

MINUTES OF THE PROCEEDINGS
of the ninth ordinary meeting of
the
Clubs and Societies Board
of the
Imperial College Union
in the 2010-11 Session

The meeting of the Clubs and Societies Board was held in the Union Building on 21st June 2011 at 6.05pm in meeting room 3 of the Union Building

Present:

Deputy President (Clubs & Societies) – Chair	Heather	Jones
ICSMSU Representative	Adem	Uner
Overseas Students Committee Representative	Ahmed	Alsaadi
Arts and Entertainment Board Chair	Adam	Khamis
Athletic Clubs Committee representative	Michael	Foster
Recreational Clubs Committee Chair	Nathanial	Bottrell
RCSU Representative	Scott	Heath
C&G CU Representative	Victor	du Mesnil du Buisson
Permanent Observers		
Membership Services Manager	Dr Phil	Power
Governance and Administration Coordinator	Rebecca	Coxhead

Apologies: President Alex Kendall, Deputy President (Finance & Services) Ravi Pall, Deputy President (Education) Alex Dahinten, Deputy President (Welfare) Charlotte Ivison, Media Group representative Matt Allinson, Royal School of Mines Committee Chair Ben Moorhouse, Social Clubs Committee Chair Rhodri Oliver

Not present: Silwood Park Union Representative

1. CHAIRS BUSINESS

NOTED:

- a) Clubs need to have next year's contacts and profiles entries in ASAP.
 - i. RCC are closing down clubs that do not submit contact details by the coming Thursday.

2. MINUTES OF LAST MEETING – 31st MAY 2011

RESOLVED:

- 1) To pass the minutes of the last meeting.

3. MATTERS ARISING

NOTED:

- a) The template for the Standing Orders has been amended to reflect the changes made at the last meeting of Clubs and Societies Board.

4. FINANCE REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) There have been issues with e-activities not being up to date.
- b) Some 'killed' clubs are still appearing on the pages.

5. ACC HOCKEY

RECEIVED: The paper was presented by the ACC Chair

NOTED:

- a) There is no contingency left in the ACC however there is much grant under spend.
- b) It was suggested that the under spend could be 'donated' to the hockey club.
- c) Alternatively the contingency could come from Clubs and Societies Board or Executive Committee.
- d) It was agreed to redistribute under spent grant from ACC clubs and if this does not cover the £1400 that is required to replace the kit, then the remainder will come from Clubs and Societies Board contingency.

RESOLVED:

- 1) **To redistribute under spent grant from ACC clubs and if this does not cover the £1400 that is required to replace the kit, then the remainder will come from Clubs and Societies Board contingency.**

Agenda item 6 & 7 were considered together

6-7. UNDERWATER AND GLIDING CEP

NOTED:

- a) CEPs are a savings that of which is money that will come out of the Union accounts at some stage.
- b) The Board moved to a vote on passing the papers and they were passed unanimously.

RESOLVED:

- 1) **The Gliding Clubs £18,000 capital expenditure plan is delayed until the 2011-2012 academic year at which point, subject to improved market conditions, the club intend to make use of it for its original purpose of replacing 96.**
- 2) **To roll over the underwater Club CEP for another year.**

8. A&E STANDING ORDERS

RECEIVED: The paper was presented by the A&E Chair

NOTED:

- a) Point 9.3 needs to be changed to reflect the change to dormancy rules.
- b) The HST changes will need to be incorporated at some stage.
- c) The Board moved to a vote on passing the Standing Orders and they were passed unanimously.

RESOLVED:

- 1) **To pass the amended A&E Standing Orders.(see appendix)**

9. MEDIA GROUP STANDING ORDERS

RECEIVED: The paper was presented by the Media Chair

NOTED:

- a) Point 10.3 needs to be changed to reflect the change to dormancy rules.
- b) The Board moved to a vote on passing the Standing Orders and they were passed unanimously.

RESOLVED:

- 1) **To pass the amended Media Group Standing Orders. (see appendix)**

10. SCC STANDING ORDERS

RECEIVED: The paper was presented by the SCC Chair

NOTED:

- a) Point 9.3. needs to be changed to reflect the change to dormancy rules.
- b) The Board moved to a vote on passing the Standing Orders and they were passed unanimously.

RESOLVED:

- 1) **To pass the amended SCC Standing Orders. (see appendix)**

11. MOTOR CLUB MANAGEMENT

RECEIVED: The paper was presented by the Deputy President (Clubs and Societies)

NOTED:

- a) It is integral that faculty links with the clubs remain preserved.
- b) There is an agreement that there will be a collective grant for maintenance which is not reliant on members which will be managed by Membership Services.
- c) The DPFS expressed concern that this is a large amount of money that benefits a small number of students.
 - i. It was pointed that the motor club enrich many students lives from giving rides to freshers in halls to being a presences on graduation days.
- d) It was made explicit that if the Clubs and Societies Board wanted to keep the clubs running then they need to fund them.
- e) This year's budget has been set, but it may be considered that the amount should be ring fenced in further years.
 - i. It could be a central union function and have nothing to do with Clubs and Societies Board .
- f) The clubs are built on heritage and history and the vehicles are unique Union assets.
- g) It was suggested that College could be approached for funding the vehicles.
- h) Concern was raised that Alumni may not want to fund a 'group' as they will have a bond to one vehicle.
- i) Consolidating the clubs may run the risk of some members not having the the motivation to treat the equipment with respect.
- j) It was agreed by the board to keep all 3 as separate entities under the RCC.

