

9 October 2012

~~Passed at Clubs and Societies Board~~

~~15th June 2009~~

New Clubs and Societies Committee Standing Orders October 2012

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1. Aims and Objects

- 1.1. The Committee shall co-ordinate the creation of new Clubs and Societies within Imperial College Union

2. Status

- 2.1. The Committee is a sub committee of the Clubs and Societies Board and shall report on its activities to the Clubs and Societies Board.

3. Membership

- 3.1. The committee shall consist of:

- 3.1.1. 3 members drawn from the Clubs and Societies Board

- 3.1.2. One members must be drawn from the Faculty Unions

- 3.1.3. One members must be drawn from the CSC Chairs

- 3.1.4. A named reserve.

- 3.1.5. These members shall not be Sabbatical Officers

- ~~3.1.3.~~

- 3.2. The members shall be appointed at the first CSB of each year and may be replaced by a resolution of CSB.

- ~~3.2.~~3.3. If a member cannot attend they may find a replacement from CSB.

- ~~3.3.~~3.4. The committee shall appoint a chair at its first meeting

- ~~3.4.~~3.5. Each member shall have one vote, with the exception of the chair, who shall have the casting vote in the event of a tie.

- ~~3.5.~~3.6. Quorum shall be the whole committee, of whom ~~at~~ there must be at least one FU representative and one CSC Chair.

4. Meetings

- 4.1. There shall be at least three meetings each term, which shall be advertised at least one week in advance.

- 4.2. The Chair of the Committee shall submit the minutes of meetings for report to the following Clubs and Societies Board meeting.

- 4.3. The meetings shall follow the standing orders for meetings in Union regulations.

- 4.4. All persons who have previously identified themselves and have proposals awaiting consideration shall be invited to the meeting.

- 4.5. Proposals should contain details of:

- 4.5.1. The aims and objectives of the proposed club or society.

- 4.5.2. The financial, spatial and resource requirements.

- 4.5.3. Activities to be undertaken should the proposal be approved, both long and short term.

- ~~4.5.3.~~4.5.4. An annual budget for the club showing expected income and

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expenditure.

4.5.5. Plans to ensure the long term viability of the proposed club or society.

4.5.4.4.5.6. Details of the proposed committee members, along with position roles for any extra positions.

5. Creation of Clubs and Societies

5.1. Clubs and Societies are created through a two-stage process:

5.1.1. Proposal to the committee

5.1.2. Running an event through the New Club Incubator

5.2. Clubs and Societies can be created directly by the committee if they deem this appropriate.

5.6. Creation of clubs and societies - committee

5.1.6.1. A new club may be ~~created~~ approved by the committee, ~~as per the Clubs and Societies Policy,~~ under the following conditions:

5.1.4.6.1.1. the new club shall have aims and objects differing from present clubs and societies.

5.1.2.6.1.2. the opinion of the Deputy President (Clubs and Societies) on the value of the new club shall be sought and reported to the committee,

5.1.3.6.1.3. ~~the Full Member of the Union sponsoring it should have a petition with twenty prospective members' names, departments and signatures,~~ The submission contains three members needed for the new clubs executive committee (Chair, Treasurer and Secretary).

5.1.4.6.1.4. the committee agrees that the new club will satisfy Health & Safety, financial and other requirements,

5.1.5.6.1.5. A constitution for the new club is approved by the committee. A club or society may be created without a constitution (though its aims should be approved) but one should be submitted to its CSC/FU and approved by the end of the term in which it was created,

6.1.6. the opinion of the appropriate CSC/FU Chair shall be sought and reported to the committee.

6.1.7. the committee may impose any reasonable requirements to be completed by the proposed clubs committee.

6.1.8. the committee has specified an attendance level for the proposed clubs test event (typically 20).

6.2. A new club may be created by the committee, as per the Clubs and Societies Policy, under the following conditions:

6.2.1. the committee is satisfied that there is sufficient interest for the new club to be setup without running a test event.

6.2.2. the new club shall have aims and objects differing from present clubs and societies.

