

Social Clubs Committee Standing Orders

1. Aims and Objectives
 - 1.1. The Committee shall co-ordinate the development, provision and promotion of social activities within Imperial College Union.
 - 1.2. To represent the social interests of the student body at Imperial College.
2. Status
 - 2.1. The Committee is a Management Group of the Union
3. General Meetings
 - 3.1. The Committee shall consist of:
 - 3.1.1. The SCC executive (a club) comprised of the Officers (as listed in section 5.1),
 - 3.1.2. A representative (normally presidents, chairs or equivalent) of its clubs and societies.
 - 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the SCC, and its decisions are binding on sub-committees, clubs and societies.
 - 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer may be an observer at general meetings.
 - 3.4. General meetings shall be held once per month during term-time and emergency meetings may be called on petition of the Chair by 10% of the SCC Committee or on request of the SCC executive. The quorum shall be a representative from half of the Clubs in Appendix A.
 - 3.5. Voting. Each club shall have a vote at the meetings. Club votes shall be offered by the club representative where appropriate.
 - 3.6. The Annual General Meeting shall take place before the end of Spring Term.
4. Sub-committees
 - 4.1. The Executive Committee shall implement the decisions of general meetings and consist of the Officers (as listed in section 5.1).
5. Officers
 - 5.1. The Officers of the Executive Committee shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Secretary,
 - 5.1.3. Treasurer,
 - 5.1.4. Assistant Treasurer.
 - 5.2. No person shall hold more than one Officer post. Officers hand over to their successors on the 1st of August.
 - 5.3. Officers shall be ex-officio members of all SCC Clubs and shall be allowed to be club officers, including President and Treasurer upon appointment by the SCC committee.
6. Job descriptions and responsibilities
 - 6.1. The Chair shall:
 - 6.1.1. Represent the SCC and chair the SCC Committee meetings.
 - 6.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the Committee and its constituent clubs and societies.
 - 6.1.3. Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising of the SCC within Imperial College Union.
 - 6.1.4. Advise on the preparation and justification of tour proposals.

- 6.1.5. Represent the Committee at any formal or ad hoc union or college committees or meetings which may be of importance to the SCC.
 - 6.1.6. Negotiate other duties with officers.
 - 6.2. The Secretary shall:
 - 6.2.1. Be responsible to the Chair for the efficient administration of the Committee.
 - 6.2.2. Record and prepare minutes for the SCC committee.
 - 6.2.3. Manage the SCC website.
 - 6.2.4. Manage the Committee membership records including keeping the Committee mailing lists up to date.
 - 6.2.5. Be responsible for organising the times and venues of the general meetings.
 - 6.2.6. Be responsible for promoting and advertising the SCC within Imperial College Union.
 - 6.3. The Treasurer shall:
 - 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and its sub committees.
 - 6.3.2. Assist clubs in preparing IC Trust & Harlington Trust applications.
 - 6.3.3. Assist and promote clubs in gaining external sponsorship.
 - 6.3.4. Deputise for the Chair in his or her absence.
 - 6.4. The Assistant Treasurer shall:
 - 6.4.1. Assist the treasurer and chair with financial matters at their discretion.
 - 6.5. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.
7. Elections
 - 7.1. Elections for Officers of the Committee shall be at an Annual General Meeting held before the end of Spring Term.
 - 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.
 - 7.3. A proposer and ten seconders are required to make a nomination valid. Only Full Members of the Union may be proposers and seconders.
 - 7.4. Nominations may only be accepted from the floor if no valid nominations are received for a post.
 - 7.5. The procedure and timetable for the election shall be as follows:
 - 7.5.1. The election should be advertised for at least one week before nomination papers go up.
 - 7.5.2. Nomination papers should be up for two weeks.
 - 7.5.3. The election is held at the Annual General Meeting, including hustings for all candidates.
 - 7.5.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
 - 7.6. The Returning Officer is normally the Chair, though another Officer may be appointed by the Committee.
 - 7.7. Vacant or unfilled posts may be filled at an ordinary General Meeting.
 - 7.8. Disputes over an election, including elections within SCC clubs and societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union Court under the Union's Election Regulations.
8. Censure and dismissal of officers

- 8.1. A General Meeting of the Committee may censure or dismiss the 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. 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.
 - 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 clubs and societies
- 9.1. A new club may be created by the New Clubs Committee and allocated to the SCC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the SCC, a new club should submit a constitution for the approval of the Committee at the next meeting. This shall be done at a General Meeting.
 - 9.2. Any Full Member of the Union may appeal the decision of the New Clubs Committee to allocate a club to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.
 - 9.3. An SCC club which has done one or more of the following: not attended two consecutive SCC meetings, failed to reach 20 members by the end of the winter term, failed to submit a budget, not submitted contact details, has a naughty officer or has failed to complete certain documentation may be made dormant (simple majority) or be dissolved (two-thirds majority) at the discretion of the SCC committee by proposal of the executive.
 - 9.4. A club may dissolve itself with the consent of the SCC committee at a General Meeting.
10. Colours
- 10.1. A club shall be awarded a nominal sum by the SCC executive at the last General Meeting of the year in recognition of the hard work that they have done.
11. Status, interpretation and amendment of these standing orders
- 11.1. 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.
 - 11.2. The Chair shall make formal interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
 - 11.3. The 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. The Clubs & Societies Board of the Union is required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.