RESOLVED:

- 1) **All three clubs, VVMC, RCS motor club and RSM Motor club, become RCC clubs whilst retaining their separate identities.**
- k) In regards to membership targets, if the targets are removed then it will give no motivation for students to join.
 - i. People to join as members before being allowed to be taken for a ride on the vehicles.

- ii. It was agreed by the Board that membership target should be set at 20 but it will be free membership.

RESOLVED:

2) Membership targets for the clubs to be set at 20 members and membership will be free.

- l) It was agreed that the change to the structure should be reviewed in 18 months time, December 2012.

RESOLVED:

3) To review that changes to motor club management in December 2012.

- m) It was agreed that the budgets be kept separate for each club this year.
 - i. Next year they should apply to Clubs and Societies Board budgeting as it is good practice and they should be accountable.
 - ii. It was agreed that the motor clubs must be present at Clubs and Societies Board budgeting to present their budgets and they will be treated as separate entities.

RESOLVED:

4) Motor clubs must be present at Clubs and Societies Board budgeting to present their budgets and they will be treated as separate entities

- n) It was questioned as to what the 'Motor Club Reserve' was.
 - i. It exists in the budget line but it is ambiguous as to what it actually is. The Membership Services Manager stated that he will investigate this.

ACTION:

1. The Membership Services Manager to investigate the 'Motor Club Reserve'.

- o) A 6 month review will also take place with the MG Chair and Deputy President (Clubs and Societies).
- p) It was agreed that all the vehicle clubs are to produce termly reports to be presented to CSB which are to include the following:
 - i. Full financial information, including any source of external funding;
 - ii. Mechanical information;
 - iii. Membership numbers;
 - iv. Activity

ACTION:

2. The Motor Clubs to produce reports to be presented at the final Clubs and Societies Board of the term which are to include the following:

- i. Full financial information, including any source of external funding;**
 - ii. Mechanical information;**
 - iii. Membership numbers;**
 - iv. Activity**
- q) It was suggested that an exit strategy should be investigated if the clubs go 'further downhill'. The Membership Services.

ACTION:

3. The Membership Services Manager to investigate a exit strategy for worst case scenario of the Motor Clubs ceasing to function.

12. CLUBS AND SOCIETIES POLICY

RECEIVED: The policy was presented by the Deputy President (Clubs and Societies)

NOTED:

- a) A specific policy pertaining to projects will need to be drafted.
 - i. The presented policy has been updated to include reference to projects in the interim.
- b) It was pointed that it is ambiguous as to how RAG and CAG treasurers are elected.

- c) It was pointed that the Union also provides webspace so this should be added to point 22.
- d) It was noted that point 50 needs to be updated to reflect that it is one or more condition that makes a club dormant.

RESOLVED:

1) Point 50 to read as follows:

50. A club, society or project shall be dissolved and cease to exist under 1 or more of the following conditions:
i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of its Management Group
ii. A disciplinary resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or
iii. A special resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or
iii. Resolution of the Executive Committee or Clubs and Societies Board.

- e) It was agreed that point 58 should be reworded to give the Management Group more responsible for the dormancy of clubs.

RESOLVED:

2) Point 58 to read as follows:

58. After the dormancy period, agreed by the Management Group, has lapsed, the Club shall be dissolved unless the Management Group should vote to withdraw the club from dormancy or to extend the dormancy period.

- f) Points 81 and 82 reference to 'Code of Conduct' are to be removed.
- g) Point 82 to have the second sentence removed where it exempts a club from providing a risk assessment as this is a legal requirement to have these submitted.
- h) Point 83 is to be changed to read 'activity registration' instead of 'trip registration'.
 - i. Point 83 was resolved to be reworded to indicate that if the activity goes ahead and the Union is concerned with the activity, then the Union will withdraw its support of the activity.

RESOLVED:

3) Point 83 to read as follows:

'83. Other documentation such as activity registration forms may be required for certain activities. Further approval by College bodies may be required for some activities. Where required documentation is not satisfactorily completed activities may not go ahead and disciplinary procedures will be invoked if the Union name is brought into disrepute as a result of incomplete documentation or If the Union believes the activity poses an unacceptable risk to its members, then the Union will withdraw support for the activity'

- i) It was questioned whether Clubs and Societies Board believe that incomplete documentation should stop clubs from booking rooms.
 - i. It was stated that it is too difficult to manage as the room booking system is on a different system.
- j) The Board moved to a vote on passing the amended policy and it was passed unanimously.

