Social Clubs Committee Standing Orders

1. Aims and Objectives
   1. The Committee shall co-ordinate and promote communal activities for the members of ICU aiding their development as individuals.
2. Status
   1. The Committee is a Club and Society Committee of the Union.
3. Composition and powers
   1. The committee shall consist of:
      1. The Officers (as listed in section ),
      2. The heads of its societies, and
      3. The Sabbatical Officers.
   2. The committee, when formed as a general meeting, shall exercise all the powers of the SCC, and its decisions are binding on sub-committees and societies.
   3. General meetings and their subcommittees shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer shall be an observer at general meetings.
   4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair or ten percent of the committee.
4. Officers
   1. The Officers of the Committee shall be the:
      1. Chair
      2. Secretary
      3. Honorary Junior Treasurer
      4. Assistant Honorary Junior Treasurer
   2. Officers hand over to their successors on the 1st of August.
   3. Officers shall be *ex-officio* members of all SCC societies and shall also be allowed to be the President, Treasurer or Secretary of any of these societies.
5. Job descriptions and responsibilities
   1. The Chair shall:
      1. Represent the SCC and chair its main and executive committees.
      2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the SCC and its societies.
      3. Be responsible for the efficient organisation and administration of the SCC.
      4. Negotiate other duties with officers.
   2. The Secretary
      1. The Secretary shall be responsible for the efficient administration of the SCC.
      2. The Secretary shall record and prepare minutes of the main and executive committees.
   3. The Honorary Junior Treasurer
      1. The Honorary Junior Treasurer is responsible to the Chair for the efficient administration of the finances of the committee.
   4. The Assistant Honorary Junior Treasurer
      1. The Assistant Honorary Junior Treasurer shall be responsible for observing the efficient spending of monies granted to the clubs of the committee, and shall produce a monthly report summarising activity.
6. Meetings
   1. A meeting shall be held at least once per month
   2. A meeting can be called by
      1. The Chair or their designate
      2. Request from at least ten percent of the Committee’s clubs
   3. Quorum for any meeting shall be half the total number of clubs with the Chair and at least one other Executive member in attendance
   4. If an individual calls quorum and indeed there aren’t sufficient member clubs present
      1. All decisions to that point stand
      2. Another meeting shall be called within 10 college days giving members relevant notice
   5. Voting
      1. One vote per club.
      2. Proxy votes may be submitted provided that documentation is given to acknowledge this, i.e. a signed bit of paper
      3. Voting for non-motion business shall occur by a showing of hands with interested parties leaving the room if felt necessary. All discussions must occur before the party’s leaves with only vote and comments for the minutes after.
7. Elections
   1. Elections for officers of the committee shall be at an Annual General Meeting held before Easter.
   2. All Full Members of the Union may stand for any officer post, and only members of the committee may vote in the election. A proposer and ten seconders are required to make a nomination valid. Nominations may be accepted from the floor if no valid nominations are received for a post.
   3. The procedure and timetable for the election shall be as follows:
      1. The election should be advertised for at least one week before nomination papers go up,
      2. Nomination papers should be up for two weeks,
      3. The election is held at a general meeting, including hustings for all candidates.
      4. The election shall be counted by Single Transferable Vote with New Election standing for each post.
   4. The Returning Officer is normally the Chair, though another may appointed by the committee.
   5. Vacant or unfilled posts may be filled at an ordinary general meeting.
   6. Disputes over an election, including elections within the committee’s societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union under the Union’s Election Regulations.
8. Censure and dismissal of officers
   1. A general meeting of the committee may censure or dismiss its officers by special resolution with the following requirements:
      1. The motion shall be proposed by a member of the committee and seconded by ten full members of the Union at least one week before the meeting.
      2. The subject of the motion has full right of reply at the meeting.
      3. The motion shall passed only by a two-thirds majority of those present and voting.
   2. Officers may appeal to the Union President within a week, who may uphold or over-turn the motion. In the case of the Chair the appeal lies to the Union Executive Committee.
   3. This censure and dismissal procedure exists concurrently with the Union Council’s jurisdiction to remove officers and representatives.
9. Social Clubs Award and Colours
   1. The Social Clubs Committee shall award £100 once a year at the AGM to one club which has excelled in their activities.
      1. The money shall be budgeted for in the annual Social Clubs Committee budget. The money can be spent on any club activity in line with Union policy.
   2. The decision as to which club receives the award shall be made by the Officers of the Committee.
   3. The Social Clubs Committee shall award Half or Full Colours and Distinguished Service Awards to individuals for outstanding service to the Social Clubs Committee or to one or more of its constituent clubs.
   4. Any individual, save the current Officers, may be nominated for such an award by any Full Member of the Union.
   5. The Officers of the Committee shall consider these nominations, and shall award Colours or Distinguished Service Awards at their total discretion.
   6. The Colours shall normally be awarded at the June general meeting of the committee and published in Felix.
10. Status, interpretation and amendment of these standing orders
    1. These standing orders are enacted under Regulation 5 Part C of the Union and as such are bound by the Union’s constitution, regulations and policy.
    2. Formal interpretations of these standing orders shall be made by the Chair. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
    3. The main committee may propose an amendment to these standing orders by a special resolution, with at least one week’s notice of the amendment circulated to all members and concurrence of two-thirds of them. Amendments shall be approved by the Council of the Union