

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of the
Clubs and Societies Board
of the Imperial College Union
in the 2012-13 Session

The meeting of the Clubs and Societies Board was held in the Union Building on 20 November 2012 at 6.15pm in Meeting Room 3

Present:

Deputy President (Clubs & Societies)	Henry	Whittaker
Deputy President (Education)	Doug	Hunt
Deputy President (Welfare)	Becky	Lane
Deputy President (Finance & Services)	Stefan	Nubert
ICSMSU Representative	Darius	Hassanzadeh-Baboli
Overseas Students Committee Representative	Wasim	Khour
Silwood Park Union Representative – by skype	Dominic	Andradi-Brown
Arts and Entertainment Board Chair	Adam	Funnell
Athletic Clubs Committee Chair	Jake	Woods
Media Group Chair	Joe	Letts
Recreational Clubs Committee Chair	Joe	Rummer – 6.50 arrive
Royal School of Mines Committee Representative	Henry	Bleech
Social Clubs Committee Chair	Lucy	McGregor
RAG Representative	Christopher	Winchurch

Apologies: President Paul Beaumont, C&G CU Representative Justin Chan

Not Present RCSU Representative Ryan Brown RAG Chair David Goldsmith

Observers: Rebecca Coxhead Governance and Administration Manager

1. CHAIRS BUSINESS

NOTED:

- a) Reports are due to the next meeting of CSB.
 - i. These should be sent to The Governance and Administration Manager by Friday 7 December.
- b) The IC Trust money for Tours has been increased slightly and stands at £33k.
 - i. It was reminded that ICU no longer funds tours due to the decision taken by Clubs and Societies Board last year.
- c) All groups who have storage at Wilson House have been relocated to Imperial West.
- d) Clubs have been asked to submit final budgets for tours to the DPFS so that final allocations can be made.
- e) A list will be sent o MG Chairs that will have all clubs with low memberships.
 - i. Chairs will need to assess what level of support these clubs need and if dormancy needs to be applied.
- f) It is being investigated if replacing DMF's with a fixed term bond scheme is a better option.
- g) There have been issues with club websites being hacked.
 - i. MG Chairs are to mention to clubs to ensure that their websites are secure.
- h) MG Chairs are to inform their clubs to update their key lists.

2. MINUTES OF LAST MEETING – 30 October 2012

RESOLVED:

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

3. MATTERS ARISING – none

4. NEW PROJECTS COMMITTEE STANDING ORDERS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Projects are administered through Clubs and Societies Board.
- b) The Clubs and Societies Board Policy already have Projects incorporated and facilitate the administration of projects.
- c) A member of Clubs and Societies Board needs to be elected to the committee.
- d) The Board moved to a vote and it was passed unanimously.

RESOLVED:

- 1) To pass the New Clubs Committee Standing Orders – see appendix

5. EQUIPMENT POLICY

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The Union will need to have clear guidance on the inventory as per Charity Law.
- b) It was questioned as to where the money gone when the equipment is sold.
 - i. The distribution of the money is at the discretion of the President and will cover any outstanding debts.
 - ii. It was agreed by the Board that any profit made from the disposal of equipment should be put in to the CSB budget for the following year.
- c) In regards to the length of time that equipment is held for after the club has closed, it was agreed that this should be a minimum of 2 months if not able to reallocate.
- d) The repercussions of misuse of space need to be considered.
 - i. All equipment should be clearly labeled so as to identify who is responsible if the space is misused.
 - ii. A fine or warning system may be put in place.
- e) Concern was raised over space that is shared between clubs and whose responsibility it is to manage that space.
 - i. It was suggested that the DPCS would be the 'owner' of the whole space but the clubs are responsible for their specific areas.
- f) The DPCS is currently putting together an application to the Harlington Fund for racking.
- g) The current form for application for storage space contains the 'want, need and value of equipment'.
 - i. It was suggested to include where the equipment is going to be used and the benefit of owning the equipment rather than hiring.
- h) Inventory as a whole is being tweaked on eActivites.

6. MANAGEMENT GROUP ONLINE GOVERNANCE

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) In general the Board was in support of the idea of having an online depository for papers and minutes.
- b) All information should be public and this is a good way of showing transparency.
- c) It was agreed that there should be a link from the generic club page on the Union website to the 'governance' page which will contain the Management Group Standing Orders.

7. CLUB CONSTITUTIONS ONLINE

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Currently there are 3 stages of approval to the process.
- b) Want to change so that clubs are able to input new positions themselves.
- c) It was suggested that this is rolled out to one management Group first to see if it works.
 - i. It was stated that this is already in place and is generally working ok.
- d) The Deputy President (Clubs & Societies) stated he will find the link to the old constitution depository.
- e) It would be extremely useful if clubs only had to put information in once and then it would be disseminated between the various documents on eActivites.
- f) It is being investigated if Chairs and Treasurers can edit 'empty' members.
 - i. Also members would be able to 'resigning' themselves online.
 - ii. There is concern over the security and governance of students being able to edit information on eActivites.

8. ANY OTHER BUSINESS

8.1 ELECTION TO NCC

NOTED:

- a) The SCC Chair was elected as a replacement member for the next meeting of NCC.