RESOLVED:

4) To pass the amended policy (see appendix)

Meeting closed 7.30pm

Approved as a correct record at a meeting of the Clubs and Societies Board

on _____ 2010/11

_____ Chair of the Meeting

Arts and Entertainments Board Standing Orders

1. Aims and Objects
 - 1.1. The Arts and Entertainments Board (AEB) shall co-ordinate the development, provision and promotion of the performing and visual arts within Imperial College Union.
 - 1.2. To represent the artistic interests of the student body at the college.
2. Status
 - 2.1. The Board is a Management Group of the Union.
3. General Meetings
 - 3.1. The Board shall consist of:
 - 3.1.1. The Officers (as listed in section 5.1),
 - 3.1.2. The presidents (captains, chairs or equivalent) of its clubs and societies.
 - 3.2. The Board, when formed as a general meeting, shall exercise all the powers of the AEB, and its decisions are binding on sub-committees, clubs and societies.
 - 3.3. 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.
 - 3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair. The quorum shall be half of the club presidents (captains, chairs or equivalent).
 - 3.5. Voting. Each club and officer shall have a vote at the meetings. Club votes shall be offered by the president where appropriate.
 - 3.6. Meetings shall be advertised by the Chair at least one week via the committee mailing list. It is the responsibility of club presidents (captains, chairs or equivalent) to inform the committee secretary of changes to club or society officers' contact details, so the committee mailing list can be kept up to date.
 - 3.7. The Annual General Meeting shall take place before the end of the Spring Term.
4. Sub-Committees
 - 4.1. The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.
 - 4.2. Treasurer's meetings shall be convened on the same day each week during term time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for treasurers meetings.
 - 4.3. Treasurer's meetings shall consist of:
 - 4.3.1. The Honorary Junior Treasurer, as chair,
 - 4.3.2. The Chair,
 - 4.3.3. The Honorary Senior Treasurer,
 - 4.3.4. The treasurers of each club.
 - 4.4. The Arts Festival Committee shall co-ordinate the organisation and implementation of the Imperial College Union Arts Festival, known as "ArtsFest". It shall consist of:
 - 4.4.1. Arts Festival Chair, as chair;
 - 4.4.2. The Chair,
 - 4.4.3. Any other full Union members, as elected by the Board.
 - 4.5. The Colours Committee shall make the awards of AEB Colours, according to Section 10. It shall consist of the Officers.
5. Officers
 - 5.1. The Officers of the Board shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Honorary Secretary,
 - 5.1.3. Honorary Junior Treasurer,
 - 5.1.4. Arts Festival Chair.

- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.
6. Job descriptions and responsibilities
 - 6.1. The Chair shall:
 - 6.1.1. Represent the Board and chair its main and executive committees.
 - 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 Board and its clubs and societies.
 - 6.1.3. Be responsible for the efficient organisation and administration of the Board.
 - 6.1.4. Advise on the preparation and justification of tour proposals.
 - 6.1.5. Chair the sub-committees in the absence of the respective sub-committee chair.
 - 6.1.6. Represent the committee at any formal or ad hoc union or college committees or meetings which may be of importance to the AEB.
 - 6.1.7. Negotiate other duties with officers.
 - 6.2. The Secretary shall
 - 6.2.1. Be responsible for the efficient administration of the Board.
 - 6.2.2. Record and prepare minutes for the main and executive committees of the Board.
 - 6.3. The Honorary Junior Treasurer shall:
 - 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Board.
 - 6.3.2. Organise weekly Treasurers' meetings.
 - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
 - 6.3.4. Deputise for the Chair in his or her absence.
 - 6.4. The most qualified officer of the committee, at the decision of the chair, shall be responsible for the development and updating of the AEB website.
7. Elections
 - 7.1. Elections for officers of the Board 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 Board 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 Re-Open Nominations standing for each post.
 - 7.4. The Returning Officer is normally the Chair, though another may be appointed by the Board.
 - 7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
 - 7.6. Disputes over an election, including elections within the Board's clubs and 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 Board 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 Board 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 AEB, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the AEB, a new club should submit a constitution for the approval of the Board. 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 create or refuse to create a new club, or its allocation to a clubs and societies committee (CSC) to the Clubs and Societies Board, whose decision is final
- 9.3. A current club or society in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a club has been made Dormant, the AEB Secretary shall contact the club's members. Once before the next AEB General meeting and again with at least a weeks notice before the review. The email shall inform the club's members about the dormancy process. If a club remains dormant for the specified period, the Committee or the Union may shut it down.
- 9.4. A club or society may shut itself down with the consent of general meeting. The Board may shut down a club or society by special resolution with at least a week's notice and concurrence of a two-thirds majority.

