

Union Council
Room 1 | 10th November 2009

UC02

Motions Document

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contact Loughborough Students Union on 01509635005
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Introduction

About This Document

This document contains all of the motions that were submitted by students and Executive for discussion and approval at Union Council to be held in Room One at the Students Union on 10th November 2009.

Any queries or questions, please email vpdemocracy@lborosu.org.uk

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200 - Constitutional Motions**Motion: 201****Heading: Revised Media Constitution****Submitted by: James Spokoini (Executive Committee), Jamie Morgado (Executive Committee)****Council Believes**

1. That a new core constitution was passed by Union Council in October 2009.
2. That the existing media constitution is incomplete and needs updating.

Council Resolves

1. To adopt the following schedule in replacement of the existing Schedule IX: Media.

SCHEDULE IX**LOUGHBOROUGH STUDENTS' MEDIA****1. THE STATUS**

Loughborough Students' Media is an integral part of Loughborough Students' Union with the status of a section under the Constitution.

The section is a unified composition of:

The radio station 'Loughborough Campus Radio' ('LCR').

The television station 'Loughborough Students' Union Television' ('LSUTV').

The magazine 'Label'.

The commercial studios 'Aura Studios' comprised of:

Aura Audio.

Aura Video.

The non-commercial output of the Section should:

Act in the interests of the Students' Union and the Student Community.

Facilitate balanced scrutiny of the Executive Committee.

Be determined by the Multi-Media Editor, based on the ideas, submissions and productions of the current Media Committees.

Aura Studios, is to be governed as seen fit by the Multi-Media Editor, whilst considering the needs of its clients and the aims of the section.

The aims of the Section are:

To provide media content that is of particular interest to Loughborough students as deemed fit by the Multi-Media Editor :-

News, comment and current affairs related to the Union, the University, the campus, the local community and national issues.

Features on student lifestyle including sport, art, entertainment, education, welfare and careers.

Information and promotion of activities and events at the Union.

Content which appeals to the full range of Loughborough Students.

To support the Union's ethical values through journalism which is balanced and properly sourced.

To promote the personal development of volunteers particularly through training and the development of their organisational, technical and media skills and to support direct career development in media and creative industries.

To partly offset the costs of the Section through media sales and commercial work in line with Union budgets, using media facilities and expertise, whilst acknowledging that commercial demands must be balanced against Union demands.

Members of the Union may join the Section and benefit from participating on payment of an annual fee set by the Multi-Media Editor and approved by the Trustees from time to time.

The Board of Trustees will, at their discretion, allocate suitable premises, equipment and resources to facilitate these aims.

2. MEDIA PRINCIPLE OFFICER

The Multi-Media Editor is the principal officer. The Multi-Media Editor is a Section Sabbatical Officer of the Union and a member of the Executive committee reporting to Union Council and Board of Trustees. The Multi-Media Editor is elected annually in accordance with Standing Order C.

The Multi-Media Editor is responsible for:

Leading the Section and setting its internal policies and budgets.

Being the Editor in Chief of Label and director general of all Union Media.

Chairing Media Senate meetings.

Taking urgent decisions between meetings, reporting them to the following Senate meeting.

3. MEDIA SENATE

ROLE

To co-ordinate the work of each section of Media and their committees.

Plan developments for the Section.

Approve bids as suggested by the Multi-Media Editor for budget and capital developments for the Section to VP Finance and Commercial Services.

COMPOSITION

In addition to the Multi-Media Editor, the membership of Media Senate and individual roles are:

LCR STATION MANAGER is responsible for:

Reporting on LCR progress since the last meeting of Senate.

Reporting on LCR plans ahead of the next meeting of Senate.

Reporting back to LCR Committee anything that Senate mandates which affects LCR.

LSUTV STATION MANAGER is responsible for:

Reporting on LSUTV progress since the last meeting of Senate.

Reporting on LSUTV plans ahead of the next meeting of Senate.

Reporting back to LSUTV Committee anything that Senate mandates which affects LSUTV.

LABEL EDITOR is responsible for:

Reporting on Label progress since the last meeting of Senate.

Reporting on Label plans ahead of the next meeting of Senate.

Reporting back to Label Committee anything that Senate mandates which affects Label.

HEAD OF AURA AUDIO is responsible for:

Reporting on Aura Audio progress since the last meeting of Senate.

