

MINUTES OF THE PROCEEDINGS  
of the first 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 9 October 2012 in meeting room 3 of the Union Building

**Present:**

Deputy President (Clubs & Societies) – Chair	Henry	Whittaker
President	Paul	Beaumont
Deputy President (Finance & Services)	Stefan	Nubert
Deputy President (Education)	Doug	Hunt
ICSMSU Representative	Darius	Hassanzadeh-Baboli
Overseas Students Committee Representative	Wassam	Khoury
Arts and Entertainment Board Chair	Adam	Funnell
Athletic Clubs Committee representative	Jake	Woods
Media Chair	Joe	Letts
Recreational Clubs Committee Chair	Joe	Rummer
SCC Chair	Lucy	McGregor
C&G CU Representative	Justin	Chan
RSMU Representative	Henry	Bleech

**Permanent Observers**

Governance and Administration Coordinator	Rebecca	Coxhead
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**Apologies:** Deputy President (Welfare) Becky Lane RCSU Representative Ryan Brown, RAG Chair David Goldsmith, Silwood Park Union Chair Isabel Fenton

**1. CHAIRS BUSINESS**

**NOTED:**

- a) Reports are due from Management Groups at the last Clubs and Societies Board meeting of the year which is 4 December 2012.
- b) Tours application deadline is the 17<sup>th</sup> October.
  - i. Management Group Chairs were asked to promote this to their CSP's and make sure that they meet the deadline.
  - ii. There are still some outstanding g tour reports and these are being chased. These must be received by Sunday.
- c) Management Group Chairs were asked to keep a watch on general 'club health' and make sure that committee members have bought membership to their clubs.
  - i. Make sure that membership targets are being met and clubs memberships are being monitored.
  - ii. The DPCS stated that he will send out a list of the CSP's that have no committee members.

**ACTION:**

1. **The Deputy President (Clubs & Societies) to circulate at list of CSP's that have no committee members to MG Chairs.**

- d) There will be a waste amnesty next Wednesday, which will include electrical waste. There will be a area in the quad where waste can be deposited.
- e) Any feedback on the budgeting process should be emailed to the DPCS.
- f) CEP's are in progress to get sorted out.
- g) Immense thanks were given to volunteers for making Freshers Fair such a success.

## 2. MINUTES OF LAST MEETING – 18 June 2012

### RESOLVED:

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

## 3. MATTERS ARISING – none

## 4. FINANCE REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

### NOTED:

- a) The funding from IC Trust for tours is still to be confirmed and as such the estimated amount is what was received last year.

## 5. EXECUTIVE COMMITTEE NOMINATIONS

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

- a) The Board were asked for those to express interest in standing for the position of Clubs and Societies Board representative to the Executive Committee.
- b) If the suggested constitutional changes get passed, the change to the role of Executive Committee will not change for CSP's and the committee role will take on more execution of policy made by Council.
- c) The Deputy President (Clubs & Societies) was the returning officer.
- d) The following members expressed interest:  
*Jake Woods*
- e) Hustings were had, votes were cast by a raise of hand and Jake Woods was elected.

### RESOLVED:

- 1) To recommend to Union Council to appoint Jake Woods as the Clubs and Societies Board representative to the Executive Committee.

- f) The election for the other vacant position will be postponed until after the constitutional changes have been discussed at the Council meeting on the 30<sup>th</sup> October.

## 6. NEW CLUBS COMMITTEE ELECTIONS

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

NOTED:

- a) The committee were asked for those to express interest in being a member of the New Clubs Committee.
- b) It was reminded that there must be 1 representative from the Faculty Unions, 1 CSC and 1 other.
- c) The Deputy President (Clubs & Societies) was the returning officer.
- d) The following members expressed interest:
  - Dariush Hassanzadeh-Baboli for Faculty Union*
  - Adam Funnell for CSC*
  - Wassam Khouri for 'other'*
- e) Hustings were had, votes were cast by a rise of hand and Dariush Hassanzadeh-Baboli, Adam Funnell and Wassam Khouri were elected.

RESOLVED:

- 1) To elect Dariush Hassanzadeh-Baboli as the Faculty Union member of the NCC.
- 2) To elect Adam Funnell as the CSC to the NCC
- 3) To elect Wassam Khouri as the 'other' to the NCC.

