

MINUTES OF THE PROCEEDINGS
of the third 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 6th December 2010 at
6.05pm in the meeting room 6

Present:

Deputy President (Clubs & Societies) – Chair	Heather	Jones
President	Alex	Kendall
Deputy President (Welfare)	Charlotte	Ivison
Deputy President (Finance & Services)	Ravi	Pall
C&G CU Representative	Jacky	Kwan
ICSMSU Representative	Adem	Uner
Overseas Students Committee Representative	Ahmad	Alsaadi
Arts and Entertainment Board Chair	Adam	Khamis
Athletic Clubs Committee Chair	Monya	Zard
Media Group representative	Brigette	Atkins
Royal School of Mines Committee Chair	Ben	Moorhouse
Recreational Clubs Committee Chair	Nathanial	Bottrell
Permanent Observers		
Governance and Administration Coordinator	Rebecca	Coxhead

Apologies:

Deputy President (Education) Alex Dahinten, Social Clubs Committee Chair Rhodri Oliver, RCSU Representative Luke Kanczes

Not present:, Silwood Park Union Representative

1. CHAIRS BUSINESS:

- a) CSC's were reminded to think about email access during the holiday period.
 - i. If they are away for an extended period of time, give access to a delegate to respond or in the out of office message, refer to contact the DPCS.

2. MINUTES OF LAST MEETING – 25th October 2010

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) The link on the Tours Policy is the still outdated and needs to be updated.

- b) It was suggested that there should be a 'buffer' for the date change; tours can be considered retrospectively.

4. MANAGEMENT GROUP REPORTS

RECEIVED: The paper was presented by the DPCS

NOTED:

- a) The purpose of these reports is to highlight common issues/problems across clubs.
- b) The Board agreed to the deadline for the submission of these reports.

5. ACC STANDING ORDERS

RECEIVED: The orders were presented by the ACC Chair

NOTED:

- a) Point 3.7 clarifies the 'voting' at meeting.
- b) It was suggested that this should read as 'have a vote at all meetings'. This was agreed by the ACC Chair.

RESOLVED:

- 1) **To change point 3.7 to read as 'Voting – each club and officer shall a vote at all meeting. Club votes shall be offered by the president where appropriate.'**
- c) The Board moved to a vote to accept the amended ACC Standing Orders and they were passed unanimously.

RESOLVED:

- 2) **To pass the amended ACC Standing Orders (see appendix i)**

6. TOUR REPORTS

RECEIVED: The reports were presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The funding for the 2 tours that did not take place is being taken back from them.
- b) It was suggested that the amount received directly from CSB should also be included in the report.

7. CLUB BUDGETING

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

NOTED:

- a) The Board moved to a vote on accepting the presented deadlines and they were passed unanimously.

RESOLVED:

- 1) **To approve the submission deadlines below.**

CLUBS & SOCIETIES		
Accept Minimum Funding Levels	6th Dec	
Briefing email to Clubs	10th Jan	
Open Clubs System for Editing	10th Jan	7th Feb
First email to clubs reminder for closing	24th Jan	

Second email to clubs reminder for closing	31st Jan	
Clubs informed of allocations	21st March	
Appeals to CSC/FU	2nd March	18th March
Appeals to CSB	9th May	
Appeals to Exec	26th May	
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CSC/FU		
Minimum allocations defined	6th Dec	
CSC/FU DEMO	11th Jan	
Club budgets received	8th Feb	
Open CSC system for editing 1 (PHASE 1)	8th Feb	23th Feb
PHASE 1 Cuts deadline email	18th Feb	
CSB BUDGETTING	28th Feb	
Email allocations and instructions	2nd March	
Open CSC system for editing 2 (PHASE 2)	2nd March	18th March
PHASE 2 Cuts deadline email	14th March	
Clubs informed of allocations	21st March	
Appeals to Exec	26th May	

b) The Board moved to a vote on the minimum membership fees level and it was unanimously agreed.

RESOLVED:

2) To continue to set the absolute minimum membership fee of £2.00 to all clubs receiving Union grant.

c) It was reiterated that clubs that did not get a budget allocated this year due to non submission of a budget will not be able to apply in the New Year but may be able to apply for contingency if they have a suitable case.

