

# Clubs, Societies and Projects Policy

## 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 benefit non-members.

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. However, a Constituent Union may in its constitution delegate the governance of its Management Groups to specific officers.

The Clubs, Societies and Projects Board (CSPB) is a subcommittee of Union Council. Its powers include allocation of funds and governance of all Clubs, Societies and Projects through policy and regulations. All CSPs have a voice at CSPB through an elected representative.

## 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.

## 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 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 values of the Union or its rules and policies and no Club, Society or Project currently exists which can cater to students' 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 which can be altered by the club, society or project. 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. CSPs 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 for Clubs, Societies and Projects at no charge to the CSP. 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 and/or sanctions.
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 both as inclusive and accessible as possible.
2. Clubs, Societies and Projects owe a duty to their members to ensure equal provision of facilities to all, with exceptions allowed if demanded by a National Governing Body or any laws or policies.
3. CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives. This may be evaluated using, but not limited to, financial transactions, rooms booked or reports filed.

4. CSPs must offer opportunity for students to develop. This means they should encourage their volunteers to attend training and engage in recognition schemes with the Union that allow for personal development.
5. CSPs should attempt to develop as a community, looking to grow in a sustainable way and give more to their members. CSPs have a responsibility to demonstrate that they are sustainable for the future in terms of their level of activity, membership and finances.
6. 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 or harass any student.
7. 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, whilst CSPs are able to challenge, they not bring the Union or the College into disrepute.
8. Clubs, Societies and Projects are expected to comply with the Union Constitution and Bye-Laws and all Union Regulations, procedures and policies.
9. 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.
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 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 requirements and all other issues not covered by the other Deputy Presidents,
  - the Deputy President (Finance & Services) for financial issues and Health & Safety,
  - 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 are expected to adhere to the standing orders outlined in Appendix 2. Management Groups may write additions to these which need to be approved by CSPB, however appendix 2 supersedes any additions written in contradiction to it.
  - 1.3. Management Groups report to the Clubs, Societies and Projects Board through an elected representative from the Management Group Executive or a nominated officer of the Constituent Union.
  - 1.4. Clubs, Societies and Projects are also bound by their own constitution which must be approved by two thirds of a quorate general meeting or a **committee unanimously if there are no objections from the CSP's membership**. A constitution must then follow an approval process laid out in Appendix 2.
  - 1.5. Management Group and Management Group Executive standing orders and Constituent Union constitutions supersede the constitutions of individual clubs, societies and projects.
2. **Transfers, mergers, splits and creation of new CSPs**
- 2.1. Power to transfer, merge, split and create new CSPs is held by CSPB who will dictate a policy and process 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. Details of the process and any regulations can be found in the New Activities Policy.
3. **Prevention of types of Clubs, Societies and Projects**
- 3.1. The Clubs, Societies & Projects Board may direct that a Club, Society or Project may not change to, nor be created with, proscribed aims and objects, structure or sponsor. This should be used when a Club, Society or Project's proposed purposes are expected to conflict either with the aims and objects of the Union or a policy.
4. **Dissolution and closure**
- 4.1. A club, society or project shall be dissolved and cease to exist under 1 or more of 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 its Management Group
    - 4.1.2. Resolution of the Club, Society & Project Board.
    - 4.1.3. A disciplinary resolution from the Trustee Board or its sub-committees
  - 4.2. 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.
  - 4.3. 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.
  - 4.4. Property of the Club, Society or Project may either be reallocated to another Club, Society or Project or sold and the proceeds donated to the Activities Development Fund. This decision will be taken by the President on the advice of the relevant Deputy Presidents.
5. **Dormancy**
- 5.1. A Club, Society or Project may be classed as dormant if it has not elected its minimum committee or it has under twenty members for Clubs or Societies or 5 members for Projects. The Management Group Executive 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 Executive may also create additional criteria for dormancy in accordance with standing orders passed by the Clubs Societies & Projects Board.

