

Constitution for ICU A&E ICU Cinema

1. Name

- 1.1. The club shall be a member of the Arts & Entertainments Clubs
- 1.2. The name of the Club shall be A&E ICU Cinema, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1. The cinema shall hold the following as its aims and objectives. The cinema shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2. To provide our members with a low cost professional cinema.
- 2.3. To give our staff the opportunity to learn useful skills in the cinema industry.

3. Statement of intent

- 3.1. 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.
- 3.2. The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3. The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs, Societies & Projects Policy.

4. Membership

- 4.1. The following shall be eligible to become members of the club:
 - 4.1.1. ICU Full Members
 - 4.1.2. ICU Associate Members
 - 4.1.3. ICU Life Members
- 4.2. 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.
- 4.3. 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.

5. Committee

- 5.1. Advertising and Sponsorship Secretary
- 5.2. Assistant Treasurer
- 5.3. Box Office Manager
- 5.4. Captain
- 5.5. Chief Projectionist
- 5.6. DramSoc Liason Officer
- 5.7. Publicity Officer
- 5.8. Quartermaster
- 5.9. Retail Manager
- 5.10. Secretary
- 5.11. Social Media Secretary
- 5.12. Sysadmin
- 5.13. Technical Manager
- 5.14. Treasurer
- 5.15. Vice Chair
- 5.16. Webmaster

6. Management and Job Descriptions

- 6.1. The Chairman shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.

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- 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 club.
- 6.4. The Captain shall represent the cinema on the Arts & Entertainment's Board, shall be responsible for making sure that the cinema is run according to the cinema constitution and code of conduct as far as can be reasonably expected.
- 6.5. The Treasurer shall carry out the day to day financial duties of the cinema.
- 6.6. The Secretary shall be responsible for keeping the cinema records in good order as well as carrying out cinema communication duties.
- 6.7. The Vice Chair shall aid the Chair by also being responsible for making sure that the cinema is run according to the cinema constitution and code of conduct as far as can be reasonably expected, when necessary represent the cinema on the Arts & Entertainment's Board.
- 6.8. The Assistant Treasurer shall aid the Junior Treasurer in carrying out the day to day financial duties of the cinema.
- 6.9. The Chief Projectionist shall ensure the films and cinematic adverts arrive and are dealt with in the proper manner, and shall be responsible for the training and management of the other projectionists.
- 6.10. The Box Office Manager shall be responsible for booking films and communicating with distributors, and shall be responsible for maintaining a health state of all boxes.
- 6.11. The Publicity Officer shall be responsible for advertising the presence and activities of the cinema in all media, including advertising posters and the Web.
- 6.12. The Advertising and Sponsorship Secretary shall be responsible for gaining outside sponsors for cinema activities.
- 6.13. The Webmaster shall be responsible for the cinema's website including content management and software maintenance.
- 6.14. The Social Media Secretary shall be responsible for managing the cinema's online presence through the means of social media websites such as Facebook and Twitter.
- 6.15. The Sysadmin shall be responsible for maintaining the online services such as the staff-only wiki and task trackers.
- 6.16. The Retail Manager shall be responsible for procuring goods for resale such as popcorn, sweets and ice-cream.
- 6.17. The Quartermaster shall be responsible for maintaining the booth in a tolerable manner by keeping track of the cinema's inventory, and shall be responsible for enforcing this state of satisfactory affairs.
- 6.18. The Technical Manager shall be responsible for ensuring that all items of a technical nature are incomprehensible to all others, and be responsible for maintaining such items and developing new ones.
- 6.19. The DramSoc Liason Officer shall be responsible for maintaining joyous communication channels with DramSoc, and shall be responsible for imparting irritating catchphrases on all involved.

7. Committee meetings

- 7.1. Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2. At least five College days' notice of a committee meeting must be given to the committee.
- 7.3. Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4. Quorum shall be two-thirds of the committee of the club.
- 7.5. Decision shall be reached by simple majority of the committee members present.

8. General meetings

- 8.1. A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2. General meetings may only be held during undergraduate term time.
- 8.3. At least five College days' notice of a general meeting must be given to the club membership.

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- 8.4. Only full members of the club may vote at general meetings.
- 8.5. Quorum of the meeting shall be half of the full club members.
- 8.6. Decision shall be reached by a simple majority of the full members present.

9. Annual general meeting

- 9.1. The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
 - 9.1.1. The presentation of the report of activities, including financial activities, for the past year.
 - 9.1.2. The election of the committee for the next session.
- 9.2. An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3. Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting
 - 9.3.1. Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
 - 9.3.2. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4. The quorum of the AGM shall be half of the full members of the club.
- 9.5. In the event that no person is voted in to a post or of resignation from a position, the Chair 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.
- 9.6. Further guidance on elections can be found in the Election Regulations for Imperial College Union.

10. Finance

- 10.1. The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2. The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3. Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

11. Health & Safety

- 11.1. The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2. The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

13. Constitution

- 13.1. The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2. This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.