

New Activities 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).
- 1.2. The Primary objective of the NAC will be to enhance the Union's provision of clubs, societies and projects (CSPs).
- 1.3. They will be responsible for:
 - 1.3.1. The creation or re-openings of any CSPs
 - 1.3.2. Any mergers or divisions of CSPs
 - 1.3.3. Any change of Management Group(MG)/Mini-Management Group (MMG)/Constituent Union (CU)
 - 1.3.4. The closure of any CSPs

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. There shall be five (5) other voting members of the NAC elected by CSPB from members of the current committee of all MGs/CUs
 - 2.1.2.a. Members of CSPB must receive notice of this election at least 5 working days preceding the meeting.
 - 2.1.2.b. This shall occur at the first CSPB meeting of the year
 - 2.1.2.c. It is recommended that the committee should contain:
 - 2.1.2.c.i. One member from an MG
 - 2.1.2.c.ii. One member from a CU
 - 2.1.2.c.iii. One member from a non-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 measures must be reviewed at the next NAC meeting.
- 2.1.5. A member of the activities team will minute the meeting and circulate the agenda as well as being present to give advice on factual matters.

2.2. Meetings and Reports

- 2.2.1. This policy suggests NAC will physically meet once per term to prepare a report for the last CSPB meeting of the term, to consider the closure of clubs and to consider reports from clubs in the incubator.
- 2.2.2. Extra meetings may be called by the chair as required
- 2.2.3. The Chair shall ensure all papers submitted to the termly meeting are available to the committee 2 weeks before.
- 2.2.4. Decisions may be made via email throughout the term and will be reviewed at a termly meeting.
- 2.2.5. The chair will ensure that a report of the activities of NAC is given to CSPB for review each term
- 2.2.6. Quorum of the meeting shall be three members plus the chair or four for an email vote.
 - 2.2.6.a. Failure of a member to respond to a call for a vote 3 times in a row will result in their removal from the committee with a replacement member being voted on at the next CSPB meeting

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.a.i. The chair and the activities team are responsible for aiding any applications and address potential issues
- 2.3.1.b. The Chair shall ensure that applications are accessible to the NAC members for at least a period of a week (eg by emailing them round)
 - 2.3.1.b.i. During this week the committee shall lodge questions they wish to pose to the applicant.
- 2.3.1.c. The applicant will then have a week to respond to the questions asked of them.
- 2.3.1.d. These responses must be made accessible to the NAC for at least 1 week during which the committee members cast their vote.
- 2.3.1.e. The vote shall be:
 - 2.3.1.e.i. Approve the New or Re-opening Club being referred to the New Activities Incubator (NAI)
 - 2.3.1.e.ii. Reject the application
- 2.3.1.f. In their decision making the committee should consider:
 - 2.3.1.f.i. The potential interest in the new CSP
 - 2.3.1.f.ii. The effects upon the Union's resources that the creation of the CSP is likely to cause, including the level of support the club will need.
 - 2.3.1.f.iii. If the CSPs activities will fit in with the Union's charitable objectives and Strategy
 - 2.3.1.f.iv. Any overlap the CSP might have with an already existing CSP

2.3.2. Mergers, splits and Change of MG/CU

- 2.3.2.a. These shall be approved by the relevant CSPs and MG/CUs
- 2.3.2.b. CSPs or MG/CUs may apply directly to the NAC
 - 2.3.2.b.i. NAC may make recommendations and discuss changes without an application necessary. These must be approved at the next CSPB

2.3.3. Closure

- 2.3.3.a. Motions of CSP closures should be referred from the relevant MG/CU
 - 2.3.3.a.i. A CSP may apply to the NAC directly through the chair.
 - 2.3.3.a.ii. NAC should not keep a club active that wishes to close unless a new committee can be appointed in the same manner as with re-opening a CSP.
- 2.3.3.b. NAC should also regularly consider closure for CSPs which do not adhere to the minimum requirements of an active CSP
 - 2.3.3.b.i. This should occur at a physical meeting of NAC, with decisions to be ratified at the next CSPB.
 - 2.3.3.b.ii. In their decision making the committee should consider the requirements laid out in appendix 1:
 - 2.3.3.b.ii.1. Use of eActivities for finance
 - 2.3.3.b.ii.2. Up to date committee lists available
 - 2.3.3.b.ii.3. Presence of an up to date constitution

2.4. New Activities Incubator (NAI)

- 2.4.1. The NAI is the MG for any new or re-opened CSP.
- 2.4.2. The NAI is used to support new CSPs and for new CSPs to prove viability before becoming a full CSP
- 2.4.3. The Chair acts as MG Chair for the NAI and is responsible for ensuring the CSPs in the NAI receive the support needed.

- 2.4.3.a. Staff or volunteers may be asked to engage directly with CSPs in the NAI
- 2.4.4. To be able to leave the NAI, and become a full CSP, the committee must complete the actions in the required time since creation as outlined in appendix 1.
- 2.4.5. Once the CSP has met these requirements, NAC will vote as to whether the CSP should become a full CSP or not, and the MG they should be allocated to.
- 2.4.6. If a CSP is in the NAI for 12 months and has still not met the requirements to leave, they should be closed

3. Appeals

- 3.1. Any decision made by NAC can be appealed directly to the NAC committee
 - 3.1.1. This should take the form of a document submitted to the chair that is no longer than 500 words
 - 3.1.1.a. Any appeal not meeting this format will not be considered.
 - 3.1.2. NAC will consider all appeals in a physical meeting
 - 3.1.3. If the committee vote to accept the appeal, the appropriate measures shall be taken
 - 3.1.4. If the committee vote against the appeal, the relevant parties shall be notified within 7 days.
- 3.2. Following a direct appeal to the NAC committee that is not accepted, an applicant can appeal to the Union President.
 - 3.2.1. If deemed an acceptable appeal the President shall present the appeal at the next CSPB meeting for consideration.

Appendix 1 – Requirements of leaving the NAI and becoming a full club

1. Minimum of 20 members on eActivities
2. Submission of annual risk assessment on eActivities
3. Financial Responsibility form is signed and returned
4. Affiliations and instructor details submitted if required
5. Inventory logged
6. Financially sustainable (should have an annual budget)
7. Submitted reports on activity to NAC
8. Create and Submit an approved constitution (within 2 months of entering the NAI)
9. Put on two events with the number of attendees meeting the required membership and without collaborating with another ICU CSP (within 3 months of entering the NAI)
10. Have a committee member present at all required Basic Training Sessions
11. Submit two reports a term on their activity
12. Submit an annual budget
- 13.