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- 1.1.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:
  - 1.1.1.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,
  - 1.1.2.A resolution of the Club, Society & Project Board or a body to which it delegates these powers
- 1.2.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).
  - 1.2.1.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.
- 1.3.Clubs, Societies & Projects whose principal resources (apart from money) required to carry out their regular activity are the same should normally merge.
- 1.4.Two or more Clubs, Societies and Projects shall merge under one of the following conditions:
  - 1.4.1.Resolutions of each group's committee (or general meeting if required) and the consent of each Management Group governing them with approval from CSPB
  - 1.4.2.A resolution of the Clubs Societies and Projects Board or Trustee Board or a body to which they delegate these powers
- 1.5.Decisions concerning the appropriate Management Group for the merged club, Society or Project, and allocation of assets shall be taken by the Deputy President...

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- 1.9. 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.
- 1.10.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.
- 1.11.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.
  - 1.11.1.It is expected that all existing CSPs will comply and aid in this matter where reasonable.
- 1.12.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.
  - 1.12.1.After this time the committee is expected to elect a new committee according to the Bye-Laws
- 1.13.The initial Management Group of a Club, Society or Project shall be appointed by the Board creating it.

- 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.
  - 5.2.1. Appeal to this decision is to CSPB
- 5.3. Dormant Clubs, Societies and Projects have equal rights to spaces and funds as active ones.
- 5.4. Dormant CSPs must be given a clear, achievable goal to reach to be allowed out of dormancy by the Management Group Executive.
- 5.5. 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 evaluation of these measures.
  - 5.5.1. Failure to do so may result in the closure of the CSP.
  - 5.5.2. Production of a report which clearly shows they have met their goal will result in the dormancy being removed.
- 5.6. 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.
  - 5.6.1. 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. Additionally, with approval from a relevant Deputy President, a Management Group may suspend a CSP if found to have been in breach of any policy, bye-law or relevant standing orders.
- 6.3. A suspension should be reviewed regularly and only issued for good reason.
- 6.4. Further sanction may also be implemented if required and shall be issued by the body issuing the suspension.

## 7. Grant

- 7.1. Union grant is allocated by CSPB in accordance with the Budgeting Policy.
- 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 Presidents (Clubs and Societies) or (Finance and Services) or CSPB if it is found that the grant was obtained through misrepresentation or if it is being spent inappropriately.
- 7.4. This may also be issued as a sanction.

## 8. Expenditure

- 8.1. All expenditure made by a CSP must be spent in a way that as many members as possible should be able to gain benefit from it or in a way in which all members have equal opportunity to access the benefits.

## 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 requires a minimum committee size of three which must include a Chair and a Treasurer. These three committee members are commonly referred to as the 'Principal Officers'
  - 1.2.1. The third officer does not need to be a secretary on the provision that minute taking is included in to another committee member's role description.
  - 1.2.2. The committee must inform the Union of which position the third principal officer is.
  - 1.2.3. All principal officers must be Full Members of the Union.
  - 1.2.4. One member cannot hold two Principal Officer positions within one CSP and should not hold any other committee position within the CSP without good reason.
  - 1.2.5. In line with the Union's Constitution and Bye-Laws, only Full Members of the Union are permitted to vote on or chair the committee.
- 1.3. 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 prohibited. 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 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 if there is a justified reason for them. These qualifications 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.
  - 3.3.1. 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

## 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 on an annual basis:
  - 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;
  - b. Committee contact list – containing phone numbers and e-mail address;

- c. Constitution
- d. Risk Assessment – analysing risk;
- e. Instructor registration – for all clubs;
- f. Affiliation – for all clubs;
- 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.

