



PASSFIELD HALL CONSTITUTION

UPDATED BY THE PASSFIELD HALL COMMITTEE 2011-12

PREAMBLE

This Constitution shall govern the basic laws, procedures and responsibilities for the Passfield Hall Committee, and determine its relationship with the residents it represents and with other administrative bodies.



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1. PRELIMINARY

- 1.1. The Passfield Hall Community (hereinafter referred to as '**the residents**') shall be composed of all students of The London School of Economics and Political Science who reside within Passfield Hall Residence.
- 1.2. The Passfield Hall Administration (hereafter referred to as '**the Administration**') and the Front of House Manager and his/her staff.
- 1.3. The Passfield Hall Warden Team shall be composed of the Warden and his/her subwardens (hereafter referred to as '**the Warden Team**').
- 1.4. The Passfield Hall Committee (hereinafter referred to as '**the Committee**') shall consist of six elected officers, any *ad hoc* positions of the Committee – including appointed subcommittee members.
- 1.5. The Sub-Wardens as long-term student residents of the Hall are responsible for matters pertaining to student welfare and security, and also for providing experience and continuity across successive committees in supporting them during the defined handover period.
- 1.6. This constitution may be revised through a referendum, where (a) 2/3 of those voting approve the revised version, and (b) there is a turnout of at least 25% of the hall residents population.



2. THE PASSFIELD HALL COMMITTEE

2.1. THE GENERAL POWERS OF THE COMMITTEE

- 2.1.1 The Committee shall be responsible for the promotion and maintenance of a communal spirit within the Hall, representing both the general interest of all residents in addition to the specific interests of the residents to the Administration, The London School of Economics and Political Science (LSE) and the London School of Economics Students' Union (LSESU). The Committee shall also represent the residents at inter-hall meetings including the termly Residences User Group (RUG) and Catering Services User Group (CSUG) held by the LSE Administration, and the Inter-Halls Presidents Meetings/Forums held by the SU Welfare Officer or as organised by the individual hall Presidents.
- 2.1.2 The Committee is a representative body which must act in the interests of all the residents it represents.
- 2.1.3 The Committee shall levy Common Room Subscription fees upon the advice of the Residences User Group and/or the Administration.
- 2.1.4 These fees shall be £15.00 per term and may only be changed upon notification of the London School of Economics and Political Science Accommodation Office, the Students' Union Community & Welfare Officer and the London School of Economics' Head of Residential Life. Fees are collected by the Administration when termly rents are paid.
- 2.1.5 The budget is then controlled by the Committee. The Committee shall have the competence of expenditure to provide for services pursuant to Section 2.1.
- 2.1.6 All expenditures over £200 shall be approved by the Committee through a vote (as regulated by Section 3.2)
- 2.1.7 Residents shall be reimbursed for any purchase authorised pre-purchase by the Committee upon presentation of a valid receipt.
- 2.1.8 The Committee may establish subcommittees for any office and appoint any *ad hoc* position or positions as it deems necessary pursuant to Section 2.1 upon unanimous consent of the Committee.
 - 2.1.8.1 Any *ad hoc* position created by the Committee shall only be created for extraordinary purposes.
 - 2.1.8.2 The Committee shall appoint the members in order to fill the *ad hoc* position.
 - 2.1.8.3 The Committee shall limit the term of the *ad hoc* position as it deems necessary.
 - 2.1.8.4 The Committee retains the executive right to remove *ad hoc* members when, and if, necessary.
 - 2.1.8.5 The member holding the *ad hoc* position shall not have voting rights in the Committee meetings.
- 2.1.9 The Committee is responsible for obtaining and maintaining public equipment.



