



MINUTES OF THE PROCEEDINGS
of the second ordinary meeting of the
Arts and Entertainments Board
of the
Imperial College Union
in the 2011/2012 Session

The meeting of the Arts and Entertainments Board was held in Meeting Room 6, Union Building on 15th November 2011 at 18.06.

Present:

Position

Name

Arts and Entertainments Board Chair	Chandana Shankar
Arts and Entertainments Board Secretary	Adam Funnell
Chamber Choir Chair/Choir Treasurer	Donal Connolly
Cinema Chair	George Goldberg
Dramatic Society President	Simon Worthington
Guitar Chair	Neil Dhir
Jazz and Rock Chair	Will Jones
Jazz Big Band Chair	Chaz Kiederling
Leonardo Fine Arts Co-Chair	Susana Lopes
Music Technology Treasurer	Samuel Macbeth
Musical Theatre Chair	Felix Milne
Sinfonietta Chair	Ben Phipps
String Ensemble Chair	Helena Valle
Symphony Orchestra Chair/Chamber Choir Secretary	Helen Pratt
Wind Band Treasurer	Nora Kettleborough

Apologies:

Arts and Entertainments Board Treasurer	Henry Whittaker
A Capella Representative	

Absent:

Calligraphy Representative
Gospel Choir Representative

Observers:

Dramatic Society Treasurer	James Chadwick
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1 MINUTES OF LAST MEETING

ACTION:

Susana claimed that Leonardo Fine Arts' name was incorrectly given as LeoSoc in the previous minutes (later reasoning was explained by Adam).
Otherwise, the minutes of the previous meeting were passed as accurate minutes of that meeting by the committee.

2 CHAIR'S BUSINESS

2.1 AEB Surgeries

NOTED:

- (a) Chandana encouraged more people to come and talk to the AEB Exec in SAC on Thursday lunchtimes.

2.2 Responsible Retailing of Alcohol Policy

NOTED:

- (a) Chandana showed the paper that was discussed at length at Council last month.
- (b) Chandana clarified the way that a society bar tab was limited by the number of attendees – a number of attendees must be provided and this will be multiplied by 8 units (effectively 4 pints) of an average drink price (effectively £2.20) to reach a total sum that a society can put behind the bar.
It was also clarified that there is no minimum spend for bar nights in the Union Bar (except weekends); minimum bar spends apply only to We Are Metric nights.
- (c) It was observed by the board that purchasing from your own pocket once your society's tab has run out is entirely permitted, and that recent bar nights already held have shown how difficult it is to enforce a token system.
- (d) It was also observed that this policy could well be "policy for the sake of policy" and by and large, clubs can continue with their social events as normal.

3 MATTERS FOR DECISION

3.1 AEB Standing Orders

NOTED:

- (a) Chandana showed how the AEB Standing Orders had been amended to include section 4.5 regarding a sub-committee to organise Artifact (a collaboration between Imperial and the RCA).
- (b) Susana enquired if the Artifact Chair (as referred to in section 4.5) will be present at AEB meetings. They will be invited as would anyone else under the board.
- (c) Susana also pointed out the inclusion of the AEB Chair on the sub-committee by default is a risk in terms of potential additional responsibility for the AEB Chair. This was explained as a normal procedure for sub-committees of Management Groups that does not necessarily constitute additional actual responsibility, merely a formal procedure to ensure adequate support is provided if required.

The decision to accept the amended Standing Orders was put to a vote.

RESULT:

The AEB Standing Orders were updated.

3.2 Choir Constitution

NOTED:

- (a)** Chandana presented the amended Choir constitution following Chamber Choir's split to become a separate society.
- (b)** Will asked how the society had overcome their difficulties in being accepted by NCC as an audition only society. Chandana confirmed that this had already be agreed by Exec over the summer, and Donal added that the society will be holding open workshops for anyone next term, in addition to their main auditioned group.

The decision to accept Choir's constitution was put to a vote.

RESULT:

Choir's constitution was accepted.

4 AOB

4.1 Assorted Union Defects

NOTED:

- (a)** Will pointed out that the rear fire doors in Metric (nearest the toilet and staircase at the stage end) are now locked as automatic fire doors. This makes access to the stage for loading and unloading whilst avoiding any crowds difficult, especially since stewards are unwilling to help and provide little or no reasoning as to the choice of doors they can open.
- (b)** It was also noted by several societies that there are several problems with the Union building at present, including but not limited to: the lighting in Meeting Room 1; the lighting in the West Basement; and chairs frequently left outside STOIC inhibiting access to the rest of the basement.

