

Happy Thursday,

It's the seventh activities update of the term and wanted to talk to you about the following information.

1. [Annual budgeting](#)
2. [Constitutions and elections.](#)
3. [New starters](#)
4. [Humanities@70 Exhibition](#)

### 1. Annual budgeting

CSP's are aware about next year's Annual Budget. This is your opportunity to get grant and other income from the Union, and also help plan your next year. The deadline to get your budget to your management group is January 20<sup>th</sup> at 12:00.

[We would like to rectify a mistake we informed you about in the previous update.](#) We told CSP's that you were to reach the budgeting app via your society website. We are really sorry but the way to access your budgeting app is eActivities and if you search **eActivities > Finance > Budgets > Annual Budgeting**. The budget app link is now live on eActivities. This app is change from last few years, but will make your budgeting easier. We have provided guidance with this template, and we have also put on training sessions to help you get your ahead around the new process. These training sessions can be found on the [What's On page of the website](#). We do expect at least one member of every club to have attended, usually the treasurer. As a reminder you have to submit your aims an objectives during this process as well.

For more information on annual budgeting please email [DPCS@ic.ac.uk](mailto:DPCS@ic.ac.uk)

### 2. Constitutions and elections

[Again, another reminder of our previous update.](#) If you are looking to add or change your positions of your committee for the Leadership Elections that take place in Spring 2020, you need to follow a few steps to ensure you can get them ready in time.

1. Committee propose new changes to your constitution. (new changes include adding positions)
2. Club or society vote on the new changes at an AGM. If you are only doing committee changes like adding or removing positions, this can be voted electronically, through a Qualtrics form or a Microsoft Form. This is to be sent out to your society, and the results

of the changes to counted after voting has closed after a reasonably period of time.

3. Pass these changes onto your Management Group Chairs to either except or reject. Once passed by the Management Group, we can then add the positions to the election portal. Please be aware that only at this stage will we add positions to the election portal. If your constitutions don't match up with current positions, the system will upload [the constitution positions and not the positions](#) you think you may have. Your Constitution is the document we go off of and some of these constitutions haven't been changed in 5+ years.
4. Constitution changes have to have [passed Management Groups by Friday 24<sup>th</sup> of January](#) to include changes to your positions for the Spring Elections. If we do not have these, we will go with your most up to date constitution.

Our Systems Team is busy working on a solution to this process to make it easier for everyone involved and hopefully you will be able to upload positions straight to eActivities. However, we are unsure when this will go live, so you may have to submit your entire constitutions to your MG Chairs. We will keep you updated

### **3. New Starters.**

We are delighted to announce we have appointed 2 out the 3 empty roles we have in Activities and we are going back out to market for the third role. We would like you to introduce you to Georgie Haynes, our Student Activities Coordinator (Development and Events) and Marta Mazzini Cea our Student Activities Coordinator (Governance and Frameworks). This means that the capacity of the team has increased and we will be able to process enquiries at a greatly increased rate next term. I hope you give them a big Imperial welcome when you see them around in the office in the new year.

### **4. Humanities @70**

And finally, a message from the College.

In early 2020 Imperial will be putting on a Humanities@70 Exhibition, as well as several events. We want to draw attention to all the fascinating events taking place within Humanities at Imperial currently and those that have taken place over the last 70 years. We're really keen for student societies to contribute their ideas and

work to the project – whether it’s related to how one or more of the Humanities has helped their studies as a whole, captured their imagination or assisted with science communication. If you would like to contribute, please do contact [Emily Govan](mailto:Emily.Govan@70), Project Manager for Humanities@70 to find out more.

That’s it from Activities for the year, we hope you all have a great time on your holidays and we will see you in the new year.

Happy holidays everyone.