8. ANNUAL BUDGETING

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

NOTED:

- a) Last year the actual cut to Clubs and Societies was 12.5%.
- b) College decide on the subvention amounts around February/March so the actually amount the Union will be receiving is unknown at the time of budgeting.
- c) The Deputy President (Finance & Services) suggested that due to the level of underspend, it is better for the board to have 'debate' to level out the variations so he recommended model A, 60% funding to be the best solution.
- d) The Board agreed that they were not informed enough to decide the funding model and that the decision is best made by the Executive Committee.

RESOLVED:

1) To refer the decision on which funding model to use for Clubs and Societies Board budgeting to the Executive Committee.

9. PROJECTS, VOLUNTEERING AND THE WEBSITE

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

NOTED:

- a) The addition of another tab will cost £500.
- b) The tab does physically fit on the page.

- c) With the closure of the Imperial Volunteering Centre, the Union will be picking up some of the projects run by them.
- d) It was pointed that people identify with Clubs and Societies and it was suggested that people understand what projects are; not much awareness at this stage.
- e) It was suggested that there is just a volunteering tab and run a campaign to build awareness of these.
- f) It was suggested that there is one list of activities that students can get involved in.
- g) It was suggested that the website is hard to navigate and the search function does not work.
- h) To change the URL would require hard coding and would be time extensive.
- i) The following changes were suggested:
 - i. The name on the tab change and the URL is kept the same.
 - ii. The name on the tab changed to 'activities'.
 - iii. The Board agreed that it should be on 1 tab and to called 'activities'.

RESOLVED:

- 1) To change the name of the tab to 'activities and accommodate projects under this tab.**

10. ROLE OF HST'S

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

NOTED:

- a) The purchase order system is going live shortly.
- b) In the proposed system, the HST has no oversight.
- c) It was questioned as to how much scrutiny currently management group chairs feel that they get currently from their HST's.
 - i. Reports tended to indicate that variable experiences were had.
 - ii. It was suggested that HST's do not know how to access the website nor how to use the information.
 - iii. HST's create a 'bottleneck' sometimes.
- d) College want people from their side offering a level scrutiny.
- e) The system change will add extra pressure and more responsibility on Management group chairs.
 - i. Liability will be held with Management Group Chairs.
- f) Even with HST's, the Union experienced a high level of 'bad debt' over the past few years.
- g) It was pointed that not all people use BAC's; International Students may not have British bank accounts.
- h) It was agreed that in an online system, there is not a place for HST's to have a role but they are still required for other activities such as purchase orders.
- i) It was agreed that management group chairs would like to so internal transfers and that activity codes should be from a drop down menu.
- j) CSB prioritized the following:
 - i. BACS
 - ii. Claims
 - iii. Income
 - iv. Internal transfers
 - v. Setting and destroying of activity codes
- k) July is the date that is being anticipated to have the system integrated.
- l) It was suggested that someone within the finance team should be another level of authority.

Meeting closed 7.30pm

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

on _____ 2009/10

1. Aims and Objects

- 1.1. The Committee shall co-ordinate the development and provision of athletic and sporting activity within Imperial College Union.**
- 1.2. The Committee shall offer a wide range of athletic and sporting activity at all levels of ability within Imperial College Union.**
- 1.3. The committee should represent the sporting and athletic interests of the student body at the college**

2. Status

- 2.1. The Committee is a Club and Society Committee 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. The Captains or Presidents of its clubs, and**
 - 3.1.3. The Sabbatical Officers.**
- 3.2. The committee, when formed as a general meeting, shall exercise all the powers of the ACC, 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 approximately once a 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 in Appendix A.**
- 3.5. 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.**
- 3.6. The Annual General Meeting shall take place before the end of the Spring Term.**
- 3.7. Voting – each club and officer shall a vote at all meeting. Club votes shall be offered by the president where appropriate.**

