



MINUTES OF THE PROCEEDINGS  
of the ninth ordinary meeting of the  
Clubs, Societies and Projects Board  
of the Imperial College Union  
in the 2013-14 Session

The meeting of the Clubs, Societies and Projects Board was held in Meeting Rooms 1 and 2 in the Union Building on the 17<sup>th</sup> of June 2014 at 6pm.

**Present:**

Deputy President (Clubs & Societies)	Yasmin	Edwards
Deputy President (Finance & Services)	Kieron	Creagh
Deputy President (Education)	Natalie	Kempston
Deputy President (Welfare)	Marissa	Lewis
ICU President	David	Goldsmith
A&E Chair	Alexander	Savell
CAG Chair	Sam	Page
ICSM President	Steve	Tran
Media Chair	Maciej	Matuszewski
RAG Chair	Callum	Kirk
RAG Treasurer	Benjamin	Fernando
RCSU Treasurer	Victoria	Walpole
SCC Chair	Michail	Ntinalexis
<b>Permanent Observers</b>		
Student Activities Manager	Anthony	Crowther

**Apologies:** ACC Chair Chew Liew, RCC Chair Thomas Wheeler

**Observers:** Pascal Loose DPE Elect

**1.0 Chairs Business:**

**1.1** End of year reports – It is noted that Management Groups should submit reports on behalf of their Clubs, Societies & Projects and are requested to ensure these are done.

**2.0 Minutes of last meeting 06/05/14**

**2.1** It is noted that the thank you to Kate Colthurst for her contribution to CSPB was not included in the minutes of the last meeting.

**Resolved: To accept the minutes of the last meeting with the proposed amendment.**

**3.0 Matters arising:**

**3.1** No matters arising.

## **Matters for Decision:**

### **4.0 Transfer of Hammersmith Students' Community to the Graduate Students' Union:**

- 4.1 It is noted that there are no funding issues pertaining to this motion.
- 4.2 It is noted that this is technically the GSU's second CSP and not their first.
- 4.3 The Board proposed to a vote on moving the management group of the Hammersmith Students' Community.

**Resolved: The Board voted to accept the transfer unanimously.**

### **5.0 RAG Standing Orders:**

- 5.1 It is noted that RAG elections will move to a cross-campus ballot as the result of the changes to the RAG standing orders, and that new positions have been created, namely Vice President Activities, Vice Chair Operations, and Events Officer.
- 5.2 The Board move to a vote on accepting the RAG standing orders as valid.

**Resolved: The Board voted to accept the new RAG standing orders as valid (see appendix)**

### **6.0 Activities Development Fund:**

- 6.1 It is proposed that in Part 4, Section 3 it would be useful to add "All CSP's are eligible to apply to the fund" in order to avoid any ambiguity.
- 6.2 It is proposed that the DPCS and DPFS double check the Contingency Policy to ensure that the Activities Development Fund does not conflict with it.
- 6.3 It is noted that the next CSPB meeting will need to elect the members of the Activities Development Committee.
- 6.4 The Board move to a vote on accepting the Activities Development Fund paper with the proposed changes.

**Resolved: The Board voted to accept the paper unanimously.**

### **7.0 Clubs, Societies & Projects Policy:**

- 7.1 It is proposed to add a line that the Year of Office runs from 1<sup>st</sup> August to 31<sup>st</sup> July unless prior approval is sought from the DPCS, in order for this to be embedded in a policy.
- 7.2 It is proposed to change point 71 to "...providing they stand for a position that is designated as non-voting in the CSP's constitution".
- 7.3 It is proposed to change "shall" to "may" in point 87.
- 7.4 The Board move to a vote on accepting the CSP Policy.

**Resolved: The Board voted to accept the paper.**

### **8.0 Departmental Society Policy:**

- 8.1 It is proposed to change the quote in part 1 of the policy to reflect the change to the CSP policy.
- 8.2 It is noted that point 7 is the only substantive change in the policy
- 8.3 The Board move to a vote on accepting the Departmental Society Policy.

