

MINUTES OF THE PROCEEDINGS
of the eighth ordinary meeting of
the
Clubs and Societies Board
of the
Imperial College Union
in the 2010-11 Session

The meeting of the Clubs and Societies Board was held in the Union Building on 31st May 2011 at 6.05pm in the Union Dining Hall

Present:

Deputy President (Clubs & Societies) – Chair	Heather	Jones
ICSMSU Representative	Adem	Uner
Overseas Students Committee Representative	Ahmed	Alsaadi
Arts and Entertainment Board Chair	Adam	Khamis
Athletic Clubs Committee representative	Michael	Foster
Recreational Clubs Committee Chair	Nathanial	Bottrell
RCSU Representative	Scott	Heath
C&G CU Representative	Victor	du Mesnil du Buisson
Permanent Observers		
Membership Services Manager	Dr Phil	Power
Governance and Administration Coordinator	Rebecca	Coxhead

Apologies: President Alex Kendall, Deputy President (Finance & Services) Ravi Pall, Deputy President (Education) Alex Dahinten, Deputy President (Welfare) Charlotte Ivison, Media Group representative Matt Allinson, Royal School of Mines Committee Chair Ben Moorhouse, Social Clubs Committee Chair Rhodri Oliver

Not present: Silwood Park Union Representative

1. CHAIRS BUSINESS

NOTED:

- a) Clubs need to have next year's contacts and profiles entries in ASAP.
- b) In regards to equipment grant transfer, applications will be considered at the next and last meeting of CSB.
 - i. Applications will be considered on a case by case basis.
 - ii. The RCC Chair reported that a paper was passed at the last meeting of the RCC which outlines the process grant transfer.
 - iii. The DPCS reminded those present that any unused grant from Management Groups can be donated to purchase a larger 'ipod bodge' which can be used in large spaces such as the Great hall.

2. MINUTES OF LAST MEETING – 9TH MAY 2011

RESOLVED:

- 1) To pass the minutes of the last meeting.

3. MATTERS ARISING

NOTED:

- a) The outcome from the Football Club disciplinary is currently with the President.

- b) The RCC Chair contacted the Hindu Society to discuss minibus testing for those members who potentially were going to use Union minibuses for their tour.

4. RCC STANDING ORDERS

RECEIVED: The paper was presented by the RCC Chair

NOTED:

- a) The standing orders were passed at the last meeting of RCC.
- b) The ordinary member position has been renamed to 'events officer'
- c) The Communications Officer will help with sponsor and advertising.
 - i. This position is currently vacant and if no one stands for this position at the first meeting next year, it may be removed.
- d) It was decided that reference to Clubs and Societies in point 2.1 be struck as it was repeating what was already stated when Management Groups were being referred to.

RESOLVED:

1) Point 2.1 to read as follows:

'The Committee is a Management Group of the Union'

- e) It was decided that point 9.2 be changed to remove CSC and replace with Management Group.

RESOLVED:

2) Point 9.2 to read as follows:

'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.'

- f) It was agreed to change point 6.2 to be re-written to read 'Honorary Secretary'.

RESOLVED:

3) Point 6.2 to read as 'Honorary Secretary'.

- g) It was pointed out that the master Standing Orders template has some inaccuracies.
- h) Dormancy of a club shall be conducted in line with the Clubs and Societies Policy and it was suggested that this should be re-worded in the RCC Standing Orders to state that this was the case.
 - i. This will mean that when the Clubs and Societies Policy changes, Management Groups will not need to amend their Standing Orders to reflect this.
 - ii. It was agreed that the RCC Standing Orders will be re-written to refer to clubs being made dormant in line with the Clubs and Societies Policy.

RESOLVED:

4) Point 9.4 to read as follows:

'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. Once before the next RCC General meeting and again with at least a week's notice before the review. The email 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.'

- i) It was agreed to remove the appendices from the Standing Orders as this information is kept centrally in the Union.

RESOLVED:

5) To remove the appendices from the RCC Standing Orders.

- j) It was stated that the website address in the footnote needs to be changed.
- k) CSB moved to a vote on accepting the amended standing orders and they were passed unanimously.

