

Community Action Group Standing Orders

1. Aims and Objectives

- 1.1. The Committee shall co-ordinate the development and provision of student-led outreach and volunteer work within Imperial College Union
- 1.2. The Committee shall offer a wide range of outreach and volunteering opportunities for all students within Imperial College Union.
- 1.3. The committee should represent the volunteering and outreach interests of the student body in College and further afield where appropriate

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 projects.
- 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the CAG and its decisions are binding on sub-committees, clubs and societies.
- 3.3. General meetings and their subcommittees shall follow the Union rules for meetings as stated in the Union Bye-Laws.
- 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. 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 or Secretary at least one five (5) clear College days 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.

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 Treasurer, as chair,
 - 4.3.2. The treasurers of each club.

5. 5. Officers

- 5.1. The Officers of the Committee shall be the:

- 5.1.1. Chair,
- 5.1.2. Secretary,
- 5.1.3. 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 CAG Projects and shall also be allowed to be officers, including President, Treasurer and Secretary

6. Job descriptions and responsibilities

- 6.1. The Chair shall:
 - 6.1.1. Represent the Committee 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 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 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 CAG.
 - 6.1.7. Chair the sub-committees at any formal or ad hoc Union or College committees or meeting which may of importance to CAG.
 - 6.1.8. 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 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 CAG 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. Elections for the Officer positions must adhere to the Union Minor Election Bye-Laws.
- 7.3. All Members of the Union may stand for any Officer post, and only members of the Committee may vote in the election.
- 7.4. A proposer and ten seconders are required to make a nomination valid. Only Members of the Union may be proposers and seconders.

- 7.5. Nominations may only be accepted from the floor if no valid nominations are received for a post.
- 7.6. The procedure and timetable for the election shall be as follows:
 - 7.6.1. The election should be advertised for at least five (5) clear College days before nomination papers go up.
 - 7.6.2. Nomination papers should be up for at least five (5) clear College days.
 - 7.6.3. The election is held at a General Meeting, including hustings for all candidates.
 - 7.6.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
- 7.7. The Returning Officer is normally the Committee Chair, though another may be appointed by the Committee.
- 7.8. Vacant or unfilled posts may be filled at a General Meeting, though the requirements in 7.6 still apply.
- 7.9. Disputes over an election, including elections within the Committee's clubs and societies should be resolved by the Returning Officer where possible, and forwarded to the Union President for final interpretations.

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 and seconded by another Member 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.
 - 8.1.4. A successful motion may be appealed to the Union Council.
- 8.2. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.

9. Creation and closure of projects

- 9.1. A new club may be created by the New Projects Committee and allocated to CAG, in line with the Union 'Clubs and Societies Policy'. Upon allocation to CAG, 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 Member of the Union may appeal the decision of the New Projects Committee to allocate a project to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.
- 9.3. A current project which has below twenty members, or has not attended two consecutive 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. 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 the CAG Executive Committee.
- 9.5. The Committee may shut down a project by special resolution with at least a week's notice and concurrence of a two-thirds majority.

10. Status, interpretation and amendment of these standing orders

- 10.1. These standing orders are bound by the Union's constitution, bye-laws and policy.
- 10.2. The Chair shall make initial 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 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.