**Resolved: The Board voted unanimously to accept the Departmental Society Policy.**

### **9.0 Media Group Standing Orders:**

**Resolved: The Board voted unanimously to accept the new Media Group standing orders as valid.**

**Matters for Discussion:**

**10.0 CSP Elections - verbal:**

- 10.1 It is noted that the Big Elections incorporated CSP elections for the first time this year and that this was judged to be a success.
- 10.2 Opinion is sought on whether more CSP elections should be moved online in future.
- 10.3 It is noted that this is a useful service to offer to CSP's where the size or geographical spread of their membership makes it difficult to hold a physical election in a room or where there are legitimate concerns over electoral conduct.
- 10.4 Concerns were raised over the number of positions that voters are required to vote for in the Big Elections and how moving more elections into them could increase voter fatigue.
- 10.5 It is noted that if online elections were made mandatory size differences in CSP's would be the main way that requirements could be decided upon.
- 10.6 It is noted that elections are social occasions and this should be considered if any CSP's are made to move their elections online in future.
- 10.7 It is noted that many CSPs have candidates standing from the floor and that online elections do not allow for this way of filling uncontested positions.
- 10.8 It is noted that CSP Committees having more control over the online process (knowing who is standing and setting times themselves) would be preferable to having no access to the online systems.
- 10.9 It is noted that the Assassins Guild are supportive of online elections as they don't want to know what their members look like.
- 10.10 It is noted that smaller CSP's are less likely to need to make use of online voting.
- 10.11 It is noted that there are huge time savings in vote counting with online elections.
- 10.12 It is agreed that this feedback will be taken into account in the next academic year.

**Any Other Business:**

**11.0 Any other business:**

- 11.1 The Chair thanked the Committee for their contributions this year.

**Meeting end time: 19:00**

## **Raising and Giving Standing Orders**

### **1. Aims and Objectives**

- 1.1. The Committee shall co-ordinate the development and provision of student-led charitable fundraising within Imperial College Union.
- 1.2. The Committee shall offer a wide range of opportunities for all students to raise money for charities.
- 1.3. The committee should represent the altruistic interests of the student body in College and further afield where appropriate where it relates to charitable fundraising.

### **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 RAG, 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 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.

### **4. Sub Committees**

- 4.1. The Committee shall implement the decisions of general meetings and shall consist of the Officers.
- 4.2. The RAG Fundraising Committee shall co-ordinate the organisation and implementation of fundraising activities of the RAG Exec. It shall consist of:
  - 4.2.1. The Officers (as listed in section 5.1),
  - 4.2.2. Honorary Officers (as listed in section 5.4),
  - 4.2.3. Faculty RAG Champions,
  - 4.2.4. Any other Union members, as elected by the Committee.

### **5. 5. Officers**

- 5.1. The Officers of the Committee shall be the:
  - 5.1.1. Chair,
  - 5.1.2. Vice-Chair (Activities),
  - 5.1.3. Vice-Chair (Operations),
  - 5.1.4. Treasurer,
  - 5.1.5. Secretary,
  - 5.1.6. Collect Officer
  - 5.1.7. Challenge Officer,
  - 5.1.8. Events Officer,

- 5.1.9. Publicity Officer,
- 5.1.10. Halls Officer,
- 5.1.11. Sponsorship Officer.
- 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 RAG Clubs and Societies and shall also be allowed to be officers, including President, Treasurer and Secretary.
- 5.4. The Honorary Officers shall be:
  - 5.4.1. Webmaster
  - 5.4.2. Vice Treasurer
  - 5.4.3. Deputy Collect Officers
  - 5.4.4. Deputy Challenge Officers
  - 5.4.5. Deputy Events Officers
  - 5.4.6. Deputy Publicity Officers
  - 5.4.7. Deputy Halls Officers
- 5.5. The Honorary Officers shall be elected by the RAG Exec committee in the winter term.
- 5.6. The Honorary Officer positions may be held by multiple full members of the Union.

## **6. Job descriptions and responsibilities**

- 6.1. The Chair shall:
  - 6.1.1. Represent the Committee and chair its main, executive and fundraising 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 RAG.
  - 6.1.7. Negotiate other duties with officers.
- 6.2. The Vice-Chair (Activities) shall:
  - 6.2.1. Work alongside the Vice-Chair (Operations).
  - 6.2.2. Deputise for the Chair in their absence in conjunction with the Vice-Chair (Operations).
  - 6.2.3. Assist the Chair in overseeing Events Team, Collect Team and Challenges Team.
  - 6.2.4. Be responsible for the organisation and supervision of RAG's flagship events including the Valentine's Ball and RAG Week.
  - 6.2.5. Work alongside the Treasurer regarding budgets and contracts related to RAG's activities and events.
- 6.3. The Vice-Chair (Operations) shall:
  - 6.3.1. Work alongside the Vice-Chair (Activities).
  - 6.3.2. Deputise for the Chair in their absence in conjunction with the Vice-Chair (Activities).
  - 6.3.3. Assist the Chair in overseeing Halls Team, Sponsorship Officer, and Publicity Team.
  - 6.3.4. Encourage communication and cooperation with the Constituent Unions and other Imperial College Union Clubs, Societies and Projects.
  - 6.3.5. Be responsible for maintaining the RAG brand and overall image by working with the Publicity Officer and Web Master.