Reporting on Aura Audio plans ahead of the next meeting of Senate.

Reporting back to Aura Audio volunteers anything that Senate mandates which affects Aura Audio.

MULTI-MEDIA HEAD OF MARKETING is responsible for:

Strategising, planning and coordinating the sales of LCR, LSUTV and Media website advertising throughout the course of the year.

Reporting on the progress of advertising since the last meeting of Senate.

Reporting back to Marketing volunteers anything that Senate mandates which affects Media Marketing.

Updating Senate on the current status of advertising for LCR, LSUTV and the Media website.

MULTI-MEDIA ONLINE EDITOR is responsible for:

Operation, maintenance and development of the Media website in line with the Union & lufbra.net branding, working in conjunction with the Online Editors of LCR, LSUTV and Label.

Server maintenance and ensuring the smooth operation of all media servers and computers.

Working with the other members of Senate to assist in making technical enhancements to the Media Centre.

Reporting on any progress since the last meeting of Senate.

Reporting on any plans ahead of the next meeting of Senate.

MULTI-MEDIA SECRETARY is responsible for:

Taking and sending out minutes of meetings of Senate.

Assisting the Multi-Media Editor and other members in selecting the date and setting the agenda of all meetings of Senate, and sending the agenda out as appropriate to the members of Senate.

Assuring the Media Centre works in accordance with the constitution.

Assisting the Multi-Media Editor with general Media Centre administration.

In addition to the specific responsibilities outlined above, Senate members will also be responsible for any other such reasonable duties as delegated by Media Senate and the Multi-Media Editor including the organisation of specific events.

4. MEDIA COMMITTEES

LCR, LSUTV and Label shall have a committee appointed according to the “Committee and Appointments” Standing Order in section 5 below.

ROLE

It is the duty of each media committee to ensure that the day-to-day running of the section for which it is responsible goes smoothly, ensuring there is regular output, and that the section acts in accordance with their own internal policies and that those policies also adhere to the policies and decisions mandated by Media Senate and the Multi-Media Editor.

COMPOSITION

The committees of LCR, LSUTV and Label must each have no less than 7 positions. The composition of each committee is at the discretion of the head of that section with the approval of the Multi-Media Editor.

The precise composition of each of the media committees must be outlined in their own internal policy document.

Any changes to the composition of a media committee must first be passed at Media Senate with at least 1 month of notice prior to the change being made.

5. STANDING ORDERS

Except where otherwise stated general Union standing orders apply.

MEDIA SENATE

There shall be at least 12 meetings each year.

The quorum for Media Senate is half of its membership number.

The positions of Head of Aura Audio, Multi-Media Head of Marketing, Multi-Media Online Editor, and Multi-Media Secretary, shall be appointed annually in the final term of the academic year for the year ahead (but no later than 6 weeks prior to the end of term). These appointments will be made by process of written, then verbal interview – in a fair manner, at the discretion of the Multi-Media Editor and by taking advice from the current holder of the position, (notwithstanding the standing order “Committee and Elections” below).

The positions of LCR Station Manager, LSUTV Station Manager and Label Editor - on Senate, are automatically opted into, by appointment of individuals into these roles on their own relevant media committee.

POLICY AND REPORTING

All Media committees and officers should operate in accordance with policy approved by media senate and where appropriate endorsed by Union Council and or The Board of Trustees. The Chair of Council will rule on whether such endorsement should come in the form of approval of a report, or a specific motion, dependant on their importance. Once approved by both Media Senate and Union Council polices will be binding and may not be changed or abandoned without following this process.

Any policy concerning finance will normally be approved by the Board of Trustees.

The Multi-Media Editor shall make a report on the work of Media to each meeting of Union Council.

COMMITTEE AND APPOINTMENTS

Positions on each media committee shall be appointed annually in the final term of the academic year (but no later than 6 weeks prior to the end of term). Appointments will be for a position on that committee for the year ahead, or sooner in cases where a section head and the Multi-Media Editor are satisfied that a full and proper 'handover' period has been executed with their predecessor, and that the newly appointed committee member will be able to carry out his/her duties successfully. Appointments to each media committee will be made by process of written application, then verbal interview, in whatever fair capacity that is approved by the appropriate section head, Senate and the Multi-Media Editor.

