

Clubs, Societies and Projects Policy

Introduction

The Clubs Societies and Projects Policy sets out the rights and responsibilities of the Union, Clubs, Societies, Projects, other relevant Union activity and individual members. It also sets out the method of administration of Clubs, Societies and Projects.

This policy binds the whole Union, but is aimed in particular at Clubs, Societies and Projects, their members and parts of the Union with responsibility for Clubs, Societies and Projects.

Definitions

A Club, Society or Project is a collection of students supported by the Union to put on specific activities that cater to the interest of their members and uphold the value of the Union. They may be referred to collectively as CSPs in documentation.

The words “Club” and “Society” are interchangeable and do not refer to specific types of organisation.

The word “Project” refers to a group officially supported by the Union with extra-curricular objectives that are charitable, involve outreach work, or are activities that primarily benefit non-members.

For the purpose of this document, constituent unions are referred to as management groups. The direction in this document only applies to the CSP management aspect of the CU role.

The senior officer of a Club, Society or Project will be referred to as the Chair in this policy, though other names (e.g. President or Club Captain) can be used in practice.

A Management Group is a collection of Clubs, Societies and/or Projects grouped together to be governed by either a Management Group Executive or a Constituent Union. These may be broken down into mini-management groups governed by a Vice-Chair. A Constituent Union may have a Management Group of CSPs but does not have a separate Management Group Exec or Chair as determined by the Imperial College Union Constitution and Bye-Laws.

A. Duties of the Union

1. The Union is committed under its Constitution and through its Charitable Objectives to:
 - 1.1. the advancement of education of students at Imperial College London for the public benefit by:
 - 1.1.1. promoting the educational interests and welfare of students at Imperial College London during their course of study and representing, supporting and advising students;
 - 1.1.2. being the recognised representative channel between students and Imperial College London and any other external bodies; and
 - 1.1.3. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students
2. The Union believes that one of the best ways of fulfilling these obligations is by the provision of student-led Clubs, Societies and Projects which reflect the full range of interests and abilities of its members.

3. The Union shall provide a safe environment, free from harassment and discrimination for all
 - 3.1.1. Union activity in accordance with all policies.
4. The Union shall permit Club, Societies and Projects to be formed by groups of students with common aims, provided they do not reject the aims and objectives of the Union or its rules and policies and no Club, Society or Project currently exists which caters to their needs. More details on the creation on CSPs can be found later in this document and in the 'New Activity Committee' Policy.
5. Once formed, Clubs, Societies and Projects may not change their aims and objectives so that they clash with those of an established group, without the prior consent of the Clubs, Societies and Projects Board.
6. The Union shall provide advertising and publicity for Clubs, Societies and Projects to new students at the start of each academic year. This shall take the format of the Fresher's Fair at the start of the academic year, during which the Union will endeavour to ensure all CSPs have a stall provided.
7. The Union shall provide a page for each Club, Society and Project on the Union website. This page can be altered by the club, society or project by using the club account details. This shall include a shop function to allow for sales online, though minimum price limits may apply.
 - 7.1. Unless direct permission is given by the Union President, all CSPs must use this web page in accordance with the CSPB 'Web Policy'
8. The Union shall provide a page for memberships to be bought. These may be free but in all other cases a minimum membership of £2 shall apply.
9. The Union shall provide a page for receiving required documentation, finance information and information on bookings. Clubs that fail to supply required documentation before a deadline may face a penalty (see sanctions).
10. The Union shall provide funding for Clubs, Societies and Projects according to budgetary constraints. The funding is allocated by the Clubs, Societies and Projects Board on which all Clubs, Societies and Projects have representation through their Management Group.
11. The Union shall provide banking facilities, including assistance with ordering, deposits and advice for Clubs, Societies and Projects at no charge to them. All club finances must be run through the facilities offered by the Union without exception. Failure to do so will be considered a serious breach of these regulations and may result in legal ramifications.
12. The Union shall provide basic use of rooms within its premises to Clubs, Societies and Projects at no charge to them and shall endeavour to provide access to College spaces as per agreements with relevant departments and College policy. Union rooms shall be allocated according to the Union's Internal Room Booking procedure.

