# Arts and Entertainments Management Group Standing Orders

**A. General**

**A.1.** This document is designed to supplement the responsibilities and management structures for each individual Management Group outlined in the CSP Policy. The CSP Policy is owned by the ~~Clubs, Societies and Projects Board~~ Activities Forum and changes must be approved there.

**A.2.** These additions should not contradict these or any higher policies or constitutions and that they have been approved by ~~CSPB~~Activities Forum.

**A.3.** These standing orders are the responsibility of the Chair of the Management Group to uphold and look after.

**A.4.** This document, and any individual additions, must be approved by the Arts and Entertainments Board (hereafter referred to as AEB).

**B. Purpose**

**B.1.** The Arts and Entertainments Management Group (AE MG) is a collection of Clubs, Societies and/or Projects grouped together to be governed by the Management Group Executive.

**B.2.** The purpose of the Management Group is to provide a forum for issues from CSPs to be raised to an elected representative.

**B.3.** 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~~Activities Forum.

**C. Membership**

**C.1.** Each CSP is allocated to a specific Mini Management Group by AEB.

**C.2.** Within AEB 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~~within ~~CSPB~~Activities Forum and govern all the CSPs within remit according to policies, bye laws and laws.

**D.2.** The Management Group is divided into smaller Sub-Management Groups which are to be governed by a Vice-Chair.

**D.2.1.** Dance: Argentine Tango, Ceilidh, Dance Club, Dance Company, Funkology, and K Pop

**D.2.2.** Entertainments: DramSoc, Cinema, Live Music, Musical Theatre, Pop of East Asia, and WenHua Chinese Drama

**D.2.3.** Media & Fine Arts: Art Club, DJ & Production, Fashion & Design, Felix, IC Radion Photography, and Writer's Society

~~**D.2.4.** Media: DJ & Production, Felix, and IC Radio~~

**D.2.~~5~~4.** Music - Instrumental: Chamber Music, Big Band, Jazz, Soul & Funk, Orchestra, Sinfonietta, String Ensemble, and Wind Band

**D.2.~~6~~5.** Music – Vocal: A Cappella, Chamber Choir, Choir, Gospel Choir

**D.3.** The Executive committee shall manage the Management Group. The Management Group Executive shall follow the standing orders in this document, supplementary to the CSP Policy.

**D.4.** New societies will be allocated to the appropriate mini management group by Activities Forum~~CSPB~~ and are to be included as amendments to this document.

**E. Responsibilities**

The Arts and Entertainments Management Group has 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 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~~Activities Forum.

**E.1.3.** Management Groups will meet on a regular basis with their ~~CSPB~~Activities Forum 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~~Activities Forum.

**E.2.** General Meetings

**E.2.1.** Must be advertised to at least the Principal Officers of the relevant CSPs at least 5 clear 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.3.2.1.** The following evidence must be included: details of the amendment, a copy of the constitution with the amendments highlighted, and the society-level voting results on the amendments

**E.3.2.2.** Any objections made at CSP level must be included

**E.3.3.** The MG Chair shall circulate the constitution to the CSPs in the MG offering opportunity for objections to be made within 5 clear college days.

**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~~Activities Forum 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.

## 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~~Activities Forum.

**A.2.** These standing orders are to be held by the chair and approved at the management groups AGM.

**A.3.** Amendments to these standing orders must be approved by AEB.

**B. Membership**

**B.1.** Membership of the Management Group Executive committees shall be:

**B.1.1.** Arts and Entertainments Sector Chair

**B.1.2.** Arts and Entertainments Sector Treasurer

**B.1.3.** Arts and Entertainments Sector Secretary

**B.1.4.** Arts and Entertainments Vice Chair Dance

**B.1.5.** Arts and Entertainments Vice Chair Entertainments

**B.1.6.** Arts and Entertainments Vice Chair Media & Fine Arts

~~**B.1.7.** Arts and Entertainments Vice Chair Media~~

**B.1.~~8~~7.** Arts and Entertainments Vice Chair Music – Instrumental

**B.1.~~9~~8.** Arts and Entertainments Vice Chair Music – Vocal

**B.1.~~10~~9.** Other members to be determined by amendments to these standing orders.

**B.2.** Each member of the executive committee holds a vote on AEB.

**B.3.** 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.4.** No person shall hold more than one Officer Positions concurrently.