4. Sub-committees

- 4.1. The Executive Committee shall implement the decisions of general meetings and consist of:**
 - 4.1.1. The Officers, and**
 - 4.1.2. The Sabbatical Officers.**
- 4.2. Treasurers' meetings shall be known as ACC surgery and 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 shall be communicated in advance via the committee mailing list.**

Treasurer's meetings shall consist of the;

 - 4.2.1. Honorary Junior Treasurer, as chair,**
 - 4.2.2. The Chair, as required.**
 - 4.2.3. The Assistant Honorary Junior Treasurer, as required**
 - 4.2.4. ,**
 - 4.2.5. Treasurers of each club.**
- 4.3. The Colours Committee shall make the awards of ACC Colours, according to section 11. It shall consist of**
 - 4.3.1. The Chair, as chair,**
 - 4.3.2. The Officers and Sabbatical Officers.**

5. Officers

- 5.1. The Officers of the Committee shall be the:**
 - 5.1.1. Chair**
 - 5.1.2. Vice-Chair**
 - 5.1.3. Secretary**
 - 5.1.4. Honorary Junior Treasurer**
 - 5.1.5. Assistant 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 ACC Clubs and shall also be allowed to be officers, including President, Treasurer

6. Job descriptions and responsibilities

6.1. The Chair shall:

- 6.1.1. Represent the ACC 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 ACC and its clubs and societies.**
- 6.1.3. Be responsible for the efficient organisation and administration of the ACC 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 the sub-committees in the absence of the respective sub-committee chair.**
- 6.1.6. Chair the sub-committees at any formal or ad hoc Union or College committees or meeting which may of importance to the ACC.**
- 6.1.7. Negotiate other duties with officers.**

6.2. The Vice-Chair shall:

- 6.2.1. Deputise the Chair in his or her absence.**
- 6.2.2. Assist the Chair in his or her duties and negotiate other duties with him or her.**
- 6.2.3. Administer the ACC pots and organise Bar Nights and the Annual Dinner.**
- 6.2.4. Be responsible for promoting and advertising the ACC within Imperial College Union.**

6.3. The Secretary shall:

- 6.3.1. Be responsible for the efficient administration of the ACC.**
- 6.3.2. Record and prepare minutes of the Committee.**

6.4. The Honorary Junior Treasurer shall

- 6.4.1. Be responsible to the Chair for the efficient administration of the finances of the committee.**
- 6.4.2. Organise weekly Treasurers' meetings and negotiate other duties with the AHJT.**

6.5. The Assistant Honorary Junior Treasurer shall

- 6.5.1. Assist the Honorary Junior Treasurer in their duties and attend Treasurers' 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. 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 the committee may appoint another.**
- 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 committee's clubs and societies should be resolved by the Officers of the 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. 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 ACCin line with the Union 'New Clubs and Societies Policy'. Upon allocation to the ACC 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 Clubs and Societies Committee (CSC) to the Clubs and Societies Board, whose decision is final.
- 9.3. A current club that has below twenty members, or has not attended two consecutive User Group meetings or any two General Meetings that academic year may be classed as dormant by the committee. Once a club is dormant for twelve months it may be shut down by the committee or the Union.
- 9.4. A club may shut itself down with the consent of general meeting. A club may be shut down by the committee by special resolution with at least a week's notice and concurrence of a two-thirds majority.

10. Colours

- 10.1. Awards of Half and Full Athletics Colours and Sportsperson of the Year shall be made by the Colours Committee upon nominations by club captains and are for sporting achievement only.
- 10.2. Each club may submit nominations to the Colours Committee for Social Colours. The Colours Committee will then pass on the strongest cases to the Union President for consideration for Union Social Colours.
- 10.3. Persons holding the awards are entitled to wear the colours blue, white, grey and black proportioned 5:1:5:1 and 10:1:1:1 for Full and Half Colours respectively.
- 10.4. The Colours shall normally be awarded at the Annual Dinner and published in Felix.

11. Status, interpretation and amendment of these standing orders

- 11.1. These standing orders are enacted by the Union and as such are bound by the Union's constitution, regulations and policy.
- 11.2. 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.
- 11.3. 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 Executive Committee of the Union, though a decision to approve or reject an amendment may be overturned by the Union Council.