B. Duties of CSPs

1. CSPs have a duty to provide a safe, friendly community where like-minded individuals are able to come together with a common interest that is as inclusive and accessible as possible.
2. Clubs, Societies and Projects owe a duty to their members to ensure equal provision of facilities within the limits imposed by necessity where experienced or qualified members are required.
3. CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives. This will be measured using, but not limited to, financial transactions, rooms booked or reports filed.
4. CSPs must offer opportunity for students to develop and be looking to develop as an entity in their own right. This means they must encourage their volunteers to attend training and engage in recognition schemes with the Union that allow for personal development. They must also be

forward thinking as a society, looking to grow in a sustainable way and give more to their members, be that by improving efficiencies, increasing reach or bettering performances.

5. Clubs, Societies and Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among them or harass them.
6. Clubs, Societies and Projects represent the Union and the College when holding events, trips, or performing or competing. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.
7. Clubs, Societies and Projects are expected to comply with the Union Constitution and Bye-Laws and all Union Regulations, procedures and policies.
8. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, Societies and Projects will need to demonstrate to the Union that they are complying with these requirements.
9. CSPs have a responsibility to demonstrate that they are sustainable for the future in terms of their level of activity, membership and finances.
10. Each Club, Society and Project shall be governed in accordance with a constitution approved by the membership and the Management Group. It should be obeyed and regularly reviewed by them. It should set out the management structure and procedures enacted in the Clubs, Societies and Projects Policy.

C. Chain of responsibility

1. The Union operates a chain of responsibility for all matters relating to Clubs, Societies and Projects. This is as follows:
 1. The Union President,
 2. The appropriate Deputy President,
 3. The Chair or President of the Management Group,
 4. The appropriate committee member for the Management Group,
 5. The Chair of the Club, Society or Project, and
 6. the appropriate committee member for the Club, Society or Project

The appropriate Deputy President in section 23.ii) is:

- the Deputy President (Clubs & Societies) for documentation and Health & Safety requirements, and all other issues not covered by the other Deputy Presidents,
 - the Deputy President (Finance & Services) for financial issues,
 - the Deputy President (Welfare) for issues relating to equal opportunities.
2. The management group structure is highlighted in Appendix 1.

D. Constitutional

1. Management Group and CSP status

- 1.1. All Clubs, Societies and Projects are formed under a Management Group, and are bound by their standing orders and decisions.
- 1.2. Management Groups are defined in the Union Bye-Laws. They have their own standing orders, officers and meetings, and are responsible providing for the co-ordination and development of student activity within their Clubs, Societies or Projects. They may also run their own events and activities. In the cases of Constituent Unions, they are bound by their

constitutions which may outline the co-ordination and development of student activity within their Clubs, Societies or Projects.

- 1.3. Management Groups report in turn to the Clubs, Societies and Projects Board through an elected representative, which determines budgeting, advises on policy issues and deals with inter Management Group disputes.
- 1.4. Clubs, Societies and Projects are also bound by their own constitution as approved by 2/3 of their membership and a majority of their Management Group in a process laid out in the standing orders
- 1.5. Management Group and Management Group Executive standing orders and Constituent Union constitutions supersede the constitutions of individual clubs, societies and projects.
- 1.6. Appendix 2 contains standing orders which all Management Groups must be run to. They may write additions to these which need to be approved by CSPB, however appendix 2 supersedes anything written in contradiction to it.
 - 1.6.1. Constituent Union management groups are held to this but may also write additions to them in in their Constitutions.

2. Creation of new societies

- 2.1. Power to create new CSPs is held by CSPB who will dictate a policy and process by which new CSPs are created and which may delegate these powers to an appropriate body.
- 2.2. Any Full Member of the Union may sponsor the creation of a new club, society or project.
- 2.3. A new Club, Society or Project must have aims and objectives that differ from all current clubs or societies that operate at the campus the new club or society would be based.
- 2.4. A new Club, Society or Project that differs only in its location and not in its aims and objectives may be refused if an existing group can expand its operations to include the same level of service the new club or society could offer to members at the new location.
- 2.5. A new Club, Society or Project that is determined to have aims that are similar to an existing group may be refused if there is scope for the existing group to sustainably expand to cover these similar aims and objectives.
 - 2.5.1. It is expected that all existing CSPs will comply and aid in this matter where reasonable.
- 2.6. The initial committee of a Club, Society or Project shall be appointed by the Board creating it. This committee and its members act with the same authority as an elected committee and holds office until the end of its first academic year or such earlier time as may be designated.
 - 2.6.1. After this time the committee is expected to elect a new committee according to the Bye-Laws
- 2.7. The initial Management Group of a Club, Society or Project shall be appointed by the Board creating it.