## 7. TOURS FUNDING

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) It was reminded that funding from the IC Trust is still not secured and that Clubs and Societies Board last year decided not to allocate any subvention funding towards tours.
- b) The committee was reminded that it is only the split that they are deciding rather than the figures.
- c) Options 2 and 4 were pointed as the preferred options as it was felt that summer should be higher funded.
- d) The Board moved to a vote on option 2 and it was passed unanimously.

RESOLVED:

- 1) To allocate the tours funding 20% for Winter Tours, 30% for Spring Tours and 50% for Summer Tours.

## 8. CAG STANDING ORDERS

RECEIVED: The standing orders were presented by the Deputy President (Clubs & Societies)

NOTED:

- 1) The only change is to move the appeal mechanism from RWB to Clubs and Societies Board which is in paragraph 9.1.
  - i. The sentence will read as follow 'Any full member of the Union may appeal the decision of the New Projects Committee to allocate a project to CAG to Clubs and Societies Board, whose decision is final'.
- 2) The Board moved to a vote on passing the amended standing orders and they were passed unanimously.

RESOLVED:

- 1) To pass the amended CAG standing orders – see appendix I

## 9. NCC STANDING ORDERS

RECEIVED: The standing orders were presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The paper formalizes and clarifies the incubator process.
- b) This change will give potential new clubs support centrally whilst they are in the incubator.
- c) This gives the opportunity to gauge interest in a club without having to form a club.
- d) The NCC application for has been amended to seek more information at the application stage; the form now asks for an interim committee.
- e) Concern was raised on the extra demand expected from MG chairs if they were expected to attend incubator events however the DPCS stated that he anticipates attending the majority of the events.
- f) It was pointed that there will only be quantitative data in the form of attendees to assess the 'success' of the event but it was clarified that feedback will be sought also from attendees and it is more than what is currently got.
- g) The incubator events will be zero cost as there is no pot for the incubator but it can be assessed later on if it is felt that there is a need some a small amount of funding to be given from the NCC pot.
- h) The board moved to a vote on passing the presented standing orders and they were passed unanimously.

RESOLVED:

- 1) **To pass the presented NCC Standing Orders (see appendix ii).**

## 10. ICSMSU CAREERS SOCIETY

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

NOTED:

- a) The committee this year will be appointed to get the club started but next year will be elected.
- b) Ultimately it is wanted to allow members to be part of the specific clubs but they will be overseen by the Careers Society.
- c) This proposal was seen and discussed by the Executive Committee who referred it back to the ICSMSU to sort out the logistics but agreed with the principal.
- d) The clubs affected have been consulted and they are ok for the merge to go ahead.
- e) The Board moved to a vote on the proposal and it was passed unanimously.

RESOLVED:

- 1) **To create medic Careers society.**
- 2) **To appoint the following people to the committee of Medics Careers Society:**  
Chair - Jac Cooper  
Treasurer - ICSMSU Exec Treasurer  
Secretary – ICSMSU Exec Secretary

ACTION:

1. **ICSMSU to update their Standing Orders to make the Alumni & Careers officer of the ICSMSU Exec the Chair of the Medics Careers Society.**
2. **ICSMSU to consult ICSMSU Neurology and ICSMSU Ophthalmology on the merger and carry out the merger.**

## 11. CLUBS AND SOCIETIES BOARD POLICY

RECEIVED: The policy was presented by the President

NOTED:

- a) In regards to point 40, the following was removed to make the point clearer.  
***'However, it should not be so specific as to differ only in the precise details of subject matter or activity. The aims of the applying group should cover the entirety of the subject or activity, but may go into detail about how they would achieve this'.***
- b) The Board moved to a vote on passing the presented policy and it was passed unanimously.

