

Clubs, Societies and Projects Policy

Definitions

Clubs, Societies & Projects (CSPs)

A Club, Society or Project is a collection of students supported by the Union to put on specific activities that cater to the interest of their members and uphold the values of the Union. They are referred to collectively as CSPs.

The words “Club” and “Society” are interchangeable.

A “Project” refers to a group officially supported by the Union with extra-curricular objectives that are charitable, involve outreach work, or are activities that benefit non-members.

The most senior officer of a Club, Society or Project will be referred to as the Chair in this policy, though other names (e.g. President or Club Captain) can be used in practice.

Management Groups & Constituent Unions

A Management Group is a collection of Clubs, Societies and/or Projects grouped together to be governed by either a Management Group Executive or a Constituent Union. These may be broken down into sub-management groups, each governed by a Vice-Chair.

- A Constituent Union may have a Management Group of CSPs but does not have a separate Management Group Exec or Chair as determined by the Imperial College Union Constitution and Bye-Laws. However, a Constituent Union may in its constitution delegate the governance of its Management Groups to specific officers.
- In this policy, the term Management Group Board is used to refer to the Management Group Executive or to the officers within a Constituent Union responsible for CSP governance.

Clubs, Societies & Projects Board

The Clubs, Societies and Projects Board (CSPB) is a subcommittee of Union Council. Its powers include allocation of funds and governance of all Clubs, Societies and Projects through policy and regulations. All CSPs have a voice at CSPB through an elected representative. For Management Groups with a Management Group Executive, this is usually the chair of the Management Group Executive. For Management Groups governed by a Constituent Union, this will be an elected officer from the Constituent Union.

Introduction

This policy sets out the relationship between the Union and CSPs, including the rights and responsibilities of the Union, Clubs, Societies, Projects, other relevant Union activity and individual members. It also sets out the method of administration of Clubs, Societies and Projects.

This policy binds the whole Union, but is aimed in particular at CSPs, their members and those parts of the Union with responsibility for CSPs.

A. Basis

1. The Union is committed under its Constitution and through its Charitable Objectives to:

- 1.1. the advancement of education of students at Imperial College London for the public benefit by:
 - 1.1.1. promoting the educational interests and welfare of students at Imperial College London during their course of study and representing, supporting and advising students;
 - 1.1.2. being the recognised representative channel between students and Imperial College London and any other external bodies; and
 - 1.1.3. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students
2. The Union believes that one of the best ways of fulfilling these obligations is by the provision of student-led CSPs which reflect the full range of interests and abilities of its members.
3. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity in accordance with all policies.
4. The Union shall permit CSPs to be formed by groups of students with common aims, provided they do not contradict the values of the Union, its rules or its policies
5. CSPs may not have overlapping aims and objectives without the prior consent of CSPB.

B. Duties of the Union

1. The Union shall provide funding to CSPs in order to facilitate their stated aims & objectives, within budgetary constraints; this funding is allocated annually by CSPB.
2. The Union shall provide advertising and publicity for CSPs to new students at the start of each academic year. This shall principally consist of the Freshers' Fair at the start of the academic year, during which the Union will endeavour to ensure all CSPs have a stall provided.
3. The Union shall provide a page for each CSP on the Union website which can be altered by the CSP. This shall include a shop function to allow for sales online, though minimum price limits may apply.
 - 3.1. Unless direct permission is given by the Union President, all CSPs must use this web page in accordance with the CSPB 'Web Policy'
4. CSPs may choose to charge Members of the Union to become Members of the CSP. The Union shall provide a page for memberships to be bought. CSPs are not required to charge for membership, but where they do a minimum membership as dictated by CSPB shall apply.
5. The Union shall provide electronic systems for receiving required documentation, finance information and information on bookings from CSPs. CSPs that fail to supply required documentation before a deadline may face a penalty (see sanctions).
6. The Union shall provide banking facilities for CSPs at no charge to the CSP. All club finances must be run through the facilities offered by the Union without exception. Failure to do so will be considered a serious breach of this policy and may result in legal ramifications and/or sanctions.
7. The Union shall provide basic use of rooms within its premises to CSPs at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy. Union rooms shall be allocated according to the Union's Internal Room Booking procedure.

C. Duties of CSPs

1. CSPs have a duty to provide a safe, friendly community where like-minded individuals are able to come together with a common interest that is both as inclusive and accessible as possible.

