

QUEEN MARY AND WESTFIELD COLLEGE

ORDINANCES

Part C – Students and Alumni of the College

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Ordinance C1: Definition of Students

1. The following are students of the College:
 - [a] Any person enrolled with the College.
 - [b] Any person registered for a programme of study offered by the College and leading to an award of the University or the College.
 - [c] Any person following a programme of research study at the College leading to an award of the University or the College.
 - [d] Any other person whom the Senate declares to be a student of the College.
2. The following shall be associate students of the College:
 - [a] Any person registered for study at the College, normally in the form of designated course units leading to an award of the College or the University.
 - [b] Any person studying at the College on an approved exchange programme who has a primary registration at another institution.
 - [c] Any person following a programme of study at a collaborating institution supported by a formal agreement that articulates to study at the College.
 - [d] Any other person who the Senate declares to be an associate student of the College.
3. The following shall be affiliated students of the College:

- [a] Any person registered and enrolled as a student of another higher education institution who has satisfactorily completed the application process and met any other criteria established by the College for affiliated students. The Principal or nominee, shall establish the application process and other criteria for affiliated students. The Principal, or nominee, shall specify those facilities to which an affiliated student may have access. Normally, this shall be limited to non-study related activities and facilities.
- [b] Any other person who the Principal, or nominee, agrees may be an affiliated student of the College.

Ordinance C2: Registration

1. Students shall be required to enrol with the College and Register for programmes and modules in accordance with the relevant regulations and procedures. A student may have his or her registration terminated in accordance with the appropriate regulations and procedures.

Ordinance C3: Termination of Registration of a Student in Debt

1. A student who is in debt to the College or to the University and who, after due warning in writing, has not cleared the debt, or made acceptable arrangements with the appropriate officer to clear the debt shall be notified, that, unless acceptable arrangements are made for the settlement of the debt by a specified date, the student's registration with the College (and, where appropriate, with the University) shall be terminated with effect from a stated date. Any individual who has had his/her registration terminated shall cease to be a student and shall not be permitted to participate in any teaching, learning or assessment activities (including examinations) from the effective date of termination.
2. A student whose registration as a student of the College has been terminated, and who subsequently makes acceptable arrangements for the payment of his/her fees, may have he/she registration reinstated to the College. The reinstatement of registration shall normally be effective from the appropriate point of the following academic year, unless separate arrangements have been agreed by the Academic Secretary. The College may charge an administrative fee for any reinstatement following termination of registration due to debt.
3. An individual whose registration as a student of the College has been terminated may appeal against the decision, in accordance with the relevant section of the College's regulations.

Ordinance C4: Code of Student Discipline: Regulations for the Conduct of Students

1. The conduct of students and allegations of misconduct shall be managed through the relevant regulations. The Council delegates to Senate the authority to approve the following for the regulation of student conduct:
 - [a] Academic Regulations that make a number of provisions that relate to the conduct of students both in general terms and also in relation to their academic studies.
 - [b] The Regulations for Assessment Offences which are also a part of the Academic Regulations.
 - [c] The Code of Student Discipline that provides the regulations for managing allegations of misconduct by students.
 - [d] The Professional Capability and Fitness to Practise Regulations that apply to students registered for a primary medical or dental qualification and to Foundation Year One Doctors.
 - [e] Halls of Residence Regulations that apply to residents of accommodation managed by the College.
2. In addition, the Council delegates to Senate the authority to approve the following regulations that apply to students as well as staff and other members of the College, or persons utilising the relevant facilities:
 - [a] Library Regulations
 - [b] Computing Regulations
3. Senate or its delegated authority may develop policies and procedures in support of these regulations.

Ordinance C5: The Council and the Students' Union

1. The Council affirms its commitment to the self-government and autonomy of the Students' Union under its own constitution and the stewardship of the Board of Trustees following its establishment as a charitable entity.
2. The Education Act [1994, s.22 (2) (b)] requires that the Union's constitution is subject to approval by the Council. The constitution of the Students' Union is the Memorandum and Articles of Association of Queen Mary Students' Union.
3. The self-government and autonomy referred to in the preceding paragraph must be consistent with the law and with the Council's obligations, in particular the Code of Practice specifying compliance with the relevant provisions of the Education Act 1994.

4. The Council affirms that it will normally expect to approve a constitution, or amendments to the constitution, which have been properly considered and endorsed through the Union's own decision-making structure, including its Board of Trustees and would refuse to do so only in exceptional circumstances.
5. The exceptional circumstances referred to in the preceding paragraph cannot be defined comprehensively, but could include the following: non-compliance with the requirements of Part II of the Education Act 1994; non-compliance with the law on charities; non-compliance with the College's obligations under the Financial Memorandum with the Higher Education Funding Council for England or other requirements relating to finances and resources; provisions curtailing the normal democratic procedures within the Union or the rights of individual members; provisions incompatible with the Charter or with any Ordinances or any Codes, Rules or Regulations approved by the Council already in existence.
6. Officers of the Union are asked to give as much notice as possible to officers of the College before constitutional amendments are brought before the Council so that any possible problems can be identified and discussions can take place.
7. Where a problem as mentioned in the preceding paragraph has arisen and discussions between the College and the Union have not resolved the differences, the proposed change should be brought to the Council together with explanatory statements from the President and the Principal.
8. If the Council is of the view that further discussions should take place or some changes should be made to the proposals before approving them, it will normally defer the matter to its next meeting rather than formally disapproving them.
9. If agreement cannot be reached in this way or the Council does refuse to approve the proposals, it will normally be the case that the status quo will continue and the existing constitution or parts of the constitution will continue in force. Only in exceptional cases, such as where there are no such current provisions or change is required by law, will the Council consider introducing changes itself.
10. If the Council, in accordance with the preceding paragraph, is of the view that changes are required following its refusal to approve the proposal, it will ask the Principal to arrange for discussions to take place with Union officers and/or members of the Board of Trustees as relevant with a view to reaching agreement so as to avoid a situation where the Council must itself introduce provisions into the Union's constitution which have not first been approved by the Union through its own decision-making structures.
11. The Council hopes that this Ordinance, while recognising the Council's obligations under the law, will contribute to maintaining the excellent relationship between the Council and the Union and between College officers and Union officers *and its Board of Trustees* which is in the interests of the College and of its students.

Ordinance C6: The Memorandum and Articles of Association of the Students' Union

Ordinance C6 comprises the Memorandum and Articles of Association of the Students' Union in its entirety and is a separate document, publically available on the College website.

Ordinance C7: The Alumni Association

1. Name

The name of the Association shall be Queen Mary and Westfield Alumni (hereafter referred to as QMWA).

2. Mission

To encourage and support a spirit of community among past and present students and staff of the College.

3. Objectives

The objectives of QMWA shall be:

1. To promote good fellowship among past and present students and staff of Queen Mary and Westfield College and its predecessor colleges (Queen Mary College, Westfield College, St Bartholomew's Hospital Medical College and The London Hospital Medical College); and to enable and encourage the College and its alumni to maintain an active lifelong relationship.
2. To encourage members to play their part in the development of the College and to promote its well being.
3. To offer advice and assistance in appropriate circumstances to the College and its students, including by the provision of scholarships, and to undertake fundraising activities.
4. To support special interest and regional groups with similar aims (chapters) and through these to arrange social and other activities for its members.
5. To encourage the provision by the College of such services and facilities to its members as can reasonably be expected.

4. Membership

Membership of QMWA shall be open free of charge to the following:

1. All students and staff and all former students and staff of the College and its predecessor colleges.
2. Honorary Fellows and Honorary Graduates of the College.
3. Friends of the College who wish to be associated with the objectives of QMWA, subject to the approval of the Management Committee [see Section 6].

A record of members shall be kept by the College officer responsible for alumni relations.

5. President and Vice-Presidents

The President of QMWA shall be the Principal of the College. Up to three alumni may be appointed as Vice-Presidents of QMWA by resolution of a General Meeting to serve for such period as the General Meeting may determine.

6. Management Committee

6.1 There shall be a Management Committee to oversee the general direction of QMWA, the composition of which shall be as follows:

The President and Vice-Presidents *ex officio*

Two senior former students or staff of the College nominated by the Principal to serve as Chair and Vice-Chair of QMWA

A senior member of the College staff nominated by the Senate of the College

An Honorary Treasurer nominated by the Committee and ratified by the Annual General Meeting who shall have responsibility for QMWA's Benevolent Fund.

Not less than four and not more than six former students or staff of the College elected by the QMWA, representing a diversity of disciplines and years of study and at least one of whom shall be a Life member of the former Association.

A representative of the current students nominated by the Students' Union.

The College officer responsible for alumni relations, *ex officio*.

6.2 *Terms of reference*

1 To oversee the activities of QMWA and to liaise with its chapters.

2 To advise the College on matters relating to the development and administration of alumni relations.

3 To monitor the management of the Benevolent Fund and to allocate at its discretion grants from the Fund in accordance with section 8 of this Constitution.

4 To ensure appropriate input by QMWA into the College's publication(s) for alumni.

5 To encourage active participation and contact by alumni in College activities and affairs.

6 To report annually to members through the Annual General Meeting and in writing through the College's publication(s) for alumni.

6.3 *Meetings of the Management Committee*

The Committee shall meet at least once in each year. The quorum shall be the Chair or Vice-Chair and five other members.

Meetings shall be convened at the request of the Chair by the College officer responsible for alumni relations, who shall keep the Minutes. Meetings shall be convened at the request of the Chair by the College officer responsible for alumni relations, who shall keep the Minutes.

6.4 *Expenses*

Reasonable expenses incurred by members of the Management Committee in connection with their attendance at meetings or other duties on behalf of QMWA shall be reimbursed by the College on receipt of a duly completed claim.

7. General Meetings

7.1 The Management Committee shall call an Annual General Meeting of members of the Association, of which not less than two calendar months' notice shall be given.

7.2 A Special General Meeting may be called by the Management Committee or at the written request of at least twenty-five members of the Association; members shall be notified of a Special General Meeting not less than twenty-one days in advance.

7.3 The quorum for a General Meeting shall be twenty members in addition to the Chair; in the absence of a quorum and if the quorum is not challenged at the meeting, the meeting shall proceed and its resolutions and elections shall be held to be valid.

8. Benevolent Fund

QMWA shall maintain a Benevolent Fund which shall be used for such purposes as the Management Committee may determine, which may include hardship grants, loans and scholarships under schemes approved by the College, bearing in mind other funds which may be available, and grants to the College for specific purposes.

The Fund shall be held and invested by the College with investment income credited to the Fund; the College shall not make payments from the Fund without the express authorisation of the Management Committee or the Treasurer acting on the authorisation of the Committee.

QMWA may undertake such fundraising (but not trading) activities for the Fund as the Management Committee may determine. A report of all grants and awards made shall be included in the College's publication for alumni, providing that the names of recipients of hardship grants shall not be divulged.

9. Chapters

Groups of members with specific affiliations (eg departmental, regional, sports, year groups) may form chapters of QMWA which shall have objectives broadly in line with those of QMWA.

Chapters may charge a membership subscription under guidelines for their financial management to be approved by the Management Committee. Life members of the

former Queen Mary and Westfield College Association shall be invited to become free of charge the founder members of a chapter which shall continue to offer the traditional social events of the former Association whilst there remains a demand for such activities; this does not preclude the organisation of other activities, or payment of a subscription by other members of this chapter.

Chapters shall be encouraged to provide regular reports on activities to the Management Committee and to the College's publications for alumni.

10. Services to members

The Management Committee shall liaise with the College in the provision of services and facilities to members and shall be consulted about such provision and any charges to be made.

11. Constitution

This Constitution supersedes the previous constitution of the Queen Mary and Westfield College Association and will come into effect as soon as approved by the Council of the College.

Any amendments to this Constitution shall be proposed by a majority of the Management Committee and approved by a General Meeting before being submitted to the Council for approval.

The Constitution shall be reviewed after not more than three years of operation.

12. Transitional Arrangements

Other than those members of the Management Committee serving *ex officio*, three members shall serve initially for one year, three for two years and three for three years, the order to be determined by the drawing of lots; those serving for one or two years shall be eligible for re-appointment for two further periods of three years. For the first two years after the inception of QMWA, the composition of the Management Committee shall be increased to include two additional representatives of the Committee of the former Queen Mary and Westfield College Association, and the maximum number of members who may be co-opted to the Committee shall be reduced to one.