foster communication amongst the students they represent
- Communicate student feedback and concerns to LSHTM representatives
- Help develop the SRC's position with regard to the student interest
- Liaise with and where appropriate support the SRC Executive
- Attend SRC General Meetings and participate in other relevant SRC activities
- Take part in LSHTM committees and any SRC committees or groups as appropriate

## **3. Duties of representatives on committees**

- 3.1 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 the SRC where requested. The SRC Vice-Presidents for Taught Programmes and Doctoral Degrees may be asked to contribute to such reports as appropriate. Representatives 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 representatives may likewise make verbal reports to formal SRC meetings.

## ***Annex B - SRC Standing Orders***

### **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 Virtual Student Hub. 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 Virtual Student Hub 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 Virtual Student Hub.

### **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 for Finance & Operations. 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 for Finance & Operations 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 once in the Autumn term and twice in both the Spring and Summer terms.
- 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 Vice-President for Finance & Operations. 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 for Finance & 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 for Finance & Operations.
  - 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 for 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 Virtual Student Hub, 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 for Finance & Operations in accordance with LSHTM's Financial Regulations. The Registrar & Director of Education Services 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 for 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 SRC Vice-President for Finance & Operations notified, 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 Vice-President for Finance & Operations, at least ten days before the meeting in which the motion will be debated. Where the Motion refers to the Vice-President for Finance & Operations, 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 Vice-President for Finance & Operations 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 Vice-President for Finance & Operations, 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 the Vice-President for Finance & Operations, 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 Vice-President for Finance &

Operations 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 Registrar & Director of Education Services within two weeks. In the event of an appeal, the Registrar & Director of Education Services 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.