- 2.1.10 The Committee may upon agreement of the Treasurer and the President impose a proportionate temporary ban on the use of this public equipment if it has been misused, misplaced, or broken by any resident.
- 2.1.11 The reasons and details (including the length of time) concerning the ban must be publicized in good time before it comes into effect.
- 2.1.12 Should there arise matters or motions which the Committee decides are potentially too controversial for it to decide on, it may call a Referendum for the residents to decide directly on these matters. A motion gains approval with a 2/3 supermajority in a referendum with a turnout of at least 25% of the hall's resident population.
- 2.1.13 The Committee does not have the competence to pass legislation that contradicts the laws, rules, and regulations of The London School of Economics and Political Science or its Students' Union, the University of London, or the local Council, and Her Majesty's Government of the United Kingdom of Great Britain and Northern Ireland.

2.2. RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEE

- 2.2.1 The Committee shall consist of **six elected officers or members**; viz. the President, the Secretary, the Treasurer, two Events Officers, and the Welfare Officer.
- 2.2.2 The **President** shall act as *primus inter pares* in the Committee and shall be responsible for:
 - 2.2.2.1 Chairing all Committee meetings;
 - 2.2.2.2 Overseeing Committee events, activities, and campaigns including financial agreements;
 - 2.2.2.3 Representing the views and interests of the residents as well as the policies of the Committee to the Administration, the London School of Economics Students' Union (LSESU), the Residences User Group and Inter-Halls Presidents' Forums;
 - 2.2.2.4 Being the first point of contact for any resident that wishes to seek information about the actions of the Committee, lodge a complaint about the Committee or one of its Members or Representatives, or to initiate policy for the Committee.
- 2.2.3 The **Treasurer** shall act as the financial officer of the Committee and shall be responsible for:
 - 2.2.3.1 The general responsible fiscal management of the Committee;
 - 2.2.3.2 The maintenance of the Committee bank account, viz., keeping financial records and accounts of all financial transactions, which are to be made available to the residents fortnightly via email;
 - 2.2.3.3 The signing of all cheques along with the Secretary;



- 2.2.3.4 The procurement, maintenance, and management of public equipment;
- 2.2.3.5 The swift reimbursement of residents who make pre-authorised purchases in the public interest.
- 2.2.4 The **Secretary** shall act as the general administration officer of the Committee and shall be responsible for:
 - 2.2.4.1 The general administration of the Committee;
 - 2.2.4.2 Chairing the Committee Meeting in the event of the President's absence;
 - 2.2.4.3 The keeping of the minutes of each session of Committee Meetings as well as the publicising of the minutes through the e-mail system;
 - 2.2.4.4 Mailing out the minutes of the Committee Meetings within twenty-four hours of the close of that meeting;
 - 2.2.4.5 Acting as co-signatory of all financial transactions, along with the Treasurer;
 - 2.2.4.6 The maintenance of the Passfield Hall e-mail list.
- 2.2.5 The two **Events Officers** for the Committee shall be responsible for:
 - 2.2.5.1 The organisation and supervision of social activities within the Hall;
 - 2.2.5.2 The placing of posters around the common areas of the Hall promoting the social activities of the Hall, and broadcasting these and LSESU events through the e-mail system;
 - 2.2.5.3 Coordinating with appointed RAG Representatives and SU Residences Officer to ensure events of a charitable nature are organized in the Michaelmas and Lent Terms;
 - 2.2.5.4 Considering the views of all residents in activities and events following consultation at Committee Meetings, and abiding by Section 6.1.
- 2.2.6 The **Welfare Officer** shall act as a pastoral officer, being responsible for:
 - 2.2.6.1 Pastoral concerns and complaints which affect the welfare and wellbeing of residents, acting primarily as a signpost to other services including the Warden's team, pastoral care services at the LSE and the London School of Economics Students' Union
 - 2.2.6.2 The promotion of healthy habits, (i.e. those which are of a dietary, sexual, and/or mental nature) by distributing information from LSE, local and national advice;
 - 2.2.6.3 The promotion of tolerance of different religions, cultures, sexual orientations, and disabilities between residents;
 - 2.2.6.4 Liaising with the Education, Community & Welfare, Women's, LGBT, Anti-Racism, Disability, and International Student Representatives of the LSESU as in pursuit of these aims;
 - 2.2.6.5 Liaising with and supporting relevant LSESU societies in pursuit of these aims;
 - 2.2.6.6 Liaising with the School's Residences Sustainability Coordinator and SU



Community & Welfare Officer to implement the *Student Switch Off* campaign;

2.2.6.7 Promoting awareness of environmental and sustainability efforts in residence, to reduce energy consumption and waste, promote recycling, and considering the consequences environmentally of events and purchases, and how these can be best managed;

2.2.6.8 The running of campaigns to further the residents' interests or to promote awareness for specific causes among residents.