10. Colours

- 10.1. Awards of Full Colours and Club of the Year shall be made by the Colours Committee upon nomination from any Full Union member.
- 10.2. The Colours shall normally be awarded at the June general meeting of the committee and published in Felix and the Union website.

11. 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. 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.
- 10.3. The main Board 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 are required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

Media Group Standing Orders

1. Aims and Objects

1.1 The Board shall co-ordinate the development, provision and promotion of student produced media within Imperial College Union, as a service to the members of Imperial College Union and for the social and professional development of those union members.

1.2 To represent the media production interests of the student body at the college.

1.3 The Committee shall endeavour to support the clubs and societies within Media Group in providing the students of Imperial College with up to date and relevant information regarding Imperial College and Imperial College Union.

1.4 In pursuing these aims the Committee shall:

1.4.1 Oversee the management and production of all Imperial College Union media according to their separate constitutions.

1.4.2 Facilitate the communication between the constituent organisations.

Agree and monitor an annual "Statement of Service" from each of the constituent organisations.

1.4.3 Ensure that the editorial policy of the constituent organisations conforms to the objectives laid down in their separate constitutions.

1.4.4 Advise and assist the staff of the organisations.

1.4.5 Ensure that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom.

1.4.5 Assess the total scope of union media, with the aim of encouraging expansion or reorganisation as and when important new media emerge.

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 Officers (as listed in section 5.1),

3.1.2 A representative (normally presidents, chairs or equivalent) of its clubs and societies (as outlined in Appendix A).

3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the Media Group, and its decisions are binding on sub-committees, clubs and societies.

3.3. 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.

3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair or 10% of the Committee. The quorum shall be a representative from half of the Clubs of the committee.

3.5. Voting. Each club and Officer shall have a vote at the meetings. Club votes shall be offered by the president of the club or their nominee.

3.6. Meetings shall be advertised by the Chair at least one week in advance via the committee mailing list. It is the responsibility of club presidents (captains, chairs or equivalent) to inform the Committee secretary of changes to club or society officers, contact details, so the Committee mailing list can be kept up to date.

3.7. The Annual General Meeting shall take place before the end of the Spring Term.

3.8 The Quorum of the Committee or any of its sub-committees shall be one half the total members of the respective committee.

4. Sub-Committees

4.1. The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.

4.2. Treasurer's meetings shall be convened on the same day each week during term time for completion of financial procedures and discussion and advice on financial issues. There is no quorum

for treasurers meetings. Changes to the day should be communicated in advance via the Committee mailing list.

4.3. Treasurer's meetings shall consist of:

4.3.1. The Honorary Junior Treasurer, as chair,

4.3.2. The Honorary Senior Treasurer,

4.3.3. The treasurers of each club.

4.4 The Complaints Committee shall meet in the even that a formal complaint is submitted to the Chair regarding any broadcast or distributed material originating from Media Group or its constituent organisations. The Complaints committee shall consist of:

4.4.1 The Media Group Chair (as Chair)

4.4.2 The other Media Group Officers

4.4.3 The Chair(s) of the Society(s) involved in the complaint

4.5 Sub-committees may be formed at the discretion of the Committee and members shall be co-opted as required and in accordance with the aims of the sub-committee

5. Officers

5.1. The Officers of the Committee shall be the:

5.1.1. Chair,

5.1.2. Secretary,

5.1.3. Honorary Junior 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 Media Group Clubs and shall also be allowed to be officers, including President, Treasurer and Secretary of those clubs

6. Job descriptions and responsibilities

6.1. The Chair shall:

6.1.1. Represent the Committee and chair its main, complaints and executive committees.

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 Board and its clubs and societies.

6.1.3. Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising the Committee within Imperial College Union.

6.1.4. Advise on the preparation and justification of tour proposals.

6.1.5. Chair sub-committees in the absence of the respective sub-committee chair.

6.1.6. Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the Media Group

6.1.7. Negotiate other duties with officers.

6.2. The Secretary shall

6.2.1. Be responsible for the efficient administration of the Committee.

6.2.2. Record and prepare minutes for the main and executive committees of the Committee.

6.3. The Honorary Junior Treasurer shall:

6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee.

6.3.2. Organise weekly Treasurers' meetings.

6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.

6.3.4. Deputise for the Chair in their absence.

6.4 The most qualified officer of the committee, at the decision of the chair, shall be responsible for the development and updating of the Media Group website.

7. Complaints

7.1 Complaints shall be dealt with by the Complaints Committee, except in the following circumstances, when the complaint shall be referred to Imperial College Union Executive Committee

i) The complaint was placed by a member of the Committee

ii) The Media Group Chair deems the matter serious enough for it to be referred to a higher body.

iii) The complaint occurs during Imperial College Union Sabbatical elections, in which case the matter shall be referred to the Imperial College Union Election Committee.