2.2. All documentation and data stored will comply with the Union’s Privacy Policy and General Data Protection Regulations (GDPR)

### 3. Exemptions

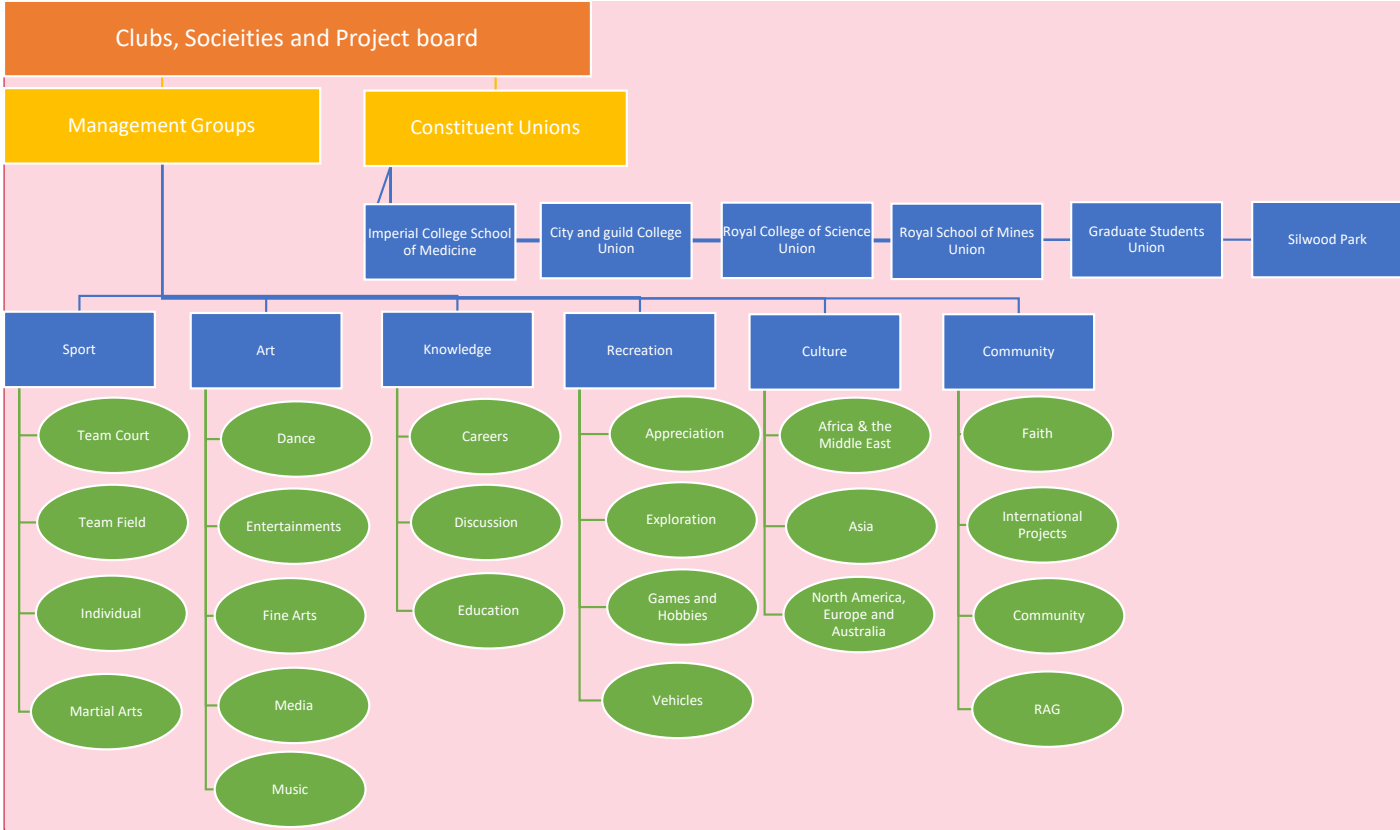
3.1. The instructor registration, affiliation form and inventory may be submitted as null returns if appropriate, but still require an active submission as null.

