

Overseas Societies Committee Standing Orders

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 cultural exchange between all different cultures within Imperial College Union.
2. Status
 - 2.1. The Committee is a Club and Society Committee of the Union.
3. Composition and Powers
 - 3.1. The Board 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 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 five members of the Committee. The quorum shall be half of the club presidents (chairs or equivalent).
 - 3.5. Voting. Each club shall have one vote at meetings. Club votes shall be offered by the president where appropriate.
 - 3.6. Meetings shall be advertised by the Chair at least one week in advance, via the committee mailing list. It is the responsibility of club 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.
4. Officers
 - 4.1. The Officers of the Board 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
 - 4.2. 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, if necessary and at the discretion of the Chair, be appointed as stand in President or Treasurer of these societies, should the position be vacant.
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 clubs and 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.
 - 5.2. 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.

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- 5.2.4. Be responsible for promoting and advertising the OSC within Imperial College Union.
- 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
- 5.3.2. Organise weekly Treasurers' meetings.
- 5.3.3. Deputise for the Chair in his or her absence.
- 5.3.4. Assist and promote clubs to gain external sponsorship
- 5.3.5. Assist clubs in preparing IC Trust and Harlington Trust applications.
- 5.4. The Assistant Junior Treasurer shall:
- 5.4.1. Be responsible for observing the efficient spending of monies granted to the clubs 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.
- 5.5. 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 clubs.
6. Sub-Committees
- 6.1. The Executive Committee shall implement the decisions of general meetings and shall consist of:
- 6.1.1. The Officers,
- 6.1.2. The Sabbatical 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.
- 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. Treasurers of each club.
- 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:
- 6.4.1. International Night Chair, as chair;
- 6.4.2. The Chair,
- 6.4.3. The Honorary Junior Treasurer,
- 6.4.5. Any other members, as co-opted by the committee.
- 6.5. The International Night Committee shall be elected from the full membership of the Union.
- 6.5.1. The elections will follow the election rules as laid out by the Union,
- 6.5.2. The post may remain vacant, if no candidate stands, and may at that point be rendered dormant, at the discretion of the Executive Committee.
7. Elections
- 7.1. Elections for officers of the OSC shall be at an Annual General Meeting held before Easter.
- 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 New Election standing for each post.

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- 7.4. The Returning Officer is normally the Chair, though another may appointed by the Board.
- 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. Status, interpretation and amendment of these standing orders
 - 9.1. These standing orders are enacted under Regulation 3 Part E of the Union and as such are bound by the Union's constitution, regulations and policy.
 - 9.2. 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.
 - 9.3. 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 Executive Committee of the Union shall approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

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