ACTION:

Chandana and/or Adam to collate a list of defects from AEB users of the Union building and pass them on to Union staff to be dealt with.

The meeting concluded at 18.19.



Constitution of Imperial College Union Choir

1. Constitution

- 1.1 The name of the corporation shall be "Imperial College Union Choir" and hereinafter will be referred to as the Society.
- 1.2 The Society shall be a member of the Arts and Entertainments (A&E) Board of Imperial College Union (ICU).
- 1.3 The Society may use the trading name "Imperial College Choir" for marketing purposes and as brands for non-formal correspondence.
- 1.4 This constitution is the fundamental codification of the regulations that bind this Society.

2. Aim

- 2.1 The aim of the Society shall be the furtherance of choral singing among the community of Imperial College.
- 2.2 The Society will aim to provide an environment to rehearse and perform such music by running a choir.

3. Membership

- 3.1 The following shall be eligible to become members of the Society:
 - 3.1.1 Full Members; present members of ICU.
 - 3.1.2 Associate Members;
 - 3.1.2.1 Life members of ICU
 - 3.1.2.2 Staff of Imperial College
 - 3.1.2.3 Students of other colleges and universities with reciprocal membership with ICU.
- 3.2 Any Society member who is a Full Member of ICU shall be a 'full member' of the Society, and all other members shall be 'associate members' of the Society.
- 3.3 All members will pay an annual subscription to be proposed by the Treasurer and passed by the Committee, which will last until the end of the academic year.
- 3.4 The Committee shall determine the requirement for members to be eligible to sing in any concert given by the Society.

4. Musical Director

- 4.1 The appointment of the Musical Director shall be decided by the Committee.
- 4.2 The Musical Director will recommend repertoire for the Society's choir.
- 4.3 The Musical Director will be consulted on all artistic decisions by Committee Officers.

5. The Committee

- 5.1 The management of the Society shall be vested in the Society Committee.
- 5.2 The Committee consists of elected voting (Officer) and appointed non-voting (Honorary) members.
- 5.3 The elected Committee shall consist of the following eleven elected Officer posts;
 - 5.3.1 Chair
 - 5.3.2 Vice-Chair
 - 5.3.3 Secretary
 - 5.3.4 Treasurer
 - 5.3.5 Librarian
 - 5.3.6 Social Secretary
 - 5.3.7 Sponsorship Officer
 - 5.3.8 Technical Officer

- 5.3.9 Tour Officer
- 5.3.10 Publicity Officer.
- 5.4 All elected Committee Officers must be full members of the Society.
- 5.5 The Chair, Vice-Chair, Secretary and Treasurer are designated Principal Officers.
- 5.6 All Officers of the A&E Board and the ICU Clubs and Societies Board, are ex-officio fully-voting additional Principal Officers of the Committee.
- 5.7 No person elected to a Principal Office may hold any other role. A maximum of two non-principal roles may be held by committee members.
- 5.8 In the event that non-principal roles remain unfilled it falls to the Vice-Chair to ensure the tasks are carried out by another committee member until such a time as the role can be officially filled.
- 5.9 The Musical Director and previous Chairs/Vice-Chairs of the Society shall be non-voting, Honorary members of the Committee.
- 5.10 Any member of the Society may be co-opted by the Committee to serve as an additional Honorary (non-voting) member of the Committee for the remainder of the academic year.
- 5.11 Executive Office shall be held from August 1st to July 31st of each academic year.

6. Committee Meetings

- 6.1 A Committee Meeting shall be called by the Chair, the Vice-Chair, or a simple majority of the Officers of the Committee.
- 6.2 Notice of a Committee Meeting shall be given at least four College days in advance except in extraordinary circumstances.
- 6.3 Quorum shall be three-fifths of the Committee Officers, with at least two Principal Officers (5.5, 5.6) in attendance.
- 6.4 There shall be at least two Committee Meetings per academic term.
- 6.5 A Committee member who does not attend or send apologies for two consecutive Committee Meetings may be considered to have resigned their position.