## 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 be fined an appropriate amount
    - e. may be told to provide reports by which regular activity can be monitored and predetermined goals need to be obtained
    - f. may not be permitted to access specific Union events



# Appendix 1 – Structure of Management Groups and Mini-Management Groups



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## Appendix 2 - Standing Orders for all Management Groups

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. General

- A.1. This document is designed to outline the responsibilities and management structures for each individual Management Group. It is owned by the Clubs, Societies and Projects Board so any changes must be approved there.
- A.2. Individual Management Groups may have their own additions to this document on the provision that they do not contradict these or any higher policies or constitutions and that they have been approved by CSPB. These are the responsibility of the Chair of the Management Group to uphold and look after.
- A.3. This document, and any individual additions, must be approved annually by CSPB.

### B. Purpose

- B.1. The purpose of a Management Group is to provide a forum for issues from CSPs to be raised to an elected representative.
- B.2. It should be a supportive community that shares best practises and acts within a communication pathway and chain of responsibility between individual CSPs and the Union and CSPB.

### C. Membership

- C.1. Each CSP is allocated to a specific Management Group by CSPB. Within this group each CSP shall have one vote held by the CSP Chair which may be delegated to any member of the CSP committee.

### D. Structure

- D.1. The Management Group shall have an elected representative to act as a Chair who shall represent the MG on CSPB and govern all the CSPs within remit according to policies, by-laws and laws.
- D.2. The Management Group may decide to divide into smaller Mini-Management Groups which must be governed by a Vice-Chair.
- D.3. A Management Group Executive committee or a Constituent Union shall manage each Management Group. A Management Group Executive shall follow the standing orders found in the CSP Policy. A constituent Union shall outline which roles are responsible for oversight of the Management Group in their constitution.

### E. Responsibilities

Management Groups have the responsibility to carry out these functions:

#### E.1. Representation

- E.1.1. Management Groups must ensure there is up-to-date and approved documentation to outline the processes, governance and structures in either the Constituent Union's constitution or the Management Group Executive Standing Orders.
- E.1.2. Management Groups must ensure they agree with any documents created in addition to these standing orders or the Management Group Executive Standing Orders before they are approved by CSPB.
- E.1.3. Management Groups will meet on a regular basis with their CSPB representative.
  - E.1.3.1. It is recommended that this be monthly General Meeting, however may also take the form of one-to-one meetings or Mini-Management Groups meetings. This is to ensure that issues faced within the MG can be addressed at CSPB.

**E.2. General Meetings**

- E.2.1. Must be advertised to at least the Principal Officers of the relevant CSPs at least 5 college days prior to occurring.
- E.2.2. It is expected for each CSP to send a representative to these meetings.
  - E.2.2.1. Failure to do so on three consecutive occasions can result in sanctions.
- E.2.3. It is recommended that General meetings shall be held once per month during term-time.
- E.2.4. Emergency meetings must be held upon petition of the Chair by 10% of the Management Group. Quorum shall be unique representation from over half of the Clubs of the Management Group.
- E.2.5. An Annual General Meeting must take place to review the year and elect a new Management Group Executive committee if required.
- E.2.6. Any Member of the MG or its Executive committee may bring a paper, resolution, propose or second a motion or speak at the meeting. Other individuals may request the Meeting's Chair for permission to speak or to bring a paper but are unable propose or second a motion/resolution.

**E.3. Constitutions**

- E.3.1. All club constitutions and any changes to them must go through this outlined process in order to be approved:
- E.3.2. They must be approved by the membership of the CSP. The Chair must then send the new/changed constitution to the Management Group Chair.
- E.3.3. The MG Chair shall circulate the constitution to the CSPs in the MG offering opportunity for objections to be made.
- E.3.4. If there are no objections, the MG Executive committee shall vote to accept or reject the constitution
- E.3.5. If there are objections made the MG Chair shall present both constitution and objections at the next general meeting for a discussion and a MG vote to reject or approve.
- E.3.6. It is the responsibility of the CSP Chair to ensure that the latest approved CSP constitution is available on the Union's system.

**E.4. Adherence to Policy**

- E.4.1. All CSPs have the responsibility to ensure that each individual CSP, the MG as a whole and the MG executive committee adhere to all policy and constitutions dictated by Union Council and its subcommittees, Trustee Board and its subcommittees, the MG and the MGE and that all laws are abided by.