3. PROCEDURES FOR THE COMMITTEE

3.1 ESTABLISHING AND CHANGING THE TIME AND DATE OF THE COMMITTEE MEETING

- 3.1.1 The Committee must meet at least once a week to discuss any and all issues that may fall under the purview of Section 2.1. of the Constitution.
- 3.1.2 This meeting shall be known as the plenary session of the Committee meetings.
- 3.1.3 The Committee at their first meeting shall determine the date and time of the Committee meetings after they are elected as a standard date, time and location for this session.
- 3.1.4 The date and time of the Committee meetings shall be publicised with immediate effect by the Secretary.
- 3.1.5 The date and time may be changed by unanimous consent of the Committee, and such changes are to be publicised with immediate effect by the Secretary.
- 3.1.6 Meetings can be called by the Committee in order to discuss extraordinary matters or emergencies, however these meetings shall be publicised by poster in reception and via an e-mail to the hall's e-mail list at least twenty-four hours prior to the beginning of the meeting.

3.2. GENERAL PROCEDURE FOR THE COMMITTEE MEETING

- 3.2.1 The agenda for the Committee Meeting must be published to all residents in advance of the meeting by either the Committee President or the Secretary.
- 3.2.2 Any resident can attend any meeting and shall have full speaking rights at any meeting.
- 3.2.3 Only members of the Committee may have voting rights at committee meetings.
- 3.2.4 Sub-committee members are subject to section 3.2.2.
- 3.2.5 At least 50% of the committee (three members) shall constitute a quorum for the Committee Meeting.
- 3.2.6 Any resident or member of the Committee may request that an issue be added to the agenda 24 hours in advance of the Meeting.
- 3.2.7 Every meeting will begin with the residents approving the minutes of the previous meeting and the agenda of the meeting, and an update from the Committee on progress since the previous meeting pertaining to their respective portfolios as set out in Section 2.2.
- 3.2.8 Any person attending the meeting - be they a resident or a member of the Committee - may participate in general questions after the reading of the minutes.
- 3.2.9 The Committee shall discuss issues and make decisions pursuant to Section 2.1



in this Constitution.

- 3.2.10 Points upon which the Committee wishes to act shall be formulated as motions.
- 3.2.11 Decisions made by the Committee should be reached through unanimous consensus on motions, but if consensus cannot be reached, then the Committee shall come to a decision by a simple majority vote; however if the vote should end in a tie, then the proposed motion fails.
- 3.2.12 The decisions made by the Committee are fully binding.
- 3.2.13 However if several residents believe that any decision made by the Committee is unjust or *ultra vires* of the Constitution, then they may present a petition signed by at least fifteen residents to a Committee meeting.
- 3.2.14 A referendum decided by a simple majority will then be held to determine whether the decision in question is overturned.
- 3.2.15 At least 25% of all hall residents must vote in the referendum or the petition against the decision fails automatically.
- 3.2.16 One or more members of the Warden Team may be present at Committee Meetings to provide insight on issues from the perspective of the Warden Team whenever possible, or necessary to the debate.
- 3.2.17 One or more members of the Administration may be present at Committee Meetings to provide insight on issues from the perspective of the Passfield Hall Administration whenever possible, or necessary to the debate.

