



MINUTES OF THE PROCEEDINGS  
of the first ordinary meeting of the  
Clubs, Societies and Projects Board  
of the Imperial College Union  
in the 2014-15 Session

The meeting of the Clubs, Societies and Projects Board was held in Meeting Room 3 in the Union Building on the 14 October 2014 at 18.00

**1. CHAIR'S BUSINESS**

**NOTED:**

- a) The Committee were asked if they felt all Sabbaticals need to attend the meeting and it was felt that this would be assessed at each CSPB to see if they are relevant to the meeting.
- b) Massive thanks were given to those who volunteered their time and effort for Freshers' Fair. It was a fantastic day & great start to the year.
- c) Management Group Chairs need to be aware that CSP's will start having AGM's and holding elections for their unfulfilled positions. It is Management Group Chairs' responsibility to make sure CSP's run their election in accordance with the minor election rules. CSP's will also need to inform the Union of the successful candidates.
- d) Management Group Chairs need to chase clubs with low membership or no activity and to ensure that their clubs are chasing up naughty officers.
- e) Management Group chairs need to chase clubs for outstanding tour reports.
- f) The redevelopment of the West Basement has gone well. The Media Basement is not quite fully operational but some of the rooms are being used. Thank you to everyone to put in the time to help with the redevelopment
- g) The redevelopment of the Concert Hall is in progress, it has been functional twice (Cinema have shown films) but not finished, thank sere given to everyone who has helped with that.
- h) Tour's deadline is coming up; DPCS will send a reminder out before the deadline. Management Group Chairs need to check that everyone who wants to go on tour has submitted a tour application otherwise the CSP's that apply will receive no funding.
- i) There are quite a lot of under 18's on campus, and the College also has one 14 year old student. Any students under 16 are unable to join any of our CSPs in accordance with the Members aged less than 18 policy. Management Group chairs to make sure all clubs are aware of the under 18's policy and make sure activity is safe. This is particularly within sporting activity.
- j) It was requested by RAG that they get a list of members. Student Activities Manager to send over the list.

**ACTION:**

- 1. The Student Activites Manager to send the RAG Chair a list of its members.**

- k) In regards to the email vote that occurred over the summer, it was agreed unanimously that the ICSMSU Careers Soc be disbanded.

## **2. MINUTES OF LAST MEETING – 17 JUNE 2014**

NOTED:

- a) The committee moved to a vote to pass the minutes as an accurate record, this was passed unanimously.

**RESOLVED:**

- 1) To pass the minutes as an accurate record of the meeting.**

## **3. MATTERS ARISING.**

- a) RAG elections were held at the end of the summer term 2014 by campus wide ballot. Not all positions were filled and there are currently elections going on at the moment.

## **4. FINANCE REPORT**

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) It was pointed that there was discrepancy between table 3.1 and 3.2.
- b) Deputy President (Finance & Services) will bring a finance report to each CSPB.

## **5. TOURS FUNDING ALLOCATION**

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

- a) Deputy President (Finance & Services) recommends Option 3 as the best choice as it is a better fit than last year.
- b) There is a lack of data from past tours, which means it's hard to tell which is best. There are no actual figures because tour finances were not accurately recorded on eActivities before last year.
- c) It was suggested that the algorithm in how the spilt is calculated isn't necessarily fair.
- d) It was asked if it can be monitored in regards to the the amount tours are costing so we know exactly how much things cost.
  - i. Deputy President (Finance & Services) stated that as long as tours budgets go on eActivities this should help.
- e) The Board moved to a vote to pass option 3 as the tour spilt and it was passed unanimously.

**RESOLVED:**

- 1) To spilt the tours funding as follows:**
  - i. Winter 27.5%, Spring 27.5%, Summer 45%**

## **6. ACTIVITIES DEVELOPMENT FUND**

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies) and Deputy President (Finance & Services)

NOTED:

- a) Assigning money to the Activities Development Fund. If policy passes, we will need to choose a guideline on what to spend each term.
- b) It is the Boards prerogative as it allocates funding to the fund.
- c) The Board moved to a vote to the on the presented paper with the amendments and was passed unanimously.