2. CSPs owe a duty to their members to ensure equal provision of facilities, resources and expenditure to all its members, with exceptions allowed if demanded by a National Governing Body or any laws or policies.
3. CSPs are expected to put on regular activity¹ for the benefit of their membership and in accordance with their aims and objectives.
4. CSPs must offer opportunities for their members to develop. Usually, this will entail CSPs encouraging their members to attend Union training and engage in recognition schemes with the Union that support personal development.
5. CSPs should attempt to develop as a community, looking to grow in a sustainable way where possible and give more to their members. CSPs have a responsibility to demonstrate that they are sustainable for the future in terms of their level of activity, membership and finances.
6. CSPs are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among or harass any student.
7. CSPs represent the Union and the College when performing, competing, running trips and holding events. As such, they are expected to behave responsibly as ambassadors for the Union and the College and, whilst the Union and College are open to challenge, CSPs must not bring the Union or the College into disrepute.
8. As a part of the Union, CSPs are bound by the Union Constitution, its Bye Laws and its policies.
9. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. CSPs will need to demonstrate to the Union that they are complying with these requirements.
10. Each CSP shall be governed in accordance with a constitution. A CSP's constitution is binding upon the CSP and should be obeyed and regularly reviewed . A CSP's constitution must define key details of the CSP's operation and management, as dictated by CSPB.
11. Changes to a CSPs constitution must be approved by a two thirds majority of a quorate general meeting of the CSP or by unanimous vote of a CSP's committee, if there are no objections from the CSP's membership. Once so approved, a constitution change must be further endorsed by CSPB via a process dictated by CSPB².
12. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are prohibited. Such behaviour may result in severe disciplinary action being taken against the CSP, its committee and any others involved, including but not limited to the dissolution of the CSP.

D. Chain of responsibility

1. The chain of responsibility for all matters relating to CSPs is as follows:
 1. The Union President,
 2. The appropriate Deputy President,
 3. The Chair of the Management Group,
 4. The appropriate committee member for the Management Group,
 5. The Chair of the CSP, and

1 This may be evaluated using, but not limited to, financial transactions, rooms booked or reports filed.

2 See Appendix 2

6. The appropriate committee member for the CSP

The appropriate Deputy President in section 23.ii) is:

- the Deputy President (Clubs & Societies) for all issues not covered by the other Deputy Presidents,
- the Deputy President (Finance & Services) for financial issues and Health & Safety,
- the Deputy President (Welfare) for issues relating to equal opportunities.

The management group structure is highlighted in Appendix 1.

E. Constitutional

1. Management Group and CSP status

- 1.1. All CSPs shall be a member of a single Management Group, and shall be represented on CSPB by an elected officer through their Management Group.
- 1.2. Management Groups are defined in the Union Bye-Laws and are governed by their Standing Orders, which they may vary from time to time via vote of the Management Group, subject to approval from CSPB.
- 1.3. All Management Groups are subject to the Model Standing Orders, as dictated by CSPB³. For the avoidance of doubt, the Model Standing Orders take precedence over any Standing Orders passed by a Management Group.
- 1.4. Management Groups report to CSPB through an elected representative from the Management Group Board.
- 1.5. CSPs are bound by the standing orders and decisions of their Management Group.

2. Transfers, mergers, splits and creation of new CSPs

- 2.1. Power to transfer, merge, split and create new CSPs is held by CSPB, which may delegate these powers to an appropriate body.
- 2.2. Any Full Member of the Union may sponsor the creation of a new club, society or project.
- 2.3. Details of the process and any regulations can be found in the New Activities Policy.

3. Proscription of types of Clubs, Societies and Projects

- 3.1. CSPB may direct that certain CSP aims, objectives, structures, or sponsors are proscribed.
- 3.2. No CSP shall have proscribed aims, objectives, structures or sponsors.⁴

4. Dissolution and closure

- 4.1. A CSP shall be dissolved and cease to exist under one or more of the following conditions:
 - 4.1.1. A resolution of the CSP's committee (or general meeting if required) and the consent of its Management Group
 - 4.1.2. Resolution of CSPB
 - 4.1.3. A disciplinary resolution from the Trustee Board or its sub-committees

3 See Appendix 2 for current *Model Standing Orders*.

4 This should be used when a CSP's proposed purposes are expected to conflict either with the aims and objectives of the Union or a policy.