7.2 The complaints committee shall take no action until such time as any such action deemed necessary has been reported to and passed by the Committee. In passing any recommendation by the complaints committee the Committee have the power to:

i Remove elected officers, except in the case of Felix Editor where the matter shall be referred to Imperial College Union Council

ii Force and apology of the same size and prominence as the original offence.

iii Suspend the action of a constituent organisation (with two thirds majority)

iv Ban members of constituent organisations from areas of Imperial College used exclusively by the constituent organisations, including but not limited to IC Radio, Stoic, Studio 1 and Felix

v Refer matters to Imperial College Union Executive Committee.

7.3 In processing complaints, the complaints committee and the Committee shall follow the guidelines set out by the National Press Complaints Committee, the Radio Authority, the Broadcasting Standards Authority, or any equivalent organisation(s) in authority at the time of the complaint.

7.4 The complaint shall be placed in writing, addressed to the Chair or Editor of the organisation in question or the Media Group Chair. In the event that the Complainant(s) are not satisfied, the matter should be referred to the Imperial College Union Executive Committee.

8. Elections

8.1. Elections for Officers of the Committee shall be at an Annual General Meeting held before the end of the Spring Term.

8.2. 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.

8.3. The procedure and timetable for the election shall be as follows:

8.3.1. The election should be advertised for at least one week before nomination papers go up,

8.3.2. Nomination papers should be up for two weeks,

8.3.3. The election is held at a general meeting, including hustings for all candidates.

8.3.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.

8.4. The Returning Officer is normally the Chair, though another may be appointed by the Committee.

8.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.

8.6. Disputes over an election, including elections within the Committee's 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.

9. Censure and dismissal of officers

9.1. A general meeting of the Committee may censure or dismiss its officers by special resolution with the following requirements:

9.1.1. 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.

9.1.2. The subject of the motion has full right of reply at the meeting.

9.1.3. The motion shall be passed by a two-thirds majority of those present and voting.

9.2. 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.

9.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

10. Creation and closure of clubs and societies

10.1. A new club may be created by the New Clubs Committee and allocated to the Media Group, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the Media Group, 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.

10.2 Any Full Member of the Union may appeal the decision of the New Clubs Committee to create or refuse to create a new club, or its allocation to a clubs and societies committee (CSC) to the Clubs and Societies Board, whose decision is final

10.3 A current club or society in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a club has been made Dormant, the Media Group Secretary shall contact the club's members. Once before the next Media Group General meeting and again with at least a weeks notice before the review. The email shall inform the club's members about the dormancy process. If a club remains dormant for the specified period, the Committee or the Union may shut it down.

10.3. A club or society may shut itself down with the consent of general meeting. The Board may shut down a club or society by special resolution with at least a week's notice and concurrence of a two-thirds majority.

11. The Media Group shall bestow Media Group Colours upon those deemed to have made an outstanding commitment to the Media Group and may be nominated by any full member of the Union for doing so.

11.1 The Colours Committee shall be made up of

- i The Media Group Chair
- ii The Media Group Treasurer
- iii The Media Group Secretary

11.2 They shall decide whose contributions have been outstanding and will award them with colours to be publicised as widely as possible.

12. Status, interpretation and amendment of these standing orders

12.1. 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.

12.2. 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.

12.3. The main Board 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 are required to approve amendments. Amendments must be approved by Union Council

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
 - 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. A current club or society, in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a club has been made Dormant, the SCC Secretary shall contact the club's members. Once before the next SCC Group General meeting and again with at least a weeks notice before the review. The email shall inform the club's members about the dormancy process.
 - 9.4. If a club remains dormant for the specified period, the Committee or the Union may shut it down. 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.

CLUBS AND SOCIETIES POLICY

A. General Introduction

1. The Clubs and Societies Policy sets out 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.

2. This policy binds the whole Union, but is aimed in particular at clubs, societies and projects, their members and parts of the Union with responsibility for clubs and societies.

Statement of intent

3. The Union is committed under its Constitution: "To advance the education of its members" "To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests," and to "To provide or ensure a range of facilities which advance the interests of the students of Imperial College"

4. The Union believes the best way of fulfilling these obligations is by the provision of student-led clubs, societies and projects reflecting the full range of interests and abilities of its members.

Definitions

5. The words "club" and "society" are interchangeable and do not refer to specific types of organisation. It refers to a group officially supported by the Union to support a specific set of extra-curricular interests.

6. The word "project" refers to a group officially supported by the Union with charitable or outreach extra-curricular objectives and is bound by both this policy and that referring explicitly to Projects.

7. The Union Club and Society Committee, Faculty Union or President's Committee under which a club, society or project is constituted is referred to as Management Group (MG) in this policy.

8. The 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 Captain) can be used in practice.

B. Duties of the Union and its Clubs, Societies & Projects

9. This part sets out the general duties of the Union and of the clubs, societies and projects to each other.

Duties of Imperial College Union

10. The Union shall fulfil its objects and statement of intent (sections 3 and 4).

11. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).