3. Prohibition on types of Clubs, Societies and Projects

- 3.1. The Clubs, Societies & Projects Board may direct that a Club, Society or Project with proscribed aims and objects, structure or sponsor may not be created. This measure should normally be used when Club, Society or Project purposes are expected to conflict either with the aims and objects of the Union or policy putting those into effect.

4. Transfers, mergers and splits

- 4.1. A club, society or project whose aims and objectives fit more appropriately in another Management Group will transfer to that Management Group under the following conditions:

- 4.1.1. A resolution of the club, society or project's committee (or general meeting if required) and the consent of the Management Group to which it would be transferred with approval from CSPB,
- 4.1.2. A resolution of the Club, Society & Project Board or a body to which it delegates these powers
- 4.2. Club, Society or Project whose aims and objectives are nearly identical should normally merge, unless there are pressing reasons for them remaining separate (which include activities mostly in separate locations).
 - 4.2.1. Club, Society or Project's aims and objectives can be inferred from their activities as well as their constitution, although the constitution should be updated if this is noted.
- 4.3. Clubs, Societies & Projects whose principal resources (apart from money) required to carry out their regular activity are the same should normally merge.
- 4.4. Two or more Clubs, Societies and Projects shall merge under one of the following conditions:
 - 4.4.1. Resolutions of each group's committee (or general meeting if required) and the consent of each Management Group governing them with approval from CSPB
 - 4.4.2. A resolution of the Clubs Societies and Projects Board or Trustee Board or a body to which they delegate these powers
- 4.5. Decisions concerning the appropriate Management Group for the merged club, Society or Project, and allocation of assets shall be taken by the Deputy President (Clubs & Societies). Appeal shall be to the Union President whose decision shall be final.
- 4.6. A Club, Society or Project which has two or more distinct spheres of activity may split into separate Clubs, Societies and Projects, by pursuing the same procedure as a new CSP application.
- 4.7. A split may occur under the with a resolution of the Club, Society & Project Board or a body to which they delegate these powers
- 4.8. A consensus should be obtained between the new clubs, societies and projects for the splitting of assets. Any dispute will be ruled on by the Deputy President (Clubs and Societies) and appeal shall be to the Union President whose decision shall be final.
- 4.9. A club, society or project shall be dissolved and cease to exist under 1 or more of the following conditions:
 - 4.9.1. A resolution of the club, society or project's committee (or general meeting if required) and the consent of its Management Group
 - 4.9.2. Resolution of the Club, Society & Project Board.
 - 4.9.3. A disciplinary resolution from the Trustee Board or its sub-committees
- 4.10. A club, society or project may appeal its dissolution to the body of higher authority than the one that closed it, in the case that it was not dissolved as a result of a disciplinary measure.
- 4.11. Dissolved clubs and societies' funds shall be absorbed into the Central Union reserve unless it was received for the purpose of donation to charity in which case the appropriate charitable organisation shall receive the funds due.
- 4.12. Property of the Club, Society or Project may either be reallocated to another Club, Society or Project (preferably within the same Management Group), or sold and the proceeds absorbed into the Central Union reserve. This decision will be taken by the President on the advice of the relevant Deputy Presidents.

5. Dormancy (under review by CSPB/NAC)

- 5.1. A Club, Society or Project may be classed as dormant if it has not elected its minimum committee, it has under twenty members for Clubs or Societies or 5 members for Projects

or does not attend three consecutive MG General Meetings. The Management Group Committee is responsible for raising this to the DPCS for categorising the club or society as dormant, and exceptions may be made with good reason. The Management Group Committee may also create additional criteria for dormancy in accordance with standing orders passed by the Clubs Societies & Projects Board.