6.2.3. the opinion of the Deputy President (Clubs and Societies) on the value of the new club shall be sought and reported to the committee,

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~~6.2.4. The submission contains three members needed for the new clubs executive committee (Chair, Treasurer and Secretary).~~

~~6.2.5. the committee agrees that the new club will satisfy Health & Safety, financial and other requirements,~~

~~6.2.6. A constitution for the new club is approved by the committee. A club or society may be created without a constitution (though its aims should be approved) but one should be submitted to its CSC/FU and approved by the end of the term in which it was created,~~

~~6.2.7. the opinion of the appropriate CSC/FU Chair shall be sought and reported to the committee.~~

~~6.2.8. the committee may impose any reasonable requirements to be completed by the proposed clubs committee.~~

~~5.1.6.~~

~~5.2.6.3. A proposal for a new club or society may be rejected in any of the following circumstances:~~

~~5.2.1.6.3.1. If any of the conditions in section 5.1 are not satisfied.~~

~~5.2.2.6.3.2. If, in the committee's opinion, the proposal does not provide value in terms of spatial, financial and resource requirements.~~

~~5.2.3.6.3.3. If, in the committee's opinion, there is no viable long term future for the proposed club or society.~~

~~5.2.4.6.3.4. If previously similar clubs have existed but have failed and been closed and that, in the committee's opinion, the likelihood is that this society would follow a similar pattern.~~

~~5.2.5.6.3.5. If previously a similar club or society has existed and been closed by mandate of a Union Committee and the reasons for that closure are still pertinent or, in the committee's opinion, shall become pertinent again in the near future.~~

~~5.2.6.6.3.6. If there already exists a club or society that could reasonably widen its mandate to cover the aims and objectives of the proposed club or society and there are no sound reasons why this approach could not be taken.~~

~~5.2.7.6.3.7. If in the committee's opinion, there is a substantial part of the proposed club or society which is based on provision for an academic project.~~

~~6.4. A new club may be created, after approval by the committee as per the Clubs and Societies Policy, under the following conditions:~~

~~6.4.1. the new club has been approved by the committee~~

~~6.4.2. the proposed club has run an event with a verified reasonable attendance where the number is specified by the committee (typically 20). The attendance may be verified by a member of the Clubs and Societies board or the Deputy President (Clubs & Societies) being at the event. A Club or Society may be set up without running a test event if the committee is satisfied that there is sufficient interest for the new club to be setup without running a test event.~~

~~6.4.3. The proposed clubs committee has completed any requirements requested by the committee.~~

~~5.3.6.5. Should the committee feel that a proposed club or society should be~~

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created but that the resources to support it are unavailable then it may resolve to defer judgement and recommend to the Clubs and Societies Board that investigation be made as to whether the required resources can be made available.

~~5.4.6.6.~~ Any Full Member of the Union may appeal the decision of the committee to create or reject a proposed club or society to the Clubs and Societies Board, whose decision is final.

~~5.5.6.7.~~ Upon creation of a new club or society the committee shall allocate it to whichever CSC/FU best matches the aims and objectives of the new club or society.

~~5.6.6.8.~~ A new club may receive a start-up grant from the committee commensurate to its needs as perceived by the committee.

5.4.1. Should a proposal be accepted but the proposer not be in a position to request a start-up grant then they shall have the right to apply at the following meeting only. No further requests shall be entertained by the committee.

7. Creation of clubs and societies - New Club Incubator

7.1. The details of the process will be covered by the New Club Incubator Policy.

7.2. Once a club is approved by the committee they will enter the New Club Incubator which will allow them to run an event with support from the Deputy President (Clubs & Societies) and the Membership Services Department.

7.3. The club or society will be created if a verified reasonable attendance is achieved at this event. The minimum number of attendees is specified by the committee.

7.3.1. Attendance may be verified by a member of the Clubs and Societies board or the Deputy President (Clubs & Societies).

7.3.2. The organisers of the event do not count as attendees.

7.3.3. The person at the event to verify attendance does not count as an attendee.

7.4. The club or society will be created within one week of the event if a verified reasonable attendance is achieved at this event.

7.5. If the event does not reach the minimum attendance then a new application must be submitted to the committee.

6.8. Status, interpretation and amendment of these standing orders

~~6.1.8.1.~~ These standing orders are bound by the Union's constitution, regulations and policy.

~~6.2.8.2.~~ 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.

The Clubs and Societies 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.

Clubs and Societies Board

Agenda item 9

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