7. Management and Job Descriptions

- 7.1 The Chair shall;
 - 7.1.1 Be an experienced member of the Society with a clear understanding of the Society's operations, aims, and procedures.
 - 7.1.2 Be responsible for making sure that the Society is run according to the Society constitution and code of conduct as far as can be reasonably expected.
 - 7.1.3 Formally arrange and lead Committee Meetings, and resolve differences between Officers.
 - 7.1.4 Focus on delivering long-term prospective improvements to the Society and members.
 - 7.1.5 Carry out internal communication duties, relaying events, news, and decisions of the Committee to the Society's members.
 - 7.1.6 Be the first port of call for any issues a Society member may have, and advocate the opinions and concerns raised by members to the Committee.
 - 7.1.7 Provide continuity between years by ensuring that Officers of the Committee know how to execute their roles effectively.
 - 7.1.8 Represent the Society on the Imperial College Music and Visual Arts Committee.
 - 7.1.9 Refrain from interfering greatly in the administrative decisions of Committee Officers, or the Vice-Chair's delegation of responsibility, except to exercise 7.1.2, 7.1.3 & 7.1.4.
 - 7.1.10 Not hold financial responsibility for the Society, so must defer financial decisions to the Vice-Chair and Treasurer.
- 7.2 The Vice-Chair shall;
 - 7.2.1 Be ultimately responsible to the Society Chair and A&E Board for the administration of the Society.
 - 7.2.2 Represent the Society on the A&E Board, or delegate a Committee Member so to do.
 - 7.2.3 Provide leadership to Committee Officers.
 - 7.2.4 Delegate and organise tasks to Committee Officers other than the Chair, as befits the Society's business.

- 7.2.5 Ensure the Committee provides excellent service to Society members.
- 7.2.6 Report the Society's business to the Chair at least every calendar month of office.
- 7.3 The Treasurer shall;
 - 7.3.1 Carry out the day to day financial duties of the Society.
 - 7.3.2 Formulate the Budget for submission to the A&E Treasurer.
 - 7.3.3 Report the detailed finances of the Society at the Annual General Meeting, or when required at an Extraordinary General Meeting.
- 7.4 The Secretary shall;
 - 7.4.1 Be responsible for keeping the Society records in good order including registers and membership/ mailing lists.
 - 7.4.2 Take primary responsibility for the answering of the Society's correspondence, or forwarding said correspondence on to the appropriate Committee Officer.
 - 7.4.3 Ensure that minutes are taken at all meetings, and distributed to the Committee.
 - 7.4.4 Book rehearsal and concert venues for the choir under the direction of the Vice-Chair for at least two years in advance.
- 7.5 The Librarian shall;
 - 7.5.1 Be responsible for the safe keeping of the Society's inventory and the issuing of copies to members at the beginning of each term.
 - 7.5.2 Be responsible for the external hire and loan of musical scores.
 - 7.5.3 Inform the Committee which members have not returned their music.

8. General Meetings

- 8.1 There shall be one Annual General Meeting (AGM) held per academic year to be held in February or March, which shall have as its main business:
 - 8.1.1 The presentation of the Chair's, Vice-Chair's, and Treasurer's Reports for the past year.
 - 8.1.2 The review of the Society's constitution.
 - 8.1.3 The election of the Committee for the next session.
- 8.2 An Extraordinary General Meeting (EGM) may be called by the Chair, the Committee or a quorum of the Society, which must be held within fourteen college days on receipt of the proposal.
- 8.3 All General Meetings shall be held only during undergraduate term time.
- 8.4 At least five College days notice of an EGM and ten days notice of an AGM shall be given to members.
- 8.5 Items for discussion at a General Meeting can be proposed by any member of the Society.
- 8.6 Decision shall be reached by a simple majority of the full members of the Society present at the General Meeting.
- 8.7 Quorum shall be one half of the full members at the time of the meeting or fifty full members, whichever is the lesser.
- 8.8 Any General Meeting shall be deemed quorate until successfully challenged.
- 8.9 Election Procedure must be followed (where necessary) at all General Meetings.

9. Election Procedure

- 9.1 Election Procedure must be followed at the AGM to elect Committee Officers for the following academic year.
- 9.2 The Secretary and the Chair of the outgoing Committee shall normally be appointed as two returning officers, unless they wish to stand for any post, whereupon the Committee shall appoint full members not standing for election as alternate returning officers.
- 9.3 Election Procedural rules are as follows;
 - 9.3.1 Nominations for Society Committee Officers must be posted at least seven days in advance of the General Meeting and closed before the meeting.
 - 9.3.2 Each nomination shall require one proposer and one seconder who shall be full members of the Society.
 - 9.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the General Meeting.