- 4.2. A CSP may appeal its dissolution to the body of higher authority than the one that closed it, in the case that it was not dissolved as a result of a disciplinary measure.
- 4.3. Dissolved CSP funds and debts shall be absorbed into the central Union reserve unless they were received for the purpose of donation to charity, in which case the appropriate charitable organisation shall receive the funds due.
- 4.4. CSP property may either be reallocated to another CSP or sold and the proceeds donated to the Activities Development Fund. This decision will be taken by the President on the advice of the relevant Deputy Presidents.

5. Dormancy

- 5.1. A Club, Society or Project may be classed as dormant if:
 - 5.1.1. it has not elected its minimum committee, or
 - 5.1.2. it has fewer than twenty members for Clubs or Societies or 5 members for Projects, or
 - 5.1.3. for any other reason as defined in a Management Group's standing orders.
- 5.2. A Management Group Board may resolve to classify a CSP as dormant for one, two or three terms, three being the default.
 - 5.2.1. Appeal of such a resolution is to CSPB.
- 5.3. Dormant CSPs have equal rights to Union resources as non-dormant ones.
- 5.4. Dormant CSPs must be given clear targets by their Management Group Board in order to be allowed out of dormancy.
- 5.5. Dormant CSPs must submit a monthly report to their Management Group Board reporting what measures have been taken to address the reason(s) for the club dormancy, which should include an evaluation of these measures.
 - 5.5.1. Failure to do so is grounds for a resolution of CSPB to dissolve the CSP under E4.1.
 - 5.5.2. Production of a report which clearly shows that the CSP's targets have been achieved shall result in the Management Group Board rescinding dormant status.
- 5.6. Should the dormancy period expire before the achievement of the predefined targets, a motion to dissolve the CSP shall be held at CSPB under E4.1 unless the Management Group Board resolves to withdraw the CSP from dormancy or to extend the dormancy period.
- 5.7. This shall be done with approval from CSPB

6. Grant

- 6.1. Grant money, funded by the Union, is allocated annually by CSPB in accordance with a policy set and reviewed annually by CSPB⁵.
- 6.2. Grant may only be used to support full Members of the Union; as such, grant should not be spent subsidising activities of or items for Associate or Life members.
- 6.3. Union grant may be withdrawn at any time from a CSP by the Deputy Presidents (Clubs and Societies) or (Finance and Services) or CSPB if it is found that the grant was obtained through misrepresentation or if it is being spent inappropriately.

F. Internal Management of CSPs

1. Management

- 1.1. All CSPs are managed by a committee.

- 1.2. All voting members of the committee for a CSP shall be elected from and amongst all full members of the CSP.
- 1.3. The members of the committee share a responsibility for the CSP's management, though the Chair holds ultimate responsibility to the Union for the CSP, including its activity, health & safety and finances.
- 1.4. The Term of Office for all committee positions runs from 1st August to 31st July unless prior approval is sought from the Deputy President (Clubs & Societies).
- 1.5. A Club or Society requires a minimum committee size of three which must include a Chair and a Treasurer. A Project requires only a Chair and Treasurer. These committee members are commonly referred to as the 'Principal Officers'.
 - 1.5.1. The third principal officer does not need to be a secretary on the provision that minute taking is included in another committee member's role description.
 - 1.5.2. The CSPs constitution must define which position acts as the CSP's third principal officer.
 - 1.5.3. All principal officers must be voting officers of a CSP's committee.
 - 1.5.4. In line with the Union's Constitution and Bye-Laws, only Full Members of the Union are permitted to become voting members of a CSP's committee.
 - 1.5.5. One member cannot hold two Principal Officer positions within one CSP and should not hold any other committee position within the CSP without good reason.

2. Membership

- 2.1. Only Full Members of the Union may become full, voting members of a CSP
- 2.2. All Full Members of the Union are entitled to join any CSP, unless a CSP is registered with a government agency or national governing body which prohibits membership of affiliated CSPs on certain grounds.
- 2.3. Membership may be restricted on unavoidable legal or insurance issues (e.g. firearms control). The minimum possible restriction of membership shall be implemented, and the Management Group Board and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.
- 2.4. All full memberships must be registered online via the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)
 - 2.4.1. The minimum membership figure for a Club, Society will be 20 members.
- 2.5. The minimum membership figure for a project will be 5 members.
- 2.6. Life and Associate Members of the Union may become non-voting members of a CSP and may become non-voting members of a committee providing they stand for a position that is designated as non-voting in the CSP's constitution.
- 2.7. A CSP's committee may refuse membership of a CSP to Life or Associate Members of the Union, though reasons for refusal must be given in writing to the rejected member within 10 College days.
 - 2.7.1. The Deputy President (Clubs & Societies) may strike out any refusal of membership upon appeal