3.3. EXPULSION OR RESIGNATION OF A COMMITTEE MEMBER

- 3.3.1 A member of the Committee may resign from the Committee at any time at his/her discretion by formally presenting a letter of resignation to the Committee.
- 3.3.2 The resignation shall take effect no less than twenty-four hours after the letter is presented, thus giving the member a chance to withdraw his or her resignation.
- 3.3.3 Should a member of the Committee resign, a replacement is to be sought primarily by appointing the next closest candidate in the preceding elections. Should the candidate agree to take on the role, then he/she must be approved by the Committee by a vote and takes on the full rights and responsibilities of the position.
- 3.3.4 If a member of the Committee exhibits gross mismanagement, fails to exhibit appropriate behaviour, or behaves in a way which is perceived to be highly unrepresentative of their residents, the residents can present a petition signed by at least 10% of all hall residents to either the President or the Secretary requesting the censure of the member in question.
- 3.3.5 The Committee will then vote by secret ballot on pursuing the matter of censure, and if the issue passes by a simple majority, then a referendum will be held throughout the hall as to whether the member is expelled or not.
- 3.3.6 Voting rights of the member in question shall be temporarily suspended for the



vote of censure.

- 3.3.7 The member shall be expelled automatically if the Committee votes unanimously to expel the member.
- 3.3.8 The referendum shall abide by the same rules detailed in 5.11 and 5.12.
- 3.3.9 If any member is absent from three consecutive occasions without giving just cause, then the Committee may vote to expel the member.
- 3.3.10 If a simple majority is secured against the member, then the member in question shall be expelled. In the event of a tie, then the motion fails and the member shall not be expelled.
- 3.3.11 Open nominations shall be may be held followed by a by-election pursuant to the rules set out in the Section 4 of the Constitution.
- 3.3.12 The Committee may decide to leave the position vacant upon recommendations of the London School of Economics Student Union Community and Welfare Officer.



4. THE ELECTIONS OF THE COMMITTEE

4.1 THE ELECTORAL SUB-COMMITTEE

- 4.1.1 The Electoral Sub-Committee shall act as an overseer and guarantor of neutrality for the elections of new members of the Committee.
- 4.1.2 The Committee shall appoint the members of the Electoral Sub-Committee in the fifth week of the Michaelmas term.
- 4.1.3 The Electoral Sub-Committee shall consist of two members of the Committee that are not seeking re-election, who shall act as Returning Officers, and at least one overseer from the LSESU, notably the Community & Welfare Officer, or the Returning Officer who shall be contacted immediately in any difficulties, for any clarifications or allegations of malpractice.
- 4.1.4 If an overseer from the Student Union is not available, then a Sub-Warden shall be an additional member of the Sub-Committee.
- 4.1.5 The Returning Officers and the overseer shall not have a vote in the election, but the Electoral Sub-Committee will cast the deciding vote in the event of a tie.
- 4.1.6 The Returning Officers have the power to punish candidates for infringements of any election rules in accordance with Section 4.3. Such punishment includes the removal of election materials, or the banning of campaign privileges for a set period of time.

4.2 NOMINATIONS FOR THE ELECTIONS OF THE MEMBERS OF THE COMMITTEE

- 4.2.1 Nominations shall open at 12pm on the Sunday of the fifth week of the Michaelmas Term.
- 4.2.2 Any resident, including the incumbent members of the Committee, may stand as a candidate for any position on the Committee.
- 4.2.3 A resident that wishes to stand for election must complete a Nomination Form and submit it to a Returning Officer by a deadline set by the Returning Officers before the election campaigning begins, following the Agents meeting on the Wednesday of the fifth week of the Michaelmas term.
- 4.2.4 The Nomination Form must contain the name of the candidate, his or her LSE ID number, room number, e-mail address, campaign agent (if applicable), proposer, and seconder and the 150-word statement manifesto for the online-voting portal.
 - 4.2.4.1 The same person may act as a campaign agent and a proposer and/or seconder.
 - 4.2.4.2 The campaign agent may represent the candidate for all purposes except in



the Hustings.

4.2.4.3 Proposers, seconders and agents must be residents of the Hall.

4.2.4.4 The 150-word manifesto must additionally be typed and emailed to the Students' Union Returning Officer at the close of nominations to enable the effective set-up of the voting system.

4.2.5 Nominations shall close at midnight on the Tuesday of the fifth week of the Michaelmas Term at 12pm, following which the Returning Officers shall email all candidates inviting them to the Agent's meeting.

