

Recreational Clubs Committee Community Action Group Standing Orders

1. Aims and Objectives
 - 1.1. The Committee shall co-ordinate the development ~~and~~ provision and promotion of recreational volunteering and community-led activities within Imperial College Union.
 - 1.2. ~~The Committee shall offer a wide range of recreational activities at all levels of ability within Imperial College Union~~ To represent the recreational interests of the student body at Imperial College regarding volunteering and community-driven voluntary projects.
2. Status
 - 2.1. The Committee is a Management Group ~~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 presidents~~ A representative (normally presidents, captains, chairs or equivalent) and treasurers of its ~~clubs and societies~~ Projects (as outlined in appendix A).
 - 3.2. The eCommittee, when formed as a general meeting, shall exercise all the powers of the CAGRCC, and its decisions are binding on sub-committees and Projects, ~~clubs and societies~~.
 - 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union regulations.
 - ~~3.3. The Honorary Senior Treasurer shall be an observer at general meetings.~~
 - 3.4. General meetings shall be held once ~~a 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 ~~club presidents (captains, chairs or equivalent)~~ Projects Clubs in Appendix A.
 - 3.5. Voting. Each club Project and Officer shall have a vote at the meetings. Club Project votes shall be offered by the ~~president~~ Project club representative where appropriate.
 - 3.6. Meetings shall be advertised by the Chair or S Honorary Secretary at least one week in advance, via the committee mailing list. It is the responsibility of ~~club presidents~~ Project chairs (captains, chairs or equivalent) to inform the Honorary Secretary committee secretary of changes to ~~club or society~~ Project officers' contact details, so the Committee mailing list can be kept up to date.
 - 3.7. The Annual General Meeting shall take place before Easter the end of Spring Term.
~~3.7.~~
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 Chair,~~

~~4.3.3. The Honorary Senior Treasurer,~~

~~4.3.4.4.3.2. The Treasurers of each Projectclub.~~

4.4. The Colours Committee shall co-ordinate the organisation and implementation make the awards of RCCCAG Colours, according to section 10. It shall consist of the Officers (as listed in section 5.1).

~~4.4.~~

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,~~

~~— Ordinary Member Events Officer,~~

~~5.1.5.5.1.4. Communications Officer. Symposium Co-ordinator~~

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 CAGRCC ClubsProjects and shall be allowed to be Projectclub officers, including President and Treasurer.

~~5.2.~~

6. Job descriptions and responsibilities

6.1. The Chair shall:

~~6.1.1. Represent the RCCCAG 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 RCC Committee and its clubs and societiesProjects.~~

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

~~6.1.4. Advise on the preparation and justification of tour proposals.proposals to the Student-led Project Approval Board~~

~~6.1.5. Chair the Subsub-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 CAGRCC.~~

~~6.1.7. Negotiate other duties with officers~~

~~6.1.6.~~

~~6.1.7. Ensure the annual RCC night hike takes place under the chairmanship of an appropriately experienced person.~~

~~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 RCCCommittee.