Any application period for the positions on the media committees shall be advertised no later than 1 week prior to closing, using (but not limited to) the following channels: email to the Loughborough Students' Media mailing list, email to the Section members mailing list, a news item on lufbra.net, and a physical notice within the media centre itself.

All casual vacancies can be filled at the discretion of the Multi-Media Editor at any time within a reasonable period.

AMENDMENTS TO THIS SCHEDULE

Any amendments to this schedule may be made by a simple majority vote at a Media Senate in the first instance. It will then be passed to Union Council for approval which will require a two thirds majority before it comes into force.

Motion: 202**Heading: Revised Department Chairs Committee Constitution****Submitted by: Chris Peel (Executive Committee), Jemima Barnes (Executive Committee)****Council Believes**

1. That a new core constitution was passed by Union Council in October 2009.
2. That the existing Department Committees constitution is out of date and needs updating.

Council Resolves

1. To adopt the following schedule in replacement of the existing Schedule XVI: Department Chairs Committee.

SCHEDULE XI**DEPARTMENT CHAIRS COMMITTEE****a) DEFINITIONS**

- i) The term 'students' refers to all registered students at the University.
- ii) The term 'department' refers to a department within the University.

b) OBJECTIVES

- i) To provide a forum for discussion of problems related to the academic affairs of the University.
- ii) Act as a channel of communication between students of each University department and the Executive.

c) MEMBERSHIP

- i) Each department chair
- ii) The Vice President: Education, who shall have no voting rights
- iii) The Postgraduate Development Officer who shall have no voting rights
- iv) The Vice Chair, who shall have no voting rights
- v) The Faculty reps

d) OFFICERS OF THE DCC

- i) The Vice Chair who shall act as secretary to the committee and shall deputise for the chair where required. They shall also be responsible for ensuring the social cohesion of the group
- ii) The Vice President: Education who shall chair the meeting and ensure all actions from the meeting are upheld and done. They are responsible for ensuring all chairs receive appropriate training

e) MEETINGS

- i) There shall be no less than three meetings of the DCC per term, written notice of the meetings must be given no less than five working days in advance of the meeting.
- ii) The agenda shall be made available no later than 48 hours prior to the meeting.
- iii) The quorum shall be 40% of the voting members.
- iv) Minutes of meetings must be made available no later than five working days after a meeting.

f) FUNDING

- i) The DCC shall be funded by the union in accordance with the financial budgets approved by Council.

ii) This budget shall be controlled by the Vice President: Education

g) ELECTIONS AND TERMS OF OFFICE

i) The Department Chair shall be elected by the students in that department in term one, but no earlier than week 5.

ii) The office of a department chair shall be from the first day of Semester two until the corresponding date the following year. However once elections have passed, new department chairs shall be invited to the DCC as non-voting members.

iii) If any member resigns before the end of the stipulated term of office, or a position is vacant for any

reason, the vacancy shall be filled by the relevant constituent body, in line with the department committees constitution.

iv) The vice chair shall be elected from within the retiring chairs to serve the committee. If the vice chair resigns during their term in office then a replacement will be elected from within the DCC at the next available meeting.

h) REMOVAL OF COMMITTEE MEMBERS

Any elected member of the DCC who fails to attend three consecutive meetings without offering an explanation to the chair and accepted by the meeting shall normally be deemed to have resigned and result in a casual vacancy.

Policy Motions

Motion: 401

Heading: Mass Emailing and Texting Policy

Submitted by: Jamie Morgado (Executive Committee), Robert Hulme (Executive Committee)

Council Believes

1. MSL is the LSU online and Customer Relationship Management software provider.
2. Within the Software LSU has the option to send both mass emails and mass texts (SMS) to the entire membership and/or significant sub groups of membership (i.e. male, female, AU members, International Students etc).
3. That the membership may become blind to mass emailing, and texting if over used.
4. Frequent mass emailing can be intrusive and often detrimental to the proposed message.
5. The current guidelines to govern the usage of the mass emailing and texting facility are over 3 years old.
6. The VP Democracy & Communications is responsible for the LSU website under their job remit.

Council Further Believes

1. Greater control is needed to safeguard the efficiency of this facility.
2. With governed structure of planning and targeting such a facility will be a greater benefit to LSU.