4.2.6 Nominations shall remain secret until after the agents meeting, one hour after the close of nominations and no campaigning may be done until after this.

4.2.7 Nomination forms that are submitted after the deadline shall not be accepted under any circumstances.

4.2.8 By submitting a nomination form, the candidate and their agent agree to abide by decisions made by the Electoral Sub-Committee.

4.2.9 The Hustings for the Committee shall be held on the Monday of the sixth week of Michaelmas term in a suitable common area.

4.3 CAMPAIGN REGULATIONS FOR THE ELECTIONS

4.3.1 Campaigning is here defined as the act of encouraging through any means (short of coercive or expressly forbidden ones) a resident to vote for or reprioritise their support for a candidate.

4.3.2 There shall be an Agents Meeting held by the Returning Officers which will inform all candidates and their campaign agents of the rules and regulations governing the election.

4.3.3 The Returning Officers shall forbid campaigning by, or on behalf of, any candidate should neither they nor their agent be present at this meeting without just cause.

4.3.4 Posters may be placed anywhere in the common areas of the Hall but only on notice boards elsewhere. The definition of common areas shall be defined explicitly in the agents meeting.

4.3.5 Campaigning must not take place outside the Hall.

4.3.6 Rational discretion is to be used in amount of posters that are to be placed around the Hall established and agreed by all candidates at the agents meeting.

4.3.7 Leafleting is not permitted on a door to door basis.

4.3.8 All posters and campaign materials must be removed by those standing for election and recycled.

4.3.9 Negative campaigning is forbidden.

4.3.10 Candidates and their agents/friends must not send unsolicited emails to the residents to rally support or use public forums (such as the hall facebook page) to promote themselves. Violations of this Constitution shall be referred to as



campaign offences and anything else that the returning officers deem to be of this order, upon which restrictions and penalties may be enforced as deemed appropriate by the Returning Officers.

- 4.3.11 Posters are strictly forbidden from being placed in reception.
- 4.3.12 Paper size shall not exceed A4 size as all A3 or banners are strictly prohibited.
- 4.3.13 Returning Officers shall impose complete campaign restrictions, which may include being excluded from giving a hustings speech, should they find a candidate and/or a campaign agent is in serious violation of the rules governing the election, following consultation with the defined SU Representative.
- 4.3.14 Campaign expenditures shall not exceed twenty pounds (£20). Candidates must be able to disclose campaign expenditures upon the request of the Returning Officers.
 - 4.3.14.1 The Returning Officers may void the nomination of a candidate if a candidate refuses to disclose his or her campaign expenditures.
 - 4.3.14.2 The Returning Officers may void the nomination of a candidate if a candidate is shown to have exceeded the limit of campaign expenditures pursuant to Section 4.3.14.
- 4.3.15 All campaigning of an unreasonable, coercive, threatening, or unethical nature will not only be dealt with by the Returning Officers but also be referred to the Warden and dealt with through the usual disciplinary channels.
- 4.3.16 Candidates shall not attempt to gain the favour of an electoral official, or attempt to intimidate or threaten another candidate or interfere with the voting system in any way, as sanctioned by Section 4.3.13.
- 4.3.17 Returning Officers shall void the nomination of the candidate should they find a candidate and/or a campaign agent is in violation of Section 4.3.15 of this Constitution.
- 4.3.18 Campaigning shall end at midnight on the Wednesday of the sixth week of the Michaelmas Term and all campaign posters must be removed and recycled the following day by candidates and/or campaign agents for recycling as agreed.
- 4.3.19 Candidates shall be held responsible for the actions of any resident campaigning on their behalf.
- 4.3.20 Only residents within the hall are permitted to run, become an agent or campaign for any of the individuals nominated.