RESOLVED:

- 1) **To pass the amended Clubs and Societies Board Policy (see appendix iii).**

## 12. ANY OTHER BUSINESS

### 12.1 CONSTITUTIONAL REVIEW

NOTED:

- a) The President gave an outline on who the proposed constitutional changes and how MG would be affected.
- b) MG Chairs will remain on Council.
- c) Executive Committee will have the level of financial authority reduced from £500 000 to £100 000.
- d) The level of authority for claims will remain the same.
- e) The election rules have been clarified and have been defined as 'major and minor' elections.
- f) Clubs and Societies Board will be known as Clubs, Societies & Projects Board to reflect the board's true activity.
- g) It was questioned as to how to future proof MG's in light of teaching moving toward Imperial West and how they will function with activities taking place on the various campuses.
  - i. Imperial West will have approx 1400 students and as such should MG's have branches on outlying campuses?
  - ii. It was pointed that Silwood operates very well without being attached to MG's.
  - iii. JR stated that the majority of RCC activity takes place off site.
  - iv. The resources that will be available at Imperial West are unknown at this stage and so is difficult to plan for.
  - v. It was agreed that MG's shouldn't be segregated too early and that campus unions can be created as when needed to sit under the MG as a subgroup.

Meeting closed 7.10pm

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

on \_\_\_\_\_ 2011/12

\_\_\_\_\_ Chair of the Meeting

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 5.1),
  - 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 meetings 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.,
  - 4.2.3. Treasurers of each project.

## 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.

## 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

## 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 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 7.3 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

- 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 Clubs and Societies Board, whose decision is final.
- 9.3. A current project that has below five members, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the committee. After a project has been dormant for one full academic term it may be shut down by the committee.
- 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 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.



## **New Clubs and Societies Committee Standing Orders October 2012**

### 1. Aims and Objects

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

### 2. Status

- 2.1. The Committee is a subcommittee of the Clubs and Societies Board and shall report on its activities to the Clubs and Societies Board.

### 3. Membership

- 3.1. The committee shall consist of:
  - 3.1.1. 3 members drawn from the Clubs and Societies Board
  - 3.1.2. One members must be drawn from the Faculty Unions
  - 3.1.3. One members must be drawn from the CSC Chairs
  - 3.1.4. A named reserve.
  - 3.1.5. 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. If a member cannot attend they may find a replacement from CSB.
- 3.4. The committee shall appoint a chair at its first meeting
- 3.5. Each member shall have one vote, with the exception of the chair, who shall have the casting vote in the event of a tie.
- 3.6. Quorum shall be the whole committee, of whom there must be at least one FU representative and one CSC Chair.

### 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.
- 4.5. Proposals should contain details of:
  - 4.5.1. The aims and objectives of the proposed club or society.
  - 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. An annual budget for the club showing expected income and expenditure.
  - 4.5.5. Plans to ensure the long term viability of the proposed club or society.
  - 4.5.6. Details of the proposed committee members, along with position roles for any extra positions.

## 5. Creation of Clubs and Societies

### 5.1. Clubs and Societies are created through a two-stage process:

5.1.1. Proposal to the committee

5.1.2. Running an event through the New Club Incubator

### 5.2. Clubs and Societies can be created directly by the committee if they deem this appropriate.

## 6. Creation of clubs and societies - committee

### 6.1. A new club may be approved by the committee under the following conditions:

6.1.1. the new club shall have aims and objects differing from present clubs and societies.

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

6.1.3. The submission contains three members needed for the new clubs executive committee (Chair, Treasurer and Secretary).

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

6.1.5. A constitution for the new club is approved by the committee. A club or society may be created without a constitution (though its aims should be approved) but one should be submitted to its CSC/FU and approved by the end of the term in which it was created,

6.1.6. the opinion of the appropriate CSC/FU Chair shall be sought and reported to the committee.

6.1.7. the committee may impose any reasonable requirements to be completed by the proposed clubs committee.

6.1.8. the committee has specified an attendance level for the proposed clubs test event (typically 20).

10.3.1.

### 6.2. A new club may be created by the committee, as per the Clubs and Societies Policy, under the following conditions:

6.2.1. the committee is satisfied that there is sufficient interest for the new club to be setup without running a test event.

6.2.2. the new club shall have aims and objects differing from present clubs and societies.

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

6.2.4. The submission contains three members needed for the new clubs executive committee (Chair, Treasurer and Secretary).

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

6.2.6. A constitution for the new club is approved by the committee. A club or society may be created without a constitution (though its aims should be approved) but one should be submitted to its CSC/FU and approved by the end of the term in which it was created,

6.2.7. the opinion of the appropriate CSC/FU Chair shall be sought and reported to the committee.