12. The Union shall permit club, societies and projects to be formed by groups of students with common aims, provided they do not reject the aims and objectives of the Union or its rules and policies, particularly the Equal Opportunities Policy, and no club, society or project currently exists which caters to their needs.

13. Once formed, clubs, societies and projects may not change their aims and objectives so that they clash with those of an established group, without the prior consent of the established club, society or project.

14. The Union shall provide a Freshers' Fair at the start of each academic year and will endeavour to ensure that all clubs and societies have a stall provided. No charge will be made to the club or society for the stall.

15. The Union shall provide space in the Freshers' Handbook at the start of each academic year for each club, society and project to have an entry and contact details.

16. The Union shall provide a page for each club, society and project on the Union website. This page can be altered by the club, society or project by using the club account details. This shall include the club shop function to allow for sales online, though minimum price limits may apply.

17. The Union shall provide a page for memberships to be bought. These may be free but in all other cases a minimum membership of £2 shall apply

18. The Union shall provide a page for receiving required documentation, finance information and information on bookings.

19. The Union shall provide funding for clubs, societies and projects according to budgetary constraints. The funding is allocated by the Clubs and Societies Board on which all clubs, societies and projects have direct or indirect representation.

20. The Union shall provide banking facilities, including assistance with ordering, deposits and advice for clubs, societies and projects at no charge to them.

21. The Union shall provide basic use of rooms within its premises to clubs, societies and projects at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy

22. The Union shall provide resources, including computing, webspace, printing, photocopying, phone and fax services, though a charge may be made for these.

Duties of Clubs and Societies

23. Clubs, societies and projects are expected to comply with the Union Constitution and its regulations and policies.

24. Clubs, societies and projects 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 them or harass them.

25. Clubs, societies and projects owe a duty to their members to ensure equal provision of facilities within the limits imposed by necessity where experienced or qualified members are required.

26. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, societies and projects will need to demonstrate to the Union that they are complying with these requirements.

27. In particular, clubs, societies and projects are expected to comply with the Financial Regulations, Health & Safety, Equal Opportunities, Room Bookings, Publicity and Web Policies, as well as this policy.

28. Clubs, societies and projects represent the Union and the College when holding events, trips, or performing or competing. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.

C. Chain of responsibility

29. The Union operates a chain of responsibility for all matters relating to clubs, societies and projects. This is as follows:

- i. The Union President,
- ii. The appropriate Deputy President,
- iii. The Chair or President of the Management Group,
- iv. The appropriate committee member for the Management Group,
- v. The Chair of the club, society or project, and
- vi. the appropriate committee member for the club, society or project

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

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

31. The appropriate committee member in a Management Group, club, society or project (section 23.iv) or vi)) depends upon the Management Group's, club's, society's or project's constitution (though always the Treasurer or Honorary Junior Treasurer for financial issues).

32. Individuals in section 23 are responsible to those above them in the list for the activities of the clubs, societies and projects.

D. **Constitutional matters**

Status

33. All clubs, societies and projects are formed under a Management Group, and are bound by their standing orders and decisions.

34. Management Groups are defined in the Union Constitution and Regulation 5 Part C. They have their own standing orders, officers and meetings, and are responsible providing for the co-ordination and development of student activity within their clubs and societies or projects or central activities.

35. Management Groups report in turn to the Clubs and Societies Board, which determines budgeting, advises on policy issues and deals with inter Management Group disputes. The Clubs and Societies Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.

36. Clubs, societies and projects are also bound by their own constitution as approved by 2/3 of their membership and a majority of their Management Group. The Management Group standing orders supercede the constitutions of individual clubs, societies and projects.

Status of Management Group Executives and others

37. The central activities of Management Groups and other constituent parts of the Union are treated as clubs, societies and projects with respect to the duties, chain of responsibility, documentation and requirements (Parts B, C, F). They are not bound by the internal management provisions in Part E (except as

those provisions may be incorporated into their own constitutions or standing orders) or the remainder of this Part, but are expected to run themselves democratically and properly.

Requirements for creation of a new club, society or project

38. Any Full Member of the Union may sponsor the creation of a new club, society or project. The decision to accept or reject the new club, society or project will be made in accordance with New Clubs Committee or New Projects Committee Standing Orders. Appeals shall be made to the Clubs and Societies Board whose decision shall be final.

39. The New Clubs Committee and New Projects Committee shall allocate all new clubs, societies or projects to whichever Management Group best matches the aims and objectives of the new club, society or project.

Prohibition on types of clubs and societies

40. The Clubs and Societies Board or Executive Committee may direct that a club, society or project with proscribed aims and objects, structure or sponsor may not be created. This measure should normally be used when new clubs and societies' purposes are expected to conflict either with the aims and objects of the Union or policy putting those into effect.

Initial management of a new club or society

41. The initial committee of a club, society or project shall be appointed by the Board creating it. This committee and its members act with the same authority as an elected committee, and holds office until the end of its first academic year or such earlier time as may be designated.