**F. Creation**

- F.1. Creation of new CSPs resides with CSPB who will typically delegate this responsibility through the New Activities Policy to the New Activities Committee. MGs do not have the ability to create new societies.

## Appendix 3 - Standing orders for Management Group Executive Committees

### **A. Purpose**

- A.1. 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.
- A.2. 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.
- A.3. Constituent Unions should include these standing orders in some form into their constitutions so that the roles and responsibilities outlined here are relevant for their officers.

### **B. Membership**

- B.1. Membership of the Management Group Executive committees shall be: Management Group Chair, Management Group Treasurer, Vice-Chairs (number as determined by the Mini-management group structure). Other members to be determined by amendments to these standing orders. A secretary is not a compulsory position on the provision that another member of the committee has the responsibility to minute both MG Executive meetings and MG General Meetings.
- B.2. 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.
- B.3. No person shall hold more than one Officer Positions concurrently.
- B.4. Officers hand over to their successors on the 1<sup>st</sup> of August.
- B.5. Officers shall be ex-officio members of all RCC Clubs.
- B.6. Officers are allowed to hold Club Officer Positions in addition to their role on the Committee on the provision that these additional roles are not financially responsible.
- B.7. Elections
  - B.7.1. This section applies only to Management Groups. Constituent Union committees are elections through the 'Leadership Elections'
  - B.7.2. The Management Group Executive committee shall be voted in at the MG's AGM.
  - B.7.3. The standing executive committee shall appoint an appropriate returning officer for the elections. They shall be responsible for communications around the elections including:
    - B.7.4. Date and time of elections
    - B.7.5. Nomination period
    - B.7.6. Positions Available
    - B.7.7. Time allowance for speeches
- B.8. Votes will be cast on a one club one vote basis and shall follow the Union's regulations on Minor Elections as outlined in the Bye-Laws.

### **C. Structure**

- C.1. Each Management Group shall have an elected Chair to who shall chair both Executive and General Meetings

### **D. Responsibilities**

- D.1. The Committee shall oversee the running of its Clubs, though the Club Chairs. This includes but is not limited to:
  - D.1.1. The Ratification of Club Constitutions

- D.1.2. Acting as arbiter in the event of an internal dispute within a club, or between multiple clubs of the Committee
- D.1.3. Adhering to the responsibilities and carrying out the mandated actions as outlined in all policy.
- D.1.4. Management of the Clubs' expenditure and budgets
- D.2. The Committee shall oversee the finances of its Clubs through those individuals who hold financial responsibility for that club.
- D.3. The Committee is responsible to the Clubs, Society and Project Board through the Committee's Chair.

**E. Role Descriptions**

- E.1. The Chair shall:
  - E.1.1. Chair the General Meetings of the Committee and the Executive or appoint another member of the Committee to do so.
  - E.1.2. Be responsible to the Union President, through the appropriate Deputy President, for the Committee's finances, health & safety, adherence to policy, and the activities of the Committee.
  - E.1.3. Be responsible to the Union President, through the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.
  - E.1.4. Be responsible for the efficient organisation and administration of the Committee and the promotion, and advertising, of the Committee within the College.
  - E.1.5. Advise Clubs on the preparation and justification of funding proposals.
  - E.1.6. Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the MG, or appoint a member of the Committee to go in his/her stead.
  - E.1.7. Any other duties as may be decided by the Committee.
- E.2. The Vice chairs shall have the same responsibilities as the chair but in respect to the relevant MMG
- E.3. The Treasurer shall:
  - E.3.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and MG CSPs
  - E.3.2. Assist Clubs in preparing funding applications.
  - E.3.3. Assist and promote Clubs to gain external sponsorship and equipment discounts.
- E.4. All other role descriptions must be held as an addition to this document.

## Appendix 4 - CSP Code of Conduct

This code of conduct is drafted from existing policy and must be approved by CSPB on an annual basis.

It lays out some (not all) of the responsibilities and rules placed on CSPs and their committee members.