4.4 RULES AND REGULATIONS GOVERNING THE ELECTORAL HUSTINGS

- 4.4.1 The Returning Officers, the candidates and the residents shall gather in the common room of the Hall on the Wednesday of the sixth week of the Michaelmas term to complete the campaigning process.
- 4.4.2 This meeting shall be known as the Electoral Hustings.
- 4.4.3 One Returning Officer shall chair the Electoral Hustings.
- 4.4.4 Each candidate shall make a speech lasting two minutes for all positions except that of President, and three minutes for the position of President.
- 4.4.5 The Returning Officers may limit the time allotted to each speech in a particular election if there are many candidates for a particular post.
- 4.4.6 The candidates shall speak in order of their appearance on the ballot.
- 4.4.7 After all the candidates for a position have given their speeches the residents may ask questions only to all candidates.
- 4.4.8 Any question that the Returning Officers deem irrelevant or specific to any one candidate or unsuitable for any other reason will not be put to the candidates.
- 4.4.9 Following the Hustings an e-mail shall be mailed out to all residents inviting them to vote online, and informing them of the deadline as established by the rules in Section 4.5.

4.5 RULES AND REGULATIONS GOVERNING THE ELECTION

- 4.5.1 The election shall be decided by single-transferable vote (STV) as defined by the Electoral Reform Society of Great Britain.
- 4.5.2 Candidates may have a manifesto attached to their internet profiles of a maximum of 150 words.
- 4.5.3 Polls open immediately following the Hustings, and shall close 24 hours after this time.
- 4.5.4 The ballot shall comprise of the log in to the electronic voting mechanism.
- 4.5.5 Any resident wishing to vote must do so via their unique LSE log in online
- 4.5.6 Voting may occur on any computer that is connected to the LSE network, and following the hustings voters will be directed to the computers available in the common spaces of the hall.
- 4.5.7 Counting shall be done immediately at the close of availability to log votes by the Returning Officers in running a report from the online voting portal.
- 4.5.8 Should a successful candidate decline the position that they have won within 48 hours of the result being announced, the position shall be filled by the next most successful candidate in that election. If the position is declined after 48 hours, this shall be treated as a resignation and filled through the normal procedure.
- 4.5.9 Ballot paper order shall be determined randomly and automatically by the online voting portal.



4.6 THE SPIRIT OF THE GAME

- 4.6.1 Candidates, their agents and residents campaigning on their behalf should at all times bear in mind the community spirit of the Hall and should enjoy the elections whatever the result.
- 4.6.2 Everyone involved in the elections is invited to join the Electoral Sub-Committee for formal announcement of the results on the Friday of the sixth week of the Michaelmas term for a toast to the newly elected Hall committee. There shall follow an evening of great partying and general rejoicing.
- 4.6.3 Following this announcement, the outgoing Secretary will send an e-mail out to all residents informing them of the results.

4.7 COMMITTEE HANDOVER

- 4.7.1 The outgoing committee must adequately and appropriately conduct the handing over of the committee functions
- 4.7.2 The Committee Meeting after the elections of the new committee shall be comprised of both old and new committees, and chaired by the President of the old committee.
- 4.7.3 There shall follow individual bilateral meetings between corresponding old and new officers of the same positions, where actions over the past year will be explained and detailed portfolio information will be handed over to newly elected officers
- 4.7.4 These include but are not limited to:
 - 4.7.4.1 Contact details of counterparts and relevant administrators, representative bodies, and service providers
 - 4.7.4.2 Documents and records
 - 4.7.4.3 Problems and issues faced over the last year and the solutions and resolutions employed
 - 4.7.4.4 Unresolved problems or policy matters
 - 4.7.4.5 Ongoing campaigns
 - 4.7.4.6 Account details (online accounts and banking)
 - 4.7.4.7 Access to communication means to residents



5. COMMITTEE WEBSITES AND COMMUNICATIONS MEDIA

- 5.1 The Committee is collectively responsible for e-information in ensuring that it abides by constitutionality, is not discriminatory or offensive in any way, and is current, relevant and accurate.
- 5.2 The Committee is collectively responsible directly for amending the LSE official committee pages through the Managers and those with access to this account.
- 5.3 They are actively encouraged to keep the LSE web-page that is dedicated to their hall up to date, informative and reflective of life in the hall.
- 5.4 They are permitted to set up a general Facebook group for prospective residents to join pre-arrival, and are encouraged to answer direct questions to the hall as appropriate.
- 5.5 They are encouraged to set up a StudentRoom forum in Summer Term for prospective residents to enquire about Passfield and to promote it as a Hall of Residence
- 5.6 They should use such channels as a means of promoting the events, welfare, general location and local environment of the hall.