6.2.8. the committee may impose any reasonable requirements to be completed by the proposed clubs committee.

- 6.3.A proposal for a new club or society may be rejected in any of the following circumstances:
- 6.3.1. If any of the conditions in section 5.1 are not satisfied.
  - 6.3.2. If, in the committee's opinion, the proposal does not provide value in terms of spatial, financial and resource requirements.
  - 6.3.3. If, in the committee's opinion, there is no viable long term future for the proposed club or society.
  - 6.3.4. 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.
  - 6.3.5. If previously a similar club or society 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.
  - 6.3.6. If there already exists a club or society 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.
  - 6.3.7. If in the committee's opinion, there is a substantial part of the proposed club or society which is based on provision for an academic project.
- 6.4.A new club may be created, after approval by the committee as per the Clubs and Societies Policy, under the following conditions:
- 6.4.1.the new club has been approved by the committee
  - 6.4.2.the proposed club has run an event with a verified reasonable attendance where the number is specified by the committee (typically 20). The attendance may be verified by a member of the Clubs and Societies board or the Deputy President (Clubs & Societies) being at the event. A Club or Society may be set up without running a test event if the committee is satisfied that there is sufficient interest for the new club to be setup without running a test event.
  - 6.4.3.The proposed clubs committee has completed any requirements requested by the committee.
- 6.5.Should the committee feel that a proposed club or society 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 that investigation be made as to whether the required resources can be made available.
- 6.6.Any Full Member of the Union may appeal the decision of the committee to create or reject a proposed club or society to the Clubs and Societies Board, whose decision is final.
- 6.7.Upon creation of a new club or society the committee shall allocate it to whichever CSC/FU best matches the aims and objectives of the new club or society.
- 6.8.A new club may receive a start-up grant from the committee commensurate to its needs as perceived by the committee.
- 6.9.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.

## 7.Creation of clubs and societies - New Club Incubator

- 7.1.The details of the process will covered by the New Club Incubator Policy.
- 7.2.Once a club is approved by the committee they will enter the New Club Incubator which will allow them to run an event with support from the Deputy President (Clubs & Societies) and the Membership Services Department.
- 7.3.The club or society will be created if a verified reasonable attendance is achieved at this event. The minimum number of attendees is specified by the committee.
  - 7.3.1.Attendance may be verified by a member of the Clubs and Societies board or the Deputy President (Clubs & Societies).
  - 7.3.2.The organisers of the event do not count as attendees.
  - 7.3.3.The person at the event to verify attendance does not count as an attendee.
- 7.4.The club or society will be created within one week of the event if a verified reasonable attendance is achieved at this event.

7.5.If the event does not reach the minimum attendance then a new application must be submitted to the committee.

8.Status, interpretation and amendment of these standing orders

8.1.These standing orders are bound by the Union’s constitution, regulations and policy.

8.2.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.

10.4.

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.

## CLUBS AND SOCIETIES POLICY

### A. General Introduction

1. The Clubs and Societies Policy sets out the rights and responsibilities of the Union, Clubs, Societies, Projects, other relevant Union activity and individual members. It also sets out the method of administration of clubs, societies and projects.
2. This policy binds the whole Union, but is aimed in particular at clubs, societies and projects, their members and parts of the Union with responsibility for clubs and societies.

#### *Statement of intent*

3. The Union is committed under its Constitution: "To advance the education of its members" "To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests," and to "To provide or ensure a range of facilities which advance the interests of the students of Imperial College"
4. The Union believes the best way of fulfilling these obligations is by the provision of student-led clubs, societies and projects reflecting the full range of interests and abilities of its members.

#### *Definitions*

5. The words "club" and "society" are interchangeable and do not refer to specific types of organisation. It refers to a group officially supported by the Union to support a specific set of extra-curricular interests.
6. The word "project" refers to a group officially supported by the Union with charitable or outreach extra-curricular objectives and is bound by both this policy and that referring explicitly to Projects.
7. The Union Club and Society Committee, Faculty Union or President's Committee under which a club, society or project is constituted is referred to as Management Group (MG) in this policy.
8. The senior officer of a club, society or project will be referred to as the Chair in this policy, though other names (e.g. President or Captain) can be used in practice.