**RESOLVED:**

- 1) **To pass the presented paper..**

## **7. NEW ACTIVITIES COMMITTEE**

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies) and Deputy President (Finance & Services)

NOTED:

- a) New Activities Committee (NAC) is forming to combine the former New Clubs Committee and New Projects Committee. There is no point in keeping separate as there is too much crossover.
- b) Non exhaustive list of what the NAC will be responsible for: demergers, mergers, installing committees, recreating a new club that wasn't ever called 'dead', monitoring closure of clubs.
- c) It was highlighted that there was discrepancy in the policy (2.1.2.b.iv shouldn't be there).
- d) Club closures that have been fully approved can be done so by NAC. NAC cannot close down a club on their own accord without taking it to CSPB first.
- e) Both clubs will be consulted in the eventuality of a merger.
- f) NAC have more autonomy with mergers than with closures. For example if clubs merge that are from two separate Management Groups, this will also have to go to CSPB.
- g) It was queried why are email decisions NAC subject to review whilst email decisions in Activities Development board are not? The DPFS replied any decisions made by ADB should be reported, but there is no point in reviewing them as ADB would have already given the money away.
- h) Point 2.3.3.a states a change of Aims & Objectives and it was queried how often that happens and it was stated that it is not frequent.
- i) The Board moved to a vote to the on the presented paper with the amendments and was passed unanimously.

**RESOLVED:**

- 1) **To pass the presented paper with amendments.**

## **8. ELECTION OF THE NEW ACTIVITIES COMMITTEE**

NOTED:

- a) The Deputy President (Finance & Services) was the Returning Officer for the election.
- b) The following members expressed interest in standing for the positions:
  - i. ACC Vice Chair, ICSMSU Clubs and Societies, CAG Chair and RCSU Treasurer.
  - ii. Voting was done through a show of hands and all 4 were elected.

**RESOLVED:**

- 1) **To elect ACC Vice Chair, ICSMSU Clubs and Societies, CAG Chair and RCSU Treasurer to the NAC.**
- c) There is still one vacancy for the NAC and the Board were asked to consider standing for the position again and it will be elected at the next meeting.

**ACTION:**

1. **To hold an election for the vacancy for NAC.**

**9. ELECTION OF THE ACTIVITIES DEVELOPMENT BOARD**

**NOTED:**

- a) The Deputy President (Finance & Services) was the Returning Officer for the election.
- b) The following members expressed interest in standing for the positions:
  - i. ICSMSU Clubs & Societies / RAG chair / RCC chair, ACC chair, Media chair, RSM VP Clubs & Societies
  - ii. The vote was done by paper ballot using STV.
  - iii. Candidates to read out their manifesto and hustings ensued.
- c) The following members were elected in to ADB
  - i. ACC Chair, Media Chair, RSMU Clubs and Socs, RCC chair, Medics Clubs and Socs.

**RESOLVED:**

- 1) **To elect ACC chair, Media Chair, RSMU Clubs and Socs, RCC chair, Medics Clubs and Socs.**

**10. MANAGEMENT GROUP RESTRUCTURE**

**RECEIVED:** The paper was presented by the Deputy President (Clubs & Societies)

- a) A Management Group restructure has been on the agenda of the Deputy President (Clubs & Societies) for the previous 2 years.
- b) It was questioned if this process could be held back a few weeks and it was stated that this needs to occur swiftly to ensure it meets deadlines for committees if changes need to get through.
- c) A consideration should be the restructure of appreciation groups. For example, the appreciation of faith and meat are very different things.
- d) The Deputy President (Clubs & Societies) to forward last year's papers to the relevant people
- e) Deputy President (Clubs & Societies) to send out an email to organise a working group within the next couple of weeks.
- f) It was requested that a list of current Management Groups and its compositions be circulated for comparison.

**ACTION:**

1. **The Deputy President (Clubs & Societies) to circulate the previous papers on the topic, a current list of MG and its compositions and to organise a working group to consider the Management Group Restructure.**

## 11. FRESHERS' FAIR DEBRIEF

NOTED:

- a) Freshers' Fair went really well this year, they are happy with everyone & their hours put in to the event.
- b) RAG were based in Beit quad. A few other clubs were unhappy about this location. There was concern with numbers of external companies and space. It was felt that clubs were in Beit Quad missed out because of external companies in the QTR. DPCS – concerns have been raised and we are discussing it at the Fresher's Fair debrief.
- c) External companies were going to the Queens Lawn and handing out Bibles, mistaken for gate-crashers.
  - i. The Deputy President (Clubs & Societies) stated that this is on list of things to discuss with marketing.
- f) Suggested the idea of having a Post Graduate presence at the fair.
- g) Better signage to direct people to Beit Quad
- h) Great Hall, better crowd control. The one-way system didn't really happen. The more popular clubs were stationed near the entrances which lead to crowding.
- i) Some clubs by their own nature are based around alcohol (Real Ale Society). Are there any exceptions to these clubs bringing small quantities of alcohol to the fair? DPCS replied that it is unfortunate for the Real Ale society, but we need to set a high precedent. There are also a large number of under 18's on campus.
- j) 4 out of 12 CAG groups were in the Great Hall.
  - i. The placing of CAG difficult. DPCS spoke to the clubs on the day about it. It is difficult to arrange all 300 stalls. They were also the overseas CAG groups.
- k) Lots of societies in Beit Quad had big notice boards up – they were not authorised to do this.
- l) Better signage for upstairs in the Student Union.