6. SOCIAL EVENTS

- 6.1 Events should be considerate of the diversity within the hall, and following the inclusion of all elected representatives on the Committee a plan of events catering to this should put forward proposals of bar subsidies and events materials in a budget to be approved in the usual way at a Committee meeting.
- 6.2 Events should take into account national holidays, religious festivals and other customs and traditions as appropriate. Football and rugby events are included in this too.
- 6.3 Events should be planned by the Committee well in advance. It should publish its events calendar clearly for each term, and place it in the public domain through the various media at its disposal.
- 6.4 The Warden Team and the Administrations should be given ample notification of events being organised by the Committee on Hall premises.
- 6.5 Wherever possible, events and socials should take into consideration residents who do not wish to participate, by abiding by quiet-times, or amending and informing all residents of this on a case-by-case and infrequent basis following consultation with the Warden and following thereafter a vote at the Committee Meeting.
- 6.6 Should a Resident be planning an event in the Hall (either private or for an LSESU society) in a specific location and involving 15 persons or more, the Committee must ensure that, in accordance with hall rules, they know to:
 - 6.6.1 Seek permission from (a) the Front of House Manager, (b) The Warden, and (c) from the Committee President;



- 6.6.2 Perform the above 7 days in advance;
- 6.6.3 Inform the residents of the event in good time (through use of Committee media);
- 6.6.4 Not exclude any residents from using any common areas.
- 6.7 Voting is not necessary upon the events planned for the Fresher's Week, but consideration of the diversity of students is strongly encouraged, as is consideration of the events on campus!
- 6.8 It is the responsibility of the Committee to promote events on campus in relation to the LSESU Awareness-raising weeks, and committees are encouraged to host events contributing to these, particularly in RAG (Raising and Giving) Week.
- 6.9 The Committee is strictly forbidden from making any budgetary profit off its residents.
 - 6.9.1 This applies to both Committee Members seeking to make personal profits (from promotion or otherwise, with events companies or other organisations), and to the Committee as a whole as a representative body holding and managing public finances.

7. FINANCIAL REGULATIONS

- 7.1 The finances of the Committee are to be handled in a responsible, ethical, and accountable manner.
- 7.2 The constraints of Section 6.9 is to be strictly adhered to.
- 7.3 The use of financial instruments or the investment of committee funds is prohibited.
- 7.4 A financial "buffer" of £1000 must be maintained at all times in the Committee's bank account to cover unforeseen circumstances.
- 7.5 The Treasurer must reimburse residents or committee members as soon as possible for pre-authorised purchases.
- 7.6 The Treasurer must securely keep £200 in cash to enable quick small reimbursements

8. RIGHT OF INTERPRETATION

- 8.1 If there arises a dispute about the interpretation about the Constitution and the Committee cannot decide the matter, then the Community & Welfare Officer of the London School of Economics Students' Union shall be consulted and will decide the matter.
- 8.2 If the Community & Welfare Officer is unable to perform this task, the General Secretary of the London School of Economics Students' Union should be asked to interpret the Constitution.



9. CONCLUDING REMARKS

This Constitution is the product of residents of Passfield Hall and represents the democratic spirit and the special communal nature that this hall embodies.

This Constitution was revised and updated from the outdated 2006 version by Joel Rosen, President, and Martin Walsh, Secretary, of the Passfield Hall Committee 2011-12. Successive committees are encouraged to update this document periodically so it remains functional and appropriate to the changing circumstances and nature of the hall. This document must be maintained and adhered to as subject to the Education Act 1994, §22.

Signed,

President of Passfield Hall

Date

Students' Union Community & Welfare Officer

Date

Warden of Passfield Hall

Date

Front of House Manager of Passfield Hall

Date