- 9.3.4 Decision is made by ballot of the full members present (excluding returning officers), using an anonymous Single Transferable Vote method.
- 9.3.5 In the event that any Principal Officer posts (5.5) remain unfilled, nominations must be reopened, and a General Meeting for election to the post must be called by the Committee immediately.
- 9.3.6 In the event that no person is voted into Office other than Principal Office, the Vice-Chair will undertake the duties until such time as the post is filled, and may delegate tasks to any member of the Committee.
- 9.3.7 Newly elected Committee Officers shall be co-opted onto the Committee. Joint Committee Meetings will be held until the transfer of responsibility on 01st August.
- 9.4 Officers can be removed from their posts by a simple majority vote of no-confidence by full members at a General Meeting.
- 9.5 Elections to fill an Officer post vacated by retirement or dismissal should take place at an EGM and shall be subject to the same rules as per elections at an AGM.

10. Finance

- 10.1 The Society shall receive a grant from Imperial College Union and shall administer this in accordance with the Imperial College Union financial procedures.
- 10.2 The Society Treasurer will provide the Treasurer of the A&E Board with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be taken to the ICU Deputy President (Finance & Services) for inspection and approval.
- 10.4 The Vice-Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

11. Patrons

- 11.1 The Society shall provide a Patron program for willing sponsors.
- 11.2 To remain a Patron, a single payment must be made each year.
- 11.3 A proportion of the payment will be considered a donation to the Society, and for the remainder, appropriate services shall be rendered. The proportion will be at the discretion of the Committee.

12. Health and Safety

- 12.1 The Society acknowledges its duty of care to its members and will abide by ICU's Health and Safety policy.

13. General

- 13.1 The presiding chair at any Society meeting shall be taken in the following order, except during elections, when the chair shall be taken by the returning officers;
- 13.1.1 Chair
- 13.1.2 Vice-Chair
- 13.1.3 Secretary
- 13.1.4 Librarian.
- 13.2 The presiding chair shall have a casting vote at all Committee, Annual General and Extraordinary General Meetings.
- 13.3 Unless decided otherwise in a meeting (or for Election Procedure), voting shall be done by a show of hands. A simple majority shall be required, except for changes to this constitution which require a two-thirds majority of full members at a General Meeting.
- 13.4 Any member of the Society is entitled to inspect the minutes of any Society General Meeting or Committee Meeting.
- 13.5 The interpretation of this constitution shall be at the discretion of the Committee.
- 13.6 No part of this constitution must contravene the A&E Board Standing Orders, or ICU Regulations. Any section which does so explicitly is non-binding.
- 13.7 This constitution must be passed by the A&E Board before promulgation.
- 13.8 This constitution shall be binding on the Committee and members of the Society from 20 October 2011.
- 13.9 All other constitutions of Imperial College Choir or Imperial College Union Choir are hereby revoked.

Signatures:

Chair, Imperial College Union Choir

Dated: ____/____/____

Vice-Chair, Imperial College Union Choir

Dated: ____/____/____

Chair, Arts and Entertainments Board

Dated: ____/____/____

Arts and Entertainments Board Standing Orders

1. Aims and Objects
 - 1.1. The Arts and Entertainments Board (AEB) shall co-ordinate the development, provision and promotion of the performing and visual arts within Imperial College Union.
 - 1.2. To represent the artistic interests of the student body at the college.
2. Status
 - 2.1. The Board is a Management Group of the Union.
3. General Meetings
 - 3.1. The Board shall consist of:
 - 3.1.1. The Officers (as listed in section 5.1),
 - 3.1.2. The presidents (captains, chairs or equivalent) of its clubs and societies.
 - 3.2. The Board, when formed as a general meeting, shall exercise all the powers of the AEB, and its decisions are binding on sub-committees, clubs and societies.
 - 3.3. General meetings and their subcommittees shall follow the standing orders for meetings in Union regulations. The Honorary Senior Treasurer shall be an observer at general meetings.
 - 3.4. General meetings shall be held once per month during term-time, and emergency meetings called on petition of the Chair. The quorum shall be half of the club presidents (captains, chairs or equivalent).
 - 3.5. Voting. Each club and officer shall have a vote at the meetings. Club votes shall be offered by the president where appropriate.
 - 3.6. Meetings shall be advertised by the Chair at least one week 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.
 - 4.3. Treasurer's meetings shall consist of:
 - 4.3.1. The Honorary Junior Treasurer, as chair,
 - 4.3.2. The Chair,
 - 4.3.3. The Honorary Senior Treasurer,
 - 4.3.4. The treasurers of each club.
 - 4.4. The Arts Festival Committee shall co-ordinate the organisation and implementation of the Imperial College Union Arts Festival, known as "ArtsFest". It shall consist of:
 - 4.4.1. Arts Festival Chair, as chair,
 - 4.4.2. The Chair,
 - 4.4.3. Any other full Union members, as elected by the Board.
 - 4.5. The ArtiFact Committee shall co-ordinate the organization and implementation of a collaboration between Imperial College Union and the Royal College of Arts known as ArtiFact. It shall consist of:
 - 4.5.1. ArtiFact Chair, as chair,
 - 4.5.2. The Chair
 - 4.5.3. Any other full Union members, as elected by the Board.
 - 4.6. The Colours Committee shall make the awards of AEB Colours, according to Section 10. It shall consist of the Officers.
5. Officers
 - 5.1. The Officers of the Board shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Honorary Secretary,
 - 5.1.3. Honorary Junior Treasurer,
 - 5.1.4. Arts Festival Chair