### B. Duties of the Union and its Clubs, Societies & Projects

9. This part sets out the general duties of the Union and of the clubs, societies and projects to each other.

#### *Duties of Imperial College Union*

10. The Union shall fulfil its objects and statement of intent (sections 3 and 4).
11. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).
12. The Union shall permit club, societies and projects to be formed by groups of students with common aims, provided they do not reject the aims and objectives of the Union or its rules and policies, particularly the Equal Opportunities Policy, and no club, society or project currently exists which caters to their needs.
13. Once formed, clubs, societies and projects may not change their aims and objectives so that they clash with those of an established group, without the prior consent of the established club, society or project.

14. The Union shall provide a Freshers' Fair at the start of each academic year and will endeavour to ensure that all clubs and societies have a stall provided. No charge will be made to the club or society for the stall.
15. The Union shall provide space in the Freshers' Handbook at the start of each academic year for each club, society and project to have an entry and contact details.
16. The Union shall provide a page for each club, society and project on the Union website. This page can be altered by the club, society or project by using the club account details. This shall include the club shop function to allow for sales online, though minimum price limits may apply.
17. The Union shall provide a page for memberships to be bought. These may be free but in all other cases a minimum membership of £2 shall apply
18. The Union shall provide a page for receiving required documentation, finance information and information on bookings.
19. The Union shall provide funding for clubs, societies and projects according to budgetary constraints. The funding is allocated by the Clubs and Societies Board on which all clubs, societies and projects have direct or indirect representation.
20. The Union shall provide banking facilities, including assistance with ordering, deposits and advice for clubs, societies and projects at no charge to them.
21. The Union shall provide basic use of rooms within its premises to clubs, societies and projects at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy
22. The Union shall provide resources, including computing, webspace, printing, photocopying, phone and fax services, though a charge may be made for these.

### ***Duties of Clubs and Societies***

23. Clubs, societies and projects are expected to comply with the Union Constitution and its regulations and policies.
24. Clubs, societies and projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among them or harass them.
25. Clubs, societies and projects owe a duty to their members to ensure equal provision of facilities within the limits imposed by necessity where experienced or qualified members are required.
26. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, societies and projects will need to demonstrate to the Union that they are complying with these requirements.
27. In particular, clubs, societies and projects are expected to comply with the Financial Regulations, Health & Safety, Equal Opportunities, Room Bookings, Publicity and Web Policies, as well as this policy.
28. Clubs, societies and projects represent the Union and the College when holding events, trips, or performing or competing. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.

## **C. Chain of responsibility**

29. The Union operates a chain of responsibility for all matters relating to clubs, societies and projects. This is as follows:

- i. The Union President,
- ii. The appropriate Deputy President,
- iii. The Chair or President of the Management Group,
- iv. The appropriate committee member for the Management Group,
- v. The Chair of the club, society or project, and
- vi. the appropriate committee member for the club, society or project

30. The appropriate Deputy President in section 23.ii) is:

- i. the Deputy President (Clubs & Societies) for documentation and Health & Safety requirements, and all other issues not covered by the other Deputy Presidents,
- ii. the Deputy President (Finance & Services) for financial issues, and
- iii. the Deputy President (Welfare) for issues relating to equal opportunities.

31. The appropriate committee member in a Management Group, club, society or project (section 23.iv) or vi)) depends upon the Management Group's, club's, society's or project's constitution (though always the Treasurer or Honorary Junior Treasurer for financial issues).

32. Individuals in section 23 are responsible to those above them in the list for the activities of the clubs, societies and projects.

## **D. Constitutional matters**

### ***Status***

33. All clubs, societies and projects are formed under a Management Group, and are bound by their standing orders and decisions.

34. Management Groups are defined in the Union Constitution and Regulation 5 Part C. They have their own standing orders, officers and meetings, and are responsible providing for the co-ordination and development of student activity within their clubs and societies or projects or central activities.

35. Management Groups report in turn to the Clubs and Societies Board, which determines budgeting, advises on policy issues and deals with inter Management Group disputes. The Clubs and Societies Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.

36. Clubs, societies and projects are also bound by their own constitution as approved by 2/3 of their membership and a majority of their Management Group. The Management Group standing orders supersede the constitutions of individual clubs, societies and projects.

