

Imperial College Union Clubs, Societies & Projects Policy

1 Definitions

- 1.1 A club, society, or project (collectively known as “CSPs”) is a collection of students supported by the Union to put on specific activities that cater to the interests of their members.
 - 1.1.1 A Club refers to a group officially supported by the Union with extra-curricular objectives that are competitive or sporting in nature.
 - 1.1.2 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 focus on benefiting non-members.
 - 1.1.3 A Society refers to a group, not already classified as a Club or Project.
- 1.2 A Chair is the most senior officer of a CSP and will be referred to as such throughout this policy, although other names may be used in practice (e.g. “President” or “Club Captain”).
- 1.3 A CSP Committee comprises all the student volunteers who run a CSP, led by the Chair of the CSP, known as CSP Officers.
- 1.4 A Management Group (“MG”) is a collection of CSPs, governed by an MG Committee. MGs may be broken down into sub-groups to better represent a CSPs core activity.
- 1.5 Clubs, Societies, and Projects Board (“CSPB”) is a sub-committee of Union Council, responsible for overseeing the implementation of this policy and the development of CSPs in line with this policy.

2 Basis

- 2.1 CSPB owns and approves this policy on behalf of Union Council.
- 2.2 This policy sets out the relationship between CSPs and the Union, including the rights and responsibilities of the Union and CSPs.
- 2.3 The Union is committed under its Constitution and through its Charitable Objectives to the advancement of education of students at Imperial College of Science, Technology and Medicine (“the College”) for the public benefit by providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its students.

2.3.1 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.

2.4 CSPs are bound by this policy, any published Union processes, and the Union's constitution, Bye-Laws, and policies.

2.5 The final interpretation of this policy is subject to the Union President.

3 Duties of the Union

3.1 The Union must provide financial facilities for CSPs at no charge to the CSP.

3.2 The Union must provide funding to CSPs to facilitate their Aims & Objectives in line with Union Policy and budgeting constraints.

3.3 The Union must provide processes and support for administrative tasks and documentation to be completed by CSP Officers.

3.4 The Union must provide training to all CSP Committees to ensure that they can fulfil their roles effectively and safely.

3.5 The Union must provide support to CSP Committees to run their activities effectively and safely, within reasonable provision.

3.6 The Union must provide a page for every CSP on the Union website which may be altered by the CSP for the purposes of advertising and joining the CSP.

3.7 The Union must provide an online shop function to all CSPs free of charge.

3.8 The Union must provide reasonable use of rooms within its premises to CSPs at no charge to the CSP and shall endeavour to provide access to college spaces where possible.

3.9 The Union must publish all processes which CSPs are required to follow.

4 Duties of CSPs

4.1 CSPs must comply with:

4.1.1 The College's Student Code of Conduct.

4.1.2 All Union processes.

4.1.3 The Union's policies, Bye-Laws, and constitution.

- 4.1.4 The Law.
- 4.2 CSPs must be governed by a Constitution, which outlines the Aims and Objectives of the CSP and the roles of those leading it.
- 4.3 CSPs must only use financial processes provided by the Union, never their own.
- 4.4 CSPs must put on regular activity for the benefit of their members in line with their Aims and Objectives.
- 4.5 CSPs must provide a safe, inclusive, and accessible environment for all members.
- 4.6 CSPs must provide all documentation requested by the Union in accordance with deadlines. This may include, but not be limited to:
 - 4.6.1 An annual activity proposal and risk assessment.
 - 4.6.2 A Constitution.
 - 4.6.3 An annual budget.
 - 4.6.4 A signed financial responsibility form.
 - 4.6.5 Any other documentation required, as stipulated in published Union processes or College processes.
- 4.7 CSPs must never sign contracts or other legal documentation on behalf of the Union unless explicitly authorised by a member of Union staff.

5 Governance

- 5.1 CSPs must be run by a democratically elected student Committee, led by the Chair.
 - 5.1.1 All CSP committees must have at least three democratically elected Principal Officers consisting of:
 - i. The Chair, who has overall responsibility for the CSP.
 - ii. A treasurer, responsible for the finances of a CSP.
 - iii. A secretary, responsible for the administration of a CSP.
 - 5.1.2 CSPs may elect additional Officers in accordance with their Constitutions.
 - 5.1.3 CSP Committees are responsible for a CSPs management, including adherence to this policy.
 - 5.1.4 The term of office for all Officers runs from 1st August to 31st July unless prior approval is sought from the Union.
- 5.2 All CSPs must have a minimum membership of 20 members.

- 5.2.1 Exceptions may be granted by the Union.
- 5.3 All CSPs must be a member of a single MG.
 - 5.3.1 MGs 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.
 - 5.3.2 CSPB shall decide which MG a CSP is a member of.
 - 5.3.3 CSPs are represented to CSPB through an elected representative from the MG.
- 5.4 The creation of a new CSP may be proposed by any Full Member of the Union, with support from any member of CSPB.
 - 5.4.1 The Union may direct that certain CSP Aims & Objectives, structures, or sponsors are proscribed.
 - 5.4.2 No CSP shall have proscribed Aims & Objectives, structures, or sponsors.
 - 5.4.3 The creation of new CSPs must be approved by CSPB.
 - 5.4.4 The Union may stipulate a maximum number of CSPs that can be created each year.
- 5.5 The closure of CSPs may occur due to:
 - 5.5.1 A 2/3 majority resolution of the CSP's Committee, although this may be overturned by CSPB.
 - 5.5.2 A 2/3 majority resolution of CSPB, although this may be overturned by Union Council.
 - 5.5.3 A resolution of the Union due to a breach of policy, procedure, or other Union rules.

6 Membership & Elections

- 6.1 The following may normally be members of CSPs:
 - 6.1.1 Full Members of the Union.
 - 6.1.2 Associate Members of the Union.
 - 6.1.3 Lifetime Members of the Union.
- 6.2 Members must join CSPs using only the system provided by the Union.
- 6.3 CSPs may stipulate a membership fee, determined during Annual Budgeting, which must not be altered without approval from the Union.

- 6.4 Membership eligibility may be restricted based on unavoidable legal or insurance issues. The minimum possible restriction of membership shall be implemented, and this must be approved by the Union.
- 6.5 CSPs may restrict Associate or Lifetime Members from their CSP provided sufficient and reasonable justification can be provided to the Union in writing.
- 6.6 Only Full Members of the Union may vote in CSP elections.
- 6.7 Only Full Members of the Union may stand in elections and take up roles on a CSP Committee.
 - 6.7.1 Exemptions may be granted by the Union where sufficient justification can be provided, such as legal or regulatory compliance.
- 6.8 Full Members may hold a maximum of three Principal Officer or CSPB Officer positions per year.
 - 6.8.1 Exemptions may be granted by the Union where sufficient justification can be provided.
 - 6.8.2 Officers elected to more than three Principal Officer or CSPB Officer positions may be asked by the Union to resign from excess positions, or else face removal from these positions.
 - i. For the avoidance of doubt, any current or future elected officers at the point in time which this policy is passed may only hold a maximum of three Principal Officer or CSPB Officer Committee positions.
- 6.9 No Full Member may exercise financial responsibility more than once within a given financial approval chain.
- 6.10 Elections must be conducted in accordance with all procedures published by the Union unless explicit permission is granted otherwise.

7 Breach of Policy

- 7.1 Any breach of this policy by CSPs, CSP Officers, or CSP members may be dealt with in accordance with the CSP Behaviour Framework.
- 7.2 Complaints regarding this policy, its interpretation, or its execution, may be directed to the Union's Complaints Officer.