- 6.4. The Treasurer shall:
  - 6.4.1. Be responsible to the Chair for the efficient administration of the finances of the Committee.
  - 6.4.2. Assist clubs in preparing IC Trust & Harlington Trust applications.
- 6.5. The Secretary shall:
  - 6.5.1. Be responsible for the efficient administration of the Committee.
  - 6.5.2. Record and prepare minutes for the main and executive committees of the Committee.
- 6.6. The Collect Officer shall:
  - 6.6.1. Be responsible for coordinating two Deputy Collect Officers, forming the Collect Team.
  - 6.6.2. Be tasked with working with the Collect Team and liaising with charities to organise regular charity collects.
  - 6.6.3. Be tasked with arranging a collection permit should one be needed.
- 6.7. The Challenge Officer shall:
  - 6.7.1. Be responsible for coordinating two Deputy Challenge Officers forming the Challenge Team
  - 6.7.2. Be responsible for working with the Challenge Team and, if applicable, companies/charities (such as Childreach International) to ensure at least two Challenge events (e.g. Climb Kilimanjaro, Cycle to Paris, Jailbreak and Lost etc.) happen during their term.
  - 6.7.3. Manage the students involved in such events in their fundraising activities by offering support and guidance, and either leading the students themselves or appoint a team leader as appropriate.
  - 6.7.4. Work with the Deputy Challenge Officers to put on a Jailbreak and/or LOST event during the year at some point.
- 6.8. The Events Officer shall:
  - 6.8.1. Be responsible for coordinating two Deputy Events Officers, forming the Events Team.
  - 6.8.2. Be tasked with organising large scale events to maximise profits for the supported charity.
  - 6.8.3. Be tasked with raising the profile of Imperial College Raising and Giving through such events.
  - 6.8.4. Be responsible for the smooth running of any such event.
  - 6.8.5. Be responsible for the compliance of any such event with Imperial College Union policy.
  - 6.8.6. Working alongside the Treasurer regarding budgets and contracts for any such events.
- 6.9. The Publicity Officer shall:
  - 6.9.1. Be responsible for coordinating two Deputy Publicity Officers forming the Publicity Team.
  - 6.9.2. Be tasked with creating publicity material for RAG and ensuring its distribution by working with the Webmaster, Secretary, Halls Team and Deputy Publicity Officers.
  - 6.9.3. Be responsible for maintaining the RAG brand.
  - 6.9.4. Be responsible for RAG's presence on social media.
- 6.10. The Halls Officer shall:
  - 6.10.1. Be responsible for coordinating the Deputy Hall Officers, forming the Halls Team
  - 6.10.2. Be tasked with ensuring adequate representation within the halls of residence
  - 6.10.3. Be tasked with ensuring adequate publicity within halls
  - 6.10.4. Be tasked with fostering competition between halls
- 6.11. The Sponsorship Officer shall:
  - 6.11.1. Be responsible for obtaining sponsorship for RAG to help fund RAG's activities

- 6.11.2. Be responsible for organising paperwork, such as contracts, attached to any sponsorship agreement.
- 6.12. The Webmaster shall:
  - 6.12.1. Regularly updates the RAG website ([www.union.ic.ac.uk/rag](http://www.union.ic.ac.uk/rag)) as necessary
  - 6.12.2. Continually strives to improve on the RAG website
  - 6.12.3. Work with the Publicity Team to ensure adequate publicity of events.
- 6.13. The Assistant Treasurer shall:
  - 6.13.1. Assist the Treasurer in handling RAG finances.
  - 6.13.2. Assist in counting money raised on collects.
- 6.14. The Deputy Collect Officers shall:
  - 6.14.1. Work with the Collect Officer to organise regular charity collects.
- 6.15. The Deputy Challenge Officers Shall:
  - 6.15.1. Work with the Challenge Officer to ensure Challenge events (e.g. Climb Kilimanjaro, Cycle to Paris), help in associated fundraising activities and to put on a Jailbreak/LOST event during the year at some point
- 6.16. The Deputy Events Officers shall:
  - 6.16.1. Assist the Events Officer in organising large scale events.
  - 6.16.2. Assist in the smooth running of any such event.
  - 6.16.3. Assist in the compliance of any such event with Imperial College Union policy.
- 6.17. The Deputy Publicity Officers shall:
  - 6.17.1. Work with the Publicity Officer to create and distribute publicity material for RAG events.
- 6.18. The Deputy Hall Officers shall:
  - 6.18.1. Work with the Halls Officer to ensure adequate representation and publicity of RAG in halls and to encourage hall events with a focus on charity.

## **7. Elections**

- 7.1. Elections for Officers of the committee shall be by cross campus electronic ballot, in accordance with the Union Bye Laws.
- 7.2. The Honorary Officers can be elected by the RAG Exec committee in the winter term.

## **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 clubs, societies and projects**

- 9.1. A new club may be created by the New Clubs Committee and allocated to the RAG, in line with the Union 'Clubs and Societies Policy'. Upon allocation to the RAG, 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 Clubs Committee to allocate a project to a Management Group to the Clubs, Societies and Projects Board (CSPB), whose decision is final.
- 9.3. A current club or society 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 RAG Executive Committee.

9.5. The Committee may shut down a club 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.