

# CONSTITUTION

## 1. Name

- 1.1 The name of the society shall be the Imperial College Union Leonardo Fine Arts Society, hereafter referred to as 'the society'.
- 1.2 The society shall be a member of the Arts and Entertainments Board.

## 2. Aims and Objectives

- 2.1 The society shall hold the following as its aims and objectives. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 Provide weekly, professionally tutored art sessions.
- 2.3 Provide the materials, equipment and venue for weekly art sessions.
- 2.4 Maintain and develop studio for use by members of the society outside activity hours.
- 2.5 Hold annual exhibitions of members' artwork.
- 2.6 Hold an annual collaborative exhibition with Imperial College Union Photographic Society during ARTSFEST week.
- 2.7 Hold an annual tour to a center of artistic interest.
- 2.8 Maintain and develop the society's website to provide information about the society on the Internet.
- 2.9 Promote the practice and appreciation of visual art through Imperial College.

## 3. Statement of intent

- 3.1 The constitution, regulations, management and conduct of the society shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The society stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
- 3.3 The society shall also be governed by the Arts & Entertainments Board standing orders.
- 3.4 The society committee shall supply a Code of Conduct to the ICU DP(C&S) for approval, who shall sign it as the accepted Code of Conduct for the club.

## 4. Membership

- 4.1 The following shall be eligible to become members of ICU Leonardo Fine Arts Society:
  - 4.1.1 ICU Full Members
  - 4.1.2 ICU Associate Members
    - 4.1.2.1 Life members of ICU
    - 4.1.2.2 Staff of Imperial College

- 4.1.2.3 Students of other colleges and universities with reciprocal membership of ICU
- 4.1.2.4 Others with the approval of the Leonardo Fine Arts Society committee and the approval of the relevant CSC.
- 4.2 Any society member who is a full member of ICU shall be a 'full member' of the society; all other members shall be 'associate members' of the society.
- 4.3 All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee but shall not be less than that specified in the CSC Standing orders.

## **5. The Society Committee**

- 5.1 The committee shall consist of the following voting members:
  - 5.1.1 Chairman
  - 5.1.2 Treasurer
  - 5.1.3 Secretary
  - 5.1.4 Supplies Manager
  - 5.1.5 Studio Manager
  - 5.1.6 Events Coordinator
  - 5.1.7 Development Secretary
  - 5.1.8 Webmaster
  - 5.1.9 Zero to three ordinary members
- 5.2 All committee members must be full members of the society.
- 5.3 No committee member shall hold more than one post within the society during each academic year.
- 5.4 Office shall be held from August 1<sup>st</sup> to July 31<sup>st</sup> of each academic year.

## **6. Management and Job Descriptions**

- 6.1 The Chairman shall represent the society on the Arts & Entertainments Board, and shall be responsible for making sure that the society is run according to the society constitution and code of conduct as far as can be reasonably expected. The Chairman must organise the weekly art session activities, and ensures that enough people are present to set up sessions. They are also responsible for maintaining that the College rooms that we use are returned to the condition in which they were found after our weekly sessions. The Chairman will organise exhibitions of the society's work.
- 6.2 The Chairman and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the society, that is: handling membership and session fees, and handling claim forms. The Treasurer is also responsible for controlling society spending.
- 6.4 The Secretary shall be responsible for keeping the society records in good order as well as carrying club communication duties. They are also responsible for administrating the 'leonardo-talk' list. The Secretary is responsible for the issue of membership cards. The Secretary will represent the Chairman in their absence. The Secretary is responsible for the attendance of an art tutor and a life-model where possible.

- 6.5 The Supplies Manager will ensure that all materials necessary for weekly sessions are obtained, and will ensure that the materials and equipment are looked after and replaced when necessary. They will run stock checks and will ensure stock levels are maintained
- 6.6 The Studio Manager will ensure that the Leonardo studio is maintained in a good state of repair and tidiness. The Studio Manager will handle all enquiries about the studio and will ensure that access to the studio by members is maintained. They shall also be responsible for managing the studio and equipment rental (such as easels) to members and other societies.
- 6.7 The Social Secretary will organise gallery trips and other social events each term. They also ensure that refreshments for society meetings are available. The Social Secretary will also organise the annual society tour.
- 6.8 The Development Secretary will investigate possible new sources for materials and tutoring for the society. They will also look into developing relationships with other bodies, both inside and outside Imperial College. These relationships include sponsoring, collaborations and media presence. The Development Secretary is also responsible for the college "Leonardo Fine Arts Society" brand awareness and advertisement of the ICU LeoSoc exhibitions.
- 6.9 The Webmaster will be in charge of the society's online presence. They will be responsible for the creation, maintenance and regular update of the society's website. The website shall include all relevant information regarding the society's current activities, a portfolio of past exhibitions, along with a copy of this constitution.
- 6.10 The Chairman will ensure that a committee member takes up the post of society photographer. This should normally be filled by the Webmaster should they have sufficient skills and camera equipment. Such photos shall be weekly updated by the Webmaster on to the society's website.
- 6.11 The ordinary members will assist in setting up sessions and give an independent view point as voting members of the committee.
- 6.12 The management of the society shall be vested in the society committee.
- 6.13 Quorum of the committee will be two thirds of the voting committee.

## **7. General Meetings:**

- 7.1 A general meeting may be called by the society Chairman, quorum of the committee or by ten full members of the society; this must be submitted to the Chairman in writing. The general meeting must be held within 10 college days of receipt of the proposal.
- 7.2 General Meetings may only be held during undergraduate term time.
- 7.3 At least five college days notice of a general meeting must be given to the society membership.
- 7.4 Only full members of the society may vote at General Meetings.
- 7.5 Quorum of the meeting shall be half of the voting society members.
- 7.6 Decision shall be reached by a simple majority of the voting members present.

## **8. The Annual General Meeting**

- 8.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
  - 8.1.1 The presentation of the Officers Reports for the past year.
  - 8.1.2 The election of the Committee for the next session.
- 8.2 An agenda giving notice of the AGM must be circulated to all society members at least ten college days in advance.
- 8.3 Nominations for society officers must be posted at least ten days in advance of the AGM and closed before the meeting.
  - 8.3.1 Each nomination shall require one proposer and 2 seconders who shall be full members of the society.
  - 8.3.2. The quorum of the AGM shall be half of the full membership of the society.
  - 8.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 8.4 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.

## **9. Finance**

- 9.1 The Society shall receive a grant from Imperial College Union and shall administer this in accordance with the Imperial College Union financial procedures.
- 9.2 The society Treasurer will provide the Treasurer of the Arts & Entertainments Board with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 9.3 Budgets for events shall be taken to the DP(F&S) for inspection and approval.

## **10. Health and Safety**

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

## **11. The Constitution.**

- 11.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Arts & Entertainments Board shall approve any such alterations.
- 11.2 The Constitution shall be binding on the society officers and members from 12<sup>th</sup> December 2004.
- 11.3 From 12<sup>th</sup> December 2004 all other Leonardo Fine Arts Society constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the Leonardo Fine Arts Society, signed,

Leonardo Fine Arts Society Chairman

Dated

Arts & Entertainments Board Chairman

Dated