3. General meetings and Elections

- 3.1. All CSPs shall hold a general meeting upon a petition of 10 full members to review the committee's actions and hold its officers to account. Matters for decision may be a review and repeal of decisions made by the committee. Notice of a general meeting shall be given to all members before a meeting as set out in the CSP's constitution.
- 3.2. The election of a CSPs committee shall ordinarily happen at a CSP's annual general meeting (AGM), which should occur before the end of the Spring Term.
 - 3.2.1. All elections to CSP committees must be conducted in accordance with the Elections Bye-Laws.
- 3.3. CSPs with a membership greater than or equal to 140 may be asked to conduct their elections through an online platform.
 - 3.3.1. In these instances, the Union should ensure that reasonable measures are taken to allow the AGM to take place in its usual format.
- 3.4. A Club Society or Project may set qualifications for membership of the committee if there is a justified reason for them. These qualifications shall not be unduly onerous, and if they are, may be struck out by the Management Group, the Deputy President (Clubs & Societies), Union President or the Trustee Board.
- 3.5. These qualifications must be set out in the club, society or project constitution and clearly declared in the nomination process.
- 3.6. All elections for next year's committee should be completed before the end of the Spring term though exemptions may be granted at the discretion of the Deputy President (Clubs and Societies). Election procedures should adhere to the Bye Laws, together with any directions of the club, society or project's Management Group or the Returning officer if one is appointed.
- 3.7. Any by-election for vacant positions on a Club, Society or Project committee must be conducted in accordance with the Bye Laws, together with any directions of the club, society or project's Management Group

4. Removals

- 4.1. A CSP officer cannot be removed from an elected position except in accordance with the provisions in Bye Law E.
- 4.2. A member cannot be removed from a CSP except in accordance with the provisions in Bye Law E.

G. Documentation

1. General

- 1.1. CSPs need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

1. Documentation Required

- 1.1. CSPs shall provide to the Deputy President (Clubs & Societies), the following items of documentation on an annual basis:
 - a. Financial Responsibility – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the CSP's duties (in Part C) and obey Union Policy and Procedures
 - b. Committee contact list – containing phone numbers and e-mail addresses
 - c. Constitution

