

Imperial College Union Overseas Societies Committee



Overseas Societies Committee Standing Orders

V2.00 May 2011

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. General Meetings

- 3.1. The Committee 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 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 10% of the Committee. The quorum shall be half of the OSC societies' Presidents (chairs or equivalent.).
- 3.5. Voting. Each society shall have one vote at meetings. Society vote shall be offered by the President where appropriate.
- 3.6. Provisional meeting dates for the election year shall be advertised at the beginning of Autumn term at the latest and must not clash with Union meetings.
- 3.7. Meetings shall be advertised by the Chair at least two week in advance via the committee mailing list. It is the responsibility of society 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.
- 3.8. The Annual General Meeting shall take place before the end of Spring Term.

4. Officers

- 4.1. The Officers of the Committee 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,
 - 4.1.6 Sports Officer.

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 also be allowed to be officers, including President, Treasurer.

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 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.

5.1.7 Be aware of and advise on the preparation and justification of tour proposals.

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.

5.2.4. Be responsible for promoting and advertising the OSC within Imperial College Union.

5.2.5 Act as a Social Secretary.

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, and its OSC societies.

5.3.2. Organise weekly Treasurers' meetings.

5.3.3. Deputise for the Chair his or her absence.

5.4. The Assistant Junior Treasurer shall:

5.4.1. Be responsible for observing the efficient spending of monies granted to the societies 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.

5.4.4 Be co-responsible with the sub-committee Chair to the Chair or Honorary Junior Treasurer to complete the budgets and finance ground work of events organised by the Officers.

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 societies.

5.5.2. Report to the OSC with the outcome of International Night including points for improvement.

5.5.3. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the International Night expenses.

5.6. The Sports Officer shall:

5.6.1. Be responsible for coordinating and running the annual OSC Football World Cup for OSC societies.

5.6.2 Ensure and maintain the OSC Football World Cup Trophy and its engraving system.

5.6.3 Maintain a good relationship with Sport Imperial and organise more sports events as per OSC societies' requests.

5.6.4. Work with the Assistant Junior Treasurer to submit a budget to the Chair or Honorary Junior Treasurer for approval of the OSC Sports events expenses.

6. Sub-Committees

6.1 . The Executive Committee shall implement the decisions of general meetings and shall consist of the 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. Changes to the day should be communicated in advance via the committee mailing list.

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 The Assistant Junior Treasurer,

6.3.5. Treasurers of each society.

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:

6.3.1. International Night Chair, as chair;

6.3.2 The Assistant Junior Treasurer, as main treasurer,

6.3.3. The Chair,

6.3.4. The Honorary Junior Treasurer,

6.3.5. The Honorary Secretary.

6.3.6. Any other Full Union members, as co-opted by the committee.

6.5. The International Night Committee shall be elected by the OSC though all Full Members of the Union may stand:

6.5. 1. The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.6. The OSC Sports events committee shall co-ordinate the organisation and implementation of OSC Sports events and the OSC Football World Cup. It shall consist of:

6.6.1. Sports Officer, as chair;

6.6.2 The Assistant Junior Treasurer, as main treasurer,

6.6.3. The Chair,

6.6.4. The Honorary Junior Treasurer,

6.6.5. The Honorary Secretary.

6.6.6. Any other Full Union members, as co-opted by the committee.

6.7. The OSC Sports events Committee shall be elected by the OSC though all Full Members of the Union may stand:

6.7. 1. The elections will follow the election rules as laid out by the Union, a post may remain vacant, if no candidate stands.

6.8. The Colours Committee shall make the awards of OSC Colours, according to section 10. It shall consist of:

6.8. 1. The Chair, as chair,

6.8.2. The Officers.

7. Elections

7.1. Elections for Officers of the OSC shall be at an Annual General Meeting held before the end of the Spring Term.

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 Re-Open Nominations (RON) standing for each post.
- 7.3.5. In the case of two valid nominees stand for International Night Chair in the election, and votes for both are judged close by the Returning Officer, a further vote may be conducted on electing Co-International Night Chairs if the committee and nominees seconds such motion.

- 7.4. The Returning Officer is normally the Chair, though another may appointed by the Committee.
- 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. Creation and Closure of Societies.

- 9.1 A new society may be created by the New Clubs Committee and allocated to OSC, in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the OSC, a new society should submit a constitution for approval of the OSC 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 Clubs Committee to allocate a Club or Society to a Management Group to the Clubs and Societies Board, whose decision is final.
- 9.3 Dormancy reviews conducted every term as per Clubs and Societies Board Policy shall be used to dormant societies that fulfil the dormancy requirement. Once a society is dormant for 12 months it may be shut down by the committee or the Union.
- 9.4 A society may shut itself down with the consent of general meeting. A society may be shut down by the committee by special resolution with at least a week's notice and concurrence of a two-thirds majority.

10. Colours

- 10.1 Awards of Half and Full OSC Colours shall be made by the OSC Colours Committee upon nominations by any member of the Union. Half Colours shall be given for extraordinary dedication to a role within the OSC and Full to where achievement is judged beyond those awarded Half Colours. The Colours Committee will then pass on the strongest cases to the Union President for consideration for higher awards
- 10.2 The Colours Committee shall consist of the Officers of the OSC and will meet in the Summer term to decide upon the recipient of OSC Colours

11. Status, interpretation and amendment of these standing orders

11.1. These standing orders are bound by the Union's constitution, regulations and policies.

11.2. 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 via the appropriate Deputy President.

11.3. 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 and 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.

Approved by OSC Chair: Ahmad Alsaadi

Date: May 2011