Council Resolves

1. LSU should send no more than one mass text per month to a group of members.
2. Sections, Clubs, Societies, Sections and Departments should be able to purchase texts at the rate charged to LSU assuming the facility exists for them to SMS their memberships.
3. All mass texts will be arranged in advance between the Marketing Department and the club or society chair, section head or budget controller, and over seen by VP Democracy & Communications.
4. It is the VP Democracy & Communications responsibility to manage the content and timing of mass texting.
5. Texts do not role over each year.
6. LSU should send no more than two mass emails per week, (a mass email constitutes an email to groups larger than an individual club or society (ie sections or associations with a membership of over 500); unless there are exceptional circumstances, authorised in advance by the VP Democracy & Communications.
7. All mass emails will be arranged in advance by the Marketing Department with the relevant section head or Executive Member and over seen by VP Democracy & Communications services on a monthly basis.
8. That the authority to undertake an email on behalf of any association resides with the Executive Student Activities Officer.
9. It is the VP Democracy & Communications responsibility to manage the content and timing of mass emailing.

Motion: 402**Heading: Staff Purchase Policy****Submitted by: Henry Chambers (Executive Committee), Jamie Morgado (Executive Committee)****Council Believes**

1. The current guidelines to govern the usage of staff purchasing are over 4 years old.
2. The union shops provide an extensive range of goods and products for both students and staff.
3. Union staff have the option to sign out commercial products from any of the LSU shops, bars and catering facilities.
4. Staff purchasing products from external competitors takes potential business away from the union shop.
5. Internal purchases do not get charged VAT, therefore reducing the cost of internal purchases by 17.5%.
6. Internal transfer systems adequately cope with internal purchases
7. Claims forms are not required when purchases goods internally therefore less time is spent on filling out claims forms and writing cheques to reimburse staff with there expense.

Council Further Believes

1. Greater control is needed to safeguard internal purchases in order to cut any additional expenses.
2. A governed structure of internal purchasing, will greatly benefit the LSU shops and internal department budgets

Council Resolves

1. All LSU staff that are able to sign out internal transfers should use the union shop, bars or catering facilities as the first available resource.
2. If the item is available in any of LSU shops, bars and catering facilities then the item should be bought using the internal transfer structure.
3. The charging principle will be goods should be charges at approximately cost plus 10% for bulk purchases organised in advance.
4. Retail style arrangements i.e. smallish quantities or not organised in advance will be charged at retail less VAT.
5. Goods can only be charged to internal transfer on production of a union ID card with account to which goods are to be charged on the back.
6. If the item is not available then union staff can look at other external vendors in order to purchase the necessary item required.
7. It is the VP: Finance and Commercial Services responsibility to monitor all internal transfers and internal budgets.

Motion: 403**Heading: Athletic Union Social Behaviour Policy****Submitted by: Richard Smith (Executive Committee), Jamie Morgado (Executive Committee)****Council Believes**

1. The current guidelines to govern expected standards of behaviour are outdated.

Council Further Believes

1. Greater control is needed to safeguard the efficiency of this facility.
2. With governed structure of planning and targeting such a facility will be a greater benefit to LSU.

Council Resolves

1. To adopt the following policy:

Loughborough Students' Athletic Union, as a section of Loughborough Students' Union, has a duty to ensure it upholds the name of Loughborough Students' Union and to ensure that it is acting with the best interests of Loughborough students. The Athletic Union has a duty to ensure that its members participate on and off the field in a safe, non-threatening and enjoyable environment. It is also noted that members of the Athletic Union are also representatives of Loughborough Students' Union whilst off the field in a social capacity and during transport to and from fixtures and events; good behaviour is expected of them, and the following rules apply:

All members of Athletic Union Clubs must show respect towards members of the public and other members of the University, at all times.

Whilst representing Loughborough Students' Union, AU club members must behave responsibly and not act in a way that may damage the image of the club or bring the Athletic Union or Loughborough Students' Union into disrepute.

Social Events including club 'welcoming socials'

The objective of an Athletic Union social event is to act as a team building exercise, whereby all members of an AU club can meet and socialise with each other.

- It is each individual's choice whether or not they attend any 'welcoming social' or social event.
- It is each club's objective that every member of the club has an enjoyable time. It follows that each member will have a different response to activities, and no 'peer' pressure (intended or not) should be placed on any member to do anything that they may not enjoy.
- The committee of each club is responsible for the welfare of all club members and must take the necessary measures to ensure that an adequate level of safety is maintained at all times.