All CSPs and CSP members will also be expected to adhere to the law and legal documents and any policy dictated by the Board of Trustees and its subcommittees, Union Council and its subcommittees and their respective Management Groups.

CSPs and their committees are expected to adhere to the Union's values of Leadership, Partnership, Democracy and Inclusivity. This means that the CSP and those on a committee or in any leadership position are expected:

1. To act with integrity and honesty; they must act responsibly as leaders within the Imperial Community, be open to criticism of their performance and strive to improve personally. They should work to progress the student experience and make the Imperial community better.
2. To build strong relationships within their CSP. They must strive to create a welcoming and open community that meets their member's needs. They should work with the Union, the college and external organisations to improve the provisions their CSP is able to offer.
3. To represent their members in an accurate and honest way. They must be elected according to the Union's constitution. They should use this empowerment to be proactive and responsible global citizens within local, national and international communities.
4. To welcome all Union members into their community and embrace the knowledge that diversity of membership brings strength and power. They must work to eradicate barriers that prevent an inclusive and accessible environment. They should engage with the Union to ensure their provision does not discriminate in any way.

### Financially Responsible

1. CSPs and their committee are expected to manage finances in a responsible and sustainable way.
2. All expenditure made by a CSP must be spent in a way that as many members as possible should be able to gain benefit from it or in a way in which all members have equal opportunity to access the benefits.
3. No funds are permitted to be held outside of the account provided by the Union. Under no circumstances should there be funds stored in a different bank account, unauthorised investment or in unauthorised cash deposits.
  - a. This includes ticket income. Unless permission is granted by DPCS or DPFS, all tickets for a CSP event must be created and sold via the Union's online shop.
4. Clubs may be permitted to temporarily go into debt for an event or specific purchase, but this cannot happen without approval from DPCS or DPFS and will require the creation of plan of recovery which must be adhered to.
5. Cash handling should be kept to a minimum and only used with permission of DPCS or DPFS

### Activity

CSPs are expected to put on regular activity for the benefit of their membership and in accordance with their aims and objectives.

1. All rooms must be booked according to the Union's room booking procedures. In summary annual bookings need to be submitted via the yearly application and ad hoc bookings through the eActivities portal. Rooms must be returned to their appropriate state and no rubbish is to be

left behind. Some rooms will require risk assessments to be completed. Unless a booking is cancelled, the CSP that booked a space is liable for any damage or mess left behind even if they did not use it.

2. If a society is inviting any speaker that is not a part of the Imperial College they must submit an external speakers request form via eActivities at least 15 days before the event.
3. Any minibuses that are booked must have the booking form and keys returned to the Union before the end of the booking and the minibus must be returned with a full petrol tank and all litter must be removed. Any damage or accidents during the booking must be reported via the accident form and returned to the Union.
4. Risk assessments must be completed on an annual basis to cover all regular activity. Any additional activity not covered in an annual risk assessment must also have an additional risk assessment completed. This includes trips and tours.
5. No alcohol is to be consumed in any space booked through the Union without the presence of a member of Union staff or college catering teams. No alcohol is to be consumed in a Union minibus.
6. Promotional material and posters are only allowed in specified spaces. Additionally, all posters, flyers and promotional material, both physical and otherwise, must include an accurate English translation.

Additionally, it is important that all students respect all staff across college and the Union. Do not contact them other than through approved email addresses (end in @ic.ac.uk or @imperial.ac.uk). Do not expect replies outside of working hours and during college closure or annual leave.

It is expected that by signing this document you agree to share this information with your committee and members and you and the CSP you represent will adhere to all rules and laws laid out in Union documentation. Failure to do so can result in the below sanctions being implemented on the CSP and/or individual sanctions being implemented (as outlined in the Union Bye-Laws)

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 be fined an appropriate amount
- e. may be told to provide reports by which regular activity can be monitored and predetermined goals need to be obtained
- f. may not be permitted to access specific Union events

Signed:

Name:

Club:

Position:

Date: