

Athletics Clubs Committee Standing Orders
Clubs and Societies Board
6th December 2010

Updated 06.11.2007

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1. Aims and Objects

1.1. The Committee shall co-ordinate the development and provision of athletic and sporting activity within Imperial College Union.

1.2. The Committee shall offer a wide range of athletic and sporting activity at all levels of ability within Imperial College Union.

1.3. The committee should represent the sporting and athletic interests of the student body at the college

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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 5.15-15.1),

3.1.2. The ~~Ce~~captains or Presidents of its clubs, and

3.1.3. The Sabbatical Officers.

3.2. The committee, when formed as a general meeting, shall exercise all the powers of the ACC, 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 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 half of the club captains a representative from half of the clubs in Appendix A.

~~3-4-3.5.~~ Meetings shall be advertised by the Chair at least one week in advance via the committee mailing list. It is the responsibility of 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.

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~~3-4-3.6.~~ The Annual General Meeting shall take place before the end of the Spring Term.

~~3-4-3.7.~~ Voting – each club and officer shall a vote at the meeting. Club votes shall be offered by the president where appropriate.

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 ACC 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. The Assistant Honorary Junior Treasurer, as required

~~4.2.4.~~ ~~The Honorary Senior Treasurer,~~

~~4.2.5.~~ ~~4.2.4.~~ Treasurers of each club.

4.3. The Colours Committee shall make the awards of ACC Colours, according to section 11. It shall consist of

4.3.1. The Chair, as chair, ~~and the vice chair~~

4.3.2. The Officers and Sabbatical Officers.

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5. Officers

5.1. The Officers of the Committee shall be the:

5.1.1. Chair

5.1.2. Vice-Chair

5.1.3. Secretary

5.1.4. Honorary Junior Treasurer

5.1.5. Assistant Honorary Junior Treasurer

5.2. No person shall hold more than one officer post. Officers hand over to their successors on the 1st of August.

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~~5.2-5.3.~~ Officers shall be ex-officio members of all AFCC Clubs and shall also be allowed to be officers, including President, Treasurer

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6. Job descriptions and responsibilities

6.1. The Chair shall:

- 6.1.1. Represent the ACC 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 ACC and its clubs and societies.
- 6.1.3. Be responsible for the efficient organisation and administration of the ACC and the promotion of and advertising the Committee within Imperial College Union.

~~6.1.3-6.1.4.~~ Advise on the preparation and justification of tour proposals.

~~6.1.3-6.1.5.~~ Chair the sub-committees in the absence of the respective sub-committee chair.

~~6.1.3-6.1.6.~~ Chair the sub-committees at any formal or ad hoc Union or College committees or meeting which may of importance to the FACC.

~~6.1.4-6.1.7.~~ Negotiate other duties with officers.

6.2. The Vice-Chair shall:

- 6.2.1. Deputise ~~for~~ the Chair in his or her absence.
- 6.2.2. Assist the Chair in his or her duties and negotiate other duties with him or her.
- 6.2.3. Administer the ACC pots and organise Bar Nights and the Annual Dinner.
- 6.2.4. Be responsible for promoting and advertising the ACC within Imperial College Union.

6.3. The Secretary shall:

- 6.3.1. Be responsible for the efficient administration of the ACC.
- 6.3.2. Record and prepare minutes of the ~~main and executive committees~~ Committee.

6.4. The Honorary Junior Treasurer shall

- 6.4.1. Be responsible to the Chair for the efficient administration of the finances of the committee.
- 6.4.2. Organise weekly Treasurers' meetings and negotiate other duties with the AHJT.

6.5. The Assistant Honorary Junior Treasurer shall

- 6.5.1. Assist the Honorary Junior Treasurer in their duties and attend Treasurers' meetings.

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7. Elections

7.1. Elections for officers of the committee shall be at an Annual General Meeting held before ~~Easter~~ the end of Spring Term.

7.2. All Full Members of the Union may stand for any officer post, and only members of the ~~C~~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 ~~New Election~~ 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 ~~7.37-37.3~~ 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.

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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.

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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 AFCC in line with the Union 'New Clubs and Societies Policy'. Upon allocation to the AFCC a new club should submit a constitution 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 Clubs Committee to allocate a club to a Clubs and Societies Committee (CSC) to the Clubs and Societies Board, whose decision is final.

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9.1-9.3. A current club that has below twenty members, or has not attended two consecutive User Group meetings or any two General Meetings that academic year may be classed as dormant by the committee. Once a club is dormant for twelve months it may be shut down by the committee or the Union.

9.2-9.4. A club may shut itself down with the consent of general meeting. A club 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 Athletics Colours and Sportsperson of the Year shall be made by the Colours Committee upon nominations by club captains and are for sporting achievement only.

10.2. Each club may submit nominations to the Colours Committee for Social Colours. The Colours Committee will then pass on the strongest cases to the Union President for consideration for Union Social Colours.

10.3. Persons holding the awards are entitled to wear the colours blue, white, grey and black proportioned 5:1:5:1 and 10:1:1:1 for Full and Half Colours respectively.

10.4. The Colours shall normally be awarded at the Annual Dinner and published in Felix.

11. Status, interpretation and amendment of these standing orders

11.1. These standing orders are enacted by the Union and as such are bound by the Union's constitution, regulations and policy.

11.2. 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.

11.3. 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.

Approved by ACC Chair: Luke Taylor Jessica Monya Zard;

Date;