With this in mind it is the duty of the Athletic Union and individual clubs to ensure that the following are upheld:

It is the responsibility of the AU club committees to organise and supervise all club 'welcoming socials' and social events. Each AU club must notify the Athletic Union of the date, venue and content of their introductory social.

It is essential that every club initiation has an appropriate number of supervisors (in the form of club committee members and returning students). The number of supervisors must be ratified by the Athletic Union President. Supervisors must remain sober throughout the event to maintain adequate control.

Supervision is essential to ensure each member's safety, and to prevent any injuries or problems from occurring. No activity should take place that causes a risk of injury or damage to health. If the number of members attending the introductory event exceeds 50, it is obligatory that Loughborough Students' Union Security Staff are notified and are asked to oversee the running of the event.

All 'initiations' must be held within Loughborough University Campus, and preferably in the Students' Union Building and surrounding areas, for example, outside John Cooper Bar. It is not acceptable for any club member to take part in the 'Motorway Run' at any time throughout the year. If this is breached, those involved will be ineligible to compete for Loughborough Students for a minimum of two fixtures.

The Athletic Union discourages excessive consumption of alcohol and forced consumption of food substances. This applies to every club.

Every AU club should hold their Freshers' trials for selection of squads before club's 'Welcoming Social' takes place, to reduce any pressure that first years may feel to take part in the 'Welcoming Social'.

The Athletic Union insists that every club member has the right to participate as a full club member in training sessions and competitions without attending any of the club's social events. Attendance at social events is by no means a criterion for being selected into a club squad or team. Selection is based purely on ability, skill and fitness criteria.

Transport

When travelling to and from fixtures, training and social events members of the Athletic Union are representing their club, the Athletic Union, Loughborough Students' Union and Loughborough students. They should therefore behave in a responsible and safe manner:

When travelling on provided transport (i.e. minibuses, coaches or cars), no alcohol is permitted to be carried onto/consumed on board at any time. Failure to comply with this rule invalidates our insurance and puts members at risk.

Each club member is reminded that he/she are solely responsible for his/her conduct when representing the club at home or away fixtures, trips and training sessions. Any breach of conduct will be looked at seriously and could result in expulsion from the Athletic Union club and/or withholding of club grants.

The designated driver of the vehicle has the authority to refuse entry onto the vehicle or refuse to drive, if any member's behaviour is deemed unacceptable.

Accountability of Athletic Union Clubs

This policy works in line with the Union's Discipline policy, which exists to ensure that our members know that good behaviour is what we expected at all times, whilst representing Loughborough Students' Union.

Any matter arising from the improper conduct of a member should be reported via the Athletic Union President or directly to the Vice President: Finance & Commercial Services. Following this, action will be taken by the Vice President: Finance & Commercial Services in line with the Union

Constitution and the wishes of Union Council. The VP: Finance & Commercial Services will keep the Athletic Union President and AU Executive informed as to the actions taken against members or clubs. It is at the discretion of the Athletic Union President and AU Executive to impose any further restrictions on a club or specific member as they feel appropriate.

Let it be noted that sanctions to members or clubs will be in line with the minimum sanctions outlined in the discipline policy, and that incidents may also be referred to other parties, such as the police or institution (i.e. University).

On Field conduct

Should the conduct of a member whilst on the field be deemed unacceptable, this will be addressed by the sports governing body (i.e. through the referee system). This will also be reported to the Athletic Union President who can impose appropriate fines/bans above and beyond the governing bodies' action. If deemed serious enough, the AU President may refer to the Vice President: Finance & Commercial Services for advice and the possibility of Union sanctions in line with the discipline policy.

It is the responsibility of the Athletic Union President and AU clubs' committees to ensure every member is aware of and complies with this policy.

Motion: 404**Heading: Health and Safety Transport Policy****Submitted by: Jamie Morgado (Executive Committee), Henry Chambers (Executive Committee)****Council Believes**

1. The current guidelines to govern Health and Safety are outdated.

Council Further Believes

1. Greater control is needed to safeguard the efficiency of this facility.
2. With governed structure of planning and targeting such a facility will be a greater benefit to LSU.

Council Resolves

1. To adopt the following policy:

Health and Safety Transport Policy**General Statement**

It is our policy to take all reasonable steps to manage the health and safety of those who drive on Students Union business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from drivers as well as basic guidelines on driver health.