Transfers, mergers and splits of clubs, societies and projects

42. A club, society or project whose aims and objectives fit more appropriately in another Management Group will transfer to that Management Group under the following conditions:

- i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of the Management Group to which it would be transferred, or
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

43. Clubs, societies and projects whose aims and objectives are nearly identical should normally merge, unless there are pressing reasons for them remaining separate (which include activities mostly in separate locations). Clubs, societies and project's aims and objectives can be inferred from their activities as well as their constitution.

44. Clubs and societies whose principal resources (apart from money) required to carry out their regular activity are the same should normally merge.

45. Two or more clubs and societies shall merge under one of the following conditions:

- i. Resolutions of each club and society's committee (or general meeting if required) and the consent of each Management Group governing them, or
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

46. Decisions concerning the appropriate Management Group for the merged club or society, and allocation of assets shall be taken by the Deputy President (Clubs & Societies). Appeal shall be to the Union President whose decision shall be final.

47. A club, society or project which has two or more distinct spheres of activity may split into separate clubs, societies and projects, by pursuing the same procedure as a new club or project application.

48. A split may occur under the following conditions:

- i. The approval of the New Clubs Committee.
- ii. A resolution of the Clubs and Societies Board or Executive Committee.

49. A consensus should be obtained between the new clubs, societies and projects for the splitting of assets. Any dispute will be ruled on by the Deputy President (Clubs and Societies) and appeal shall be to the Union President whose decision shall be final.

50. A club, society or project shall be dissolved and cease to exist under 1 or more of the following conditions:

- i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of its Management Group
- ii. A disciplinary resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or
- iii. A special resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or
- iii. Resolution of the Executive Committee or Clubs and Societies Board.

51. A club, society or project 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.

- i. In the case that the club or society is dissolved by its Management Group the appeal should be brought to the Clubs & Societies Board.
- ii. In the case that the club or society is dissolved by the Clubs & Societies Board, the appeal should be brought to the Executive Committee.
- iii. In the case that the club or society is dissolved by the Executive Committee, the appeal should be brought to the Trustee Board.

52. Dissolved clubs and societies' funds shall be absorbed into the Central Union reserve unless it was received for the purpose of donation to charity in which case the appropriate charitable organisation shall receive the funds due.

53. Property of the club, society or project may either be reallocated to another club, society or project (preferably within the same Management Group), or sold and the proceeds absorbed into the Central Union reserve. This decision will be taken by the President on the advice of the relevant Deputy Presidents

Dormant club and societies

54. A club or society may be classed as dormant if it has not elected its minimum committee, it has under twenty members or does not attend three consecutive MG General Meetings. The Management Group is responsible for categorising the club or society as dormant, and exceptions may be made with good reason. The Management Group may also create additional criteria for dormancy in accordance with standing orders passed by the Clubs and Societies Board.

55. A Management Group may vote to make a club or society dormant for one, two or three terms. Unless stated, it shall be understood that the dormancy stands for three terms, though a shorter time may be given

to clubs which have circumstances which are either simple to resolve or in situations where it seems that a revival of a club is unlikely and beyond reasonable doubt.

56. Dormant clubs and societies have equal rights to spaces and funds as active ones. Dormant clubs and societies become active upon obtaining the appropriate committee or membership or attendance of a Management Group Meeting.

57. Dormant clubs must submit a monthly report to their Management Group chair reporting what measures have been taken to address the reason for the club dormancy, which should include an analysis of the success of these measures. Failure to do so may result in the Management Group Executive taking a vote to shut down the club.

58. After the dormancy period, agreed by the Management Group, has lapsed, the Club shall be dissolved unless the Management Group should vote to withdraw the club from dormancy or to extend the dormancy period.

Suspension of club and societies

59. A club or society may be suspended for disciplinary reasons. Suspension is temporary withdrawal of Union support for a club, society or project and may result in frozen finances, inability to book facilities, withdrawal or ICT support and prohibition to represent the Union or College in any public forum. Suspension may be implemented by:

- i. A resolution of the Management Group, Clubs and Societies Board or Executive Committee,
- ii. The Deputy President (Clubs and Societies) for incomplete documentation, a severe breach of the Health and Safety or Equal Opportunities policy or any other Union rule pending investigation
- iii. The Union President.

60. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56 i) in the order the committees are listed; for ii) to the President; for iii) to the Union Court.

E. Use of Union grant

61. Union grant awarded to clubs and societies may not be spent on food or drink. Grant awarded to Projects may be spent on food or drink, though this should not be for student consumption.

62. Union grant may only be used on full members of Imperial College Union, so no subsidy may be spent on Associate or Life members.

E. Internal management of clubs, societies and projects

Management

63. All clubs, societies and projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances.

64. A club or society committee requires as a minimum a chair, secretary and treasurer, all of whom are Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. A project requires only a Chair and Treasurer both of whom must be full members of the Union.

