

Clubs & Societies Committees Standing Orders Tidy Up

A paper by the DPCS

Background

In the last CSB it transpired that most CSC's weren't sure where their SO's were or the last time they had been up dated or what was the best model if they did want to up date them. As it happened, for a while the RCC have had the most readily available ones, but that's not to say the most correct.

I've now read through 6 sets of standing orders for the CSC's, as I believe that the RSM has a constitution like the other Faculty Unions. While I think that the FU's could also use a review of how they administer their Clubs, as these were the most comparable documents, it seemed to make sense to start here and then bring over the best practice.

I've tried to take into account my impressions of how CSC's have been working to my knowledge, in recent years.

Below is a general template of what I believe is a good structure for the SO's. If we agree on this, and the suggested changes to yours in your CSC meetings, then we can pass this through the next available Council to have a nice set of up to date SO's.

Template:

For this template, words in italics are interchangeable as appropriate for the CSC.

***Insert CSC name¹* Standing Orders**

1. Aims and Objects

1.1 The Board shall co-ordinate the development, provision and promotion of *fun* within Imperial College Union.

1.2 To represent the *fun loving* interests of the student body at the college.

2. Status

2.1. The Committee is a Club and Society Committee 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 (as outlined in Appendix A).

3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the FCC, 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 or 10% of the Committee. The quorum shall be a representative from half of the Clubs in Appendix A.

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 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.

3.7. The Annual General Meeting shall take place before the end of the Spring Term.

4. Sub-Committees

¹ For the sake of this exercise this CSC will be the Fun Clubs Committee, also known as the FCC.

- 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. Changes to the day should be communicated in advance via the Committee mailing list.
- 4.3. Treasurer's meetings shall consist of:
 - 4.3.1. The Honorary Junior Treasurer, as chair,
 - 4.3.3. The Honorary Senior Treasurer,
 - 4.3.4. The treasurers of each club.
- 4.4 The Fun Festival Committee shall co-ordinate the organisation and implementation of the Imperial College Union Fun Festival, known as "FunFest". It shall consist of:
 - 4.4.1. Fun Festival Chair, as chair;
 - 4.4.2. The Chair,
 - 4.4.3. Any other full Union members, as elected by the Committee
- 4.5 The Fun Festival Chair shall be elected from the full membership of the Union, at a general meeting of the board.
 - 4.5.1 The elections will follow the election rules as laid out by the Union,
 - 4.5.2 The post may remain vacant, if no candidate stands, at which point the Chair of the Committee will assume its duties or another appropriate Officer, at the discretion of the Executive Committee.
5. Officers
 - 5.1. The Officers of the Committee shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Honorary Secretary,
 - 5.1.3. Honorary Junior Treasurer,
 - 5.1.4. Fun Festival Chair.
 - 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 FCC Clubs and shall also be allowed to be officers, including President, Trea
6. Job descriptions and responsibilities
 - 6.1. The Chair shall:
 - 6.1.1. Represent the Committee 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 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 FCC.
 - 6.1.7. Negotiate other duties with officers.
 - 6.2. The Secretary shall
 - 6.2.1. Be responsible for the efficient administration of the Committee.
 - 6.2.2. Record and prepare minutes for the main and executive committees of the Committee.
 - 6.3. The Honorary Junior Treasurer shall:
 - 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee.
 - 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 their absence.
 - 6.4 The Fun Festival Chair shall:
 - 6.4.1 coordinate the organisation of the Fun Festival and Chair the Fun Festival Committee meetings.
 - 6.4.2 Report to the FCC with the outcome of the Fun Festival including points for improvement
 - 6.4.3 Submit a budget to the Honorary Junior Treasurer for approval of the expenses of FunFest.
 - 6.5. The most qualified officer of the committee, at the decision of the chair, shall be responsible for the development and updating of the FCC website.
7. Elections
 - 7.1. Elections for Officers of the Committee shall be at an Annual General Meeting held before the end of the Spring Term.

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

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 Committee's clubs and societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union Court under the Union's Election Regulations.

8. Censure and dismissal of officers

8.1. A general meeting of the Committee 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 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 FCC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the FCC, 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 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 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 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. Status, interpretation and amendment of these standing orders

10.1. These standing orders are enacted under Regulation 5 Part C of the Union and as such are bound by the Union's constitution, regulations and policy.

10.2. 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.

10.3. 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.

I've printed off each set of Standing Orders that I have, and have given the suggested amendments to the relevant CSC's. It would be great if we could agree that this is a suitable template, and then we can bring all of the SO's in line with the above template or an amended version.