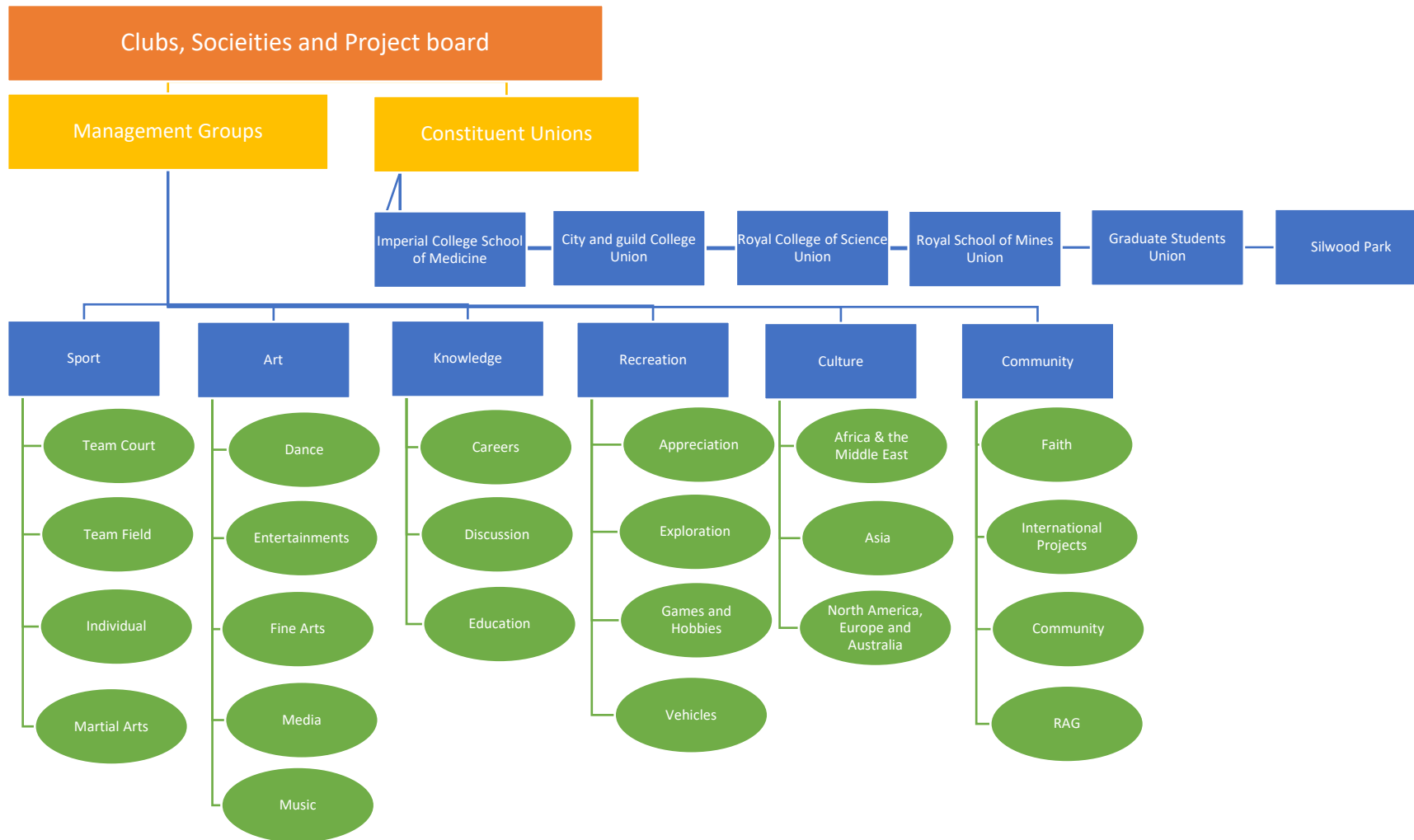
- d. Risk Assessment
 - e. Instructor registration – for all clubs;
 - f. Affiliation – for all clubs;
 - g. Inventory, listing all items belonging to the CSP valued over £100
 - h. Any other documents considered appropriate by CSPB
- 2.2. All documentation and data stored will comply with the Union’s Privacy Policy and General Data Protection Regulations (GDPR)

H. Sanctions & Suspension

1. Sanctions against individuals
 - 1.1. Sanctions against individuals must take place in accordance with the Bye Laws (excluding removal of financial responsibility of an individual)
 - 1.2. Financial Responsibility may be removed from an individual if they are deemed by the DPCS or DPFS to be acting irresponsibly with the CSPs finances.
2. Suspension of CSPs
 - 2.1. A suspension is a temporary measure designed to induce immediate behavioural change on behalf of a CSP, or to mitigate ongoing issues whilst an investigation is carried out.
 - 2.2. A CSP may be placed on suspension by:
 - 2.2.1. A resolution of CSPB
 - 2.2.2. A resolution of a Management Group Board with approval of a Deputy President
 - 2.2.3. The Deputy President (Clubs and Societies)
 - 2.2.4. The Union President
 - 2.3. Whilst on suspension, a CSP's rights may be limited (at the discretion of the body placing the CSP upon suspension) in one or more of the following ways:
 - 2.3.1. Inability to make expenditure or create new financial documents
 - 2.3.2. Inability to book or make use of union resources / facilities, including minibuses, rooms, and ICT support
 - 2.3.3. Prohibition on representing the Union or College in any public forum
 - 2.3.4. Revocation of authorisation for posters or other publicity
 - 2.4. Suspensions must only be issued for good reason; usually:
 - 2.4.1. Failure to provide required documentation as per section G
 - 2.4.2. Whilst a CSP is under investigation for sanction under section I3
 - 2.4.3. As a sanction under section I3
 - 2.5. Suspensions must be reviewed regularly by the imposing body.
 - 2.6. Suspension may be lifted by:
 - 2.6.1. The imposing body
 - 2.6.2. A resolution of CSPB
3. Sanctions against CSPs
 - 3.1. Sanctions may be brought against CSPs by:
 - 3.1.1. The Deputy President (Clubs and Societies)
 - 3.2. A Sanction may be brought against a CSP for;
 - 3.2.1. Breach of Law or Legal Requirements
 - 3.2.2. Breach of Union Policy, Constitution, Bye-Laws, or Standing Orders
 - 3.2.3. Financial malpractice or deceit