RESOLVED:

6) To pass the amended RCC Standing orders (see appendix)

5. SCC STANDING ORDERS

RECEIVED: The paper was as tabled

NOTED:

- a) It was pointed that there was no mention of the Club of the Year or Colours which was part of included in previous SCC Standing Orders.
- b) Point 10.3 needs to be changed to reflect that CSB is the body that approved the Standing Orders and not Executive Committee.
- c) Point 7.1 needs to be changed to the 'end of spring term'.
- d) When referring to officers in the document, it should be written as 'Officer' with a capital o.
- e) It was agreed to pass the presented Standing Orders with amendments on the Proviso that there is a reference to Colours or a 'Club of the Year' award.

RESOLVED:

- 1) **To pass the SCC Standing Orders on the proviso that the amendments suggested are included in the document.**

6. OSC STANDING ORDERS

RECEIVED: The paper was presented by the OSC Chair

NOTED:

- a) In point 1.2, it was agreed to remove the first reference to 'cultural'.

RESOLVED:

- 1) **Point 1.2 to read as follows:**
1.2. The Committee shall support the international student community in ICU and promote understanding and exchange between all different cultures within Imperial College Union.
- b) In regards to point 3.4, it was agreed to add reference to appoint a Chair in the absence of an Executive Committee member.
- c) In regards to 9.3, it was suggested to add 'and not attend 2 consecutive general meetings' when referencing making clubs dormant
- d) In regards to the Colours committee, it was stated that it is best to keep it small and workable.
- e) It was agreed to pass the amended Standing Orders.

RESOLVED:

- 1) **To pass the amended OSC Standing Orders.**

Meeting closed 7.30pm

Approved as a correct record at a meeting of the Clubs and Societies Board

on _____ 2010/11

_____ Chair of the Meeting

Recreational Clubs Committee Standing Orders

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) 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 sub-committees, clubs and societies.
 - 3.3. General meetings and their sub-committees 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 a 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 club representative where appropriate.
 - 3.6. Meetings shall be advertised by the Chair or Honorary Secretary 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 Honorary 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 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. Treasurers' meetings, at the discretion of the Committee, 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 advanced via the Committee mailing list.
 - 4.3. Treasurer's meetings shall consist of the
 - 4.3.1. Honorary Junior Treasurer, as chair,
 - 4.3.2. The Honorary Senior Treasurer,
 - 4.3.3. The treasurers of each club.
 - 4.4. The Colours Committee shall co-ordinate the organisation and implementation of RCC Colours, 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. Honorary Secretary,
 - 5.1.3. Honorary Junior 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.
 - 6.1.8. Negotiate other duties with officers.
 - 6.2. The Honorary 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 Honorary Junior 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. Organise weekly Treasurers' meetings, if required by the Committee.
 - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
 - 6.3.4. Assist and promote clubs to gain external sponsorship and equipment discounts.
 - 6.3.5. Deputise for the Chair in his or her absence.
 - 6.4. The Equipment Officer shall
 - 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) to review equipment records at least twice a year.
 - 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. Final approval shall be through the appropriate Deputy President.
 - 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.
- 6.7. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.
- 6.8. The most qualified officer of the Committee, at the decision of the Chair, shall be responsible for the development and updating of the RCC website.
- 7. Elections
 - 7.1. Elections for Officers of the Committee 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 Committee may vote in the election.
 - 7.3. A proposer and ten seconders are required to make a nomination valid. Only Full Members of the Union may be proposers and seconders.
 - 7.4. Nominations may only be accepted from the floor if no valid nominations are received for a post.
 - 7.5. The procedure and timetable for the election shall be as follows:
 - 7.5.1. The election should be advertised for at least one week before nomination papers go up.
 - 7.5.2. Nomination papers should be up for two weeks.
 - 7.5.3. The election is held at the Annual General Meeting, including hustings for all candidates.
 - 7.5.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
 - 7.6. The Returning Officer is normally the Chair, though another Officer may be appointed by the Committee.
 - 7.7. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
 - 7.8. Disputes over an election, including elections within RCC 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 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. Once before the next RCC General meeting and again with at least a week's notice before the review. The email 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. Colours
- 10.1. Awards of Recreational Clubs' Committee Half or Full Colours for Commitment or Achievement, as well Distinguished Service Awards, shall be made by the Colours Committee upon nominations 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.
11. Status, interpretation and amendment of these standing orders
- 11.1. 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.
 - 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.

