



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Hall Committee Handbook 2023

Residential Life Guide



Contents

Introduction

Hall Committee roles

Organising events

Your role during the year

Support teams

Welcome Week

Handover process

Key documents

Introduction

Hello from Residential Life team

Thank you for stepping up to play an important role in your hall. Your role in the hall will greatly elevate the social experience of students living within your residence. It is also a fantastic opportunity to make long-lasting friendships and gain valuable development opportunities that extend beyond the traditional classroom setting.

We are extremely grateful for the hard work and dedication that Hall Committees bring each year. Your studies, however, should always come first. If you ever do need any support with balancing your workload and any other extracurricular commitments, reach out to your Warden, your Residential Life Officer or the [LSE Student Wellbeing Service](#).

This handbook will introduce the key aspects of your role, the expectations, the support any the variety of employability skills you will learn.

Benefits of becoming a Hall Committee member

As a Hall Committee member, you'll have some fantastic opportunities! You can represent the hall, shape your own hall-experience, and plan awesome events.

There's a chance for you to continue living in your current hall next year. This will require recommendations from both your Warden and Residential Life Officer. There might be a chance for you to live in a different hall, and we will ask you to specify this in your LSE Student Accommodation System. Housing isn't always guaranteed and offers can be withdrawn over the Spring Term.

To make your Welcome Week plans smoother and meet other early arrivals, you can apply to move in a week early depending on availability (this is usually provided FREE of charge but varies between halls). You can usually move in on the Tuesday before move-in day (or earlier for an additional fee). Look for the deadline to apply by that will be advertised by the Residential Life team. Any Hall Committee member taking up this offer, will be obliged to attend a briefing session taking place on Wednesday before move-in.

Introduction

You will also be able to get special discounted tickets for certain Residential Life central events as part of the Last-Minute Club. The last-minute tickets will be released to everyone in the Hall Committee, giving you the opportunity to book and take part into events beyond your own hall.

Equity, Diversity and Inclusion (EDI)

LSE seeks to ensure that everyone is treated with dignity and respect, and that no-one will be treated less favourably because of their role at the School, age, disability, gender (including gender identity), race, religion or belief sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

Equity, diversity and inclusion are integral to the School's priorities and objectives. LSE supports interfaith and inter-cultural dialogue and understanding and aims to engage all students and staff in playing a full and active role in wider engagement with society.

Any decisions you make while you're part of the Hall Committee should be influenced by the principles of the [Equity, Diversity and Inclusion](#). LSE follows the [guidance on gender segregation](#) from the Equality and Human Rights Commission.

Building a "Community"

One of the main goals for our Hall Committees is to develop and foster the sense of community within the halls. For us, a sense of community means a place where:

- A shared atmosphere of belonging where residents feel connected, supported and valued by one another.
- The academic endeavours of everyone are supported by staff and other students.
- Freedom of expression in a respectful manner is protected, promoting thoughtful discussions.
- The uniqueness of each person is valued in an environment where everyone can be themselves comfortably.
- All students understand the policies and expectations of their behaviour, are active in upholding the community standards, and are held accountable for their behaviour.
- There is safe, well-kept and secure living space meeting the physical needs of students.

Introduction

However, each hall has its own perceived challenges to community building. Some halls might have physical challenges like limited bed spaces, building layout, small communal areas, or geographical London locations. In other halls, challenges may arise from the diverse academic programmes, especially when there's a mix of UG and PG students. Similarly, the diversity of students – varying cultures, religions, or physical abilities – might initially appear daunting for planning events, but it can be a wonderful source of inspiration.

You can overcome these challenges and develop valuable problem-solving skills. If you are in a large hall finding it difficult to get residents to attend hall-wide events, you might consider about organizing events by floor or block. If your hall is divided into flats, encourage residents to hold kitchen-based events like “progressive dinner” or “potluck dinner”. If you have small communal areas, you can think about hiring external event-space such as museum, cultural centres or cafes. If, on the other hand, you have a too large event space, you can collaborate with another Hall Committee, inviting their residents to join, ensuring a lively turnaround!

In a hall with both undergraduates and postgraduates, you can host events tailored to each group ensuring fairness. If you're unsure about engaging certain students, just ask them directly. If many students share an interest you're not sure how to cater for, provide them the resources like the Committee budget or connections to support them in organising their own event. This helps foster inclusivity and a sense of community.

Don't be discouraged if your hall isn't already known for having socially active residents. You can set a precedent by setting a consistent example – promote your events effectively and hold them regularly, even if the attendance is initially modest. You are not alone; tap into the experience of your Warden Team, front of house staff or the support of your Residential Life Officer. Contact details are available in the Teams in halls section.



Hall Committee Roles

President

The President is the head of the Hall Committee. The President is required to chair committee interhall meetings, represent the interests of the residents with the Residential Life team, the LSESU and Residences User Group (RUG). The President must lead each Hall Committee meeting in an unbiased manner. The President is also responsible for ensuring that someone from their team is always present at the monthly event planning session with Residential Life, and a member of the Warden team for their hall.

Vice President

The Vice President is responsible for keeping track of the Committee budget. They will maintain **accurate records** of funds and expenditures from the Hall Committee accounts, as well as handle committee purchases. The Vice President is also responsible for handling all receipts and ensuring the Residential Life Officer is up to date on financial decisions. Where applicable, they are also responsible balancing the Hall Committee budget spreadsheet and fun held in the SOLDO account.

Each month an up to date and comprehensive set of accounts and the latest bank statements should be submitted to residential.life@lse.ac.uk with a brief summary of what the money have been used for the past month. At the end of every term, a full record, bank statement and written explanation for residents of last term's fund use should be submitted to residential.life@lse.ac.uk. This will need to be approved by the Warden and distributed to all residents for the next term's budget to be released to the committee.

Communications Officer

The Communications Officer is responsible for minute taking at committee meetings as well as taking attendance for Hall Committee events and programmes. The Communications Officer will work closely with the Residential Life Comms team to ensure the hall is aware of up and coming events, update events on Halls Life Hall Committee page and that regular Halls Life committee blogs are submitted and to handle all email communication requests (must be submitted 7 days before emails is due to be sent). The Communications Officer will also serve as the lead content

Working together

The Community and Welfare Officer (CWO) is responsible for providing variations of support for residents in the hall. They will also develop and create programmes, events and/or campaigns for the betterment of the students and their wellbeing (e.g. therapy dogs or exam stress workshop). Additionally, the CWO will promote and publicise the professional support available from the other services around the university and community and engage with organisations in the local community to find volunteering opportunities. They will also connect with the Peer Supporters (if applicable) and Subwarden teams to further the support available to students.

Events Officer

The Events Officer will serve as Lead programme organiser for the hall. This includes contacting any organisations affiliated with the programme. Additionally, the Events Officer will create and log all events hosted by the committee (Includes time, location, cost, attendance, and any note). Furthermore, the Events Officer is expected to devise unique programme ideas that are inclusive for everyone in the community and benefit the residents in the hall. The Event Officer will also be expected to communicate and engage with organisations in the local community to find volunteering options for students with the assistance of the Community and Welfare Officer. The Event's Officer will also be responsible for stock and equipment control, keeping an update to date record of both and available for audit on request by ResLife.

They shall also have responsibility for stock control. At least one of these posts shall have responsibility for Health & Safety issues. In addition, the Events Officer will meet with the Residential Life Officer and Warden team for a monthly catch up where they will need to provide an update of the up-and-coming events and campaigns.

