

## Recreational Clubs Committee Standing Orders

1. Aims and Objectives
  - 1.1. The Committee shall co-ordinate the development, provision and promotion of recreational activities within Imperial College Union.
  - 1.2. To represent the recreational 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 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 RCC, 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 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 a 10% of the Committee. The quorum shall be a representative from half of the Clubs in Appendix A.
  - 3.5. Voting. Each club and Officer shall have a vote at the meetings. Club votes shall be offered by the club representative where appropriate.
  - 3.6. Meetings shall be advertised by the Chair or Honorary Secretary 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 Honorary 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 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).
  - 4.2. Treasurers' meetings, at the discretion of the Committee, 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 advanced via the Committee mailing list.
  - 4.3. Treasurer's meetings shall consist of the
    - 4.3.1. Honorary Junior Treasurer, as chair,
    - 4.3.2. The Honorary Senior Treasurer,
    - 4.3.3. The treasurers of each club.
  - 4.4. The Colours Committee shall co-ordinate the organisation and implementation of RCC Colours, according to section 10. It shall 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. Honorary Secretary,
    - 5.1.3. Honorary Junior Treasurer,

- 5.1.4. Equipment Officer,
- 5.1.5. Events Officer,
- 5.1.6. Communications Officer.
- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1<sup>st</sup> of August.
- 5.3. Officers shall be ex-officio members of all RCC Clubs and shall be allowed to be club officers, including President and Treasurer.
- 6. Job descriptions and responsibilities
  - 6.1. The Chair shall:
    - 6.1.1. Represent the RCC and chair its main and Executive Committee.
    - 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 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 RCC 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. Represent the Committee at any formal or ad hoc union or college committees or meetings which may be of importance to the RCC.
    - 6.1.7.
    - 6.1.8. Negotiate other duties with officers.
  - 6.2. The Honorary 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 main and Executive Committee.
    - 6.2.3. Manage the Committee membership records including keeping the Committee mailing lists up to date.
    - 6.2.4. Be responsible for organising the times and venues of the general meetings.
    - 6.2.5. Be responsible for promoting and advertising the RCC within Imperial College Union.
  - 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 and its sub committees.
    - 6.3.2. Organise weekly Treasurers' meetings, if required by the Committee.
    - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
    - 6.3.4. Assist and promote clubs to gain external sponsorship and equipment discounts.
    - 6.3.5. Deputise for the Chair in his or her absence.
  - 6.4. The Equipment Officer shall
    - 6.4.1. Be responsible to the Chair for the efficient administration and upkeep of central RCC equipment.
    - 6.4.2. Ensure club equipment officers (or those with equivalent responsibilities) to review equipment records at least twice a year.
    - 6.4.3. To be responsible for any equipment required by the RCC Night Hike and any other RCC social event.
    - 6.4.4. Assist clubs, with the RCC Treasurer, to gain equipment discounts.
  - 6.5. The Events Officer shall

- 6.5.1. Be responsible to the Chair for the efficient organisation and management of the annual RCC Night Hike.
- 6.5.2. To ensure the RCC Night Hike takes place under the chairpersonship of an appropriately experienced person.
- 6.5.3. To report the RCC Night Hike budget and risk assessment to the RCC for approval at a general meeting. Final approval shall be through the appropriate Deputy President.
- 6.5.4. To report RCC Night Hike updates to the RCC without disclosure of the route.
- 6.5.5. Organise or appoint an appropriately experienced chairpersonship for other RCC social events.
- 6.5.6. To ensure other RCC Social events are reported back to the RCC for approval. This shall include any required budget or risk assessment.
- 6.6. The Communications Officer shall
  - 6.6.1. Assist the promotion of and advertising of the RCC club activities within Imperial College Union
  - 6.6.2. Assist clubs, with the RCC Treasurer, in preparing IC Trust & Harlington Trust applications.
  - 6.6.3. Assist and promote clubs, with the RCC Treasurer, to gain external sponsorship and equipment discounts.
- 6.7. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.
- 6.8. The most qualified officer of the Committee, at the decision of the Chair, shall be responsible for the development and updating of the RCC website.
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, though the requirements in 7.3 still apply.

- 7.8. Disputes over an election, including elections within RCC 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 RCC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the RCC, 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 RCC Secretary shall contact the club's members. Once before the next RCC General meeting and again with at least a week's 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 may shut itself down with the consent of a General Meeting. The Committee 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 Recreational Clubs' Committee Half or Full Colours for Commitment or Achievement, as well Distinguished Service Awards, shall be made by the Colours Committee upon nominations 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.
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.

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13<sup>th</sup> June 2011

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.

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