- 5.2. A Management Group may vote to make a Club, Society or Project dormant for one, two or three terms. Unless stated, it shall be understood that the dormancy stands for three terms, though a shorter time may be given to clubs which have circumstances which are either simple to resolve or in situations where it seems that a revival of a club is unlikely and beyond reasonable doubt.
- 5.3. Dormant Clubs, Societies and Projects have equal rights to spaces and funds as active ones. Dormant Clubs, Societies and Projects become active upon obtaining the appropriate committee or membership or attendance of a Management Group Meeting.
- 5.4. Dormant clubs must submit a monthly report to their Management Group Chair reporting what measures have been taken to address the reason for the club dormancy, which should include an analysis of the success of these measures. Failure to do so may result in the Management Group Committee taking a vote to shut down the club.
- 5.5. After the dormancy period, agreed by the Management Group, has lapsed, the Club, Society or Project shall be dissolved unless the Management Group should vote to withdraw the Club, Society or Project from dormancy or to extend the dormancy period.
 - 5.5.1. This shall be done with approval from CSPB

6. Suspension

- 6.1. A Club Society or Project may be suspended for disciplinary reasons. Suspension is temporary withdrawal of Union support for a Club, Society or Project and may result in frozen finances, inability to book facilities, withdrawal of ICT support and prohibition to represent the Union or College in any public forum. Suspension may be implemented by:
 - 6.1.1. A resolution of the Management Group with approval of a Deputy President
 - 6.1.2. A resolution of the Clubs, Societies and Projects Board,
 - 6.1.3. The Deputy President (Clubs and Societies) for incomplete documentation, a severe breach of any policy or other Union rule pending investigation
 - 6.1.4. The Union President.
- 6.2. A suspension should be reviewed regularly and issued for good reason.

7. Grant

- 7.1. Union grant is allocated by CSPB in accordance with the Budgeting Policy.
 - 7.1.1. It is generally not allowed for the purchase of food and drink however this may be waived by CSPB
- 7.2. Union grant may only be used on full members of Imperial College Union; as such subsidy should not be issued to and may not be spent on Associate or Life members.
- 7.3. Union grant may be withdrawn at any time from a CSP by the Deputy President (Clubs and Societies) or CSPB if it is found that the grant was obtained through misrepresentation or if it is being spent inappropriately.

8. Funding?

What of the previously seen 'Use of funds' policy would we want to adopt (if any)

E. Internal Management of Clubs, Societies and Projects

1. Management

- 1.1. All Clubs, Societies and Projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances. The Year of Office for all committee positions runs from 1st August to 31st July unless prior approval is sought from the Deputy President (Clubs & Societies).
- 1.2. A Club or Society committee requires as a minimum a chair, secretary and treasurer (commonly referred to as the principle officers), all of whom are Full Members of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. A Project requires only a Chair and Treasurer both of whom must be full members of the Union.

2. Membership

- 2.1. Only Full Members of the Union may become full, voting members of a Club, Society or Project
- 2.2. All Full Members of the Union are entitled to join any Club, Society or Project, unless a Club, Society or Project is registered with a government agency or national governing body which prohibits membership of affiliated clubs, societies and projects on certain grounds.
- 2.3. Membership may be restricted on unavoidable legal or insurance issues (e.g. firearms control). The minimum possible restriction of membership shall be implemented, and the Management Group and Deputy President (Clubs & Societies) shall be informed of any such restriction. The Deputy President (Clubs & Societies) may strike out any prohibition on membership.
- 2.4. All full memberships must be purchased online via the Union website. Exceptions may be granted with the permission of the Deputy President (Clubs & Societies)
- 2.5. The minimum membership figure for a Club, Society will be 20 members.
- 2.6. The minimum membership figure for a project will be 5 members.
- 2.7. Life and Associate Members of the Union may become non-voting members of a Club, Society or Project and may become non-voting members of a committee providing they stand for a position that is designated as non-voting in the Club, Society or Project's constitution. They may not hold the posts prohibited for Life and Associated members.
- 2.8. The Club, Society or Project's committee may refuse membership of a Club, Society or Project to Life or Associate Members of the Union, though reasons for refusal must be given in writing to them within 10 working days.
 - 2.8.1. The Deputy President (Clubs & Societies) may strike out any refusal of membership.
- 2.9. Initiation ceremonies, or other compulsory (or effectively compulsory) degrading rituals, which affects the physical or mental well-being of members, are not permitted. Such behaviour may result in severe disciplinary action being taken against the Club, Society or Project, its committee and any others involved, and may result in the dissolution of the Club, Society or Project.

3. General meetings and Elections

- 3.1. All Clubs, Societies and Projects shall hold general meetings upon a petition of 10 members to review the committee's actions and hold its officers to account. Matters for decision may be a review and repeal of decisions made by the committee. Notice of a general meeting

shall be given to all members before a meeting on a timetable agreed in the Club, Society or Project constitution, passed by the Management Group.