### ***Status of Management Group Executives and others***

37. The central activities of Management Groups and other constituent parts of the Union are treated as clubs, societies and projects with respect to the duties, chain of responsibility, documentation and requirements (Parts B, C, F). They are not bound by the internal management provisions in Part E (except as those provisions may be incorporated into their own constitutions or standing orders) or the remainder of this Part, but are expected to run themselves democratically and properly.

#### ***Requirements for creation of a new club, society or project***

38. Any Full Member of the Union may sponsor the creation of a new club, society or project. The decision to accept or reject the new club, society or project will be made in accordance with New Clubs Committee or New Projects Committee Standing Orders. Appeals shall be made to the Clubs and Societies Board whose decision shall be final.

39. The New Clubs Committee and New Projects Committee shall allocate all new clubs, societies or projects to whichever Management Group best matches the aims and objectives of the new club, society or project.

40. A new club or society must have aims and objectives that differ from all current clubs or societies that operate at the campus the new club or society would be based.

41. A new club or society that differs only in its location and not in its aims and objectives may be refused if an existing club or society can expand its operations to include the same level of service the new club or society could offer to members at the new location.

#### ***Prohibition on types of clubs and societies***

42. The Clubs and Societies Board or Executive Committee may direct that a club, society or project with proscribed aims and objects, structure or sponsor may not be created. This measure should normally be used when new clubs and societies' purposes are expected to conflict either with the aims and objects of the Union or policy putting those into effect.

#### ***Initial management of a new club or society***

43. The initial committee of a club, society or project shall be appointed by the Board creating it. This committee and its members act with the same authority as an elected committee, and holds office until the end of its first academic year or such earlier time as may be designated.

#### ***Transfers, mergers and splits of clubs, societies and projects***

44. A club, society or project whose aims and objectives fit more appropriately in another Management Group will transfer to that Management Group under the following conditions:

i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of the Management Group to which it would be transferred, or

ii. A resolution of the Clubs and Societies Board or Executive Committee.

45. Clubs, societies and projects whose aims and objectives are nearly identical should normally merge, unless there are pressing reasons for them remaining separate (which include activities mostly in separate locations). Clubs, societies and project's aims and objectives can be inferred from their activities as well as their constitution.

46. Clubs and societies whose principal resources (apart from money) required to carry out their regular activity are the same should normally merge.

47. Two or more clubs and societies shall merge under one of the following conditions:



i. Resolutions of each club and society's committee (or general meeting if required) and the consent of each Management Group governing them, or

ii. A resolution of the Clubs and Societies Board or Executive Committee.

48. Decisions concerning the appropriate Management Group for the merged club or society, and allocation of assets shall be taken by the Deputy President (Clubs & Societies). Appeal shall be to the Union President whose decision shall be final.

49. A club, society or project which has two or more distinct spheres of activity may split into separate clubs, societies and projects, by pursuing the same procedure as a new club or project application.

50. A split may occur under the following conditions:

i. The approval of the New Clubs Committee.

ii. A resolution of the Clubs and Societies Board or Executive Committee.

51. A consensus should be obtained between the new clubs, societies and projects for the splitting of assets. Any dispute will be ruled on by the Deputy President (Clubs and Societies) and appeal shall be to the Union President whose decision shall be final.

52. A club, society or project shall be dissolved and cease to exist under 1 or more of the following conditions:

i. A resolution of the club, society or project's committee (or general meeting if required) and the consent of its Management Group

ii. A disciplinary resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or

iii. A special resolution of the Management Group under standing orders approved by the Clubs and Societies Board, or

iv. Resolution of the Executive Committee or Clubs and Societies Board.

53. A club, society or project may appeal its dissolution to the body of higher authority than the one that closed it, in the case that it was not dissolved as a result of a disciplinary measure.

i. In the case that the club or society is dissolved by its Management Group the appeal should be brought to the Clubs & Societies Board.

ii. In the case that the club or society is dissolved by the Clubs & Societies Board, the appeal should be brought to the Executive Committee.

iii. In the case that the club or society is dissolved by the Executive Committee, the appeal should be brought to the Trustee Board.

