

New Projects Committee Standing Orders

1. Aims and Objects

- 1.1. The Committee shall co-ordinate the creation of new Projects within Imperial College Union

2. Status

- 2.1. The Committee is a sub committee of the Clubs and Societies Board (CSB) and shall report on its activities to the Clubs and Societies Board (CSB).

3. Membership

- 3.1. The committee shall consist of:
 - 3.1.1. 3 members drawn from the Representation and Clubs and Societies Board (CSB) and one reserve for the case where another member is unable to attend
 - 3.1.2. One member must be the RAG Chair
 - 3.1.3. One member must be the CAG Chair
 - 3.1.4. One member from the Clubs and Societies Board (CSB)
 - 3.1.5. A named reserve.
 - 3.1.6. These members shall not be Sabbatical Officers
- 3.2. The members shall be appointed at the first CSB of each year and may be replaced by a resolution of CSB.
- 3.3. The committee shall appoint a chair at its first meeting
- 3.4. Each member shall have one vote, with the exception of the chair, who shall have the casting vote in the event of a tie.
- 3.5. Quorum shall be the whole committee

4. Meetings

- 4.1. There shall be at least three meetings each term, which shall be advertised at least one week in advance.
- 4.2. The Chair of the Committee shall submit the minutes of meetings for report to the following Clubs and Societies Board meeting.
- 4.3. The meetings shall follow the standing orders for meetings in Union regulations.
- 4.4. All persons who have previously identified themselves and have proposals awaiting consideration shall be invited to the meeting. Unless the application is received less than 48 hours before NPC is to be held.
- 4.5. Proposals should contain details of:
 - 4.5.1. The aims and objectives of the proposed Project.
 - 4.5.2. The financial, spatial and resource requirements.
 - 4.5.3. Activities to be undertaken should the proposal be approved, both long and short term.
 - 4.5.4. A discussion of the length of the Project, with end date if possible or
 - 4.5.5. If undefined plans to ensure the long term viability of the proposed Project

5. Creation of projects

- 5.1. A new project may be created by the committee, as per RAG and CAG Policy, under the following conditions:

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- 5.1.1. the new project shall have aims and objects differing significantly from present clubs and societies and projects.
 - 5.1.2. the project is in the interests of the student body and the community as a whole
 - 5.1.3. the opinion of the Deputy President (Clubs and Societies) and Deputy President (Welfare) on the value of the new project shall be sought and reported to the committee,
 - 5.1.4. the Full Member of the Union sponsoring it should have a petition with 5 members' names, departments and signatures, these signatories must also be full members
 - 5.1.5. the committee agrees that the new club will satisfy Health & Safety, financial and other requirements,
 - 5.1.6. The aims and objectives of the new project are approved by the committee. A project may be created without a completed Aims & Objectives document but one should be submitted to RAG or CAG as appropriate within the term they were created.
- 5.2. A proposal for a project may be rejected in any of the following circumstances:
- 5.2.1. If any of the conditions in section 5.1 are not satisfied.
 - 5.2.2. If, in the committee's opinion, the proposal does not provide value in terms of spatial, financial and resource requirements.
 - 5.2.3. If, in the committee's opinion, the project meeting its aims and objectives is unlikely to be viable.
 - 5.2.4. In cases where there is doubt of a technical nature an expert opinion should be sought as to the viability of a project meeting its aims and objectives
 - 5.2.5. If previously similar clubs have existed but have failed and been closed and that, in the committee's opinion, the likelihood is that this society would follow a similar pattern.
 - 5.2.6. If previously a similar project has existed and been closed by mandate of a Union Committee and the reasons for that closure are still pertinent or, in the committee's opinion, shall become pertinent again in the near future.
 - 5.2.7. If there already exists a club, society or project that could reasonably widen its mandate to cover the aims and objectives of the proposed club or society and there are no sound reasons why this approach could not be taken.
 - 5.2.8. If in the committee's opinion, there is a substantial part of the proposed project which is based on an academic project/assignment.
 - 5.2.9. If the Project is a branch of an External organisation or has a remit so specific that only one organisation could conceivably benefit from its activities
- 5.3. Should the committee feel that a proposed project should be created but that the resources to support it are unavailable then it may resolve to defer judgement and recommend to the Clubs and Societies Board as appropriate that investigation be made as to whether the required resources can be made available.
- 5.4. Any Full Member of the Union may appeal the decision of the committee to create or reject a proposed Project to the Clubs and Societies Board, whose

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decision is final.

5.5. Upon creation of a new project the committee shall allocate it to CAG or RAG depending on its aims and objectives.

5.5.1. In the case that a new Project intends to undergo both charitable and outreach activities the committee shall decide which board's expertise it will benefit most from and assign it to that board

5.6. A new project may receive a start-up grant from the committee commensurate to its needs as perceived by the committee.

5.4.1. Should a proposal be accepted but the proposer not be in a position to request a start-up grant then they shall have the right to apply at the following meeting only. No further requests shall be entertained by the committee.

6. Status, interpretation and amendment of these standing orders

6.1. These standing orders are bound by the Union's constitution, regulations and policy.

6.2. Formal interpretations of these standing orders shall be made by the Chair.

When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.

The Clubs and Societies 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.