- 3.2. All voting members of the committee for a Club, Society or Project, including its chair, secretary and treasurer shall be elected from and amongst all full members of the club or society at its annual general meeting (AGM).
 - 3.2.1. CSPs with a membership greater than or equal to 140 may be asked to conduct their elections through an online platform.
 - 3.2.2. In these instances, the Union should ensure that reasonable measures are taken to allow the AGM to take place in its usual format.
- 3.3. A Club Society or Project may set qualifications for membership of the committee (for example: the chair may have had to sit on the committee previously, or a post may not be filled by a finalist) but these shall not be unduly onerous, and if they are, may be struck out by the Management Group, the Deputy President (Clubs & Societies), Union President or the Trustee Board. These qualifications must be set out in the club, society or project constitution and clearly declared in the nomination process.
- 3.4. All elections for next year's committee should be completed before the end of the Spring term though exemptions may be granted at the discretion of the Deputy President (Clubs and Societies). Election procedures should adhere to the Bye Laws, together with any directions of the club, society or project's Management Group or the Returning officer if one is appointed.
- 3.5. Any by-election for vacant positions on a Club, Society or Project committee must be conducted in accordance with the Bye Laws, together with any directions of the club, society or project's Management Group

4. Removals

- 4.1. Any motion to remove officers from elected positions must be conducted in accordance with the provisions in the Bye Laws
- 4.2. Any proposal to remove membership from an individual for a Club, Society or Project must be conducted in accordance with the provisions in Bye Law E, unless there are legal grounds for removal of membership in which instances a 2/3 majority vote from a CSP committee may temporarily remove membership pending with approval from the Union President.

F. Documentation

1. General

- 1.1. Clubs, Societies and Projects need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

2. Documents Requires

- 2.1. Clubs, Societies and Projects shall provide to the Deputy President (Clubs & Societies), or his or her nominee, the following items of documentation:
 - a. Financial Responsibility – the Chair and Treasurer will sign a declaration that they will obey the Financial Regulations, adhere to the clubs and societies' duties (in Part B) and obey Union Policy and Procedures; (yearly)
 - b. Committee contact list – containing vacation and term time addresses, vacation and term time phone numbers and e-mail address; (yearly)
 - c. Constitution – (yearly)
 - d. Risk Assessment – analysing risk to members; (yearly)
 - e. Instructor registration – for all clubs; (yearly)

- f. Affiliation – for all clubs; (yearly)
- g. Inventory – containing all items belonging to the Club, Society or Project valued over £100 in total;
- h. Any other documents as considered appropriate by the Clubs, Societies and Projects Board.

