

## **Social Clubs Committee Standing Orders**

### **1. Aims and Objectives**

- 1.1. The Committee shall co-ordinate and promote communal activities for the members of ICU aiding their development as individuals.

### **2. Status**

- 2.1. The Committee is a Management Group of the Union.

### **3. Composition and Powers**

- 3.1. The committee shall consist of:
  - 3.1.1. The Officers (as listed in section 4.1),
  - 3.1.2. The heads of its societies, and
  - 3.1.3. The Sabbatical Officers.
- 3.2. The committee, when formed at a general meeting, shall exercise all the powers of the SCC, and its decisions are binding on sub-committees and societies.
- 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union regulations.
- 3.4. General Meetings shall be held once per month during term-time, and Emergency Meetings can be called on petition of the Chair by 20% of the Committee's clubs.

### **4. Officers**

- 4.1. The Officers of the Committee shall be the:
  - 4.1.1. Chair
  - 4.1.2. Secretary
  - 4.1.3. Treasurer
  - 4.1.4. Assistant Treasurer
- 4.2. Officers hand over to their successors on the 1st of August.
- 4.3. Officers shall be ex-officio members of all SCC societies and shall also be allowed to be the President, Treasurer, Secretary or any other position of any of these societies.
- 4.4. These officers form the SCC executive club committee which has all the rights and obligations of any other SCC club.

### **5. Job Descriptions and Responsibilities**

- 5.1. The Chair shall:
  - 5.1.1. Represent the SCC and chair its main and executive committees.
  - 5.1.2. 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.
  - 5.1.3. Be responsible for the efficient organisation and administration of the SCC.
  - 5.1.4. Negotiate other duties with officers.
- 5.2. The Secretary shall:
  - 5.2.1. Be responsible for the efficient administration of the SCC.
  - 5.2.2. Record and prepare minutes of the main and executive committees.
- 5.3. The Treasurer shall:

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- 5.3.1. Be responsible to the Chair for the efficient administration of the finances of the committee.
- 5.4. The Assistant Treasurer shall:
  - 5.4.1. Assist the Treasurer or any other member of the executive committee who requires assistance.

## 6. Meetings

- 6.1. A meeting shall be held at least once per month
- 6.2. A meeting can be called by
  - 6.2.1. The Chair or their designate
  - 6.2.2. Request from at least 20% of the Committee's clubs
- 6.3. Quorum for any meeting shall be half the total number of clubs with the chair and at least one other SCC Executive member in attendance.
- 6.4. If an individual calls quorum and indeed there are not sufficient member clubs present before the meeting's minutes are approved at the following meeting:
  - 6.4.1. All decisions from that meeting do not stand.
  - 6.4.2. Another meeting shall be called within 10 college days giving members relevant notice
- 6.5. Voting
  - 6.5.1. One vote per club in the SCC committee
  - 6.5.2. Proxy votes may be submitted provided that documentation is given to acknowledge this.
  - 6.5.3. 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(ies) leave(s) with only vote and comments for the minutes after.

## 7. Elections

- 7.1. Elections for officers of the committee shall be at an Annual General Meeting held before Easter.
- 7.2. 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.
- 7.3. The procedure and timetable for the election shall be as follows:
  - 7.3.1. The election should be advertised for at least one week before nomination papers go up,
  - 7.3.2. Nomination papers should be up for two weeks,
  - 7.3.3. The election is held at a general meeting, including hustings for all candidates.
  - 7.3.4. The election shall be counted by Single Transferable Vote with New Election standing for each post.
- 7.4. The Returning Officer is normally the Chair, although another may be appointed by the committee.
- 7.5. Vacant or unfilled posts may be filled at an ordinary general meeting.
- 7.6. 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

- 8.1. A general meeting of the committee may censure or dismiss its officers by special resolution with the following requirements:
  - 8.1.1. 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.
  - 8.1.2. The subject of the motion has full right of reply at the meeting.
  - 8.1.3. The motion shall be passed only by a two-thirds majority of those present and voting.
- 8.2. All officers may appeal to the Union Executive Committee within a week, who may uphold or overturn the motion.
- 8.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

## 9. Creation and closure of societies

- 9.1. New clubs which join the SCC are created at the discretion of the New Clubs Committee and covered by the relevant regulations of that committee.
- 9.2. A current club or society which has below twenty members, or has not attended two consecutive meetings that academic year or has outstanding documentation may be classed as dormant by the committee. Once a club has been dormant for one term it may be shut down by the committee.
- 9.3. A club or society may shut itself down with the consent by simple majority of the committee at a general meeting.
- 9.4. A club or society may be shut down by the committee by special resolution with a two-thirds majority.

## 10. Status, interpretation and amendment of these standing orders

- 10.1. These standing orders are enacted under Regulation 3 Part E of the Union and as such are bound by the Union's constitution, regulations and policy.
- 10.2. 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.
- 10.3. The Social Clubs Committee may propose amendment(s) to these standing orders by a special resolution with a two thirds majority. Amendments shall be approved by the Executive Committee of the Union, though a decision to approve or reject an amendment may be overturned by the Union Council.