- 3.3. If a CSP is believed to be liable for Sanction under I3.2, an investigation shall be launched by the DPCS.
 - 3.3.1. If deemed appropriate, the CSP may be placed under Suspension during the course of this investigation.
- 3.4. Sanctions applicable to CSPs being found liable are:
 - 3.4.1. CSP required to submit regular reports by which activity can be monitored and attainment of specific goals measured
 - 3.4.2. May have its budget frozen
 - 3.4.3. Long-term suspension
 - 3.4.4. A fine of an appropriate sum
 - 3.4.5. May not be permitted to authorise any posters or other publicity
 - 3.4.6. Refusal of access to specific Union events

Appendix 1 – Structure of Management Groups and Mini-Management Groups



Appendix 2 – Model Standing Orders for all Management Groups

A Management Group is a collection of Clubs, Societies and/or Projects grouped together to be governed by either a Management Group Executive or a Constituent Union. These may be broken down into sub-management groups governed by a Vice-Chair.

General

- A.1. This document is designed to outline the responsibilities and management structures for each individual Management Group. It is owned by the Clubs, Societies and Projects Board so any changes must be approved there.
- A.2. Individual Management Groups may have their own additions to this document on the provision that they do not contradict these or any higher policies or constitutions and that they have been approved by CSPB. These are the responsibility of the Chair of the Management Group to uphold and look after.
- A.3. This document, and any individual additions, must be approved annually by CSPB.

B. Purpose

- B.1. The purpose of a Management Group is to provide a forum for issues from CSPs to be raised to an elected representative.
- B.2. It should be a supportive community that shares best practises and acts within a communication pathway and chain of responsibility between individual CSPs and the Union and CSPB.

C. Membership

- C.1. Each CSP is allocated to a specific Management Group by CSPB. Within this group each CSP shall have one vote held by the CSP Chair which may be delegated to any member of the CSP committee.

D. Structure

- D.1. The Management Group shall have an elected representative to act as a Chair who shall represent the MG on CSPB and govern all the CSPs within remit according to policies, bye-laws and laws.
- D.2. The Management Group may decide to divide into smaller Sub-Management Groups which must be governed by a Vice-Chair.
- D.3. A Management Group Executive committee or a Constituent Union shall manage each Management Group. A Management Group Executive shall follow the standing orders found in the CSP Policy. A constituent Union shall outline which roles are responsible for oversight of the Management Group in their constitution.

E. Responsibilities

Management Groups have the responsibility to carry out these functions:

E.1. Representation

- E.1.1. Management Groups must ensure there is up-to-date and approved documentation to outline the processes, governance and structures in either the Constituent Union's constitution or the Management Group Executive Standing Orders.
- E.1.2. Management Groups must ensure they agree with any documents created in addition to these standing orders or the Management Group Executive Standing Orders before they are approved by CSPB.
- E.1.3. Management Groups will meet on a regular basis with their CSPB representative.
 - E.1.3.1. It is recommended that this be monthly General Meeting, however may also take the form of one-to-one meetings or Mini-Management Groups meetings. This is to ensure that issues faced within the MG can be addressed at CSPB.

E.2. General Meetings

- E.2.1. Must be advertised to at least the Principal Officers of the relevant CSPs at least 5 college days prior to occurring.
- E.2.2. It is expected for each CSP to send a representative to these meetings.
 - E.2.2.1. Failure to do so on three consecutive occasions can result in sanctions.
- E.2.3. It is recommended that General meetings shall be held once per month during term-time.
- E.2.4. Emergency meetings must be held upon petition of the Chair by 10% of the Management Group. Quorum shall be unique representation from over half of the Clubs of the Management Group.
- E.2.5. An Annual General Meeting must take place to review the year and elect a new Management Group Executive committee if required.
- E.2.6. Any Member of the MG or its Executive committee may bring a paper, resolution, propose or second a motion or speak at the meeting. Other individuals may request the Meeting's Chair for permission to speak or to bring a paper but are unable propose or second a motion/resolution.

E.3. Constitutions

- E.3.1. All club constitutions and any changes to them must go through this outlined process in order to be approved:
- E.3.2. They must be approved by the membership of the CSP. The Chair must then send the new/changed constitution to the Management Group Chair.
- E.3.3. The MG Chair shall circulate the constitution to the CSPs in the MG offering opportunity for objections to be made.
- E.3.4. If there are no objections, the MG Executive committee shall vote to accept or reject the constitution
- E.3.5. If there are objections made the MG Chair shall present both constitution and objections at the next general meeting for a discussion and a MG vote to reject or approve.
- E.3.6. It is the responsibility of the CSP Chair to ensure that the latest approved CSP constitution is available on the Union's system.

