

9 October 2012

~~Community Action Group Standing Orders~~

Updated 2010-12-06

Community Action Group Standing Orders

## 1. Aims and Objects

- 1.1. The Committee shall co-ordinate the development and provision of student-led outreach and volunteer work within Imperial College Union
- 1.2. The Committee shall offer a wide range of outreach and volunteering opportunities for all students within Imperial College Union.
- 1.3. The committee should represent the volunteering and outreach interests of the student body in College and further afield where appropriate

## 2. Status

- 2.1. The Committee is a Presidents' Committee of the Union.

## 3. General Meetings

- 3.1. The committee shall consist of:
  - 3.1.1. The Officers (as listed in section ~~5.15.4~~),
  - 3.1.2. The Chairs of its projects, and
  - 3.1.3. The Sabbatical Officers.
- 3.2. The committee, when formed as a general meeting, shall exercise all the powers of the CAG, and its decisions are binding on sub-committees and Projects.
- 3.3. General meetings and their subcommittees shall follow the standing orders for meetings in Union regulations.
- 3.4. General meetings shall be held approximately once a 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 projects in Appendix A.
- 3.5. Meetings shall be advertised by the Chair at least one week in advance via the committee mailing list. It is the responsibility of Project leaders to inform the Committee secretary of changes to Project officers' contact details, so the Committee mailing list can be kept up to date.
- 3.6. The Annual General Meeting shall take place before the end of the Spring Term.
- 3.7. Voting – each Project shall vote ~~at the at meetings - (which meeting – general or AGM?)~~. Project votes shall be offered by the project leader unless they are not present from their Project,

## 4. Sub-committees

- 4.1. The Executive Committee shall implement the decisions of general meetings and consist of:
  - 4.1.1. The Officers, and
  - 4.1.2. The Sabbatical Officers.
- 4.2. Treasurers' meetings shall be known as CAG surgery and 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 shall be communicated in advance via the committee mailing list.
 

Treasurer's meetings shall consist of the;

  - 4.2.1. Honorary Junior Treasurer, as chair,
  - 4.2.2. The Chair, as required., ~~(is there a chair for treasurers' meetings?)~~
  - 4.2.3. Treasurers of each project.
  - 4.2.4. ~~<CAG colours?>~~ (We can discuss – could be for the best Project officer etc.)

## 5. Officers

- 5.1. The Officers of the Committee shall be the:
  - 5.1.1. Chair
  - 5.1.2. Secretary
  - 5.1.3. Honorary Junior Treasurer
  - 5.1.4. Social Secretary
- 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1<sup>st</sup> of August.
- 5.3. Officers shall be ex-officio members of all CAG Projects and shall also be allowed to be Project officers, including Project leader and treasurer

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## 6. Job descriptions and responsibilities

## 6.1. The Chair shall:

- 6.1.1. Represent CAG and chair its main and executive committees. [\(See 4.2.2\)](#)
- 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 CAG and its Projects.
- 6.1.3. Be responsible for the efficient organisation and administration of CAG and the promotion of and advertising the Committee within Imperial College Union.
- 6.1.4. Chair the sub-committees in the absence of the respective sub-committee chair.
- 6.1.5. Chair the sub-committees at any formal or ad hoc Union or College committees or meeting which may of importance to CAG.
- 6.1.6. Negotiate other duties with officers.

## 6.2. The Secretary shall:

- 6.2.1. Be responsible for the efficient administration of CAG.
- 6.2.2. Record and prepare minutes 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. Deputise the Chair in their absence

## 6.4. The Social Secretary shall

- 6.4.1. Be responsible for organising social events
- 6.4.2. ~~<anything else>?~~ [\(don't think so- could have the job of facilitating cooperation among Projects via socials\)](#)

## 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. A proposer and ten seconders ~~{are we sure that this is low enough to be operational?}~~ 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 the committee may appoint another.
- 7.5. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in ~~7.37-3~~ still apply.
- 7.6. Disputes over an election, including elections within the committee's projects 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 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 projects

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- 9.1. A new project may be created by the New Projects Committee and allocated to the CAG in line with the Union 'New Projects Policy'. Upon allocation to CAG a new project should submit its aims and objectives 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 Projects Committee to allocate a project to CAG to RWB, whose decision is final.
- ~~9.3. A current project that has below five members, or has not attended two consecutive User Group meetings (what are these?) or any two General Meetings that academic year may be classed as dormant by the committee. After ~~Once~~ a project has been ~~is~~ dormant for one full academic term (do we want to specify in weeks — is a dormant club shut down that term or next term?) it may be shut down by the committee ~~of the Union.~~~~
- 9.3.
- 9.4. A project may shut itself down with the consent of general meeting. A project may be shut down by the committee by special resolution with at least a week's notice and concurrence of a two-thirds majority ~~(of who?)~~ of the Committee.
- 9.5. A Project will be shut down at the end of its prescribed life span or by a majority vote of the committee at the end of the academic year where a vote on each project continuing to the following year will be made.

## 10. Status, interpretation and amendment of these standing orders

- 10.1. These standing orders are enacted by the Union and as such are bound by the Union's constitution, regulations and policy.
- 10.2. Formal interpretations of these standing orders shall be made by the Chair. 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 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. Amendments shall be approved by the Executive Committee of the Union, though a decision to approve or reject an amendment may be overturned by the Union Council.

Approved by CAG Chair:

Date;