

ICSF Standing Orders

Imperial College Science Fiction, Fantasy and Gothic Horror Society

May 24, 2011

These standing orders are binding upon the Imperial College Science Fiction, Fantasy and Gothic Horror Society (also known as ICSF and, hereafter, the Society) and its membership, to the extent permitted by the regulations of Imperial College Union (hereafter the Union) and the Society's Constitution.

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1 Job Descriptions

This section lists the duties and responsibilities of the various members of the Society committee.

1.1 Chairentity

Responsible for the overall running of the Society and ensuring that the rest of the committee carries out the work described in their job descriptions. Deciding with the assistance of the committee, the long and short term aims and events to be run by the society. On occasion replacing or assisting the other committee members as may be necessary. The Chairentity (or their nominated representative) has a vote on the Social Clubs Committee (hereafter SCC) and is the main conduit for communication of all kinds (including room booking) between the Union and the Society. The Chairentity is financially responsible for the society and is responsible for all the Society members participating in the Society activities.

1.2 Chair of Vice

The Chair of Vice is the primary assistant to the Chairentity and is responsible for the running the Society's social events, including bar nights, and other tasks as nominated by the Chairentity. They are also encouraged to go to SCC meetings, as they will be the primary deputy to the Chair Entity. In the event of the Chairentity being unable to perform their duties, the Chair of Vice shall take up these responsibilities (excluding financial responsibility) until such time as the Chairentity returns to their role, or new elections are held.

1.3 Secretary

The Secretary is responsible for communication between the society and its members and the society and any outside bodies and for taking minutes during society meetings. Minutes should be posted to the society mailing lists or on the website within 5 college days of the meeting. The Secretary is also responsible for organising visits to college by any outside speakers, with the exception of those in relation to Picocon. Additionally, the Secretary is tasked with maintaining the room key list and the Society swipe card.

1.4 Treasurer

The Society Treasurer is responsible for all money earned or spent by the Society and for grant(s) given to the Society by the Union. The Treasurer should attend any relevant treasurers' meetings and should be aware of the state Society's finances at all times and such be able to tell if the budget is available for any given event to be run. The Treasurer, with the Chairentity, is financially responsible for the running of the society and should remember at all times that print books are 0% rated for VAT purposes. The Treasurer has a responsibility to ensure that Picocon is a financial success and that enough money is available for the society to purchase stock each year. The Treasurer is also responsible, in conjunction with the Chairentity, for writing the budget claim for the Society, to be presented to the SCC so that a grant for the next year can be awarded and should be ready to make any appeals to the SCC during this process.

1.5 Librarian

The Society Librarian is responsible for the running, stocking, and organisation of the Society's room in the Beit Quad basement (hereafter the Library) and is responsible for the upkeep of the Library database and all non-electronic equipment stored in the Library. The Librarian must authorise all new items in the Library. The Librarian is also responsible for taking suggestions from the membership for improvements that can be made to the Library or its stock, and for the upkeep of the Library rules and guidelines (see Section 2). The Librarian is responsible for the staffing of the Library during lunchtimes and for constructing a library staffing timetable, including the co-opting of duty librarians as appropriate. The Librarian also has a responsibility for events run in the Library, particularly lunch time showings which they should organise or cause to be organised if they deem appropriate. Finally, the Librarian is responsible for organising the annual stock take of the library, and updating records appropriately.

1.6 Publicity Officer

The Publicity Officer is responsible for the design, copying and distribution of the Society posters and flyers that advertise the Society events. Every effort will be made to make sure that posters are widely distributed and are put up in good time before the event in question. The Publicity Officer is also responsible for the printing and distribution of Wyrmtongue, the Society magazine. The Publicity Officer is responsible for seeing that the Union publicity regulations are followed.

1.7 Tech Priest

The Tech Priest is responsible for the upkeep and content of the Society web pages. They are responsible for ensuring that the pages do not bring the Society, ICU or Imperial College into disrepute. The pages are to be kept up to date with lists of events being run and other matters of interest to the membership. They should also present an accurate image of the Society to potential members and external visitors to the pages. They should liaise with the Publicity Officer for many of these duties. The Tech Priest is also responsible for maintaining the server, library computer, other electronic equipment in the library, and the library database schema.