## 12. CLUBS, SOCIETIES & PROJECTS BUDGETING MISSION STATEMENT

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) Some formal guidance of the things we are funding is a good idea. Nothing explicitly states any favour of what we should be funding. Mission statement summarises what club funding should be, and this was made after being taken to trustee board.
- b) 'Participation is our primary goal'; participation doesn't mean biggest clubs are the most worthy.
  - i. Is it the same thing if 80 people turn up to eat cheese, when the same turn up for DramSoc and put in work for hours at a time? The same as Rowing turning up at 6am etc. DPFS – could argue that dramsoc are participating more which raises questions of 'What is more participation?' and 'What is good participation?'
- c) The committee moved to a vote and the Mission Statement was passed unanimously

**RESOLVED:**

### 1) To adopt the following Mission Statement

***"Extra curricular activities are a fundamental part of the student experience. We fund our student Clubs, Societies and Projects with the aim of providing and enhancing the opportunity for all of our students to engage in activities of interest to them. Participation is our primary goal and, as such, funding should be used to significantly enhance the experience of the largest number of students possible.***

***Alongside this goal we seek always to; support the mental and physical well-being of our membership, build and develop our student community, assist our members in achieving their potential and provide a platform for students to express themselves. We hope that this will allow all students to both enjoy and get the most out of their time here.”***

### **13. ANY OTHER BUSINESS**

#### **NOTED:**

- a) Guidance for the Activity Development in terms of allocation of money in term. DPFS believes that 1<sup>st</sup> term is likely to have a lot of applications, 2<sup>nd</sup> term less, 3<sup>rd</sup> term fewer still. It is estimated that the split of money for the year would be 40%, 40%, 20%, though this is just a guideline. It was agreed that both the DPCS & DPFS will sit on the Activities Development Board and the guideline will be reported each time.
- b) Question regarding minibus policy. Currently, longer bookings get priority. As a result, some clubs get their bookings pulled because another has booked it for longer. This created an issue with an ACC club, one was booked for 9 hours when another was booked for 6.
  - ii. So with this logic, if you pay more, you are more likely to get a minibus. DPFS - this raises issues with clubs that can afford it.
  - iii. When it's a difference of a couple of hours, I don't see why it should be such a small ticking over.

#### **ACTION:**

- 1. The Deputy President (Clubs & Societies) to bring a paper for discussion in regards to Minibus usage to the next meeting.**

The meeting ended at 19.50

# New Activities Committee

**Policies superseded:** New Clubs Committee Policy, New Project Committee Policy

## 1. Objectives:

- 1.1. This Policy defines the makeup and remit of the New Activities Committee (NAC), which shall be a sub-committee of the Clubs Societies and Projects Board (CSPB).
  - 1.1.1. The Primary objective of the NAC will be to enhance the Union's provision of clubs, societies and projects (CSPs)
  - 1.1.2. They will be responsible both for decisions on the creation of new CSPs and for the approval of changes to CSP's Aims and Objectives
    - 1.1.2.a. This includes any mergers, divisions or re-openings of CSPs as well as any change of Management Group (MG)/Constituent Union (CU)
  - 1.1.3. In their decision-making they should consider:
    - 1.1.3.a. The number of students that the decision will affect as well as the magnitude of the effect
    - 1.1.3.b. The effect upon the Union's resources that the change in activity is likely to cause
    - 1.1.3.c. How well the new activity fits into the Union's charitable objectives, vision and values
    - 1.1.3.d. To what extent the change may cause overlap with other activities
  - 1.1.4. A secondary responsibility of the NAC will be CSP closures/re-openings
    - 1.1.4.a. They will have final say on any closures approved at management group/constituent union level
    - 1.1.4.b. They will have the remit to reopen a society and appoint a new committee as if it were a new club
    - 1.1.4.c. In addition they may recommend closures to CSPB regarding inactive clubs or those clubs that have evolved in such a way, that they no longer reflect those considerations outlined in 1.1.3.

