

Recreational Clubs Committee (RCC) Standing Orders May 2013

1. Aims and Objectives

- 1.1. The Committee shall co-ordinate the development, provision and promotion of recreational activities within Imperial College Union.
- 1.2. To represent the recreational interests of the student body at Imperial College.

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) from each of its clubs and societies.
- 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the RCC, and its decisions are binding on its constituent sub-committees, clubs and societies.
- 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union Bye-Laws.
- 3.4. General meetings shall usually be held once per month during term-time and emergency meetings called by the Chair at their discretion or on petition by 10% of the Committee.
- 3.5. Voting: each club, society and Officer shall have a vote at the meetings. Club and society votes shall be offered by the club representative where appropriate.
- 3.6. Meetings shall be advertised by the Chair or Secretary usually at least one week in advance via the committee mailing list. It is the responsibility of club Presidents (Captains, Chairs or equivalent) to inform the 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 usually take place before the end of Spring Term.

4. Sub-Committees

- 4.1. The Executive Committee shall implement the decisions of general meetings and consist of the Officers (as listed in section 5.1).
- 4.2. The Awards Committee shall co-ordinate the organisation and implementation of

RCC Awards, according to section 10. It shall consist of the Officers (as listed in section 5.1).

5. Officers

5.1. The Officers of the Executive Committee shall be the

- 5.1.1. Chair,
- 5.1.2. Secretary,
- 5.1.3. Treasurer,
- 5.1.4. Equipment Officer,
- 5.1.5. Events Officer,
- 5.1.6. Communications 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 RCC Clubs and shall be allowed to be club officers, including President and Treasurer.

6. Job descriptions and responsibilities

6.1. The Chair shall:

- 6.1.1. Represent the RCC and chair its main and Executive Committee.
- 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 Committee 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 of the RCC 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 RCC.
- 6.1.7. Negotiate other duties with officers.

6.2. The Secretary shall:

- 6.2.1. Be responsible to the Chair for the efficient administration of the Committee.
- 6.2.2. Record and prepare minutes for the main and Executive Committee.
- 6.2.3. Manage the Committee membership records including keeping the Committee mailing lists up to date.
- 6.2.4. Be responsible for organising the times and venues of the general meetings.
- 6.2.5. Be responsible for promoting and advertising the RCC within Imperial College Union.

6.3. The Treasurer shall

- 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and its sub committees.
- 6.3.2. Assist clubs in preparing IC Trust & Harlington Trust applications.
- 6.3.3. Assist and promote clubs to gain external sponsorship and equipment discounts.
- 6.3.4. Deputise for the Chair in his or her absence.

6.4. The Equipment Officer

- 6.4.1. Be responsible to the Chair for the efficient administration and upkeep of central RCC equipment.
- 6.4.2. Ensure club equipment officers (or those with equivalent responsibilities) maintain an annually updated inventory.
- 6.4.3. To be responsible for any equipment required by the RCC Night Hike and any other RCC social event.
- 6.4.4. Assist clubs, with the RCC Treasurer, to gain equipment discounts.

6.5. The Events Officer shall

- 6.5.1. Be responsible to the Chair for the efficient organisation and management of the annual RCC Night Hike.
- 6.5.2. To ensure the RCC Night Hike takes place under the chairpersonship of an appropriately experienced person.
- 6.5.3. To report the RCC Night Hike budget and risk assessment to the RCC for approval at a general meeting.

6.5.4. To report RCC Night Hike updates to the RCC without disclosure of the route.

6.5.5. Organise or appoint an appropriately experienced chairpersonship for other RCC social events.

6.5.6. To ensure other RCC Social events are reported back to the RCC for approval.

This shall include any required budget or risk assessment.

6.6. The Communications Officer shall

6.6.1. Assist the promotion of and advertising of the RCC club activities within Imperial College Union

6.6.2. Assist clubs, with the RCC Treasurer, in preparing IC Trust & Harlington Trust applications.

6.6.3. Assist and promote clubs, with the RCC Treasurer, to gain external sponsorship and equipment discounts.

6.6.4 Be responsible for the upkeep of the RCC website and any other media.

6.7. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.