**B.5.** Officers hand over to their successors before the 1st of August, if elected before the handover date.

**B.6.** Officers shall be ex-officio members of all AE Clubs.

**B.7.** Officers may hold Club Officer Positions in addition to their role on the Committee on the provision that:

**B.7.1** These additional roles do not confer additional financial responsibility over any one CSP.

**B.7.2.** In the case that an officer is elected who is multiply financially responsible, they may not exercise their financial responsibility over the relevant CSP.

**C. Elections**

**C.1.** The Management Group Executive committee shall be voted in at the MG's AGM.

**C.1.1.** All full members of the Union may stand for any Officer post

**C.1.2.** Only voting members of AEB may vote for Officer roles

**C.1.2.1.** For the election of vice chairs, only the executive committee and those CSPs in the relevant mini management group may cast their vote.

**C.1.3.** A proposer and a seconder are required to make a nomination valid. Only Members of the Union may be proposers and seconders.

**C.1.3.1.** The proposer may be the same member who is standing for the role

**C.1.4.** Nominations may only be accepted from the floor if no valid nominations are received for a post.

**C.2.** The standing executive committee shall appoint an appropriate returning officer for the elections.

**C.2.1.** Disputes over an election should be resolved by the Returning Officer where possible, and forwarded to the Union President for final interpretations.

**C.3.** The Secretary and returning officer (if not the same person) shall be jointly and severally responsible for communications around the elections including:

**C.3.1.** Date and time of elections

**C.3.2.** Nomination period

**C.3.3.** Positions Available

**C.3.4.** Time allowance for speeches

**C.3.4.** The release of manifestos

**C.4.** 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.

**D. Structure**

**D.1.** Each Management Group shall have an elected Chair who shall chair both Executive and General Meetings

**D.2.** Principal officers of the executive committee shall be the Chair, Treasurer, and Secretary.

**D.3.** Each member of the executive committee, with the exception of the Secretary will be financially responsible for the CSPs governed by that role.

**E. Responsibilities**

**E.1.** The Committee shall oversee the running of its Clubs, though the Club Chairs. This includes but is not limited to:

**E.1.1.** The Ratification of Club Constitutions

**E.1.2.** Acting as arbiter in the event of an internal dispute within a club, or between multiple clubs of the Committee

**E.1.3.** Adhering to the responsibilities and carrying out the mandated actions as outlined in all policy.

**E.1.4.** Management of the Clubs' expenditure and budgets

**E.2.** The Committee shall oversee the finances of its Clubs though those individuals who hold financial responsibility for that club.

**E.3.** The Committee is responsible to the ~~Clubs, Society and Project Board~~Activities Forum through the Committee's Chair.

**F. Role Descriptions**

**F.1.** The Chair shall:

**F.1.1.** Chair the General Meetings of the Committee and the Executive or appoint another member of the Committee to do so.

**F.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.

**F.1.3.** Be responsible to the Union President, though the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.

**F.1.5.** Advise Clubs on the preparation and justification of funding proposals.

**F.1.6.** Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the AE sector, or appoint a member of the Committee to go in their stead.

**F.1.7.** Any other duties as may be decided by the Committee.

**F.1.8.** Negotiate other duties with officers.

**F.2.** The Treasurer shall:

**F.2.1.** Be responsible to the Chair for the efficient administration of the finances of the Committee and AE Sector CSPs

**F.2.2.** Assist Clubs in preparing funding applications.

**F.2.3.** Assist and promote Clubs to gain external sponsorship and equipment discounts.

**F.3.** The Secretary shall:

**F.3.1.** Minute both AE Executive meetings and AEB General Meetings.

**F.3.2.** Be responsible for the official communication to the AE CSPs

**F.3.3.** Be responsible for the efficient organisation and administration of the Committee and the promotion, and advertising, of the Committee within the College.

**F.4.** The Vice chairs shall:

**F.4.1.** Have the same responsibilities as the chair but in respect to the relevant Sub-Management Group

**G. Censure and Dismissal of Officers**

**G.1.** A General Meeting of the Committee may censure or dismiss the Officers by special resolution with the following requirements:

**G.1.1.** The motion shall be proposed by a member of the Committee and seconded by ten full members of the Committee at least one week before the meeting.

**G.1.2.** The subject of the motion has full right of reply at the meeting.

**G.1.3.** The motion shall be passed only by a two-thirds majority of those present and voting.

**G.2.** Officers may appeal in line with the Union's complaints procedure within five College Days. This censure and dismissal procedure exists concurrently with the Union's Bye-Law governing Complaints and Discipline (Bye-Law E).