

Clubs and Societies Board

22<sup>nd</sup> March 2010

## Arts and Entertainments Board Standing Orders

1. Aims and Objects
  - 1.1. The Board shall co-ordinate the development, provision and promotion of the performing and visual arts within Imperial College Union.
  - 1.2. To represent the artistic interests of the student body at the college.
2. Status
  - 2.1. The Board is a Club and Society Committee of the Union.
3. General Meetings
  - 3.1. The Board shall consist of:
    - 3.1.1. The Officers (as listed in section 5.1),
    - 3.1.2. The presidents (captains, chairs or equivalent) heads of its clubs and societies (as outlined in Appendix A).
  - 3.2. The Board, when formed as a general meeting, shall exercise all the powers of the AEB, and its decisions are binding on sub-committees, clubs and societies.
  - 3.3. General meetings and their subcommittees 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 Board. The quorum shall be half of the club presidents (captains, chairs or equivalent).
  - 3.5. Voting. Each club and officer shall have a vote at the meetings. Club votes shall be offered by the president where appropriate.
  - 3.6. Meetings shall be advertised by the Chair at least one week via the committee mailing list. It is the responsibility of club presidents (captains, 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.
  - 3.4.3.7. The Annual General Meeting shall take place before the end of the Spring Term.
4. Sub-Committees
  - 4.1. The Executive Committee shall implement the decisions of general meetings and shall consist of the Officers.
  - 4.2. Treasurers 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.
  - 4.3. Treasurer's meetings shall consist of:
    - 4.3.1. The Honorary Junior Treasurer, as chair,
    - 4.3.2. The Chair,
    - 4.3.3. The Honorary Senior Treasurer,
    - 4.3.4. The treasurer's of each club.
  - 4.4 The Arts Festival Committee shall co-ordinate the organisation and implementation of the Imperial College Union Arts Festival, known as "ArtsFest". It shall consist of:
    - 4.4.1. Arts Festival Chair, as chair;
    - 4.4.2. The Chair,
    - 4.4.3. ~~The Honorary Junior Treasurer,~~
      - 4.4.4. ~~A representative from each society of the Board,~~
      - 4.4.3. Any other full Union members, as ~~co-opted~~delected by the committee Board.
  - 4.5 The Arts Festival Chair shall be elected from the full membership of the Union, at a general meeting of the board.
    - 4.5.1 The elections will follow the election rules as laid out by the Union,
    - 4.5.2 The post may remain vacant, if no candidate stands, and may at that point by rendered dormant, at the discretion of the Executive Committee.

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5. Officers
  - 5.1. The Officers of the Board shall be the:
    - 5.1.1. Chair,
    - 5.1.2. Honorary Secretary,
    - 5.1.3. Honorary Junior Treasurer,
    - 5.1.4. Arts Festival Chair.
  - 5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.
6. Job descriptions and responsibilities
  - 6.1. The Chair shall:
    - 6.1.1. Represent the Board and chair its main and executive committees.
    - 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 the Board and its clubs and societies.
      - 6.1.3. Be responsible for the efficient organisation and administration of the Board.
      - 6.1.4. Advise on the preparation and justification of tour proposals.
      - 6.1.5. Chair the sub-committees in the absence of the respective sub-committee chair.
      - 6.1.6. Represent the committee at any formal or ad hoc union or college committees or meetings which may be of importance to the AEB.
      - 6.1.7. Negotiate other duties with officers.
  - 6.2. The Secretary shall
    - 6.2.1. Be responsible for the efficient administration of the Board.
    - ~~6.2.1.6.2.2.~~ He or she shall record and prepare minutes for of the main and executive committees of the Board and its subcommittees.
  - 6.3. The Honorary Junior Treasurer shall:
    - 6.3.1. ~~The Honorary Junior Treasurer is~~Be responsible to the Chair for the efficient administration of the finances of the Board.
      - 6.3.2. Organise weekly Treasurers' meetings.
      - 6.3.3. Assist clubs in preparing IC Trust & Harlington Trust applications.
      - 6.3.4. Deputise for the Chair in his or her absence.
    - 6.4. The most qualified officer of the committee, at the decision of the chair, shall be responsible for the development and updating of the AEB website.
7. Elections
  - 7.1. Elections for officers of the Board 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 Board 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 New Election Re-Open Nominations standing for each post.
  - 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 Board's clubs and societies should be resolved by the Executive Committee if possible, and otherwise referred to the Union under the Union's Election Regulations.

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8. Censure and dismissal of officers
  - 8.1. A general meeting of the Board 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 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 clubs and societies
  - 9.1. A new club may be created by the New Clubs Committee and allocated to the AEB, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the AEB, a new club should submit a constitution for the approval of the Board. This shall be done at a General Meeting.
  - 9.1. ~~A new club or society may be created by the Union Executive Committee on advice from the Board under the following conditions:~~
    - 9.1.1. ~~the new club or society shall have aims and objects differing from present clubs and societies and compatible with the Board's,~~
    - 9.1.2. ~~the opinion of the Deputy President (Clubs and Societies) on the value of the new club or society shall be sought and reported to the Board,~~
    - 9.1.3. ~~the Full Member of the Union sponsoring it should normally have a petition with twenty prospective members' names, departments and signatures.~~
  - 9.2. Any Full Member of the Union may appeal the decision ~~of the of the New Clubs Committee to create or refuse to create a new club, or its allocation to a clubs and societies committee (CSC) to the Clubs and Societies Board, whose decision is final~~ Board to create or refuse to create a new club or society to the Student Activities Committee, whose decision is final.
  - 9.3. A current club or society which has below twenty members, or has not attended two consecutive meetings that academic year may be classed as dormant by the Board for one, two or three terms, in accordance with the Clubs & Society Policy. ~~Once if a club remains dormant for twelve months be shut down by the Board or the Union the specified period, the Board or the Union may shut it down.~~
  - 9.4. A club or society may shut itself down with the consent of general meeting. The Board may shut down a club or society by special resolution with at least a week's notice and concurrence of a two-thirds majority.
10. Status, interpretation and amendment of these standing orders
  - 10.1. 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.
  - 10.2. 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.
  - 10.3. 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 Clubs & Societies Board of the Union are required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

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Appendix A – Clubs and Societies of the AEB

Chamber Music

Choir

Classical Guitar

Dramatic Society

Gospel Choir

ICU Cinema

Jazz & Rock

Jazz Big Band

LeoSoc

Music Technology

Musical Theatre

Musical Theatre Tour

Orchestra

Percussion

Sinfonietta

String Ensemble

Wind Band 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.