7. Elections

7.1. Elections for Officers of the Committee shall be at an Annual General Meeting usually held before the end of Spring Term and in accordance with the Union Minor Election Bye-Laws.

7.2. All Members of the Union may stand for any Officer post, and only members of the Committee may vote in the election.

7.3. The Returning Officer is normally the Chair, though another Officer may be appointed by the Committee.

7.4. Disputes over an election, including elections within RCC clubs and societies should be resolved by the Returning Officer if possible, and otherwise referred to the Union President.

7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.1 – 7.4 still apply.

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 a member of the Committee 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 RCC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the RCC, 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 Full Member of the Union may appeal the decision of the New Clubs Committee to allocate a club to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.

9.3. A current club or society in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a club has been made Dormant, the RCC Secretary shall contact the club's members as far as possible. Once before the next RCC General meeting and again with at least a week's notice before the review. The contact shall inform the club's members about the dormancy process. 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 a General Meeting. The Committee 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. Awards

10.1. Awards of Recreational Clubs' Committee Merit, Colours, Distinguished Service Award and Fellowship shall be made by the RCC Awards Committee upon nominations from any Full Union member in line with the RCC Awards Policy (Appendix 1).

10.2. The Awards shall normally be awarded at the June general meeting of the Committee and published in Felix.

11. Status, interpretation and amendment of these standing orders

11.1. These standing orders are enacted under the Union Bye-Laws and as such are bound by the Union's constitution, bye-laws and policies.

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 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.

Approved by RCC

Approved by CSB

Recreational Clubs Committee Awards Policy (Appendix 1) May 2013

1. Jurisdiction

1.1. This policy covers the recognition by the RCC (Recreational Clubs Committee) of achievement, commitment or social prowess of an individual.

2. Eligibility and Nomination for Individual Awards

2.1. All persons with the exception of the RCC Executive Committee are eligible.

2.2. Nominations should be open for three weeks.

2.3. Each nomination must contain:

2.3.1. The name of the nominee

2.3.2. The name of the award for which the nominee is nominated

2.3.3. A citation of less than 200 words detailing the candidate's suitability for that award.

2.3.4. The name, email address, department and year of the proposer.

2.4. No individual may propose themselves.

2.5. Late nominations are not accepted.

3. Consideration and Confirmation

3.1. The RCC Awards Committee shall be the Executive Committee of the RCC.

3.2. The Committee shall be chaired by the RCC Chair, who shall have the deciding vote on any split decisions.

3.3. The Committee shall meet after the close of nominations to decide who shall receive an award, each one being considered on individual merit.

3.4. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.

3.5. A list of the awarded RCC Awards shall be submitted to the Union and Felix for publication.

3.6. Persons awarded an RCC Award shall receive a certificate, preferably at the last RCC General Meeting of the year or another suitable event.

4. The RCC Individual Awards

4.1. The individual awards shall be given in four types: RCC Merit, RCC Colours, the RCC Distinguished Service Award and the Recreational Clubs Committee

Fellowship.

4.2. RCC Merit: Awarded for achievements, commitment or social prowess of an individual.

4.3. RCC Colours: Awarded for efforts above and beyond those expected of a persons' role or to individuals who have given significant and repeated outstanding contributions to the student experience within RCC Clubs & Societies throughout the year.

4.4. RCC Distinguished Service Award: A much greater magnitude of recognition, awarded for efforts, usually over a number of years, beyond those expected of an individual within RCC Clubs & Societies.

4.5. RCC Fellowship: Shall only be awarded to those individuals who have served RCC Clubs & Societies or the RCC Exec extensively, and enhanced the student experience in an exceptional manner, over a number of years. It is not anticipated that there will be nominees of sufficient standard for this to be given each year. Each individual, so awarded, will be given a pewter tankard with the year engraved.

5. The RCC Club of the Year Award

5.1. There shall be an award each year to one club or society of the RCC which has performed in an exceptional manner for its members and contributed significantly to the RCC's aims and objectives.

5.2. The RCC Awards Committee shall independently decide upon the award without the need for nominations.

5.3. The award shall be made by the RCC Awards Committee, who shall take advice from the Deputy President (Clubs & Societies) and Deputy President (Finance & Services).