Section 1**Driver Registration**

All drivers of LSU vehicles and hired in vehicles must be registered on the Union's Vehicle Insurance policy.

Criteria**Minibuses 15-17 seat**

- Applicants must be at least 21 years old and have held a full, UK driving licence for a minimum of two years, three years in the case of a person driving for Scout and Guide club
- Not had an accident in a minibus in the last 5 years
- A passport size photograph must also be produced.
- All accidents and convictions within 3 years must be declared.

9 seat Vehicle

- Applicants must be a minimum age 18 years old
- Held UK driving licence for a minimum of 1 year
- Must have regular driving experience (including Motorway driving) not vacation only drivers.
- A passport size photograph must also be produced.
- All accidents and convictions within 3 years must be declared.

Transit Van

- Applicants must be at least 18 years old
- Held UK driving licence for a minimum of 1 year
- Attend a Transport Workshop and take part in on road driving assessment.
- A passport size photograph must also be produced.
- All accidents and convictions within 3 years must be declared.

If the driver cannot fulfil any of the criteria above they are asked to complete a non-standard form which will need to be sent to our brokers for approval.

Once through the registration procedure drivers are given a driver's handbook; this must be read and understood before undertaking the next part of the procedure.

Section 2

Workshop and Assessment Procedure

Prospective drivers are then asked to take part in a workshop which covers:

- Health and Safety requirements
- Viewing a safety DVD on how to drive a minibus safely
- Minibus Law
- Key collection
- Accident and breakdown procedure.

Prospective drivers are then shown how to undertake a static familiarisation of the vehicle which includes:

- Checking oil, water, seat and mirror adjustment.
- Check tyres and tyre pressures. Keeping tyres at the correct pressure will save on fuel
- Checking body work

An appointment is made to take a written test consisting of multiple choice questions which covers:

- Vehicle driving speeds
- Health and safety
- Minibus Law
- Road signs
- Motorway signs
- Regulation for multi lane roads

Upon successful completion of this written test the prospective driver will be asked to demonstrate competence of several manoeuvres:

- Reversing
- Box junctions
- Overtaking,
- Bay/parallel parking
- Undertake verbal commentary whilst driving

Section 3

Drivers Responsibilities

Legal and LSU requirements/good practice

- Drivers must read and abide by the rules, guidance and standards set out in the minibus driver's handbook which is provided at the time of driver registration
- Drivers are also advised to consult a copy of the Highway Code for guidance on their obligations as a road user. Available from www.highwaycode.gov.uk
- Under no circumstances must drivers consume before driving either alcohol or medication which may affect his/her ability to drive
- The carriage of alcohol is banned from any minibus owned, leased or hired by LSU
- It is illegal for drivers of 15/17 seat vehicle driving under Permit 19 (small bus permit) to smoke whilst driving.
- It is strictly prohibited for the driver of any vehicle owned, leased or hired by LSU to use any form of hands free mobile equipment.
- Do not drive when tired.

To avoid driving tired please read the tips below to ensure you have a safe journey

- Any minibus making a journey in excess of 150 miles must have two drivers.
- New drivers with little or no experience of driving multi seat vehicles must not undertake journeys in excess of 100 miles until they have driven on 4 journeys, each travelling a minimum of 25 miles for each journey, (i.e., the outward and inward journey will count as two journeys).
- If drivers are intending to take part in contact/high risk sports two drivers must be used irrespective of the distance travelled. No exceptions.
- The vehicle is the responsibility of the driver at all times and under no circumstances must s/he permit anyone else to drive the vehicle unless registered on the Union policy.
- Drivers are responsible for collecting and returning the vehicle as instructed
- It is the driver's responsibility for collection/return of keys and vehicle pack at the end of the journey
- It is illegal for any driver whilst driving under Permit 19 to accept any payment or payment in kind. They are entitled only to a meal and a non alcoholic drink.

Before you start your journey:

- Plan your journey to include a 15 minute break every two hours of driving
- Have a good night's sleep before setting out on a long journey
- Remember the risks if you have to get up unusually early to start your trip, or have a long drive home after a full day's work.
- Avoid making long trips between midnight-6am and 2-4 pm when natural alertness is low
- Even a small amount of alcohol, some medicines and drugs can make you drowsy and you're in danger of falling asleep at the wheel.