- 5.1.5. ArtiFact Chair
- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.
6. Job descriptions and responsibilities
- 6.1. The Chair shall:
- 6.1.1. Represent the Board 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 Board.
- 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 AEB.
- 6.1.7. Negotiate other duties with officers.
- 6.2. The Secretary shall
- 6.2.1. Be responsible for the efficient administration of the Board.
- 6.2.2. Record and prepare minutes for the main and executive committees of the Board.
- 6.3. The Honorary Junior Treasurer shall:
- 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Board.
- 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 his or her 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 AEB website.
7. Elections
- 7.1. Elections for officers of the Board shall be at an Annual General Meeting held before the end of Spring term.
- 7.2. All Full Members of the Union may stand for any officer post, and only members of the Board may vote in the election. A proposer and ten seconders are required to make a nomination valid. Nominations may be accepted from the floor if no valid nominations are received for a post.
- 7.3. The procedure and timetable for the election shall be as follows:
- 7.3.1. The election should be advertised for at least one week before nomination papers go up,
- 7.3.2. Nomination papers should be up for two weeks,
- 7.3.3. The election is held at a general meeting, including hustings for all candidates.
- 7.3.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
- 7.4. The Returning Officer is normally the Chair, though another may be appointed by the Board.
- 7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
- 7.6. Disputes over an election, including elections within the Board's clubs and societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union under the Union's Election Regulations.
8. Censure and dismissal of officers
- 8.1. A general meeting of the Board may censure or dismiss its officers by special resolution with the following requirements:
- 8.1.1. The motion shall be proposed by a member of the Board and seconded by ten full members 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.
- 8.2. Officers may appeal to the Union President within a week, who may uphold or over-turn the motion. In the case of the Chair the appeal lies to the Union Executive Committee.
- 8.3. This censure and dismissal procedure exists concurrently with the Union Council's jurisdiction to remove officers and representatives.
9. Creation and closure of clubs and societies
- 9.1. A new club may be created by the New Clubs Committee and allocated to the AEB, in line with

- the Union 'New Clubs and Societies Policy'. Upon allocation to the AEB, a new club should submit a constitution for the approval of the Board. This shall be done at a General Meeting.
- 9.2. Any Full Member of the Union may appeal the decision of the New Clubs Committee to create or refuse to create a new club, or its allocation to a clubs and societies committee (CSC) to the Clubs and Societies Board, 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 Board for one, two or three terms, in accordance with the Clubs & Society Policy. If a club remains dormant for the specified period, the Board or the Union may shut it down.
 - 9.4. A club or society may shut itself down with the consent of general meeting. The Board may shut down a club or society by special resolution with at least a week's notice and concurrence of a two-thirds majority.
10. Colours
- 10.1. Awards of Full Colours and Club of the Year shall be made by the Colours Committee upon nomination from any Full Union member.
 - 10.2. The Colours shall normally be awarded at the June general meeting of the committee and published in Felix and the Union website.
11. Status, interpretation and amendment of these standing orders
- 11.1. These standing orders are enacted under Regulation 3 Part E of the Union and as such are bound by the Union's constitution, regulations and policy.
 - 11.2. The Chair shall make formal 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.
 - 11.3. The main 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. The Clubs & Societies Board of the Union are required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.