Organising events

Event programming

An event programme is a series of planned activities which provide residents with an opportunity to interact and get to know other residents. It will help to develop a positive, inclusive community. You should aim to have a diverse events programme which encourages participation from all residents. Being on the Hall Committee mean you can directly influence the type of events held in your hall.

By holding a wide variety of events, you can directly improve the sense of wellbeing among residents in your hall. A strong event programme will build a community in your hall, helping residents establish life-long friendships.

While social events are important, so are those that support academic learning, promote healthy habits, make residents feel like part of a community, provide entertainment, and embrace different cultures and traditions. Incorporating all these ideas into your events calendar might sound like a daunting prospect, but you can make it easier by planning each event ahead of time. Events currently held in your hall will already contribute to multiple areas of wellness.

You can find event ideas to get you started on our [LSE Halls Event Guide](#).

Key considerations when planning events

There will be plenty of opportunities to organise events throughout the year, not just during Welcome Week. It is a good idea to map out your potential events at the start of the year; this will also help with budgeting for the year.

You will need to consider the following:

- **Date** – Does this event clash with an exam period / common deadline or popular SU event? If so, it might not be as well attended as you might hope.
- **Location** – Will the location appeal to most of your residents, is it easy to get to, and is it accessible for any wheel-chair users (or other students with limited mobility) you might have in your hall?

Organising events

- **Capacity** – How many people can attend? If there is limited availability, how will you ensure that the distribution of places to residents is fair? Will you be able to sell enough tickets to cover the costs?
- **Risks** – You should be aware of any risks inherent with the type of activity you are planning and take appropriate precautions. Please contact your Residential Life Officer well in advance of any event that you might have risks. We will help you plan to mitigate those risks.
- **Approval** – Hall Committees should always seek their Warden's approval before planning an event in the common room.
- **Post-event** – Have you made adequate provisions for cleaning up after the event? Communal areas are important to everyone in the hall and should be respected. Late night event swill need to be cleared before the following morning in case others plan to use the area for early morning activities.
- **Photos** – Hall Committees are as much as a representation of your residents, but also of the School. When arranging events, Hall Committees should always document the event, this should be done by taking photos at the events and submitting these to Residential Life.

Note that your responsibility is not just to organise an event, but to run and manage it until conclusion. Ensure that there is at least one Hall Committee member present and available to deal with any problems that occur, e.g. students not mixing, last minute venue changes, students falling ill, spillages etc. To deal with such problems effectively you should remain sober enough to take control of any situation.

If you are organising an event at LSE or in a hall of residence, or an event off-campus which will be run under an LSE banner, please make sure that you are aware of and follow the legislation, guidance, and advice in relation to Prevent. For more information you can consult the [Prevent page](#) on the LSE website, the Director of Government Relations or The Business Continuity Manager

Organising events

Alcohol free events

There will be some residents who might not drink alcohol for medical, personal, or religious reasons, but who will still want to partake into the social life of the hall. Alcohol-free late-night event programming is a recent phenomenon in the US universities and it's making its way to the UK. There are similar trends with the Gen Z generation. These events don't have to be boring, and (if marketed right!) could be equally popular as the events including alcohol. If you're enthusiastic about it and encourage participation, your fellow residents will be excited for it too.

Here's some great ideas for alcohol-free events:

- A café crawl at the same time as the pub crawl.
- A dance class at the same time as a club night.
- A trivia night / game of Rock'n'roll bingo at the same time as a pub quiz.
- Ice cream or popcorn bar in the common room with many toppings instead of an alcoholic bar.
- Virtual quiz's or Netflix parties.

Find more [ideas online here](#). You should also make sure there are exciting non-alcoholic drinks options at any common room events. You can find hundreds of simple, non-alcoholic cocktail recipes online, that will make everyone feel included.

Find a focus for every event that is not drinking. Events such as quizzes or karaoke are great, because people can enjoy a drink or two, but it isn't the main focus or activity. An array of nibbles, light snacks, and games will be welcomed by drinkers and non-drinkers alike.

Students with disabilities at your events

Try to anticipate how students with disabilities may access your events. It's a good idea to include a statement in your publicity such as "please contact us if you have any access needs". If a student contacts you to disclose about their disability or impairment, ask them what would best facilitate their participation in an event – they are most likely to be the expert on what works well for them!

It's helpful to recognise that many students have hidden disabilities, such as dyslexia, visual/hearing impairments, long term medical / health conditions or mental health difficulties. An example of a reasonable adjustment for example for a student that may have significant back pain

Organising events

and be unable to stand in a long queue to collect a ticket, it would be reasonable to provide them with this in advance. Some students prefer not to declare their disabilities to the hall or the School, which is their right. The [Wellbeing Service](#) is available to provide confidential advice to students. Some students may wish to contact a Peer Supporter as well. If you are not too sure how to respond to a student's request you can always contact the [LSE Wellbeing Service](#).

Sustainable events planning

When organising events, think carefully about their environmental impact. All of your events should allow residents to enjoy themselves with a clear environmental conscience. To learn more about how you can help your hall become more sustainable, visit [Sustainability at LSE](#). To see an "Elevator Pitch" for promoting sustainability in your hall, visit "Key documents" section.

- Planning – order the amounts you need to avoid waste of food and drinks! Consider getting RSVPs in advance so you know how many to cater for. Ask front of house or cleaning staff for recycling bags / bins and ensure residents use them.
- Purchasing – does your drinks/food supplier apply any environmental or ethical criteria (e.g. Fairtrade, Local or Seasonal produce)?
- "Reveal" your food and drink in stages – stops "hoarding" of drinks and food and reduced leftovers and wastage at the end.
- Unplug – save electricity by not leaving PA equipment and lighting on before and after events.
- Liquids bin – encourages "dregs" to be emptied and enables the recycling of aluminium cans which are energy and resource intensive to produce from scratch.
- Place recycling bins visibly (recycle aluminium cans, glass bottles and plastic cups) – scrape plates of food for compost.
- Digital invites – better than paper flyers and posters (Halls Life, WhatsApp group chat, email). If you do print any, recycle them afterwards.
- Keep and appropriately store any reusable items. Where they are occasion specific (e.g. Thanksgiving decorations), make sure they are passed to the next year's committee.
- Plastic FREE LSE & BYO – limit the amount of single use plastics and purchase re-usable cups / straws if appropriate, but also consider the cleaning of these items or think about using paper equivalents. Do try to move your events towards the Bring Your Own (BYO) cups, crockery etc.

Organising events

After the excitement wears off...

Once your initial events are over and the new residents establish their study routine, the excitement of being in a new environment and a new city can wear off. The happiness of residents can vary subtly throughout the year, and you should be mindful of the morale of your community.

As a team, the Front of House teams will make you aware of new arrivals so you can welcome them into the building and show them around if necessary. You should also look out for residents who are not settling in, or who seem to be having trouble making friends with people. If you have regular group of attendees to your events, consider how you can reach out and appeal to others in your residence. The first few weeks at university can be overwhelming for some students. Make an effort to reach out to anyone who is alone.



Throughout the year

Representation

Residences User Group (RUG)

The Residences User Group (RUG) exists to provide a forum for discussion of issues of concern and interest to users of the School's student residences.

Two members of each Hall Committee (usually the Hall Committee President and Communications Officer) are invited to attend the termly RUG. If the President is unable to attend, they should nominate another committee member to attend on their behalf.