When you are on your journey

- Take a 15 minutes break every two hours of driving
- If you start to feel sleepy find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.
- Drinking 2 cups of coffee or other high caffeine drink and having a rest to allow time for the caffeine to kick in are effective methods of combating sleepiness
- Share the driving.

The above information is taken from the government's road safety campaign "THINK!"

Passenger Lists

All users of LSU vehicles must supply a list of passengers prior to departure. It must also show:

- Name of driver/s
- Name of first aider

- Contact details of driver
- Contact details of venue being travelled to.

Procedure to follow in case of minibus accident or emergency

- Passenger lists: The names of all passengers travelling in minibuses can be found in green box file at Union Reception
- Key box outside Reception should be checked to ensure that a passenger list has not been changed since the keys were collected. Drivers are instructed to detail all name changes.

Key Holders

The key to the white return key box is in the main Union key cabinet. Duty Manager or authorised key holder needed to access the key.

If no Union key holder available please contact University Security Control Room on 01509 (22)2141, explain the situation and they will call a key holder.

Passenger responsibilities

All passengers must accept that the driver is the most important and 'senior' person in the vehicle and comply with all directions and instructions given. The driver has the right to ask anyone to leave the vehicle if they are proving to be a menace and thus endangering other passengers and other road users

In buses and coaches (including minibuses), seated passengers aged 14 years and above must wear seat belts where they are fitted. Regulations requiring children 3 years to 13 years or under 135 cms must use the appropriate child restraint. Drivers must notify all passengers that seatbelt must be worn.

This Health & Safety Policy for Transport covers all vehicles owned, leased or hired by the Students' Union including sections of the Students' Union

Other Motions

Motion: 601

Heading: Ratification of ISA Elections 2009

Submitted by: Brian Parkinson (Executive Committee), Jamie Morgado (Executive Committee)

Council Believes

1. The ISA Elections 2009 were run according to the Union Constitution.

Council Resolves

1. To ratify the following results for the ISA Elections 2009.

For the position of ISA Chair

First Round

Rajasanker SR – 46

Jaikun Bao – 45

Pradeep – 41

Qi Tang – 32

RON – 3

Commentary: No one reached quota of 83.5 - RON and Qi Tang eliminated

Second Round

Jaikun Bao – 49

Rajasanfer SR – 47

Pradeep – 43

Commentary: No one reached quota of 69.5 - Pradeep eliminated

Third Round

Jaikun Bao – 55

Rajasanfer SR – 53

Commentary: Jaikun Bao is duly elected.

For the position of ISA Secretary

First Round

Eesha Shah – 81

Mitulkumar Tailor – 63

RON – 6

Commentary: Eesha Shah is duly elected.

For the position of ISA Treasurer

First Round

Mengxi Hu – 93

RON – 18

Commentary: Mengxi Hu is duly elected.

For the position of ISA Publicity Officer

First Round

Nishant Shah – 106

RON – 13

Commentary: Nishant Shah is duly elected.

For the position of ISA Campaign Officer

First Round

Mahmoud Alwazir – 66

Vasanth Thanigaivelu – 46

RON – 7

Commentary: Mahmoud Alwazir is duly elected.

For the position of ISA Ordinary Member (2 Positions)

First Round

Jane Niit – 74

Monica Singh – 33

RON -4

Commentary: Jane Njit and Monica Singh are duly elected.

Motion: 602

Heading: Ratification of PGA Elections 2009

Submitted by: Brian Parkinson (Executive Committee), Jamie Morgado (Executive Committee)

Council Believes

1. The PGA Elections 2009 were run according to the Union Constitution.

Council Resolves

1. To ratify the following results for the PGA Elections 2009.

For the position of PGA Chair

First Round

George Mylonas – 38 vote

Khalid Shaikh – 14

RON – 5

Commentary: George Mylonas is duly elected.

For the position of PGA Secretary

Commentary: No Candidates

For the position of PGA Treasurer

First Round

Wan She – 50

RON – 0

Commentary: Wan She is duly elected.

For the position of PGA Publicity

Commentary: No Candidates

For the position of PGA Campaign

Commentary: No Candidates

For the position of PGA Ordinary Member

First Round

Amy Campbell – 36

Paul Jones – 31

RON – 0

Commentary: Amy Campbell is duly elected.

For the position of PGA Social

First Round

Han Wei – 47

RON – 6

Commentary: Han Wei is duly elected.