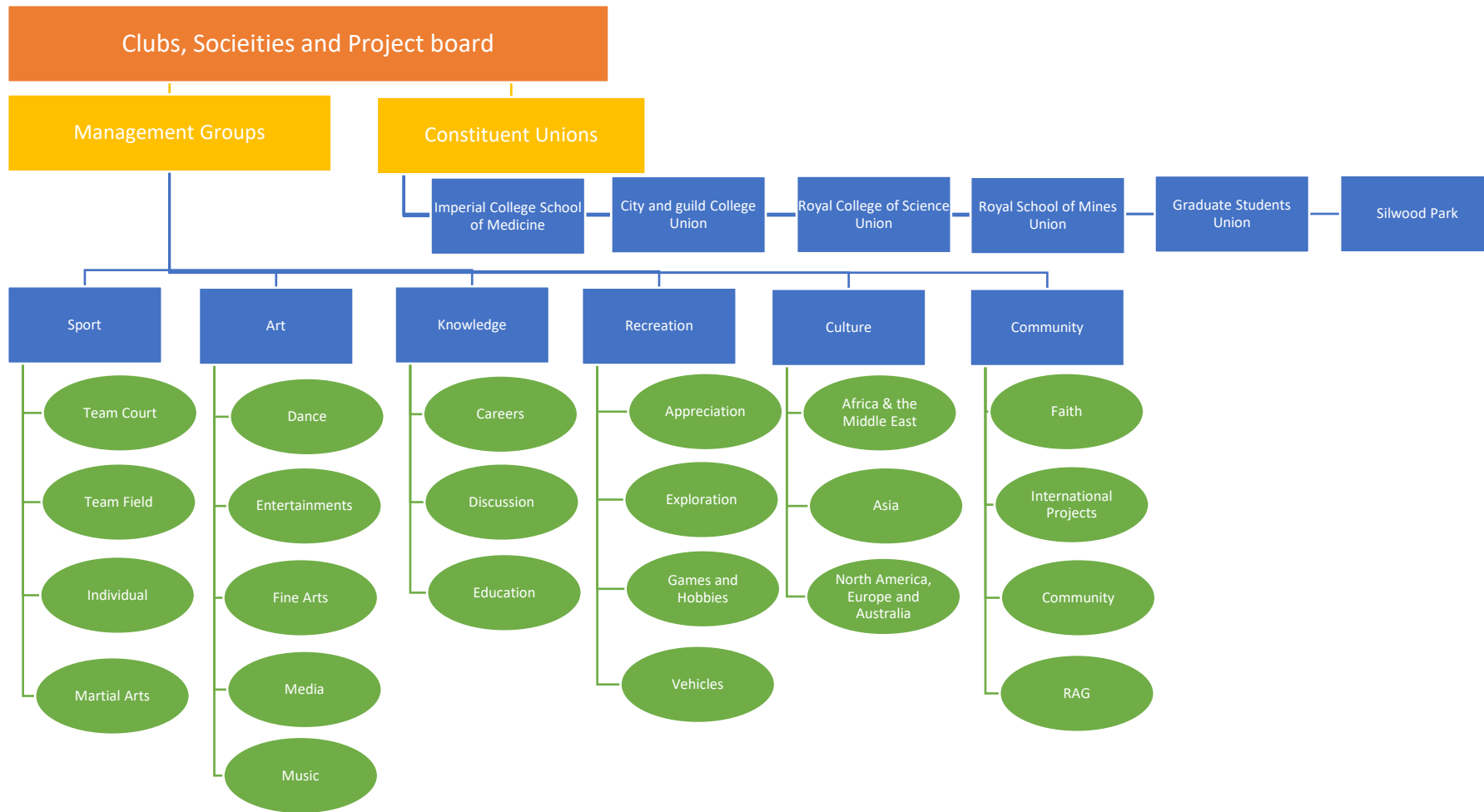
3. Exemptions

- 3.1. The instructor registration, affiliation form and inventory may be submitted as null returns if appropriate, but still require an active submission as null.

G. Sanctions

- 1. Sanctions against individuals must take place in accordance with the Bye Laws (excluding removal of financial responsibility of an individual)
 - 1.1. Financial Responsibility may be removed from an individual if they are deemed by the DPCS or DPFS to be acting irresponsibly with the CSPs finances.
- 2. If a CSP is believed to be in breach of Bye Laws, policy or rules or regulations laid out by the relevant Management Group, CSPB or Union Council, the trustee board or any laws or legal documents, an investigation shall be launched by the DPCS.
- 3. If found to be at fault, the below sanctions may be authorised by the DPCS:
 - 3.1. The CSP:
 - a. May have its budget frozen
 - b. may not be permitted to use any Union facility (including rooms bookings across all campuses)
 - c. may not be permitted to authorise any posters or other publicity
 - d. may not be permitted to vote at any meeting where they are represented
 - e. may be fined an appropriate amount
 - f. may be put under 'special measures' by which regular activity is monitored and predetermined goals need to be obtained
 - g. XXXXXXXX

Appendix 1



Appendix 2

Standing orders for Management Groups

Purpose

The purpose of these committees shall be to oversee the activities of the clubs societies and/or projects allocated to them as determined by CSPB.

Each management group may have amendments to these standing orders, which are to be held by the respective chair and approved at the management groups AGM and ratified at the first CSPB meeting of every year.

Membership

Membership of the Management Group Executive committees shall be: Management Group Chair, Management Group Treasurer, Management Group Secretary, Vice-Chairs (number as determined by the Min-management group structure). Other members to be determined by amendments to these standing orders. For Constituent Unions, the MG Exec can be considered as the CU Exec/committee

Every club and society under the MG's remit shall also have a vote held by a representative of the CSP which is to be cast in the event of a vote at a Management Group meeting.

Elections

This section applies only to Management Groups. Constituent Union committees are elections through the 'Leadership Elections'

The Management Group Executive committee shall be voted in at the MG's AGM.

The standing executive committee shall appoint an appropriate returning officer for the elections. They shall be responsible for communications around the elections including:

Date and time of elections

Nomination period

Structure

Each Management Group shall have an elected Chair to who shall chair both Executive and General Meetings

Powers