

Constitution (2 tabs, current and editable version)

Club Name: hereafter referred to as 'the club'.

Management Group:

Could just leave this as the normal title on eActivites page

Statement of intent

The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.

The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club or election to management of the club shall not contravene this policy.

The club shall also be governed by the relevant Management Group standing orders, regulations and/or constitution, where the MG is determined in the first instance by NCC then as per CSP Policy.

The Constitution shall only be altered by consent of a two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.

This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.

This constitution has been approved and accepted as the constitution for the named club

by..... on

The names and dates will appear upon approval

Aims & Objectives:

- 1)
- 2)

This will be a free text box

The Club Committee:

The committee shall consist of the following voting members:

- Chair
- Treasurer
- Secretary

List taken from NewErp

All committee members must be members of the club.

All voting committee members must be full members of the club.

No committee member shall hold more than one post during each academic year.

Office shall be held from August 1st to July 31st of each academic year.

The management of the club shall be vested in the club committee.

Quorum of the committee shall be two thirds of the voting committee.

Management and Job Descriptions:

Chair	Treasurer	Secretary		<i>Tabs from NewErp</i>
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The Chairman shall represent the club on the <CSC>, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected.

The Chairman and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

The Treasurer shall carry out the day to day financial duties of the club.

Text above will appear under Chair and Treasurer as appropriate. Under each tab this free text box will be available to be able to customise tasks for each member of the committee.

Additional Sections (optional):

Free text section to add extra things like dinners, colours, trips etc.

Membership:

The following shall be eligible to become members of any Imperial College Union Club, Society or Project

ICU Full Members

ICU Associate Members

ICU Life Members

Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.

All members shall join the club; a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board (CSB).

General Meetings:

A general meeting may be called by the club Chairman, quorum of the committee or by ten full members of the club; this must be submitted to the Chairman in writing. The general meeting must be held within 10 college days of receipt of the proposal.

General Meetings may only be held during undergraduate term time.

At least five college days notice of a general meeting must be given to the club membership.

Only full members of the club may vote at General Meetings.

Quorum of the meeting shall be half of the full club members.

Decision shall be reached by a simple majority of the full members present.

The Annual General Meeting

The AGM shall be held during the second term of the academic year, and shall have as its main business:

The presentation of the report of activities for the past year including financial details.

The election of the Committee for the next session.

An agenda giving notice of the AGM must be circulated to all club members at least ten college days in advance.

Nominations for club officers must be posted at least ten days in advance of the AGM and closed before the meeting.

Each nomination shall require one proposer and normally four seconders who shall be full members of the club.

The quorum of the AGM shall be half of the full members of the club.

In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.

In the event that no person is voted in to a post or of resignation from a position, the Chairman will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM. For further guidance refer to the Election Regulations.

Finance

The club may receive a grant from Imperial College Union and shall administer this and any self generated income in accordance with the Imperial College Union Financial Regulations..

The club Treasurer will provide the Treasurer of the relevant MG with a detailed budget for the following academic year during the first half of the second term of the academic year.

Budgets for events shall be taken to the relevant MG Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

Health and Safety

The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.

The club will provide the ICU Deputy President (Clubs & Societies) with an Annual Risk Assessment for its activities.