1.8 Picocon Sofa

The Picocon Sofa is the Chair of the Picocon sub-committee and is ultimately responsible for the successful running of Picocon, the Society's annual one-day convention. The Sofa is responsible for organising the guest(s) of honour, the advertising of the event and any other matters to do with the convention itself, so that the event is a social and financial success.

1.9 Picocon Beanbag

The Picocon Beanbag is the Vice-Chair of the Picocon sub-committee. The Picocon Beanbag's primary responsibility is to organise all of the aspects of Picocon internal to the Union, such as room bookings, as well as any other duties delegated to them by the Picocon Sofa.

1.10 Editor

The Editor is responsible for the production of the Society Fanzine and should ensure that the membership produces enough work to fill this well respected publication. They are responsible for ensuring that the magazine does not bring the Society, the Union or IC into disrepute. The Editor is also responsible for finding a printer to produce the Fanzine (in consultation with the Treasurer) and for the organisation and layout of the Fanzine itself. The Fanzine must be proof-read by someone other than the Editor.

The Editor is additionally responsible for the production of Wyrmtongue, the Society magazine, and the repeated "poking" of members to produce articles to fill the same. They are also responsible for ensuring the magazine does not bring the Society, the Union or IC into disrepute and that the membership are kept informed of events going on in the society and the wider world of fandom. There are no other controls as to the layout and/or content of Wyrmtongue save that the issues shall not be numbered by consecutive integers. However, the Librarian, who has to file them at the end of the year, is entitled to reprimand the Editor with impunity should the numbering system not be a monotonic increasing sequence.

1.11 Other Members

The committee may co-opt such other individuals as it judges appropriate. Historical positions so held have included Projectionist, Hay-On-Wye Tour Officer and Silwood Union Representative.

1.12 Ex Officio Members

In accordance with SCC Standing Orders, the SCC Executive hold ex officio positions on the committee, while in accordance with the Union Constitution, the Sabbatical officers hold ex officio non-voting positions on the committee.

2 Membership Guidelines

This section sets out the rules governing the Society's membership.

2.1 Loans

- The Society shall loan its collection of books, DVDs and other media to members in good standing, subject to the following conditions:
 1. That members borrow no more than 3 items at once, of which at most one can be a DVD, Video, Audio item, or Graphic Novel.
 2. That members return borrowed books within one college month of borrowing them.
 3. That members return all other items within two college days of borrowing them.
 4. That members return items as quickly as is practical if they are requested to by the Librarian.
 5. The members do not damage or lose the items lent to them. In the event of such loss or damage, the member shall replace the missing or damaged item. This explicitly excludes damage caused by reasonable use.

The Librarian may, at their discretion, suspend any of these terms.

- The right to borrow items may be temporarily suspended by any member of the committee, or a duty librarian. The Librarian, or in their absence, the Chair or duly delegated duty librarian shall have complete discretion in overturning or upholding such a short term suspension, excepting overturning a suspension on their own account.
- The right to borrow items may be permanently suspended by resolution of the committee. Such a ban may only be repealed by resolution of the committee or appropriate superior committee.

2.2 The Library

- Members of the society shall, unless circumstances dictate otherwise, have access to the the Library at lunch times (12:15 - 13:45) during undergraduate term time, and at other times as deemed appropriate by the committee.
- The Librarian is responsible for ensuring the room is open at the advertised times, although they may co-opt other members of the society into opening the room and acting as duty librarians should it prove impractical for them to open the room themselves.
- Members of the committee, and/or duty librarians are entitled to ask members to leave the room for breach of library, society or Union rules.
- The Librarian is entitled to ban people from the room for breach of the rules governing loans (Section 2.1) or behaviour (Section 2.3). Such a ban is then subject to ratification at the next committee meeting. The committee may ban people from the room for breach of other society regulations.

2.3 Library rules

- The following rules should be observed while in the Library:
 0. No open flames in the Library.
 1. Open drinks should not be brought into the Library.
 2. Violent or hazardous behaviour in the Library is forbidden.
 3. No damaging society equipment or stock.
 4. No swinging on shelves.