54. Dissolved clubs and societies' funds shall be absorbed into the Central Union reserve unless it was received for the purpose of donation to charity in which case the appropriate charitable organisation shall receive the funds due.

55. Property of the club, society or project may either be reallocated to another club, society or project (preferably within the same Management Group), or sold and the proceeds absorbed into the Central Union reserve. This decision will be taken by the President on the advice of the relevant Deputy Presidents

### ***Dormant club and societies***

56. A club or society may be classed as dormant if it has not elected its minimum committee, it has under twenty members or does not attend three consecutive MG General Meetings. The Management Group is responsible for categorising the club or society as dormant, and exceptions may be made with good reason. The Management Group may also create additional criteria for dormancy in accordance with standing orders passed by the Clubs and Societies Board.

57. A Management Group may vote to make a club or society dormant for one, two or three terms. Unless stated, it shall be understood that the dormancy stands for three terms, though a shorter time may be given to clubs which have circumstances which are either simple to resolve or in situations where it seems that a revival of a club is unlikely and beyond reasonable doubt.

58. Dormant clubs and societies have equal rights to spaces and funds as active ones. Dormant clubs and societies become active upon obtaining the appropriate committee or membership or attendance of a Management Group Meeting.

59. Dormant clubs must submit a monthly report to their Management Group chair reporting what measures have been taken to address the reason for the club dormancy, which should include an analysis of the success of these measures. Failure to do so may result in the Management Group Executive taking a vote to shut down the club.

60. After the dormancy period, agreed by the Management Group, has lapsed, the Club shall be dissolved unless the Management Group should vote to withdraw the club from dormancy or to extend the dormancy period.

### ***Suspension of club and societies***

61. A club or society may be suspended for disciplinary reasons. Suspension is temporary withdrawal of Union support for a club, society or project and may result in frozen finances, inability to book facilities, withdrawal or ICT support and prohibition to represent the Union or College in any public forum. Suspension may be implemented by:

- i. A resolution of the Management Group, Clubs and Societies Board or Executive Committee,
- ii. The Deputy President (Clubs and Societies) for incomplete documentation, a severe breach of the Health and Safety or Equal Opportunities policy or any other Union rule pending investigation
- iii. The Union President.

62. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56 *i)* in the order the committees are listed; for *ii)* to the President; for *iii)* to the Union Court.

### **E. Use of Union grant**

63. Union grant awarded to clubs and societies may not be spent on food or drink. Grant awarded to Projects may be spent on food or drink, though this should not be for student consumption.

64. Union grant may only be used on full members of Imperial College Union, so no subsidy may be spent on Associate or Life members.

### **E. Internal management of clubs, societies and projects**

#### ***Management***

65. All clubs, societies and projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances.

66. A club or society committee requires as a minimum a chair, secretary and treasurer, all of whom are Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. A project requires only a Chair and Treasurer both of whom must be full members of the Union.

### ***Membership***

67. Only Full Members of the Union may become full, voting members of a club, society or project

68. All Full Members of the Union are entitled to join any club, society or project, unless a club, society or project is registered with a government agency or national governing body which prohibits membership of affiliated clubs, societies and projects on certain grounds. Membership may only be restricted on unavoidable legal or insurance issues (e.g. firearms control). The minimum possible restriction of membership shall be implemented, and the Management Group and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.

i. All full memberships shall be purchased online on the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)

69. Life and Associate Members of the Union may become non-voting members of a club or society and may become non-voting members of a committee. They may not hold the posts prohibited for Life and Associated members.

70. The club, society or project's committee may refuse membership of a club, society or project to Life or Associate Members of the Union, though reasons for refusal must be given in writing to them within 10 working days.

71. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are not permitted. Such behaviour may result in severe disciplinary action being taken against the club, society or project, its committee and any others involved, and may result in the dissolution of the club, society or project.

### ***General Meetings and Elections***

72. All clubs, societies and projects shall hold general meetings upon a petition of 10 members to review the committee's actions and hold its officers to account. Matters for decision may be a review and repeal of decisions made by the committee and a general meeting shall have jurisdiction to censure and dismiss any officer. . Notice of a general meeting shall be given to all members before a meeting on a timetable agreed in the club, society or project constitution, passed by the Management Group.