Imperial College Union

Overseas Societies Committee

Overseas Societies Committee Standing Orders

V2.1 May 2011

1. Aims and Objects

- 1.1. The Committee shall co-ordinate the development and provision of cultural activities within Imperial College Union.
- 1.2. The Committee shall support the international student community in ICU and promote understanding and exchange between all different cultures within Imperial College Union.

2. Status

- 2.1. The Committee is a Management Group Committee of the Union.

3. General Meetings

- 3.1. The Committee shall consist of:
 - 3.1.1. The Officers (as listed in section 4.1),
 - 3.1.2. The Presidents (Chairs or equivalent) and Treasurers of its clubs and societies,
 - 3.1.3. The Sabbatical Officers.
- 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the OSC, 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 half of the OSC societies' Presidents (chairs or equivalent.).
- 3.5. Voting. Each society shall have one vote at meetings. Society vote shall be offered by the President where appropriate.
- 3.6. Provisional meeting dates for the election year shall be advertised at the beginning of Autumn term at the latest and must not clash with Union meetings.
- 3.7. Meetings shall be advertised by the Chair at least two week in advance via the committee mailing list. It is the responsibility of society Presidents (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.
- 3.8. The Annual General Meeting shall take place before the end of Spring Term.

4. Officers

- 4.1. The Officers of the Committee shall be the:
 - 4.1.1. Chair,
 - 4.1.2. Honorary Secretary,
 - 4.1.3. Honorary Junior Treasurer,
 - 4.1.4. Assistant Junior Treasurer,
 - 4.1.5. International Night Chair,
 - 4.1.6 Sports Officer.
- 4.2. No person shall hold more than one Officer post. Officers hand over to their successors on the 1st of August.
- 4.3. Officers shall be *ex-officio* members of all OSC societies and shall also be allowed to be officers, including President, Treasurer.

5. Job descriptions and responsibilities

5.1. The Chair shall:

- 5.1.1. Represent the OSC and chair its main and executive committees.
- 5.1.2. Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the OSC and its societies.
- 5.1.3. Be responsible for the efficient organisation and administration of the OSC.
- 5.1.4. Chair the Sub-Committees in the absence of the respective sub-committee chair.
- 5.1.5. Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the OSC.
- 5.1.6. Negotiate other duties with officers.
- 5.1.7 Be aware of and advise on the preparation and justification of tour proposals.

5.2. The Secretary shall:

- 5.2.1. Be responsible for the efficient administration of the OSC.
- 5.2.2. Prepare minutes of the main and executive subcommittees.
- 5.2.3. Maintain and develop the OSC website.
- 5.2.4. Be responsible for promoting and advertising the OSC within Imperial College Union.
- 5.2.5 Act as a Social Secretary.

5.3. The Honorary Junior Treasurer shall:

- 5.3.1. Be responsible to the Chair for the efficient administration of the finances of the committee, and its OSC societies.
- 5.3.2. Organise weekly Treasurers' meetings.
- 5.3.3. Deputise for the Chair his or her absence.

5.4. The Assistant Junior Treasurer shall:

- 5.4.1. Be responsible for observing the efficient spending of monies granted to the societies of the committee.
- 5.4.2. Produce a monthly report summarising activity.
- 5.4.3. Assist the Honorary Junior Treasurer with their task of writing out cheques for the OSC.
- 5.4.4 Be co-responsible with the sub-committee Chair to the Chair or Honorary Junior Treasurer to complete the budgets and finance ground work of events organised by the Officers.

5.5. The International Night Chair shall:

- 5.5.1. Be responsible for coordinating and running the annual International Night Show which acts as a showcase for OSC societies.
- 5.5.2. Report to the OSC with the outcome of International Night including points for improvement.
- 5.5.3. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the International Night expenses.