## 2. Implementation:

### 2.1. Formation of NAC

- 2.1.1. The NAC shall be chaired by the DPCS or their chosen (student) representative
- 2.1.2. Other members shall be elected by CSPB from members of the current? committees of all Management Groups/Constituent Unions
  - 2.1.2.a. There shall be five (5) other members
  - 2.1.2.b. It is recommended that the committee should consist of:
    - 2.1.2.b.i. at least one member of RAG or CAG
    - 2.1.2.b.ii. at least one member from a MG
    - 2.1.2.b.iii. Then consideration should be given to one member from a CU and a member not from the SK campus
- 2.1.3. The chair shall only vote in the event of a tie
- 2.1.4. During any period where a committee cannot be elected, the chair may take what measures they deem necessary to make decisions on the NAC's behalf, but these must be reviewed at the next NAC meeting
- 2.1.5. A member of the activities team will generally minute the meetings and circulate the agenda as well as being present to give advice on factual matters

### 2.2. Meetings and Reports

- 2.2.1. NAC will generally meet once a month where practicable, however additional meetings may be called by the chair as required
- 2.2.2. Decisions may, if considered urgent, be made by e-mail vote but these need to be reviewed at the next meeting
- 2.2.3. The chair will ensure that a report of the activities of NAC is given to CSPB for review each term, as well as ensuring any direct recommendations to CSPB are reported at the next meeting
- 2.2.4. Quorum of the meeting shall be three (3) members plus the chair or any four (4) members in an e-mail decision

### 2.3. Remit

#### 2.3.1. New/Re-opened Clubs

- 2.3.1.a. New or Re-opening Club Applications should come to the chair
- 2.3.1.b. It is the chair's responsibility to ensure the applicant is worked with to enhance the application and address potential issues
- 2.3.1.c. The applicant will usually be invited to a meeting of NAC
  - 2.3.1.c.i. Where this is not possible any 'No' resolution should be deferred until reasonable chance to attend has been given
- 2.3.1.d. NAC will discuss the new and re-opened applications, be given the chance to ask questions, and then move to vote
- 2.3.1.e. In general the possible resolutions will be:
  - 2.3.1.e.i. Approve the New or Re-Opening Club
  - 2.3.1.e.ii. Reject the New or Re-Opening Club
  - 2.3.1.e.iii. Approve the New or Re-Opening Club being referred to New Activities Incubator (NAI)
- 2.3.1.f. NAC will decide which MG/CU the CSP falls into and whether it is a Club/Society or a Project
  - 2.3.1.f.i. This decision may be reviewed after a period in NAI

### 2.3.2. Closures

2.3.2.a. Motions for CSP Closures should be referred from the relevant MG/CU Meeting

2.3.2.a.i. In some cases a club or MG/CU may apply directly to NAC via the Chair

2.3.2.a.ii. Under most circumstances NAC should not keep a club alive that wishes to close unless a new committee can be appointed in the same manner as with a re-opening CSP

2.3.2.b. NAC should also regularly consider closure for CSPs with no (or a significantly reduced) committee or those that are identified as 'struggling'

2.3.2.b.i. NAC will recommend to CSPB on such CSPs prior to appointment of a new committee or any closure

2.3.2.b.ii. Any member of NAC may highlight a club which is 'struggling' or wishes to close to the Chair who shall then raise the matter to the next NAC

### 2.3.3. Changes to Clubs

2.3.3.a. NAC shall consider any CSP:

- Split
- Merger
- Change of Aims and Objectives
- Change of name and
- Change of MG/CU

2.3.3.b. These shall be approved by the relevant CSPs and MG/CUs where possible but may not always be practicable

2.3.3.b.i. CSPs or MG/CUs may apply directly to NAC

2.3.3.b.ii. NAC may, under exceptional circumstances, discuss a change without an application and make a recommendation to CSPB

### 2.4. New Activities Incubator (NAI)

2.4.1. NAI is a place for any new or re-opened CSP application to gain initial support and to prove its viability before becoming a fully-fledged CSP

2.4.2. The Chair is responsible for CSPs in NAI receiving this support and training

2.4.2.a. Staff or other relevant Sabbaticals or Volunteers may be asked to engage directly with the new CSP

2.4.3. The NAC will set objectives and a time frame for success and report for all referrals to NAI

2.4.3.a. If this does not occur then the Chair will make the decision

2.4.4. The CSP, in conjunction with the Chair, will submit a report of its activities to NAC at or prior to this date and NAC will then vote on whether to establish the club, reject it or extend its period in the NAI

### 2.5. Living Document

2.5.1. The appendices of this policy are designed to be a living document

2.5.2. Decision making and interpretation should evolve slowly and be passed from year to year rather than being taken with little or no context

2.5.3. The NAC committee may therefore amend these themselves with a summary of the changes being part of the termly report to CSPB

2.5.4. This will form a permanent agenda item at the end of each NAC meeting

2.5.5. In particular to note should be significant precedents when decisions are taken (Appendix B) and guidelines adjusted over time to reflect the Committee's opinion (Appendix A)



## **Appendices**

### **A. Procedural Guidelines**

A.1.

## **B. Decision Precedents**

B.1.