73. All voting members of the committee for a club or society, including its chair, secretary and treasurer shall be elected from and amongst all full members of the club or society at its annual general meeting.

74. A club or society may set qualifications for membership of the committee (for example: the chair may have had to sit on the committee previously, or a post may not be filled by a finalist) but these shall not be unduly onerous, and if they are, may be struck out by the Management Group, the Deputy President (Clubs & Societies), Union President or Court. These qualifications must be set out in the club, society or project constitution.

75. All elections for next year's committee should be completed before the end of the Spring term though exemptions may be granted at the discretion of the Deputy President (Clubs and Societies). Election procedures should adhere to the Election Regulations in the constitution and any directions of the club, society or project's Management Group.

### ***Removal of officers***

76. Any procedure must be laid out in the constitution or standing orders and in accordance with Part G (censure and no confidence motions) and the principles of natural justice as set out in Part I of Regulation Seven of the Union Constitution:

- i. a necessity for a petition with at least ten seconders,
- ii. at least one week's notice to be given of a motion,
- iii. a necessity for at least a two thirds majority of members present and voting, and
- iv. a course of appeal to a higher body (e.g. the Management Group or a Sabbatical Officer).

### ***Removal of members***

77. Clubs, societies and projects may provide for the removal of members (whether full, associate or any other category). Any such removal is to be treated as a last resort when it is clear that it is not in the club, society or project and its members' interest for a person to continue membership of that club, society or project.

78. The committee or general meeting shall be sole authority for expulsion or suspension of members. Once any internal appeals have been exhausted there shall be an appeal to the Union Court.

79. The Trustee Board, Executive Committee, Union Court and Disciplinary committee can expel a person from membership of any club, society or project

80. A person removed from membership of a club, society or project may not rejoin without the sanction of its committee or the Deputy President (Clubs & Societies).

### ***Constitution***

81. Each club, society and project shall be governed in accordance with a constitution approved by the membership and the Management Group. It should be obeyed and regularly reviewed by them. It should set out the management structure and procedures enacted in the Clubs & Societies Policy.

## **F. Documentation**

### ***General***

82. Clubs, societies and projects need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

### ***Documentation required***

83. Clubs and societies shall provide to the Deputy President (Clubs & Societies), or his or her nominee, the following items of documentation:

- i. **Financial Responsibility** – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the clubs and societies' duties (in Part B) and obey the poster rules ; (yearly)
- ii. **Committee contact list** – containing vacation and term time addresses, vacation and term time phone numbers and e-mail address; (yearly)
- iii. **Constitution** – (as required)
- v. **Risk Assessment** – analysing risk to members; (yearly)

viii. **Instructor registration** – for all clubs; (yearly)

ix. **Affiliation** – for all clubs; (yearly)

x. **Inventory** – containing all items belonging to the club, society or project valued over £200 in total;

xi. Any other documents as considered appropriate by the Clubs and Societies Board

Time limits and formats in which this documentation may be submitted will be set yearly by the Deputy President (Clubs and Societies) and widely publicised.

### ***Exemptions on documentation***

84. A club, society or project's constitution does not have to be resubmitted if a satisfactory copy is held by the Union.. The instructor registration, affiliation form and inventory may be submitted as null returns if appropriate.

### ***Other Health & Safety documentation***

85. Other documentation such as activity registration forms may be required for certain activities. Further approval by College bodies may be required for some activities. Where required documentation is not satisfactorily completed activities may not go ahead and disciplinary procedures will be invoked if the Union name is brought into disrepute as a result of incomplete documentation.

### ***Sanctions for incomplete documentation***

86. Documentation that is incomplete or invalid (for example: a code of conduct or constitution that has not been passed by the committee or derisorily or badly drafted) will be treated similarly as "incomplete documentation". Documentation only becomes "incomplete" after the deadline.

87. A club, society or project with incomplete documentation shall:

- i. have its budget frozen
- ii. may not be permitted to use any Union facility (including booking all rooms under Union management)
- iii. may not be permitted to authorise any posters or other publicity
- iv. shall not be permitted to vote at any meeting where they are represented

88. Sanctions shall be authorised by the Deputy President (Clubs & Societies). A club, society or project may appeal to the President and then to the Union Court.