5.6. The Sports Officer shall:

- 5.6.1. Be responsible for coordinating and running the annual OSC Football World Cup for OSC societies.
- 5.6.2 Ensure and maintain the OSC Football World Cup Trophy and its engraving system.
- 5.6.3 Maintain a good relationship with Sport Imperial and organise more sports events as per OSC societies' requests.
- 5.6.4. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the OSC Sports events expenses.

6. Sub-Committees

6.1 . The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.

6.2. 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.

6.3. Treasurers' meetings shall consist of the:

- 6.3.1.Honorary Junior Treasurer, as chair,
- 6.3.2.The Chair,
- 6.3.3.The Honorary Senior Treasurer,
- 6.3.4 The Assistant Junior Treasurer,
- 6.3.5.Treasurers of each society.

6.4. The International Night Committee shall co-ordinate the organisation and implementation of the Imperial College Union International Night Show. It shall consist of:

- 6.3.1. International Night Chair, as chair;
- 6.3.2 The Assistant Junior Treasurer, as main treasurer,
- 6.3.3. The Chair,
- 6.3.4. The Honorary Junior Treasurer,
- 6.3.5. The Honorary Secretary.
- 6.3.6. Any other Full Union members, as co-opted by the committee.

6.5. The International Night Committee shall be elected by the OSC though all Full Members of the Union may stand:

- 6.5. 1.The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.6. The OSC Sports events committee shall co-ordinate the organisation and implementation of OSC Sports events and the OSC Football World Cup. It shall consist of:

- 6.6.1. Sports Officer, as chair;
- 6.6.2 The Assistant Junior Treasurer, as main treasurer,
- 6.6.3. The Chair,
- 6.6.4. The Honorary Junior Treasurer,
- 6.6.5. The Honorary Secretary.
- 6.6.6. Any other Full Union members, as co-opted by the committee.

6.7. The OSC Sports events Committee shall be elected by the OSC though all Full Members of the Union may stand:

- 6.7. 1.The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.8. The Colours Committee shall make the awards of OSC Colours, according to section 10. It shall consist of:

- 6.8. 1.The Chair, as chair,
- 6.8.2. The Officers.

7. Elections

7.1. Elections for Officers of the OSC 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 OSC may vote in the election. A proposer and ten seconders are required to make a nomination valid. Nominations may only 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 the Annual General Meeting, including hustings for all candidates.
- 7.3.4.The election shall be counted by Single Transferable Vote with Re-Open Nominations (RON) standing for each post.
- 7.3.5 In the case of two valid nominees stand for International Night Chair in the election, and votes for both are judged close by the Returning Officer, a further vote may be conducted on electing Co-International Night Chairs if the committee and nominees seconds such motion.

7.4. The Returning Officer is normally the Chair, though another may 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 Officers of the 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 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 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 overturn 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 Societies.

9.1 A new society may be created by the New Clubs Committee and allocated to OSC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the OSC, a new society should submit a constitution for approval of the OSC 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 or Society to a Management Group to the Clubs and Societies Board, whose decision is final.

9.3 Dormancy reviews conducted every term as per Clubs and Societies Board Policy shall be used to dormant societies that fulfil the dormancy requirement. Dormancy requirement shall in addition to its definition in the Clubs and Societies Board Policy, include not attending two consecutive Committee meetings. Once a society is dormant for 12 months it may be shut down by the Committee or the Union.

9.4 A society may shut itself down with the consent of general meeting. A society may be shut down by the committee by special resolution with at least a week's notice and concurrence of a two-thirds majority.

10. Colours

10.1 Awards of Half and Full OSC Colours shall be made by the OSC Colours Committee upon nominations by any member of the Union. Half Colours shall be given for extraordinary dedication to a role within the OSC and Full to where achievement is judged beyond those awarded Half Colours. The Colours Committee will then pass on the strongest cases to the Union President for consideration for higher awards

10.2 The Colours Committee shall consist of the Officers of the OSC and will meet in the Summer term to decide upon the recipient of OSC Colours

11. Status, interpretation and amendment of these standing orders

11.1. These standing orders are bound by the Union's constitution, regulations 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 via the appropriate Deputy 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 and 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.

Approved by OSC Chair: Ahmad Alsaadi
Approved by Clubs & Societies Board: CSB

Date: May 2011
Date :May 2011