8.1 ELECTION TO NPC

NOTED:

- a) The RCC Chair was elected as a member to the NPC.

Meeting closed 7.10pm

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

On _____ 2012/13

_____ Chair of the Meeting

New Projects Committee Standing Orders

1. Aims and Objects

1.1. The Committee shall co-ordinate the creation of new Projects within Imperial College Union

2. Status

2.1. The Committee is a sub committee of the Clubs and Societies Board (CSB) and shall report on its activities to the Clubs and Societies Board (CSB).

3. Membership

3.1. The committee shall consist of:

3.1.1. 3 members drawn from the Representation and Clubs and Societies Board (CSB) and one reserve for the case where another member is unable to attend

3.1.2. One member must be the RAG Chair

3.1.3. One member must be the CAG Chair

3.1.4. One member from the Clubs and Societies Board (CSB)

3.1.5. A named reserve.

3.1.6. These members shall not be Sabbatical Officers

3.2. The members shall be appointed at the first CSB of each year and may be replaced by a resolution of CSB.

3.3. The committee shall appoint a chair at its first meeting

3.4. Each member shall have one vote, with the exception of the chair, who shall have the casting vote in the event of a tie.

3.5. Quorum shall be the whole committee

4. Meetings

4.1. There shall be at least three meetings each term, which shall be advertised at least one week in advance.

4.2. The Chair of the Committee shall submit the minutes of meetings for report to the following Clubs and Societies Board meeting.

4.3. The meetings shall follow the standing orders for meetings in Union regulations.

4.4. All persons who have previously identified themselves and have proposals awaiting consideration shall be invited to the meeting. Unless the application is received less than 48 hours before NPC is to be held.

4.5. Proposals should contain details of:

4.5.1. The aims and objectives of the proposed Project.

4.5.2. The financial, spatial and resource requirements.

4.5.3. Activities to be undertaken should the proposal be approved, both long and short term.

4.5.4. A discussion of the length of the Project, with end date if possible or

4.5.5. If undefined plans to ensure the long term viability of the proposed Project

5. Creation of projects

5.1. A new project may be created by the committee, as per RAG and CAG Policy, under the following conditions:

5.1.1. the new project shall have aims and objects differing significantly from present clubs and societies and projects.

5.1.2. the project is in the interests of the student body and the community as a whole

5.1.3. the opinion of the Deputy President (Clubs and Societies) and Deputy President (Welfare) on the value of the new project shall be sought and reported to the committee,

5.1.4. the Full Member of the Union sponsoring it should have a petition with 5 members' names, departments and signatures, these signatories must also be full members

5.1.5. the committee agrees that the new club will satisfy Health & Safety, financial and other requirements,

5.1.6. The aims and objectives of the new project are approved by the committee. A project may be created without a completed Aims & Objectives document but one should be submitted to RAG or CAG as appropriate within the term they were created.

5.2. A proposal for a project may be rejected in any of the following circumstances:

- 5.2.1. If any of the conditions in section 5.1 are not satisfied.
- 5.2.2. If, in the committee's opinion, the proposal does not provide value in terms of spatial, financial and resource requirements.
- 5.2.3. If, in the committee's opinion, the project meeting its aims and objectives is unlikely to be viable.
- 5.2.4. In cases where there is doubt of a technical nature an expert opinion should be sought as to the viability of a project meeting its aims and objectives
- 5.2.5. If previously similar clubs have existed but have failed and been closed and that, in the committee's opinion, the likelihood is that this society would follow a similar pattern.
- 5.2.6. If previously a similar project has existed and been closed by mandate of a Union Committee and the reasons for that closure are still pertinent or, in the committee's opinion, shall become pertinent again in the near future.
- 5.2.7. If there already exists a club, society or project that could reasonably widen its mandate to cover the aims and objectives of the proposed club or society and there are no sound reasons why this approach could not be taken.
- 5.2.8. If in the committee's opinion, there is a substantial part of the proposed project which is based on an academic project/assignment.
- 5.2.9. If the Project is a branch of an External organisation or has a remit so specific that only one organisation could conceivably benefit from its activities

5.3. Should the committee feel that a proposed project should be created but that the resources to support it are unavailable then it may resolve to defer judgement and recommend to the Clubs and Societies Board as appropriate that investigation be made as to whether the required resources can be made available.

5.4. Any Full Member of the Union may appeal the decision of the committee to create or reject a proposed Project to the Clubs and Societies Board, whose decision is final.

5.5. Upon creation of a new project the committee shall allocate it to CAG or RAG depending on its aims and objectives.

5.5.1. In the case that a new Project intends to undergo both charitable and outreach activities the committee shall decide which board's expertise it will benefit most from and assign it to that board

5.6. A new project may receive a start-up grant from the committee commensurate to its needs as perceived by the committee.

5.4.1. Should a proposal be accepted but the proposer not be in a position to request a start-up grant then they shall have the right to apply at the following meeting only. No further requests shall be entertained by the committee.

6. Status, interpretation and amendment of these standing orders

6.1. These standing orders are bound by the Union's constitution, regulations and policy.

6.2. 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.

The Clubs and Societies 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.