E.4. Adherence to Policy

- E.4.1. All CSPs have the responsibility to ensure that each individual CSP, the MG as a whole and the MG executive committee adhere to all policy and constitutions dictated by Union Council and its subcommittees, Trustee Board and its subcommittees, the MG and the MGE and that all laws are abided by.

F. **Creation**

- F.1. Creation of new CSPs resides with CSPB who will typically delegate this responsibility through the New Activities Policy to the New Activities Committee. MGs do not have the ability to create new societies.

Appendix 3 - Standing orders for Management Group Executive Committees

A. Purpose

- A.1. The purpose of these committees shall be to oversee the activities of the clubs societies and/or projects allocated to them as determined by CSPB.
- A.2. Each management group may have amendments to theseing orders, which are to be held by the respective chair and approved at the management groups AGM and ratified at the first CSPB meeting of every year.
- A.3. Constituent Unions should include these standing orders in some form into their constitutions so that the roles and responsibilities outlined here are relevant for their officers.

B. Membership

- B.1. Membership of the Management Group Executive committees shall be: Management Group Chair, Management Group Treasurer, Vice-Chairs (number as determined by the sub-management group structure). Other members to be determined by amendments to these standing orders. A secretary is not a compulsory position on the provision that another member of the committee has the responsibility to minute both MG Executive meetings and MG General Meetings.
- B.2. Every club and society under the MG's remit shall also have a vote held by a representative of the CSP which is to be cast in the event of a vote at a Management Group meeting.
- B.3. No person shall hold more than one Officer Positions concurrently.
- B.4. Officers hand over to their successors on the 1st of August.
- B.5. Officers shall be ex-officio members of all RCC Clubs.
- B.6. Officers are allowed to hold Club Officer Positions in addition to their role on the Committee on the provision that these additional roles are not financially responsible.
- B.7. Elections
 - B.7.1.** This section applies only to Management Groups. Constituent Union committees are elected through the 'Leadership Elections'
 - B.7.2.** The Management Group Executive committee shall be voted in at the MG's AGM.
 - B.7.3.** The standing executive committee shall appoint an appropriate returning officer for the elections. They shall be responsible for communications around the elections including:
 - B.7.4.** Date and time of elections
 - B.7.5.** Nomination period
 - B.7.6.** Positions Available
 - B.7.7.** Time allowance for speeches
- B.8. Votes will be cast on a one club one vote basis and shall follow the Union's regulations on Minor Elections as outlined in the Bye-Laws.

C. Structure

- C.1. Each Management Group shall have an elected Chair to who shall chair both Executive and General Meetings

D. Responsibilities

- D.1. The Committee shall oversee the running of its Clubs, though the Club Chairs. This includes but is not limited to:
 - D.1.1.** The Ratification of Club Constitutions

- D.1.2.** Acting as arbiter in the event of an internal dispute within a club, or between multiple clubs of the Committee
- D.1.3.** Adhering to the responsibilities and carrying out the mandated actions as outlined in all policy.
- D.1.4.** Management of the Clubs' expenditure and budgets
- D.2. The Committee shall oversee the finances of its Clubs though those individuals who hold financial responsibility for that club.
- D.3. The Committee is responsible to the Clubs, Society and Project Board through the Committee's Chair.

E. Role Descriptions

- E.1. The Chair shall:
 - E.1.1.** Chair the General Meetings of the Committee and the Executive or appoint another member of the Committee to do so.
 - E.1.2.** Be responsible to the Union President, through the appropriate Deputy President, for the Committee's finances, health & safety, adherence to policy, and the activities of the Committee.
 - E.1.3.** Be responsible to the Union President, through the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.
 - E.1.4.** Be responsible for the efficient organisation and administration of the Committee and the promotion, and advertising, of the Committee within the College.
 - E.1.5.** Advise Clubs on the preparation and justification of funding proposals.
 - E.1.6.** Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the MG, or appoint a member of the Committee to go in their stead.
 - E.1.7.** Any other duties as may be decided by the Committee.
- E.2. The Vice chairs shall have the same responsibilities as the chair but in respect to the relevant Sub-Management Group
- E.3. The Treasurer shall:
 - E.3.1.** Be responsible to the Chair for the efficient administration of the finances of the Committee and MG CSPs
 - E.3.2.** Assist Clubs in preparing funding applications.
 - E.3.3.** Assist and promote Clubs to gain external sponsorship and equipment discounts.
- E.4. All other role descriptions must be held as an addition to this document.