Membership

65. Only Full Members of the Union may become full, voting members of a club, society or project

66. All Full Members of the Union are entitled to join any club, society or project, unless a club, society or project is registered with a government agency or national governing body which prohibits membership of affiliated clubs, societies and projects on certain grounds. Membership may only 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 and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.

i. All full memberships shall be purchased online on the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)

67. Life and Associate Members of the Union may become non-voting members of a club or society and may become non-voting members of a committee. They may not hold the posts prohibited for Life and Associated members.

68. The club, society or project's committee may refuse membership of a club, society or project to Life or Associate Members of the Union, though reasons for refusal must be given in writing to them within 10 working days.

69. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are not permitted. Such behaviour may result in severe disciplinary action being taken against the club, society or project, its committee and any others involved, and may result in the dissolution of the club, society or project.

General Meetings and Elections

70. All clubs, societies and projects shall hold general meetings upon a petition of 10 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 and a general meeting shall have jurisdiction to censure and dismiss any officer. . Notice of a general meeting shall be given to all members before a meeting on a timetable agreed in the club, society or project constitution, passed by the Management Group.

71. All voting members of the committee for a club or society, including its chair, secretary and treasurer shall be elected from and amongst all full members of the club or society at its annual general meeting.

72. A club or society may set qualifications for membership of the committee (for example: the chair may have had to sit on the committee previously, or a post may not be filled by a finalist) but these 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 Court. These qualifications must be set out in the club, society or project constitution.

73. 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 Election Regulations in the constitution and any directions of the club, society or project's Management Group.

Removal of officers

74. Any procedure must be laid out in the constitution or standing orders and in accordance with Part G (censure and no confidence motions) and the principles of natural justice as set out in Part I of Regulation Seven of the Union Constitution:

i. a necessity for a petition with at least ten seconders,

ii. at least one week's notice to be given of a motion,

- iii. a necessity for at least a two thirds majority of members present and voting, and
- iv. a course of appeal to a higher body (e.g. the Management Group or a Sabbatical Officer).

Removal of members

75. Clubs, societies and projects may provide for the removal of members (whether full, associate or any other category). Any such removal is to be treated as a last resort when it is clear that it is not in the club, society or project and its members' interest for a person to continue membership of that club, society or project.

76. The committee or general meeting shall be sole authority for expulsion or suspension of members. Once any internal appeals have been exhausted there shall be an appeal to the Union Court.

77. The Trustee Board, Executive Committee, Union Court and Disciplinary committee can expel a person from membership of any club, society or project

78. A person removed from membership of a club, society or project may not rejoin without the sanction of its committee or the Deputy President (Clubs & Societies).

Constitution

79. Each club, society and project shall be governed in accordance with a constitution approved by the membership and the Management Group. It should be obeyed and regularly reviewed by them. It should set out the management structure and procedures enacted in the Clubs & Societies Policy.

F. Documentation

General

80. Clubs, societies and projects 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.

Documentation required

81. Clubs and societies shall provide to the Deputy President (Clubs & Societies), or his or her nominee, the following items of documentation:

- i. **Financial Responsibility** – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the clubs and societies' duties (in Part B) and obey the poster rules ; (yearly)
- ii. **Committee contact list** – containing vacation and term time addresses, vacation and term time phone numbers and e-mail address; (yearly)
- iii. **Constitution** – (as required)
- v. **Risk Assessment** – analysing risk to members; (yearly)
- viii. **Instructor registration** – for all clubs; (yearly)
- ix. **Affiliation** – for all clubs; (yearly)
- x. **Inventory** – containing all items belonging to the club, society or project valued over £200 in total;
- xi. Any other documents as considered appropriate by the Clubs and Societies Board

Time limits and formats in which this documentation may be submitted will be set yearly by the Deputy President (Clubs and Societies) and widely publicised.

Exemptions on documentation

82. A club, society or project's constitution does not have to be resubmitted if a satisfactory copy is held by the Union.. The instructor registration, affiliation form and inventory may be submitted as null returns if appropriate.

Other Health & Safety documentation

83. Other documentation such as activity registration forms may be required for certain activities. Further approval by College bodies may be required for some activities. Where required documentation is not satisfactorily completed activities may not go ahead and disciplinary procedures will be invoked if the Union name is brought into disrepute as a result of incomplete documentation.

Sanctions for incomplete documentation

84. Documentation that is incomplete or invalid (for example: a code of conduct or constitution that has not been passed by the committee or derisorily or badly drafted) will be treated similarly as "incomplete documentation". Documentation only becomes "incomplete" after the deadline.

85. A club, society or project with incomplete documentation shall:

- i. have its budget frozen
- ii. may not be permitted to use any Union facility (including booking all rooms under Union management)
- iii. may not be permitted to authorise any posters or other publicity
- iv. shall not be permitted to vote at any meeting where they are represented

86. Sanctions shall be authorised by the Deputy President (Clubs & Societies). A club, society or project may appeal to the President and then to the Union Court.