Activities Forum

Knowledge 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 Clubs, Societies and Projects (CSP) Policy, which is owned by Activities Forum.

A.2. These additions shall not contradict those made in the CSP Policy, nor those from any higher policies, byelaws, or constitutions.

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, should be approved by the Knowledge Management Group Board (KNB) and Activities Forum.

B. Purpose

B.1. The Knowledge Management Group (KN) is a collection of clubs and societies 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 clubs and societies to be raised to an elected representative.

B.3. It should be a supportive community that shares best practices and acts within a communication pathway and chain of responsibility between individual clubs and societies, Activities Forum, and the Union.

C. Membership

C.1. Each club or society is allocated to a specific Mini Management Group by Activities Forum.

C.2. Within the Knowledge Board, each club or society shall have one vote held by its Chair which may be delegated to any member of the club or society committee.

D. Structure

D.1. The Management Group shall have an elected representative to act as a Chair who shall represent the Management Group on Activities Forum. They shall govern all clubs and societies within their remit according to policies, byelaws, and the law.

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

D.2.1. Careers: Algorithmic Trading, Bioscience Review, Consultancy, Effective Altruism, Imperial Blockchain, Imperial Entrepreneurs, Investment, Law, Management, Finance, Women in Business, Women in SET.

D.2.2. Discussion: Debating, History, Model United Nations, Philosophy, Sexpression.

D.2.3. Education: Astro, Computational Biology, Energy, Environmental, FemTech, First Aid Society, Machine Learning, Sign Language, TedX, Traditional Chinese Medicine.

D.2.4. Technical: Space Society, Cyber Security, Prosthetics, Prototyping and Hacking, Racing, Developer Student Club, Robotics.

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 and are to be included as amendments to this document.

E. Responsibilities

The Knowledge 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 that they agree with any documents created in addition to these standing orders or the Management Group Executive Standing Orders before they are approved by Activities Forum.

E.1.3. Management Groups will meet on a regular basis with their Activities Forum representative.

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 club or society to send a representative to these meetings.

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 societies 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 a meeting. Other individuals may request the Meeting's Chair for permission to speak or to bring a paper but are unable to 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 the 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 an 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, the Trustee Board and its subcommittees, the Management Group and the Management Group Executive, and that all laws are abided by.

F. Creation

F.1. The creation of new clubs and societies resides within Activities Forum who will typically delegate this responsibility through the New Activities Policy to the New Activities Committee. Management Groups do not have the ability to create new societies.

Knowledge Management Group Executive Committee Standing Orders

A. Purpose

A.1. The purpose of the Knowledge (KN) Management Group Executive Committee shall be to oversee the activities of the clubs and societies allocated to them, as determined by Activities Forum.

A.2. These standing orders are to be held by the chair and approved at the Management Group's AGM.

A.3. Amendments to these standing orders must be approved by the Knowledge Management Group Board (KNB) and Activities Forum.

B. Membership

B.1. Membership of the Knowledge Management Group Executive Committee shall be:

- B.1.1. Knowledge Sector Chair
- B.1.2. Knowledge Sector Treasurer
- B.1.3. Knowledge Sector Secretary
- B.1.4. Knowledge Vice Chair (Careers)
- B.1.5. Knowledge Vice Chair (Discussion)
- B.1.6. Knowledge Vice Chair (Education)
- B.1.7. Knowledge Vice Chair (Technical)

B.2. Each member of the executive committee holds a vote on the Knowledge Board (KNB).

B.3. Every club and society under the Management Group's remit shall also have a vote held by a representative of the club or society, 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 position 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 KN 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 club or society.
- 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 club or society.

C. Elections

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

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

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

C.1.2.1. For the election of Vice Chairs, only the executive committee and those clubs and societies 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.3.5. 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 Secretary, will be financially responsible for the clubs and societies governed by that role.

E. Responsibilities

E.1. The Committee shall oversee the running of its clubs, through the club chairs. This includes but is not limited to:

E.1.1. The ratification of Club Constitutions.

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

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 through those individuals who hold financial responsibility for that club.

E.3. The Committee is responsible to the 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, through the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.
- F.1.4. Advise Clubs on the preparation and justification of funding proposals.
- F.1.5. Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the KN sector, or appoint a member of the Committee to go in their stead.
- F.1.6. Any other duties as may be decided by the Committee.
- F.1.7. 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 KN Sector clubs and societies.
- 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 KN Executive meetings and KNB General Meetings.
- F.3.2. Be responsible for the official communication to the KN clubs and societies.
- 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 Mini-Management Group.