6.2.2. Record and prepare minutes of for the main and eExecutive Committees.

- ~~6.2.3. Administer the RCC pots and organise any social events~~ Manage the Committee membership records including keeping the Committee mailing lists up to date.
- ~~6.2.3-6.2.4.~~ ~~6.2.4.~~ Be responsible for organising the times and venues of the general meetings.
- ~~6.2.4-6.2.5.~~ Be responsible for promoting and advertising the CAGRCC 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 ~~committees~~ Committee and its sub committees.
- 6.3.2. Organise weekly Treasurers' meetings, if required by the Committee.
- 6.3.3. Assist ~~Projects~~ clubs in preparing IC Trust & Harlington Trust applications.
- 6.3.4. Assist and promote ~~clubs~~ Projects to gain external sponsorship and equipment discounts.
- ~~6.3.5.~~ Deputise for the Chair in his or her absence.
- 6.3.5.
- 6.4. The ~~Equipment Officer~~ Symposium Co-ordinator shall
- 6.4.1. Be responsible to the Chair for the ~~efficient administration and upkeep of central RCC equipment.~~ organisation, administration and advertising of the Global Citizenship Symposium
- ~~6.4.2.~~ Ensure club equipment officers (or those with equivalent responsibilities) to review equipment records at least twice a year. that the Global Citizenship Symposium is organised in accordance with all Union and College rules and regulations
- ~~6.4.3.~~ To be responsible for any equipment required by the RCC Night Hike and any other RCC social event. Be responsible for forming a Global Citizenship Symposium sub-committee to organise and administer the event
- ~~6.4.2.~~ Assist clubs, with the RCC Treasurer, to gain equipment discounts.
- ~~6.5.~~ The ~~Ordinary mMember~~ Events Officer shall
- ~~Be responsible to the Chair for the efficient organisation and management of the annual RCC Night Hike.~~ Organise the annual RCC Colours Event and other social events
- ~~To ensure the RCC Night Hike takes place under the chairpersonship of an appropriately experienced person.~~
- ~~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.~~
- ~~To report RCC Night Hike updates to the RCC without disclosure of the route.~~
- ~~Organise or appoint an appropriately experienced chairpersonship for other RCC social events.~~
- 6.5.1. To ensure other RCC Social events are reported back to the RCC for approval. This shall include any required budget or risk assessment.
- ~~The Communications Officer shall~~
- ~~Assist the promotion of and advertising of the RCC club activities within Imperial College Union~~
- ~~Assist clubs, with the RCC Treasurer, in preparing IC Trust & Harlington Trust applications.~~

~~Assist and promote clubs, with the RCC Treasurer, to gain external sponsorship and equipment discounts.~~

~~Officers shall be accountable to the Committee and shall report their activities at the General Meetings.~~

~~6.6. 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 ~~Easter~~ 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.

~~7.2.~~7.4. Nominations may only be accepted from the floor if no valid nominations are received for a post.

~~7.3.~~7.5. The procedure and timetable for the election shall be as follows:

~~7.3.1.~~7.5.1. The election should be advertised for at least ~~two~~ one weeks before nomination papers go up.

~~7.3.2.~~7.5.2. Nomination papers should be up for two weeks.

~~7.3.3.~~7.5.3. The election is held at the Annual General Meeting, including hustings for all candidates.

~~7.3.4.~~7.5.4. The election shall be counted by Single Transferable Vote with ~~New Election~~ Re-Open Nominations standing for each post.

~~7.4.~~7.6. The Returning Officer is normally the Chair, though ~~the committee~~ another Officer may ~~be appointed~~ another if appropriate by the Committee.

~~7.5.~~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 ~~the CAGRCC committee's clubs and societies~~ Projects should be resolved by the ~~Officers of the Committee~~ Executive Committee if possible, and otherwise referred to the Union Court under the Union's Election Regulations.

~~7.6.~~

8. Censure and dismissal of officers

8.1. A ~~General Meeting~~ Meeting of the Committee may censure or dismiss ~~its~~ 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.

~~8.3.~~

9. Creation and closure of ~~clubs and societies~~ Projects

- 9.1. A new ~~Project~~club may be created by the New ~~Clubs-Projects~~ Committee and allocated to the CAGRCC, in line with the Union 'New ~~Clubs and Societies~~Projects Policy'. Upon allocation to the RCCCAG, a new ~~club~~Project should submit a constitution for the approval of the ~~committee~~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-Projects~~ Committee to allocate a club~~Project to a create or refuse to create a new club, or its allocation to a~~ Cclubs and Societies cCommittee (CSCManagement Group) to the Clubs and Societies Board (CSB), whose decision is ~~is~~ final.
- 9.3. ~~The committee may class a~~ A current club or society~~Project that~~ in accordance with the Clubs and Societies Policy~~which has below twenty members, has not elected its minimum committee, or has not attended three two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms, in accordance with the Clubs & Society Policy.~~ Once a Project~~club~~ has been made Dormant, the CAGRCC Secretary shall contact the Project~~club's~~ members. Once before the next CAGRCC General meeting and again with at least a weeks notice before the review. The email shall inform the club~~Project's~~ members about the dormancy Once a club is dormant for twelve months it may be shut down by~~lf~~process. If a Project~~club~~ remains dormant for the specified period, the C~~committee~~ or the Union may shut it down.
- 9.4. A Project~~club~~ may shut itself down with the consent of a g~~General M~~meeting. A club~~The Committee may be shut down a club or society~~Project by the committee~~ by special resolution with at least a week's notice and concurrence of a two-thirds majority.~~

~~9.4.~~

10. Colours

- 10.1. Awards of ~~Recreational Clubs' Committee~~Community Action Group 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 C~~e~~ommittee and published in Felix.

11. Status, interpretation and amendment of these standing orders

- 11.1. These standing orders are enacted under Regulation ~~3-5~~ Part E-C of the Union and as such are bound by the Union's constitution, regulations and policy.
- 11.2. The Chair shall make F~~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 C~~e~~ommittee 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~~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 Board

21st November 2011

Appendix A—Clubs and Societies of the RCC (date created {s.} and dormant {d.} if appropriate in brackets)

~~—Software—previously Web Design and Software Club (s. 26/06/2007)~~

Airsoft Club (09/12/03)

Assassin's Guild (s. 23/11/2007)

Astrosoc (s. 01/08/1998)

~~Audio Society—Dormant as of 7/10/02, now dissolved (09/05/05)~~

Backgammon Society (s. 23/11/2006)

Belly Dancing Club (s. 23/11/2006)

Billiards & Snooker (s. 01/08/1998)

Bridge Club—Dormant as of (s. 14/05/2007)

Canoe Club (s. 01/08/1998)

Caving Club (s. 01/08/1998)

Ceilidh Society (17/06/03)—Dormant as of 14/12/04, now dissolved 09/05/05

~~Cheerleading Club—now dissolved 14/05/07~~

Chess Club (s. 01/08/1998)

Cooking Society (s. 15/10/2009)

Croquet Club (s. 03/11/2003)

~~Curry Society (3/11/03)—Dormant as of 05/12/05, now dissolved 15/01/07~~

Dance Company (s. 19/01/2004)

~~Duke of Edinburgh Club (12/06/01), currently dormant form 5/12/05~~

Exploration Society (s. 01/08/1998)

Fellwanderers—previously YHA (s. 1930)

Floorball (s. 07/06/2008)

Fashion Club

FuNkoLoGy Urban Dance Company (moved from ICSM 7/11/05) (s. 01/08/1998)

Gaming Club—previously micro club (s. 01/08/1998)

Gliding Club (s. 1935)

Gymnastics Society

~~Hamsec—Dormant as of 7/10/02, now dissolved 09/05/05~~

Ice Hockey Club (s. 01/08/1998)

Juggling Club (s. 01/08/1998)

KnitSock (s. 07/12/2007)

Linux User Group (s. 01/08/1998)

Mah Jong Club (6/12/04)

Meat Appreciation Society (s. 01/08/2002)

Mountaineering Club (s. 01/08/1998)

~~Origami Club—Dormant as of 15/01/07~~

Outdoor Club—previously Scout Association (s. 1930)

~~Paintball Club (8/12/03)—Dormant as of 14/05/07~~

Parachute Club (s. 01/08/1998)

~~Paragliding Club—Dormant as of 7/10/02, now dissolved 09/05/05~~

Parkour & Free Running Society (s. 22/01/2007)

Poker Club (s. 08/12/2003)

Racing Green Club

Radio-Controlled Model—previously Radio Motor Club Radio Motor Club (s. 1955 d. 13/12/2010)

Skate Society (s. 01/08/1998)

~~Sports Motorcycle Club, Dormant as of 14/05/07~~

~~Street Magic Society (23/11/07)~~

St John LINKS (s. 01/08/1998)

Surfing (s. 01/08/1998)

Clubs and Societies Board

21st November 2011

Synchronised Swimming (s. 23/11/2006 d. 04/03/2009)

Table Football Club (s. 08/12/2003)

Underwater Club (s. 01/08/1998)

Veg Soc (s. 09/05/2008 d. 13/12/2010)

Wargames Club

Wakeboarding & Waterski Club (s. 12/11/2002)

Wargames Club (s. 01/08/1998)

~~Web Design and Software Club~~

~~Wine and Fine Drinks Society (previously known as Wine Society closed on 09/05/05)~~

Yoga Club (s. 01/08/1998)

RCSU Motor (s. 1950)

Appendix B— Historic Transferred Clubs and Societies of the RCC (date created {s.} and transferred {t.} in brackets) Information

Dance Club — Moved moved to ACC reported (t. 05/12/2005)

~~Flight Club (6/12/01) — Closed on 08/10/02~~

Fashion Club moved to the AEB (t. 14/12/2010)

FuNkoLoGy Urban Dance Company — moved to RCC from ICSM (t. 7/11/2005)

Photosoc — moved to Media Group (t. 2002)

Appendix C— Closed Clubs and Societies of the RCC (date created {s.}, dormant {d.} and closed {c.} in brackets)

Airsoft Club (s. 01/08/2003 d. 15/03/2006 c. 16/07/2009)

~~Audio Society — Dormant as of 7/10/02, now dissolved (d. 7/10/2002 c. 09/05/2005)~~

Balloon Twisting (s. 29/01/2009 c. 29/11/2010)

Ceilidh Society (s. 01/08/2002 d. 14/12/04 c. 27/01/2005)

~~Cheerleading Club — now dissolved (d. 14/05/07)~~

Coffee Society (s. 29/01/2009 d. 14/12/2009 c. 14/01/2011)

~~Curry Society (s. 313/0911/200503 d. 05/12/05 c. 13/02/2007) — Dormant as of 05/12/05, now dissolved 15/01/07~~

~~Duke of Edinburgh Club (s. 12/0601/08/2001 d. 06/12/2005 c. 11/02/2008), currently dormant form 5/12/05~~

Fitness Club (s. 01/08/1998 d. 13/12/2010 c. 16/02/2011)

~~Flight Club (s. 6/12/01 c. 08/10/02) — Closed on 0/8/10/02~~

Gymnastics Society (s. 30/10/2007 c. 23/11/2010)

~~Hamsoc — Dormant as of (d. 7/10/2002 c. 09/05/2005), now dissolved 09/05/05~~

Mah Jong Club (s. 6/12/04 d. 15/05/2007 c. 16/07/2009)

~~Origami Club — Dormant as of (s. 01/08/1998 d. 15/01/07 c. 07/06/2008)~~

~~Paintball Club (s. 8/12/2003 d. 14/05/2007 c. 15/05/2008) — Dormant as of 14/05/07~~

~~Paragliding Club (d. 7/10/2002, c. 09/05/2005) — Dormant as of 7/10/02, now dissolved 09/05/05~~

Parabolic Flight (s. 01/08/2008 c. 05/12/2005)

Power Kiting (s. 09/07/2008 d. 04/03/2009 c. 16/07/2009)

Racing Green Club (s. 30/10/2007 d. 15/05/2008 c. 15/07/2009)

Riding Club (s. 13/09/2005 c. 20/10/2005)

Rounders Club (s. 26/05/2009 c. 15/07/2009)

~~Sports Motorcycle Club, Dormant as of (s. 01/08/1998 d. 14/05/07 c. 15/05/2008)~~

Street Magic Society (s. 23/11/07 d. 15/05/2008 c. 14/12/2009)

Unihoc (c. 27/01/2005)

~~Wine and Fine Drinks Society — (previously known as Wine Society (s. 01/08/1998 d. 14/12/2009 c. 29/11/2010) closed on 09/05/05)~~