

New Activities Committee

Proposer:

Seconder(s):

Contributors:

Alex Savell, Abigail de Bruin,
Anthony Crowther, India Jordan

Policies affected/related:

Policies superseded: New Clubs Committee Policy, New Project Committee Policy

1. Objectives:

- 1.1. This Policy defines the makeup and remit of the New Activities Committee (NAC), which shall be a sub-committee of the Clubs Societies and Projects Board (CSPB).
 - 1.1.1. The Primary objective of the NAC will be to enhance the Union's provision of clubs, societies and projects (CSPs)
 - 1.1.2. They will be responsible both for decisions on the creation of new CSPs and for the approval of changes to CSP's Aims and Objectives
 - 1.1.2.a. This includes any mergers, divisions or re-openings of CSPs as well as any change of Management Group (MG)/Constituent Union (CU)
 - 1.1.3. In their decision-making they should consider:
 - 1.1.3.a. The number of students that the decision will affect as well as the magnitude of the effect
 - 1.1.3.b. The effect upon the Union's resources that the change in activity is likely to cause
 - 1.1.3.c. How well the new activity fits into the Union's charitable objectives, vision and values
 - 1.1.3.d. To what extent the change may cause overlap with other activities
 - 1.1.4. A secondary responsibility of the NAC will be CSP closures/re-openings
 - 1.1.4.a. They will have final say on any closures approved at management group/constituent union level
 - 1.1.4.b. They will have the remit to reopen a society and appoint a new committee as if it were a new club
 - 1.1.4.c. In addition they may recommend closures to CSPB regarding inactive clubs or those clubs that have evolved in such a way, that they no longer reflect those considerations outlined in 1.1.3.

2. Implementation:

- 2.1. Formation of NAC
 - 2.1.1. The NAC shall be chaired by the DPCS or their chosen (student) representative
 - 2.1.2. Other members shall be elected by CSPB from members of the current? committees of all Management Groups/Constituent Unions
 - 2.1.2.a. There shall be five (5) other members
 - 2.1.2.b. It is recommended that the committee should consist of:
 - 2.1.2.b.i. at least one member of RAG or CAG
 - 2.1.2.b.ii. at least one member from a MG
 - 2.1.2.b.iii. Then consideration should be given to one member from a CU and a member not from the SK campus
 - 2.1.2.b.iv. It is recommended that at least one of these be from RAG or CAG, at least one from a MG and consideration should be given to one member from a CU and a member from away from the SK campus
 - 2.1.3. The chair shall only vote in the event of a tie
 - 2.1.4. During any period where a committee cannot be elected, the chair may take what measures they deem necessary to make decisions on the NAC's behalf, but these must be reviewed at the next NAC meeting
 - 2.1.5. A member of the activities team will generally minute the meetings and circulate the agenda as well as being present to give advice on factual matters
- 2.2. Meetings and Reports
 - 2.2.1. NAC will generally meet once a month where practicable, however additional meetings may be called by the chair as required
 - 2.2.2. Decisions may, if considered urgent, be made by e-mail vote but these need to be reviewed at the next meeting

- 2.2.3. The chair will ensure that a report of the activities of NAC is given to CSPB for review each term, as well as ensuring any direct recommendations to CSPB are reported at the next meeting
- 2.2.4. Quorum of the meeting shall be three (3) members plus the chair or any four (4) members in an e-mail decision

2.3. Remit

2.3.1. New/Re-opened Clubs

- 2.3.1.a. New or Re-opening Club Applications should come to the chair
- 2.3.1.b. It is the chair's responsibility to ensure the applicant is worked with to enhance the application and address potential issues
- 2.3.1.c. The applicant will usually be invited to a meeting of NAC
 - 2.3.1.c.i. Where this is not possible any 'No' resolution should be deferred until reasonable chance to attend has been given
- 2.3.1.d. NAC will discuss the new and re-opened applications, be given the chance to ask questions, and then move to vote
- 2.3.1.e. In general the possible resolutions will be:
 - 2.3.1.e.i. Approve the New or Re-Opening Club
 - 2.3.1.e.ii. Reject the New or Re-Opening Club
 - 2.3.1.e.iii. Approve the New or Re-Opening Club being referred to New Activities Incubator (NAI)
- 2.3.1.f. NAC will decide which MG/CU the CSP falls into and whether it is a Club/Society or a Project
 - 2.3.1.f.i. This decision may be reviewed after a period in NAI

2.3.2. Closures

- 2.3.2.a. Motions for CSP Closures should be referred from the relevant MG/CU Meeting
 - 2.3.2.a.i. In some cases a club or MG/CU may apply directly to NAC via the Chair
 - 2.3.2.a.ii. Under most circumstances NAC should not keep a club alive that wishes to close unless a new committee can be appointed in the same manner as with a re-opening CSP
- 2.3.2.b. NAC should also regularly consider closure for CSPs with no (or a significantly reduced) committee or those that are identified as 'struggling'
 - 2.3.2.b.i. NAC will recommend to CSPB on such CSPs prior to appointment of a new committee or any closure
 - 2.3.2.b.ii. Any member of NAC may highlight a club which is 'struggling' or wishes to close to the Chair who shall then raise the matter to the next NAC

2.3.3. Changes to Clubs

- 2.3.3.a. NAC shall consider any CSP:
 - Split
 - Merger
 - Change of Aims and Objectives
 - Change of name and
 - Change of MG/CU
- 2.3.3.b. These shall be approved by the relevant CSPs and MG/CUs where possible but may not always be practicable
 - 2.3.3.b.i. CSPs or MG/CUs may apply directly to NAC
 - 2.3.3.b.ii. NAC may, under exceptional circumstances, discuss a change without an application and make a recommendation to CSPB

2.4. New Activities Incubator (NAI)

- 2.4.1. NAI is a place for any new or re-opened CSP application to gain initial support and to prove its viability before becoming a fully fledged CSP
- 2.4.2. The Chair is responsible for CSPs in NAI receiving this support and training
 - 2.4.2.a. Staff or other relevant Sabbaticals or Volunteers may be asked to engage directly with the new CSP
- 2.4.3. The NAC will set objectives and a time frame for success and report for all referrals to NAI
 - 2.4.3.a. If this does not occur then the Chair will make the decision

2.4.4. The CSP, in conjunction with the Chair, will submit a report of it's activities to NAC at or prior to this date and NAC will then vote on whether to establish the club, reject it or extend its period in the NAI

2.5. Living Document

2.5.1. The appendices of this policy are designed to be a living document

2.5.2. Decision making and interpretation should evolve slowly and be passed from year to year rather than being taken with little or no context

2.5.3. The NAC committee may therefore amend these themselves with a summary of the changes being part of the termly report to CSPB

2.5.4. This will form a permanent agenda item at the end of each NAC meeting

2.5.5. In particular to note should be significant precedents when decisions are taken (Appendix B) and guidelines adjusted over time to reflect the Committee's opinion (Appendix A)

Appendices

A. Procedural Guidelines

A.1.

B. Decision Precedents

B.1.