5. Do not abuse the library computer (Archipelago). Relinquish use of it to the duty librarian if requested.
 6. Don't leave bits of food lying around - you are welcome to eat in the Library, but the basement has a mouse problem.
 7. Don't take the piss.
- The Librarian or their delegate may temporarily suspend enforcement of these rules in appropriate situations

2.4 Membership rules

- Beyond the terms for suspension of borrowing and room access privileges set out above, the committee of the society may, with a vote achieving a two thirds majority, revoke an individual's membership of the society. This explicitly constitutes provision for the removal of club membership as specified by the Clubs and Societies Policy.
- An individual so stripped of membership is entitled to appeal the decision of the committee to the Union Court.
- The committee should only exercise this authority in order to remove a member who impairs the ability of the society to achieve it's aims and objectives, who persistently disregards library, society Union rules or who in some way endangers other members, and only when all other reasonable ways of addressing the problem have been taken.

3 Elections

This section provides for the rules governing elections.

3.1 Justification

For a very long time, the Society has used multi ballot anti-votes to elect each year's committee during the AGM. The multi ballot anti-vote is demonstrably equivalent, for given assumptions, to the Single Transferable Vote system required by the Union Constitution. This system is best described as eccentric but its historic value and surprising usability have made it a cherished part of society tradition.

3.2 Multi Ballot Anti-vote

The multi ballot anti-vote progresses as a series of rounds, one series per position. During each round, members vote for the candidate they least wish to hold the position. The candidate with the most votes is rejected and the remainder go on to the next round. The last remaining candidate wins the post. In addition, one of the society's mascots (Fred, Norfolk, Miranda etc.) will stand on the 'Re-open Nominations' platform for each position in competition with the other candidates. If the mascot wins then the position is considered unfilled and another election must be held at a future time.

3.3 Other regulations

- The election shall be run by a Returning Officer nominated by the Chair. The Returning Officer has authority and responsibility for the elections.
- Any Full Member of the club, excepting the Returning Officer, may stand for any position at the AGM by informing the Returning Officer of their intention to stand before the meeting.
- Traditionally, candidates do not formally announce their candidacy before the meeting (thereby allowing others to 'stand from the floor'), and rather than the ballot being run in total secrecy, all candidates (including the mascot) leave the room while all others vote by show of hands. This is not the method provided for in the Union Constitution, and if any Full member of the society so requests, a secret ballot using the Single Transferable Vote method with candidates nominated and seconded in accordance with the Constitution must be used for the election in question.

- Each candidate may give a brief speech on their intentions and reasons for standing. After all candidates have spoken, the Returning Officer shall take questions from the floor. Such questions may not be directed, they must be applicable to all candidates.
- After giving their speeches and answering questions, they leave the room and await the results of the voting.
- Each attending member gets one vote per round, and they also may hold at most one additional proxy vote. People voting by proxy must inform the Returning Officer of this in writing before the meeting. The returning officer may hold multiple proxy votes. Voting is by raised limb (one per vote) unless there is a particular request for hidden ballot.

4 Finances

The society shall hold a portion of its funds in reserve. This sections deals with the rules governing that reserve.

4.1 Intent

The Society reserve was created to allow the society to fund large capital expenses (e.g. new shelving) that are beyond the scope of an ordinary annual budget, or to cover un-budgetable losses beyond or outside the scope of a contingency or insurance claim to the Union (e.g. a Picocon making a loss, or water damage to a large amount of the books). It was not intended to fund expansion to the Library's stock nor to fund social events.

4.2 Maintenance

It is up to the best judgement of the incumbent committee to decide whether or not to add to the general reserve. However, to keep the reserve growing at a rate that means that it will eventually hold enough to support possible capital expenditures, an investment of 100 p.a. is advised, other finances permitting.

4.3 Expenditure

This money shall only be spent with the authorisation of a quorate committee or general meeting of the society. However, despite the dire phraseology of this section, the committee should not be afraid to spend from the reserve should an appropriate circumstance present itself. In particular, one of the reasons for its original creation was to allow the society to purchase new shelving rather than curtail the acquisition of new stock.

5 Ratification

- This document shall only be altered under the provisions set out in the Society's constitution.
- These Orders shall be binding on the Society's officers and members from May 24, 2011
- From May 24, 2011all other version of the Standing Orders are hereby revoked.