As a Hall Committee member, it is your responsibility to provide a voice representing the needs and opinions of your fellow student residents, this feedback can be gained by carrying out Town Hall meetings virtual or in person. You have the opportunity to liaise with the hall and School management to make sure that student concerns are communicated. RUG can be invaluable tool for Hall Committee members to bring items to the attention of residences management and to seek resolution and support for any troubles you may be experiencing. Please make sure you attend and speak up at these meetings, calendar invites will be sent when the dates are released.

Outreach

From time-to-time various teams around the School will ask for your help to run or get involved in various central events. These could include Open Days or sustainability awareness initiatives. Wherever possible, do try to volunteer your time at these events. It provides an extremely valuable "student voice" for current and prospective students, and also offers you the opportunity to meet other key staff from across the School which may be able to support you with a different initiative later in the year.

Throughout the year

Identifying key times

Early arrivals

As some residents check in early, it is always a great idea to start connecting with the new students. The RLOs will need you to be ready for events and programming when you move in, so please ensure that you are available to assist during early arrivals and move-in.

Hall Committee recruitment

You will remain in post until a new Hall Committee is selected and in place (unless you graduate from LSE over the summer). You will need to work with your Warden to arrange nominations, and the results event. Think about how to encourage residents to nominate themselves and focus on how to get the whole population involved. A great Hall Committee team is crucial for a successful year ahead.

Winter holiday

If your hall offers a 38 or 50-week contract there will be some students staying in the hall for some or the entire holiday period. Consider what you can do to support these students during this time. It can be a lonely or distressing time for people. If they celebrate Christmas, but can't make it home to family, they may be missing them and be upset. If they don't celebrate Christmas, they may find that the lack of flatmates and the shutdown of the shops and services is isolating. Think how you can help the remaining students find each other so they can plan things to do as a group. You can team up with another hall and offer a Christmas themes movie night with mince pies. If you can't facilitate anything yourself, make sure students are aware of other places they can go. For example, the Faith Centre runs trips during the Christmas break which are open to all students.

The New Year

The return to the hall after the Winter break can be difficult for many students. It can be hard to leave friends and family at home, especially when the return to LSE involves a return to essays and exams as opposed to the excitement of Welcome Week at the beginning of the year. It's important therefore that you hold events which welcome residents back and make them feel connected to your residence community.

Throughout the year

Spring holiday

If your hall offers a 38 or 50-week contract there will be some students staying in the hall for some or all the holiday periods. Consider what you can do to support these students during this time. Some students may be lonely or distressed because they can't be with friends or family. Others might already be feeling the pressure of revision and exams. You could help by planning a laid back get together in conjunction with another hall or helping set up a revision group before the holidays. You could also work with Residential Life Comms team and set up a WhatsApp group chat for people to find other students staying in halls over the break.

Exams

During the exam period, revision and preparation should take precedence over social activities in the hall. The Hall Committee can, however, still use their resources to enhance the residential experience during this period. Have you thought about asking your Warden or Operational Manager to make the common area or dining room available 24/7 quiet study? Perhaps you could make a selection of brain boosting snacks available? Blueberries, blackcurrants, pumpkin seeds and nuts are all a great source of nutrients to help boost your brainpower. You could also run a stressbusting event (aromatherapy / massage), or a procrastination / stress management talk. Contact the [Student Wellbeing team](#) or the Peer Supporters in your hall for ideas and support.

Post exams

There is a relatively short window between exams finishing and students heading home for summer, especially since the dates of final exams vary according to programme and module choice. There's nothing worse than sitting in your room studying while you can hear the noises of celebrations around you, so please don't plan hall-wide events while exams are still in progress! If you're planning on holding a big end of year party (remember, a lot of students won't be returning to halls next year!), remember to advertise it well in advance to ensure that guests can plan their travel home accordingly.

Use up budget – buy things to improve the hall if you've run out of time to host events, though make sure to leave some money to begin planning the following year's Welcome Week. This is normally about £1,500 or more if you can afford to.

Throughout the year

Summer

For halls with a 50-week contract you will have students in halls until September. In some halls you will have new students moving in just for the summer period. Consider how you can help them still be part of a community. Students in halls over the summer will likely be working towards dissertation deadlines so may need similar support to that offered during the Exam period (e.g. stressbusting event (aromatherapy / massage), or a procrastination / stress management talk). Contact the [Student Wellbeing](#) team or the Peer Supporter team for ideas and support.

Communication

Word of mouth

Word of mouth is a powerful mechanism of communication. In the close community of your hall, it will be an important tool for you to spread information and influence your fellow residents. Your voice will carry influence and respect. It is your responsibility to ensure this influence is used correctly and well.

As a Hall Committee member, you should be acting as a Connector between others in the hall. You should spread positivity and boost morale. Use events to speak to and connect large numbers of people. Discourage the spreading of rumours but encourage the spread of useful information.

Halls WhatsApp group chat

All halls have their own dedicated WhatsApp group chat. Hall Committees will be able to use this tool to interact and communicate with the residents including advertising their events. While this groups are administered by Residential Life, we do encourage you to use this as a communication tool.

Halls Life Committee page

Each Hall Committee has a dedicated Halls Life page where they can advertise their events. The Communication Officers will have access and it will be their responsibility to work together with the Residential Life Comms team to get this updated monthly.

Throughout the year

Advertising within the hall

You should be careful not to rely on only one form of advertising. As well as utilising emails and WhatsApp group chats, it might be a good idea to also use the physical noticeboards within the hall. You could use this to display details of events and campaigns. You can ask the Residential Life Comms team if you could display messages on the rotating electronic screen at reception. All printing should also be done through your receptions. Contact residential.life@lse.ac.uk with any questions about using this resource.

Emails

We encourage you to send regular informative and engaging emails to your residents. You can share any information from essential updates, event promotions, introduction of your committee members etc. In order to send an email to your resident, you will need to send your text and any images if applicable to Residential Life Comms team at residential.life@lse.ac.uk at least 7 days before date you want it to be sent at.

Under 18s

It is important to remember that some halls will include residents under the age of 18. Think about how a younger resident may be excluded from an older community and think about how to address this. Think about problems they may have socialising with an older group and help them feel comfortable joining group activities.

Make sure that entertainment and events that you plan are suitable for an under 18 residents, or make sure that suitable alternatives are provided. You can ask your reception for details concerning under 18's in your hall.



Throughout the year

International Students

Social events

Social events are integral to the happiness of an international student. Sociological studies have shown that an international student's happiness will vary subtly throughout the year. The image below shows the variations in mood experienced by most international students over time.

Figure 2. The W-Curve of Intercultural Sojourning



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)

You should plan varied events to improve the morale of your community. Communities within halls are richly diverse and include students from many cultures. When organising events, it can be easy to simply cater for most student interests without considering the differences in culture.

International students can feel excluded from certain events for a few reasons. They tend to be older, with a higher level of maturity than younger UK undergraduates. Some may come from cultures where alcohol is forbidden and may spend more time studying than an average home student. Large differences in culture can be daunting, making it difficult for them to interact with one another. Even when encouraged to join in events, international student may still feel left out if the event is not inclusive of other cultures.

When thinking about event planning, you should think about ways to involve international students in a way that is easily relatable. Consider running smaller mixed culture group events such as:

- Walking tours
- Sporting events
- Museum guided tours
- Food or dining experiences (most engaged based on previous feedback)

Throughout the year

As well as events planning, you should try to help International students feel at home as much as possible and give help offering advice when advice is needed.

Sex, relationships and gender

UK culture has a high degree of openness when it comes to relationships, sexual orientation, and the equal status of LGBTQ+ community and relationships. Students from some cultures can be surprised or shocked by this openness and, as a result, differences of opinion or exclusion may occur.

Some international students can find public displays of affection between UK couples confusing and offensive and the open existence of LGBTQ+ groups can be equally shocking to students of certain cultures. Contraception is accepted in some cultures, but not others. Conversely, UK students and staff may be quick to draw stereotyped assumptions over the issue of sex and relationships when it comes to international students. For example, some female international students will prove to be naïve or ill-informed about sex and contraception, or that men from certain cultures are, as a rule, demanding in relationships and less respectful of women's feelings.

It is important to discuss issues of sex, sexual orientation, gender and contraception within the halls, but to do so with sensitivity, and to direct students who may feel uncomfortable with the UK culture around these topics to the necessary support. Public information relating to sexual health should be readily available to all students and you should know where to refer students over a range of issues that they may encounter.

LSE is committed to maintaining a positive environment for each and every member of our community. Any instance of discrimination, [harassment or bullying](#) on the basis of sexuality or gender are **NOT** tolerated and will be addressed by the Warden under the terms of the Licence Agreement or under the School's Disciplinary Procedure for Students.

For any further advice, please refer to [British Council: Cultural connections](#).

Food and diet

Many students have communicated that food is a powerful factor in feeling at home. As a result, many universities have made sure that their catering departments are inclusive of the needs of other cultures and religions.

Throughout the year

cultures to eat meals together. You should also make sure that any catered event you organise is inclusive of other cultures.

You should take dietary requirements seriously. Many Muslim students will only eat halal meat (meat slaughtered according to prescribed Islamic rules). Orthodox Muslims and Jews will not eat pork products of any kind. Most Hindus will not eat beef. Sikhs will not eat halal-slaughtered meat and Jews will not eat shellfish. You should consider Kosher, vegan and vegetarian requirements too.

Some students may not drink alcohol, so ensure that there are exciting and appetising alternatives available for non-drinkers and watch out for alcohol being unexpectedly present in food items (e.g. cakes or chocolate). If you live in a catered hall, talk with the Chefs about recognising cultural events with a particular cuisine (e.g. Lunar New Year or Thanksgiving).

When planning events, think about the needs of your residents and reflect them accordingly.



Support teams

There are many people in your hall and the wider School who can help support you with your Hall Committee positions. Here is a selection. It would be sensible to seek these people out early in your term on the committee to introduce yourself and explore ways you can support each other's work.

Warden's team

The Warden's team usually consists of a Warden, who is a full-time staff working at LSE, and several Subwardens who are normally LSE PhD students. If the Warden is not available, the Subwardens will be able to provide guidance, support, and assistance to ensure the personal and social wellbeing of hall residents. They should be contacted if you have any concerns about the wellbeing of your fellow residents, if anything goes wrong, or in case of emergency. If you're unsure of how to contact your Warden, please visit the who's who section of your hall's webpage: lse.ac.uk/currenthallresidents.

Front of house team

The Front of house team consists of your reception team and the Operational Manager, that can be contacted via reception. If you are unsure of who your Operational Manager is, please visit lse.ac.uk/currenthallresidents to navigate towards your hall's "Contact in halls of residence" page. The Front of house team is responsible for ensuring that you have a clean and safe environment within your hall. If any students approach you with any maintenance concerns, please ensure that they report it to reception team – they can't fix a problem they're not aware of!

Residential Life team

James Greenwood is the Head of Residential Life at LSE, and is supported by Ju Jeong, Fabio Valencia and Iqbal Hussain, the Residential Life Officers for the North, Central and South clusters of halls. They can all be contacted by email via residential.life@lse.ac.uk. The Residential Life Comms team can also be contacted at the same email address.

The Residential Life Officers run multiple Hall Committee briefings a year, normally in November, January, April and September. These briefings are a chance to learn more about the role, discuss how things are going, and learn from each other. Please do all you can to attend these briefings.

Support teams

Other Hall's Committee members

To share ideas and discuss how to overcome obstacles, you should keep in contact with other hall's committee members. The details of all Hall Committee members are available online at lse.ac.uk/currenthallresidents on the who's who page.

Student Wellbeing team / Peer Support

For ideas on events and campaigns related to student wellbeing as well as more information on support available to you and your fellow residents, familiarise yourself with the information on this page: lse.ac.uk/studentwellbeing.

If your hall has Peer Supporters, note that you will need to plan a couple of programmes with them as well, this will fall under the responsibility of Community and Welfare Officer. These events will be funded by the Hall Committee and Warden team. Peer Supporters have been specifically selected and trained in listening, questioning, and responding skills to ensure they are able to help other students reach their own solutions. For more information about the scheme, and the names of any Peer Supporters assigned to your hall, please contact your Warden or visit the [Peer Supporter](#) website.

All Peer Supporters are available to support all LSE students, even if they are not assigned to/living in the same hall.

LSE Sustainability team

The LSE Sustainability team can provide guidance on establishing green initiatives within your hall, and advise on how to submit a [Sustainable Projects Fund proposal](#). They can also put you in touch with your hall's Sustainability Ambassadors. More information about the LSE Sustainability team roles and contact details can be found on their [website](#).

The Sustainability Ambassadors living in halls work towards the shared vision of a sustainable society. They are student volunteers, committing to improving the environmental and social performance of their hall during their stay. They help to promote green initiatives within the hall, such as Sustainable LSE Halls Campaign or the Green Impact competition. At the end of the year, these Ambassadors will help prevent waste by volunteering with ReLove, to donate unwanted items to British Heart Foundation and food to those that most need it.

Support teams

LSE Student's Union

The LSESU Executive Officers and Student Representatives might also be able to help you. Some of them are ex Hall Committee members so will understand what support you may need. These roles are elected on an annual basis and new role holders start in July each year. For more details, make sure you visit their [website](#).



Welcome Week

LSE Welcome Week provides new students with the opportunity to learn all about LSE and their place in it. Within the halls, Hall Committees have a chance to help the new students to settle into both the hall and the wider School. **It is an important part of the Hall Committee role to welcome in new residents each year.**

This could be the first time that new students (undergraduates and postgraduates alike) have lived away from home, in a new university, a new city, or a new country. As you will remember, it can be a daunting experience, so Hall Committees should make sure that they create an atmosphere within their hall that is friendly, welcoming, and relaxed. If you are a postgraduate student and leaving the School before the next Welcome Week, please think ahead and submit your Welcome Week calendar to the Warden team, Operational Manager and Residential Life.

Move-in day

This will be the first impression that new residents receive of the hall, and the first time that you meet the new arrivals. Hall Committees are given the opportunity to move into their hall early (pending recommendation from your Warden) to ensure that you are settled in time to help with this important day. Discuss with your Operations Manager, Warden and Residential Life Officer to see how the Hall Committee can best fit into the move in day schedule. You should help reception staff to make sure that check-in runs smoothly and take the time to introduce yourself to new residents and explain your role. Let new residents know how they can find out about upcoming Welcome events. You should be a visible presence throughout the hall. Remember that arriving in a new home and meeting new people can be daunting, so do your best to help facilitate introductions and conversations.

First evening

Give the new residents an opportunity to get to know each other in a friendly atmosphere.

Whatever event you plan for the first evening, you should keep an eye out for people by themselves and help them to take part in the evening's events. Perhaps knock on someone's door to say hello if you've noticed that they haven't left their room. If you go out clubbing, look after new arrivals who may not know how to stay safe in a city environment, or who may not be used to the British drinking culture. Also remember that not all students enjoy heavy drinking or clubbing but will still want to get involved and meet people.

You should plan an additional event which is not alcohol centred, such as a board game night, pizza party, or a table-top game tournament. Avoid planning a movie night towards the beginning of the week, because this sort of event will not give the residents the opportunity to talk to one another.

Welcome Week

Daytime activities

New residents will have compulsory university administration to complete during the first week, such as registering and attending course inductions. Make sure that none of your day-time events clash with any compulsory LSE events. They should also not clash with any optional events wherever possible.

We would recommend that you hold several guided walks to campus to help residents learn their way, because not everyone will need to go there at the same time and small groups are always better. You may also want to organise your own campus tours of your favourite places to eat, study and relax; as well as host a tour of the amenities in the local area surrounding your hall.

You can also think about holding these type of events:

- **Group trip to a nearby home store:** This allows students to pick up small items for their rooms and get to know each other over refreshments and the journey. However, you should not encourage large or expensive purchases. Many international students will be unable to take items back with them on leaving halls. Encourage students to check for recycled furniture first some halls operate an auction event, this helps raise money with other worthy causes, Nightline or Samaritans these funds should not be used to top-up the Committee account.
- **A walking tour from a London "Blue Badge" guide:** These guides can offer an insight into the history of London and London's culture. We have previously used www.londonwithalocal.com or www.londonundone.net and had a positive experience. Other guides are available from www.britainsbestguides.org. Do remember to check out the reviews before deciding on a specific tour guide.
- **Visiting a local tube station** to show students how to get and register an Oyster Card.
- **Arranging for a local GP** to be available in reception or Common room to encourage registration. Remember to check this with the Operations Manager and Warden before finalising arrangements.

Evening activities

LSESU host a variety of popular club nights throughout Welcome Week as part of RAG (Raising and Giving). These are a great way for new residents to meet both those from their halls and the wider LSE community. A full list of events can be found online at lsesu.com/whatson.

You will be tempted to show the new residents lots of the exciting things London has to offer. London has a lot of unique activities which can make for a memorable Welcome Week, but if you want to build a strong hall community that outlasts the excitement of the first few weeks you should also ensure that you hold events in your hall. If you go out in London every night, the new

Welcome Week

WhatsApp polls to gauge interest in activities like these, not just for welcome week but throughout the year.

LSE events throughout the week

All new students are required to attend events run centrally by the school and by their individual Department. There are also events organised by the Students' Union. Each event is designed to let different groups of students know more about different aspects of the school and the many services and opportunities open to them as a student.

You should encourage the new residents within your hall to attend as many of these events as possible – perhaps by organising group walks to campus in advance of key events. Key events will be publicised in the Welcome Week Guide which will be given to residents upon arrival and are also available for collection across campus. You should try to be aware of the different events that are held for undergraduate students, General Course students, Graduate students, LGBTQ+ students and disabled students in case you get asked any questions. If it's not practical to hold a particular type of event at your hall, consider arranging a group trip to the central event. An electronic timetable of all events can be found online.

Information about LSE events that have been scheduled for Welcome Week can be found online at: lse.ac.uk/yourfirstweeks

London is always buzzing so check these sources out as well:

- <https://bit.ly/LSECommunityActivities>
- <https://www.lsesu.com/social/events/>
- <https://www.timeout.com/london/things-to-do>
- <https://secretldn.com/free-things-to-do-london/>

Handover process

Bank accounts

Handing over your SOLDDO bank account could not be simpler. You will need to ensure your transactions are all tallied as per the expenditure on LSE SharePoint. All receipts need to be uploaded to SOLDDO. The handover between committees occurs during Autumn Term, midway between accounts submissions. As an outgoing Vice President, please ensure that all your records (digital and paper) are handed over to the new Vice President to ensure that there is no delay to them submitting Autumn Term accounts and obtaining Winter Term funds. This is especially important if you are a General Course of final year student who is not returning to LSE in Autumn Term. In this case, ensure that a continuing member of the committee and/or your Warden has access to all the relevant documents to pass on to the new Hall Committee.

At the end of the Spring Term you will need to ensure all debit cards and relevant documentation are handed to your RLO for safe keeping. SOLDDO cards will also be suspended during the summer.

Website

Each hall has a "Contacts in halls of residence" page (accessible via each hall's section of lse.ac.uk/currenthallresidents). There is a particular section for Hall Committees. The name, LSE email address and digital photo of each Hall Committee member is displayed on this website, alongside the title and description of their role. This is to help residents recognise you around the hall, and to know who to contact for any issue. Please send a good digital portrait of yourself to residential.life@lse.ac.uk as soon as possible so that this can be uploaded. If you do not wish to have your photo displayed online, please also contact us. Photo guidelines can be found [here](#).

Your information will also appear on the Halls Life platform under the Meet your team pages for each hall.

Resources

If you've got left over resources (e.g. Christmas decorations, blow up mattresses, cups, plates etc.) make sure the new Hall Committee knows where they are and how to access them. If you won't be around to meet them in person, make sure your Warden or Operations Manager has the information to pass on.

Key documents – Hall Constitution

CONSTITUTION OF THE [RESIDENCE NAME] HALL COMMITTEE

Article 1: Name and Membership

Preamble

This Constitution sets out the foundational principles and rules governing the conduct of the Hall Committee. In particular, these principles and rules govern:

- 1.1 The internal organisation and functioning of the Hall Committee.
- 1.2 The relationship between the Hall Committee, the 'Residential Community' and the 'Residential Administration'.

The 'Residential Community' comprises students of the London School of Economics and Political Science (hereinafter 'LSE') residing in [INSERT RESIDENCE NAME] and, where applicable, partners of LSE students residing in [INSERT RESIDENCE NAME]

The 'Residential Administration' comprises the Warden Team, Residential Life team and Front of House Team.

THE ROLE OF THE [RESIDENCE NAME] HALL COMMITTEE

Article 1: Definition

The [INSERT RESIDENCE NAME] Hall Committee (hereinafter 'the Committee') shall consist of officers confirmed in accordance with the rules set out in Articles 8 to 10.

The purpose of the Committee in [INSERT RESIDENCE NAME] is to improve the experiences of residents through programming, facility improvements, and cultural engagements. Additionally, the Committee is dedicated to providing the resources to enable residents to make changes that they see fit in their community. It shall foster a sense of community by promoting a respectful and supportive living committee, and it shall represent the [INSERT RESIDENCE NAME] residential community in various events around LSE.

Article 2: Committee Composition

The Committee shall consist of a minimum of three confirmed officers, including a President, a Vice President, and a Communications Officer. The Warden and Residential Life Office (hereinafter 'RLO') may also invite nominations for additional roles where appropriate. The Warden Team and RLO shall determine the responsibilities of such additional officers before the invitation for nominations.

When necessary, upon the unanimous consent of the Committee, ad hoc Committee positions of limited duration (maximum two months) can be created. The Committee shall objectively select this ad hoc member from eligible members of the Residential Community. The ad hoc member shall not have Committee voting rights. While duties and responsibility have been outline below all post may have other duties as assigned. Committee roles have been listed below is order of secession.

Article 3: Committee Offices

1. President

The President is the head of the Hall Committee. The President is required to chair Committee Meetings, represent the interests of the [INSERT RESIDENCE NAME] Residential Community with the Residential Life team, the LSESU and Residences User Group (RUG). At all meetings. The President must lead each Hall Council meeting in an unbiased manner. The President is also responsible for ensuring roles within the Committee is being carried out to a high standard which aligns with the schools [code of conduct and ethics](#).

2. Vice President

The Vice President (VP) is responsible for keeping track of the Committee budget. They will maintain **accurate records** of funds and expenditures from the Hall Committee accounts, as well as handle committee purchases. The VP is also responsible for handling all receipts and ensuring the Residential Life Officer is up-to-date on financial decisions. The SOLDO account should always reflect the purchases on the expenditure SharePoint. Please review the Residence Hall Handbook for further details of how to do this, as well as other important information regarding bank account management. The VP shall also chair Committee Meetings in the President's absence.

3. Communications Officer

The Communications Officer (CO) is responsible for recording minutes at committee meetings as well as taking attendance for Hall Committee events and programmes. The CO will need to use the Halls WhatsApp group and Residential Life Communication team to communicate and update the Residence Community of meeting minutes which must be shared within **48 hours** of a meeting taking place. The CO will also serve as the lead for the Hall Committee and will be responsible for updating the halls events calendar on a monthly basis,

4. Community and Welfare Officer

The Community and Welfare Officer (C/W) are in charge of providing variations of support for residents in the hall. The C/W will develop and create programmes, events and/or campaigns for the betterment of the students and their well-being (e.g. yoga session, therapy dogs or exam stress workshop). Additionally, the C/W will promote and publicise the professional support available from other services around the University and engage with organisations in the local community to find volunteering in the community. The C/W will also connect with the Peer Supporters (if applicable) and Subwarden Team to further the support available to students. The C/W will also be expected to communicate and engage with organisations in the local community to find volunteering options for students.

5. Events Officer

The Events Officer will serve as Lead programme organiser for the hall. This includes contacting any organisations affiliated with the programme. Additionally, the Events Officer will create and log all events hosted by the committee (Includes time, location, cost, attendance and any note). Furthermore, the Events Officer is expected to devise unique programme ideas that **are inclusive for everyone in the community and benefit the residents in the hall**. The Events Officer shall be responsible for stock control of any Committee purchases this includes equipment and shall also have responsibility for Health & Safety issues during event. In addition to this, the Events Officer, will meet with the Residential Life and Warden team for a monthly catch up, with the intention of giving the teams an update of up-and-coming events and campaigns.

The Role of the Residential Life Officer

The RLO shall serve as in an **advisory/supervisory** role to the Hall Committee. The RLO is also responsible in helping to facilitate the needs of the Committee in a way that best represents the community, as well as guide how to navigate Hall Committee procedures early on and to make sure all programmes/events are created with inclusive practices. If the Committee does not believe their RLO is providing adequate support or assistance throughout the year by a unanimous vote, it is the President's responsibility to report any issues to the Head of Residential Life.

Areas in which an RLO is not responding and are grounds to report the RLO are as follow:

- No responding to any communication attempts from the Committee.
- Not providing support when asked for and not providing valid reasons for not doing so.
- Conflicting with the [LSE's Code of Ethics](#)

Article 4: Objectives and Responsibilities

The Committee serves two primary objectives.

4.1 It shall represent the general and specific interests of the [INSERT RESIDENCE NAME] Residential Community to the Residential Administration, the LSE Students Union (hereinafter 'LSESU') and at inter-hall meetings (the Residences User Group (hereinafter 'RUG') and the Inter-halls President is Meeting).

4.2 It shall also foster a sense of community in [residence name] by organising an inclusive social programme for residents and promoting a respectful and supportive living environment.

Article 5: Committee Ethos

The Committee shall respect the rules of good governance set out in the Committee Code of Conduct. -

Appendix A: Hall Committee Code of Conduct

Article 6: Committee meetings

The Committee shall meet at regular intervals (weekly or bi-weekly) to fulfil its objectives. These meetings shall be timetabled at the Committee's first meeting following the election. This timetable may be amended by unanimous consent and the Communications Officer shall publicise any such changes to the Residential Community.

1. The Hall Committee shall conduct a Town Hall meeting (bi-monthly), open to everyone in [INSERT RESIDENCE NAME]. All members of the Residential Community may attend and have speaking rights at Committee Meetings. Where possible, a member of the Warden Team or RLO shall attend each Committee meeting to provide insight into issues addressed from the perspective of the Warden and Residential Life Team. The details of these meetings are given below:
2. Minutes from each meeting shall be taken by the Communications Officer and shared with resident in [INSERT RESIDENCE NAME] minutes should include all business discussed, up and coming programmes and budgeting, minutes should be shared within 48hrs of the meeting taking place.
3. Hall Committee should meet (weekly or bi-weekly) after the Town Hall meeting to discuss ideas given at the Town Hall meeting or issues that residents are facing. The Committee shall also use this time to have an overview of the bank account, this report will need to be made available by the VP, and should be able to give information on the account opening balance, expenditure and funds available for future programmes. Minutes relating to this meeting shall be shared with the all Committee members, Warden, RLO and Hall Managers where appropriate. Minutes of the meeting will need to share within 48hrs of the meeting taking place.
4. Termly meetings shall consist of a private meeting between confirmed Committee members, Warden Team, RLO and Hall Management (The Cabinet). In the Michaelmas term a meeting will be scheduled after the new Committee has been confirmed, The Cabinet will meet to plan the term ahead, in the Michaelmas, Lent and Summer term, The Cabinet will then meet at the end of the each term to review the term that went by, this should also include an itemised financial break down, this meeting should also be used to highlights any issues which the Committee have had or Residents have raised and how they have been handled. Minutes will be recorded by an elected member instructed by the President, in most cases, it would be the Communications Officer.

6.2 Conduct of Ordinary Committee Meetings

Any Committee or Residential Community member may add an item to the Committee agenda. The agenda shall be approved by the President before the Committee Meeting. Approval of the minutes of the previous Committee meeting shall be the first item on the agenda. Only confirmed members shall have voting rights at Committee meetings. A Quorum shall be achieved when two-thirds of the Committee are present. Committee decisions shall be made by consensus where possible or a simple majority when not.

6.3 Plenary Committee Meetings

Where more than 10% of the Residential Community attends a Town Hall/Committee meeting, this meeting shall be a Plenary Meeting and all individuals present shall be entitled to exercise voting rights on motions presented.

6.4 Extraordinary Meetings

The Committee can convene for an extraordinary meeting to discuss urgent issues. Such meetings shall be publicised via listserv as well as by poster in the reception and social media channels of [INSERT RESIDENCE NAME] 24 hours before the meeting is due to commence.

6.5 Other Duties as Assigned

Other responsibilities that all Hall Committee Executive Board members collectively shared by all members of the Executive Board and include, but are not limited to:

1. Creating programmes and fliers for the programmes. While the lead for programmes is with the Events Officer, all members are involved in programme planning.
2. Connecting with other Committees to jointly host events. While this responsibility will fall more on the President, all members are encouraged to connect and collaborate with other Committees as they see fit.
3. Attending events that the Committee creates, these events should be attended by at least 50% of the confirmed Committee, if a Committee member cannot attend an event due to a prior engagement, they are required to inform the other members at least 48 hours in advance. Unexcused absences with no formal explanation to those involved with the programme may result in a potential move to a Vote of no Confidence.
4. If any Committee member is unable to complete an aspect of their role, whether it be to attend a meeting or unable to attend events, it is up to the Committee member to find a replacement for that event or meeting.
5. Management of the Committee Social Media accounts and information. While the Communications Officer will serve as the lead for social media, all members are able and encouraged to utilize the Committee's social media accounts appropriately.
6. Additional tasks as given by the Warden Team or the Residential Life team at LSE.

Article 7: Finances.

The Committee shall have access to a budget supported through the residents in [INSERT RESIDENCE NAME], these funds are deposited in the allocated SOLD0 account for each building, unless the in [INSERT RESIDENCE NAME] does not have an account and funds are managed by the RLO.

1. The Hall financial year shall begin on the 1st November and end on the first day of the academic term in the following year
2. Only the President, VP and RLO shall have access to the SOLD0 account and be the allocated users of the SOLD0 card.
3. All expenditure must be approved by the President and the VP of the Committee any purchase over the value of £1000.00 MUST be endorsed by the Warden and RLO **before** any expenditure takes place.
4. Account information (Account documents, Receipts and bank cards) shall be handed to your RLO at the end of the academic year for safekeeping. Committee members should **never** take bank account documentation or debit card away with them at the end of the academic year.
5. The Committee is funded via part of Residential Community rent in [INSERT RESIDENCE NAME] these funds will be used towards events and activities in and buying and maintaining amenities for the common areas.

1. Residential Community rents are collected through the Residents accommodations fees, payable to the LSE via Hallpad, or BAC's.
2. Residential Community rent can also be paid in person by cheque, credit and debit card to individual Hall of Residence reception, who will then register the payment through SOLD0 all expenses will need to be transparent to the Resident's.
3. The Committee will need to be mindful when using Committee funds to ensure programs are inclusive, respectful and within the [Ethics Code of the LSE](#). If a program is limited to several students the Committee will need to ensure these programs are properly advertised and within reach all Residents.

7.6 Committee Levy

The Committee shall levy fees upon residents to fund its activities. The levying of such fees shall be upon the advice of the RUG and/or the Residential Administration.

7.7 Competence

All expenditure must be authorised by the Committee acting as a collective body and according to the rules set out in Article 7. The unauthorised expenditure shall not bind the Committee unless it can be demonstrated that it was not feasible to obtain prior authorisation and that such expenditure was reasonable, necessary and in good faith.

7.8 Reimbursement of Expenditure

The authorised expenditure shall be reimbursed upon presentation of a valid receipt or invoice, and by agreement of RLO's only.

Article 8: Committee election/Eligibility

Residents of [INSERT RESIDENCE NAME] who are registered students of the LSE shall be eligible to stand for Hall Committee Offices. Eligible residents may stand for more than one Office position.

Article 9: Election Process

Only [INSERT RESIDENCE NAME] residents who are registered LSE students are eligible to select themselves for a role in the Hall Committee. The Residential Life Team will work closely with the Wardens to administer the selection of hall committees.

9.1 Undergraduate/Postgraduate Volunteering

A Candidate wishing to volunteer and be part of the Committee shall return submitted via an online form which you will be given access to when recruitment opens, you will need to submit a 500-word paragraph on why they wish to take on the position(s) of choice with reference to any aptitudes or experience that they believe demonstrates why they would be successful in the role. Being on the Committee is a great way to contribute to building a community in your hall. All applications will be reviewed by the Warden, School Representative and RLO. Successful applicants will be invited to form a Committee.

Article 10: Rules Governing Election

10.1 Selection Procedures in Undergraduate halls

Selections are held according to the discretion of the Warden and RLO, all application will be submitted online. If a successful candidate declines the position within 48 hours, the next most successful candidate shall take up office. If no candidate accepts the role, the

RLO, Warden, and current Committee members may recruit new members to fill as needed.

10.2 Vacant Positions

Vacant positions shall be filled by appointment by the President and assistance of the RLO and Wardens. The RLO or the Wardens can fill any vacancy that exists before, during and/or after the elections at their discretion.

10.3 Denouncing/vacating office

A Confirmed Committee members of the Committee shall vacate their office if:

1. They cease for any reason to be a member of the Students' body, which includes interruptions but not the mode of study changes.
2. They resign their post, in writing to either, the Committee, Warden or RLO.
3. They cease for any reason to be a resident of the Hall.
4. They are ousted from office by a Vote of No Confidence which abides by the procedural form given.

NB: Confirmed Committee members will be obligated to carry out their duties until the end of the first term, the candidate will be given a grace period of 7 days to step down if they find the roll is not suitable to them after they have been Confirmed to Office.

Article 11: Committee accountability

Committee members will need to report on their own role at the end of each term, they should mention what they have achieved during the term. This report should be made public on the Hall WhatsApp group and through email via the Residential Life Communication team.

Article 12: Vote of No Confidence - SETTING OUT THE CONCERNS

12. The Committee or a group of Hall Residents may approach either the Warden or the Residential Life Team to initiate the procedure which leads to a Vote of No Confidence being taken.

- 12.1 Any meeting is to set out the concerns of the Committee or Residents about an individual Committee member/s and gather as much information about weaknesses, problems and fault as possible to directly address specific issues.

Group of Residences:

- 10% of students in [INSERT RESIDENCE NAME] will need to raise their concerns to the President/VP about the individual/s, the concern will need to be submitted in a joint letter signed by those residents.
- The President/VP will share the concerns with the Warden and RLO for evaluation. If the outcome is **NOT VALID**, the President/VP will report back to the 10% of residents who raised the concerns with the decision and its reasons.
- If the concerns are **VALID** the President/VP, Warden and RLO will raise the issue/s with the individual/s at a meeting where they will be given an action plan outlining ways in which to improve any failings and or behaviour, a time frame by which to show considerable improvement, this period will be minimum of 14 days as of the meeting date.

- At the end of the probation period the President/VP, Warden and RLO will evaluate the performance of the individual/s, if improvement has been made, the matter will be considered as **RESOLVED**, the President/VP will report back to the 10% of residents with the decision made.
- If **UNRESOLVED**, the individual/s can either denounce their position or a **VOTE OF NO CONFIDENCE** will be held by the Residential Community within 24hrs of the meeting taking place. **25%** of the Residential Community will need cast a **YES** vote for the individual/s to be ousted.

Committee/Staff

- The President/VP will share the concerns with the Warden and RLO for evaluation. If the outcome is **NOT VALID**, the President/VP will report back to the Committee member/s who raised the concern with the decision and its reasons.
- If the concerns are **VALID** the Warden and RLO will raise the issue with the individual/s at a meeting where they will be given an action plan outlining way in which to improve any failings and or behaviour a time frame by which to show considerable improvement, this period will be minimum of 14 days as of the meeting date.
- At the end of the probation period the Warden and RLO will evaluate the performance of the individual/s, if improvement has been made, the matter will be considered as **RESOLVED**, the Warden and RLO will report back to the Hall Committee with the decision made.
- If **UNRESOLVED**, the individual/s can either denounce their position or a **VOTE OF NO CONFIDENCE** will be held within the Residential Life team (Hall Committee, Head of Residential Life and an impartial Warden), majority of votes will decide the outcome of the individual/s.

AUTHORITY OF THE DECISION

3. Any Vote of No Confidence that passes by the bare majority (more than 25% but less than 30% in favour) shall be subject to Appeal on the facts to the Warden and Head of Residential Life. Appeals will only be permitted within 24hrs of the vote being finalised.
4. Any Vote of No Confidence that passes by super-majority (more than 50% or unanimous) will not be subject to Appeal under any circumstances.
5. Any Vote of No Confidence within the Residential Life team can be appealed. At this stage the appeal will be escalated to all Wardens excluding the hall's Warden and the impartial Warden involved. Appeals will only be permitted within 24hrs of the vote being finalised.

Article 13: Challenging Committee Decisions

The Committee's decision may be challenged by presenting a petition with the signatures of ten per cent of the Residential Community to a Committee meeting. The decision in question may be overturned by a referendum were at least thirty per cent of the Residential Community votes and a simple majority votes to overturn the decision.

Article 14: Constitutional amendment

Constitutional Amendment

This Constitution can be amended with the unanimous consent of the Committee and the Warden Team or during a Plenary Meeting where forty per cent of the Residential Community votes for its amendment by a simple majority.

Article 16: Committee continuity

The outgoing Committee Members shall arrange a formal handover of documents to the incoming Committee. In particular, a folder (electronic or hardcopy) shall be presented containing the Hall Committee Constitution and Code of Conduct, the minutes of all Committee meetings for the previous year, a copy of the Hall Committee financial records for the previous years and any other documents which the Committee consider being appropriate or useful.

Also, the [INSERT RESIDENCE NAME] Subwardens, responsible for the wellbeing and security of the LSE student residents at [residence name], provide experience across successive Committees to ensure continuity across academic years.

Key documents – Hall Committee

Code of Conduct

This *Committee Code of Conduct* sets out the guiding principles by which the Committee should abide in serving the residents of their given Hall of Residence. Any amendments to the Code will first be endorsed by the Residences User Group (RUG) and ratified by Residences Committee before their publication.

Responsibilities of the Committee

- The Committee is a confirmed student body with responsibility for fostering an inclusive community atmosphere in their hall, through a wide range of activities and events.
- The Committee is responsible for maintaining and abiding by the Hall Committee Constitution.
- The Constitution shall be developed to take into account individual hall communities and their constituents and will be made available to all residents of the Hall.
- In residences where Peer Supporters are present, or other volunteer positions held, the Committee will partner with the Peer Supporters/post holders and actively seek to involve them in Committee activities and events, budget should also be made available to your Peer Supports if requested.
- Where appropriate, the incumbent Committee is responsible for ensuring that a fair and transparent election process is held at the end of each term of office. (In graduate only halls, the election is organised by the Warden/School Resident at the start of the academic year).

Accountability of the Committee

- The Committee is accountable Hall's residents and will have appropriate mechanisms in place for consulting residents, seeking residents' feedback and handling complaints.
- Advance notification of Committee activities and events will be given to the Warden/School Resident or other relevant staff of the Hall.
- The Committee is fully accountable to the Warden/RLO's and School Resident. The Warden/RLO's and School Resident has the right to veto any Committee event or activity that they deem detrimental to the hall community or that would breach School and/or Committee Regulations.
- Committee members serve the residents of their Hall on an elected voluntary basis.

Conduct of the Committee and its Members

- Committee members will abide by the Committee Code of Conduct and the Committee Constitution.
- Committee Members are expected to uphold the School's reputation by following its Ethics Code at all times and in all forms of interaction, spoken, written and virtual.
- Committee members will abide by the Licence Agreement, Terms and Conditions and School Regulations that govern conduct when discharging their Committee duties.

Committee Finances

- Committee finances will be handled in a transparent, ethical and accountable manner. The Constitution will outline, in detail, how the Committee Finances will be managed.
- Committee finances will be made available to the Finance Division regularly and subject to audit, as per the [School's Financial Regulations](#). Committee finances will also be made available to residents on an annual basis to ensure transparency and accountability.
- Committee members will not personally profit financially or materially from any Committee events or activities.
- Outgoing Committees will ensure that sufficient finances normally around £1500.00 are in place for future events. In Post-Graduate only residences, outgoing Committees must ensure that there is sufficient funding made available to the Warden/RLO's and School Resident (or their nominee) to facilitate the running of a successful orientation programme.

Key documents – VP financial info

Managing Hall Committee bank accounts (where applicable) and finances is the responsibility of the Vice President (VP). The VP will plan what the year's funds will be used for. The funds can be used on activities and events to improve the social atmosphere in the hall or to buy items that can be used by all students. All spends should be inclusive and open to all (for example it would not be appropriate for £300 to be spent on an event that only had capacity for six people). To ensure all activities are welcoming to the entire hall's community, all halls will be limited to only two alcoholic event per month. More detailed information about Hall Committee finance can be found throughout the Hall Constitution in Key documents section.

The VP is responsible for maintaining an income and expenditure account documenting all Committee income and expenditure. The information required is opening and closing balances, money in, money out, reasons for income/expenditure, who spent the money, the dates the money was spent, and a category that the expense falls into (e.g., communal facilities, internal events, external events etc.). You should ensure that alcohol expenditure is listed separately; remembering that no more than two events are done per month. When arranging an alcoholic events, the VP will need to submit an alcohol request form for review by the RLO before the event takes place:

https://lse.eu.qualtrics.com/jfe/form/SV_a4AoqURorpPN9yJ

Each month an up to date, comprehensive set of accounts, the latest bank statement and a brief written overview of expenditure should be submitted to residential.life@lse.ac.uk. At the end of every term a full record, bank statement (where applicable), and a detailed written explanation of last term's fund use should be submitted to residential.life@lse.ac.uk. This will need to be approved by the Warden and distributed to all residents for the next account top-up to take place and be made available to the Committee. Note: You are advised to send your accounts through several days in advance of the deadlines listed below to allow time for the accounts to be approved by your Warden and submitted to the Finance Division.

Termly deadlines are the 1st week of each month listed below:

- November
- January
- April

Committees are funded through a rent contribution deducted from each resident living in their hall for this reason, VP must always adhere to financial transparency. Adding a written summary will help residents understand the financial situation of the Committee. Think about how to make the accounts interesting and easy to understand so that you can encourage as many residents as possible to read your accounts.

If you have a SOLD0 account

Receipts need to be kept for all expenses incurred so that the accounts can be checked. When reimbursing spends from committee members' personal accounts, be aware that invoices are not proof of payment, so also collect payment receipts. All receipts and paperwork should be kept in an accessible place within your hall (ideally in an easily identifiable folder or box in reception) so that the Warden, Residential Life and/or Finance team can check them as required.

Key documents – Elevator Pitch

Highlights you would emphasise if you had limited time and were stuck in a lift with an individual.

Hook

- Think residences and catering sustainability, what comes up in your mind?

'Elevator Pitch'

- **Opportunity!** Engage your Hall Committee Sustainability Officer and students' for real change.
- **Re:Love!** Promote, organise and recruit keen volunteers to boost the successful End of Term and Start of Term reuse schemes.
- **Green Impact your hall!** Students can work with the staff team to support simple actions, leading to real change. An award ceremony at the end of the year celebrates achievements.
- **Got a great idea?** Pitch it to the [Sustainability Projects Fund](#) and you could be awarded funds to implement a project such as Passfield's garden. Turn vision to reality.

Closing Question

- What can **you do** every day to make a difference within your role?