Appendix 4 - CSP Code of Conduct

This code of conduct summarises existing policy and must be approved by CSPB on an annual basis. It lays out some (not all) of the responsibilities and rules placed on CSPs and their committee members.

This is not an exhaustive list of the rules and policies governing CSP conduct. All CSPs and CSP members are expected to adhere to the law and any legal requirements, and any and all Union policies, bye-laws and standing orders dictated by the Board of Trustees and its subcommittees, Union Council and its subcommittees or their respective Management Groups.

Values

CSPs and their committees are expected to adhere to the Union's values of Leadership, Partnership, Democracy and Inclusivity. This means that the CSP and those on a committee or in any leadership position are expected:

1. To act with **integrity and honesty**; they must act responsibly as leaders within the Imperial Community, be open to criticism of their performance and strive for constant personal improvement.
2. To build strong relationships within their CSP. They must strive to create a **welcoming and open** community that meets their members' needs. They should work with the Union, the college and external organisations to improve the provisions their CSP is able to offer.
3. To represent their members in an **accurate and honest** way. They must be elected according to the Union's constitution. They should use this empowerment to be proactive and responsible global citizens within local, national and international communities.
4. To welcome all Union members into their community and embrace the knowledge that diversity of membership brings strength and power. They must work to **eradicate barriers that prevent an inclusive and accessible environment**. They should engage with the Union to ensure their provision does not discriminate in any way.

Financial Responsibility

1. CSPs and their committees are expected to manage finances in a responsible and sustainable way.
2. All expenditure made by a CSP must be made in a way that as many members as possible should be able to gain benefit from it or in a way in which all members have equal opportunity to access the benefits.
3. No funds are permitted to be held outside of the account provided by the Union. Under no circumstances should there be funds stored in a different bank account, unauthorised investment or in unauthorised cash deposits.
 - a. This includes ticket income. Unless permission is granted by DPCS or DPFS, all tickets for a CSP event must be created and sold via the Union's online shop.
4. Clubs may be permitted to temporarily go into debt for an event or specific purchase, but this cannot happen without approval from DPCS or DPFS and will require the creation of plan of recovery which must be adhered to.
5. Cash handling should be kept to a minimum

Activity

CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives.

1. All rooms must be booked according to the Union's room booking procedures. In summary annual bookings need to be submitted via the yearly application and ad hoc bookings through

the eActivities portal. Rooms must be returned to their appropriate state and no rubbish is to be left behind. Some rooms will require risk assessments to be completed. Unless a booking is cancelled, the CSP that booked a space is liable for any damage or mess left behind even if they did not use it.

2. If a society is inviting any speaker that is not a part of the Imperial College they must submit an external speakers request form via eActivities at least 15 days before the event.
3. Any minibuses that are booked must have the booking form and keys returned to the Union before the end of the booking and the minibus must be returned with a full petrol tank and all litter must be removed. Any damage or accidents during the booking must be reported via the accident form and returned to the Union.
4. Risk assessments must be completed on an annual basis to cover all regular activity. Any additional activity not covered in an annual risk assessment must also have an additional risk assessment completed. This includes trips and tours.
5. No alcohol is to be consumed in any space booked through the Union without the presence of a member of Union staff or college catering teams. No alcohol is to be consumed in a Union minibus.
6. Promotional material and posters are only allowed in specified spaces. Additionally, all posters, flyers and promotional material, both physical and otherwise, must include an accurate English translation.

Additionally, it is important that all students respect all staff across college and the Union. Do not contact them other than through approved email addresses (end in @ic.ac.uk or @imperial.ac.uk). Do not expect replies outside of working hours and during college closure or annual leave.

It is expected that by signing this document you agree to share this information with your committee and members and you and the CSP you represent will adhere to all applicable laws and Union Policy. Failure to do so can result in the below sanctions being implemented on the CSP and/or individual sanctions being implemented (as outlined in the Union Bye Laws).

The CSP:

- a) CSP required to submit regular reports by which activity can be monitored and attainment of specific goals measured
- b) May have its budget frozen
- c) Long-term suspension
- d) A fine of an appropriate sum
- e) May not be permitted to authorise any posters or other publicity
- f) Refusal of access to specific Union events

Signed:

Name:

CSP:

Position:

Date:

