

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of the
Clubs and Societies Board
of the Imperial College Union
in the 2011-12 Session

The meeting of the Clubs and Societies Board was held in the Union Building on 21st November 2011 at
6.05pm in meeting room 8 of the Union Building

Present:

Deputy President (Clubs & Societies) – Chair	Monya	Zard
Deputy President (Finance & Services)	Michael	Foster
Deputy President (Welfare)	Nic	Massie (left 6.40pm)
ICSMSU Representative	Florence	Chamberlain
CGCU Representative	Patrick	Pang
RCSU Representative	Paul	Beaumont
Overseas Students Committee Representative	Wenjun	Er
Arts and Entertainment Board Chair	Chandana	Shankar
Athletic Clubs Committee Chair	Henry	Abbot
Royal School of Mines Committee Chair	Richard	Simons
Recreational Clubs Committee Chair	Dominic	Andradi-Brown
Silwood Park Union Representative	Fran	Sconce
Social Clubs Committee Chair	Kajann	Prathapan
CAG Chair	Heather	Jones
RAG Chair	Jack	Hewitt

Apologies: President Scott Heath, Deputy President (Education) Jason Parmar, Media Group representative Charles Betts,

Observers: Phil Power Membership Services Manager, Rebecca Coxhead Governance and Administration Coordinator

1. CHAIRS BUSINESS

NOTED:

- a) MG reports are due at the next meeting of Clubs and Societies Board.
- b) MG Chairs are to remind the frozen clubs that their committee members must buy membership to unfreeze their budgets.
- c) A space audit on storage space is currently being undertaken.
 - i. Clubs will be consulted during this process.
- d) Room bookings will be opening in December for both spring and summer terms due to the Olympics.
- e) E-activities will be going offline for 2 days (over the Christmas break) to carry out changes.

2. MINUTES FROM LAST MEETING – 24TH OCTOBER 2011

RESOLVED:

- 1) To pass the minutes

3. MATTERS ARISING

NOTED:

- a) ICSMSU Badminton and CMF had received tour funding before and as such were not funded for the winter tour period this year.
 - i. A report has been compiled of clubs who have received tour funding for the past 3 years has now been compiled to avoid confusion at meeting.

4. CONSTITUTIONS ON E-ACTIVITIES

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The purpose of this process is to make constitutions living documents and to make the administration of them a lot easier.
- b) There will be 2 tabs, the current version and an editable version.
 - i. Once the version has been edited, this will be printed to a PDF -> MG meeting ->approved ->replace approved version online.
- c) There will be some clubs that will have positions that are not in Newerp which will have to be addressed.
- d) The third page of the constitution will be a non editable page that will automatically update if any changes are made in the central union.
- e) It was suggested to expand the acronyms and to have hyperlinks.
- f) MG Chairs should be able to edit the constitutions for the clubs in their MG's.
- g) Silwood's term is different but this can be accommodated.
- h) It was suggested that MG Chairs and secretaries automatically receive the PDF version once it has been edited by the club.
- i) 'Restrictions '- need to be thought about how they can be incorporated, potentially another box.
- j) Links to relevant policy can be incorporated in to the document.
- k) The project will go live in the summer term.

5. FOOD RULES

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The food handling hygiene certificate can be completed online.
- b) The amendments will be incorporated in to training.
- c) It needs to be defines what 'regular selling' constitutes.

6. NON STANDARD MEMBERSHIP CLUBS/GROUPS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Membership can be restricted for those who are not automatically members of a depsoc but this restriction needs to be included in their constitution.
- b) Online claim forms can only be used by full members of the Union or associate/life members with a login.
- c) Rules can be amended for constituent unions.
- d) There are some orphan clubs.
- e) The Membership Services Manger stated that he will sort out the Silwood Union claims.
- f) At this stage Silwood Union were removed from being considered so it was the 'not in halls' group that the Board was considering.

- g) It is not clear as to what funding they will be receiving, from the Union or College as they are multi faculty.
 - i. The group currently sits in the SCC.
- h) The Board moved to a vote on allocating the 'Not in Halls' group to become a 'Depsoc' and it was unanimously agreed.

RESOLVED:

- 1) That the 'Not in Halls' group be treated as a DepSoc.**

- i) It was agreed that future clubs be allocated by allow the DPCS to bring cases for non-standard membership types to CSB for decision.

RESOLVED:

- 2) That future clubs be allocated by allow the DPCS to bring cases for non-standard membership types to CSB for decision.**

7. ANY OTHER BUSINESS

7.1 CAG STANDING ORDERS

NOTED:

- a) It was clarified that the CAG standing orders had been submitted in time for the meeting but were left of the original agenda.
- b) In regards to point 3.4, the President stated that the percentage to call a general meeting actually is 5% and not 10%.
 - i. This percentage needs to be changed in all documents.

RESOLVED:

- 1) Point 3.4 to read as follows:**

'General meetings shall be held once per month during term-time and emergency meetings called on petition of the Chair or a 5% of the Committee. The quorum shall be a representative from half of the Projects.'

- c) The Board moved to a vote on passing the amended Standing Orders and they were passed unanimously.

RESOLVED:

- 2) To pass the amended CAG Standing Orders (see appendix)**

7.2 A&E STANDING ORDERS

NOTED:

- a) 'ArtiFact' has been added to the document and this is the only change.
- b) Points 4.4.2 and 4.5.2 need to have 'A&E' inserted before 'Chair' to ensure clarity.
- c) The Board moved to a vote on passing the amended Standing Orders and they were passed unanimously.

RESOLVED:

- 1) To pass the amended A&E Standing Orders (see appendix)**

7.3 E-ACTIVITIES, FINANCE AND THE LIKES

NOTED:

- a) Workbench and e-activities are being merged in to 1 interface.
- b) It was questioned if an officer has more than one position if a default role can be chosen.

- i. Also, more information as to what club the claim pertains to would be useful.
- c) In regards to scanned receipts, it was clarified that the process is as it stands due to the auditors strongly recommending that this is the process used to mitigate fraudulent claims.
 - i. It was questioned if the DPFS could email out a reasoning as to why the process is as it stands to MG Chairs so that this information can be passed on to Clubs.

ACTION:

- 1) **The DPFS to email out the reasoning as to why process is as it stands with scanned receipts to MG Chairs so that this information can be passed on to Clubs.**

- d) It was requested that a glossary of finance terminology be sent to MG Chairs.
 - i. The DPFS stated that he will do this.

ACTION:

- 2) **The DPFS to produce a glossary of finance terminology and send out to MG Chairs.**

Meeting closed 7.15pm

Approved as a correct record at a meeting of the Clubs and Societies Board

on _____ 2011/12

_____ Chair of the Meeting

Community Action Group Standing Orders

1. Aims and Objectives
 - 1.1. The Committee shall co-ordinate the development, provision and promotion of volunteering and community-led activities within Imperial College Union.
 - 1.2. To represent the interests of the student body at Imperial College regarding volunteering and community-driven voluntary projects
2. Status
 - 2.1. The Committee is a Management Group of the Union
3. General Meetings
 - 3.1. The Committee shall consist of:
 - 3.1.1. The Officers (as listed in section 5.1),
 - 3.1.2. A representative (normally presidents, chairs or equivalent) of its Projects.
 - 3.2. The Committee, when formed as a general meeting, shall exercise all the powers of the CAG, and its decisions are binding on sub-committees and Projects.
 - 3.3. General meetings and their sub-committees shall follow the standing orders for meetings in Union regulations.
 - 3.4. General meetings shall be held once per month during term-time and emergency meetings called on petition of the Chair or a 5% of the Committee. The quorum shall be a representative from half of the Projects.
 - 3.5. Voting. Each Project and Officer shall have a vote at the meetings. Project votes shall be offered by the Project representative where appropriate.
 - 3.6. Meetings shall be advertised by the Chair or Secretary at least one week in advance via the committee mailing list. It is the responsibility of Project chairs (captains, chairs or equivalent) to inform the Secretary of changes to Project officers' contact details, so the Committee mailing list can be kept up to date.
 - 3.7. The Annual General Meeting shall take place before the end of Spring Term.
4. Sub-committees
 - 4.1. The Executive Committee shall implement the decisions of general meetings and consist of the Officers (as listed in section 5.1).
 - 4.2. Treasurers' meetings, at the discretion of the Committee, 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 advanced via the Committee mailing list.
 - 4.3. Treasurer's meetings shall consist of the
 - 4.3.1. Junior Treasurer, as chair,
 - 4.3.2. The treasurers of each Project.
 - 4.4. The Colours Committee shall co-ordinate the organisation and implementation of CAG Colours, according to section 10. It shall consist of the Officers (as listed in section 5.1).
5. Officers
 - 5.1. The Officers of the Executive Committee shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Secretary,
 - 5.1.3. Junior Treasurer,
 - 5.1.4. Symposium Co-ordinator
 - 5.2. No person shall hold more than one Officer post. Officers hand over to their successors on the 1st of August.
 - 5.3. Officers shall be ex-officio members of all CAG Projects and shall be allowed to be Project officers, including President and Treasurer.
6. Job descriptions and responsibilities
 - 6.1. The Chair shall:
 - 6.1.1. Represent the CAG and chair its main and Executive Committee.
 - 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 Committee and its Projects.

- 6.1.3. Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising of the CAG within Imperial College Union.
- 6.1.4. Advise on the preparation and justification of proposals to the Student-led Project Approval Board
- 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 CAG.
- 6.1.7. Negotiate other duties with officers

6.2. The Secretary shall:

- 6.2.1. Be responsible to the Chair for the efficient administration of the Committee.
- 6.2.2. Record and prepare minutes for the main and Executive Committee.
- 6.2.3. Manage the Committee membership records including keeping the Committee mailing lists up to date.
- 6.2.4. Be responsible for organising the times and venues of the general meetings.
- 6.2.5. Be responsible for promoting and advertising the CAG within Imperial College Union.

6.3. The Junior Treasurer shall

- 6.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and its sub committees.
- 6.3.2. Organise weekly Treasurers' meetings, if required by the Committee.
- 6.3.3. Assist Projects in preparing IC Trust & Harlington Trust applications.
- 6.3.4. Assist and promote Projects to gain external sponsorship and equipment discounts.
- 6.3.5. Deputise for the Chair in his or her absence.

6.4. The Symposium Co-ordinator shall

- 6.4.1. Be responsible to the Chair for the organisation, administration and advertising of the Global Citizenship Symposium
- 6.4.2. Ensure that the Global Citizenship Symposium is organised in accordance with all Union and College rules and regulations
- 6.4.3. Be responsible for forming a Global Citizenship Symposium sub-committee to organise and administer the event

7. Elections

- 7.1. Elections for Officers of the Committee shall be at an Annual General Meeting before the end of Spring Term.
- 7.2. All Full Members of the Union may stand for any Officer post, and only members of the Committee may vote in the election.
- 7.3. A proposer and ten seconders are required to make a nomination valid. Only Full Members of the Union may be proposers and seconders.
- 7.4. Nominations may only be accepted from the floor if no valid nominations are received for a post.
- 7.5. The procedure and timetable for the election shall be as follows:
 - 7.5.1. The election should be advertised for at least one week before nomination papers go up.
 - 7.5.2. Nomination papers should be up for two weeks.
 - 7.5.3. The election is held at the Annual General Meeting, including hustings for all candidates.
 - 7.5.4. The election shall be counted by Single Transferable Vote with Re-Open Nominations standing for each post.
- 7.6. The Returning Officer is normally the Chair, though another Officer may be appointed by the Committee.
- 7.7. Vacant or unfilled posts may be filled at an ordinary general meeting, though the requirements in 7.3 still apply.
- 7.8. Disputes over an election, including elections within CAG Projects should be resolved by the Executive Committee if possible, and otherwise referred to the Union Court under the Union's Election Regulations.

8. Censure and dismissal of officers

- 8.1. A General Meeting of the Committee may censure or dismiss the 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.
9. Creation and closure of Projects
- 9.1. A new Project may be created by the New Projects Committee and allocated to the CAG, in line with the Union 'New Projects Policy'. Upon allocation to the CAG, a new Project 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 Projects Committee to allocate a Project to a Management Group to the Clubs and Societies Board (CSB), whose decision is final.
 - 9.3. A current Project in accordance with the Clubs and Societies Policy, or has not attended two consecutive General Meetings that academic year may be classed as dormant by the Committee for one, two or three terms. Once a Project has been made Dormant, the CAG Secretary shall contact the Project's members. Once before the next CAG General meeting and again with at least a weeks notice before the review. The email shall inform the Project's members about the dormancy process. If a Project remains dormant for the specified period, the Committee or the Union may shut it down.
 - 9.4. A Project may shut itself down with the consent of a General Meeting. The Committee may shut down a Project by special resolution with at least a week's notice and concurrence of a two-thirds majority.
10. Colours
- 10.1. Awards of Community Action Group Half or Full Colours for Commitment or Achievement, as well Distinguished Service Awards, shall be made by the Colours Committee upon nominations from any Full Union member.
 - 10.2. The Colours shall normally be awarded at the June general meeting of the Committee and published in Felix.
11. Status, interpretation and amendment of these standing orders
- 11.1. These standing orders are enacted under Regulation 5 Part C of the Union and as such are bound by the Union's constitution, regulations and policy.
 - 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.
 - 11.3. The 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. The Clubs & Societies Board of the Union is required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.

Arts and Entertainments Board Standing Orders

1. Aims and Objects
 - 1.1. The Arts and Entertainments Board (AEB) 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 Management Group 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) of its clubs and societies.
 - 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. 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.
 - 3.7. 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. 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.
 - 4.3. Treasurer's meetings shall consist of:
 - 4.3.1. The Honorary Junior Treasurer, as chair,
 - 4.3.2. The A&E Chair,
 - 4.3.3. The Honorary Senior Treasurer,
 - 4.3.4. The treasurers 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. Any other full Union members, as elected by the Board.
 - 4.5. The ArtiFact Committee shall co-ordinate the organization and implementation of a collaboration between Imperial College Union and the Royal College of Arts known as ArtiFact. It shall consist of:**
 - 4.5.1. ArtiFact Chair, as chair,**
 - 4.5.2. The A&E Chair**
 - 4.5.3. Any other full Union members, as elected by the Board.**
 - 4.6. The Colours Committee shall make the awards of AEB Colours, according to Section 10. It shall consist of the Officers.
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
 - 5.1.5. ArtiFact 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.
 - 6.2.2. Record and prepare minutes for the main and executive committees of the Board.
 - 6.3. The Honorary Junior Treasurer shall:
 - 6.3.1. 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 the end of Spring term.
 - 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 Re-Open Nominations standing for each post.
 - 7.4. The Returning Officer is normally the Chair, though another may be 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.
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.
 - 9.2. Any Full Member of the Union may appeal the decision 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.
 - 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. If a club remains dormant for 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. Colours

10.1. Awards of Full Colours and Club of the Year shall be made by the Colours Committee upon nomination from any Full Union member.

10.2. The Colours shall normally be awarded at the June general meeting of the committee and published in Felix and the Union website.

11. Status, interpretation and amendment of these standing orders

11.1. 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.

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.

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 & 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.