

# Constitution for the ICU String Ensemble

## 1. Name

- 1.1 The name of the club shall be the Imperial College Union String Ensemble, hereafter referred to as 'ICSE'.
- 1.2 ICSE shall be a member of the Arts & Entertainments Board.
- 1.3 For the purposes of publicity, the club shall be known as Imperial College String Ensemble (ICSE), with all publicity material carrying the relevant references to association with Imperial College Union.

## 2. Aims and Objectives

- 2.1 The club shall hold the following as its aims and objectives. The club 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 weekly opportunities for its members to take part in classical instrumental music of all types relating to the string ensemble repertoire.
- 2.3 To provide termly opportunities for its members to perform classical instrumental music as stated in concerts that are of a high musical standard
- 2.4 To provide facilities by which its members can further their musical experience and improve the standard of their performances.

## 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 or election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the AEB standing orders, regulations and/or constitution.
- 3.4 The club committee shall supply a Code of Conduct to the ICU Deputy President (Clubs & Societies) 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 String Ensemble:
  - 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 ICSE, all other members shall be 'associate members' of ICSE.
- 4.3 All members shall pay an annual subscription to join the club; the membership fee shall be decided by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board (CSB).

## 5. The Club Committee

- 5.1 The committee shall consist of the following voting members:
  - 5.1.1 Chair
  - 5.1.2 Treasurer
  - 5.1.3 Secretary
  - 5.1.4 **Tour Manager**
  - 5.1.5 Orchestral Manager
  - 5.1.6 Librarian
  - 5.1.7 Social Secretary
  - 5.1.8 Publicity Officer
- 5.2 **The committee shall also include non-elected members, who do not have voting rights:**
  - 5.2.1 **Conductor**
- 5.3 All committee members must be members of ICSE, with the exception of the Conductor.
- 5.4 All voting committee members must be full members of ICSE.
- 5.5 No committee member shall hold more than one post during each academic year.
- 5.6 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 Chair shall represent ICSE on the AEB, and shall be responsible for making sure that ICSE is run according to the club constitution and code of conduct as far as can be reasonably expected.
- 6.2 The Chair 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 ICSE.
- 6.4 The Secretary shall be responsible for keeping the ICSE records in good order as well as carrying out the club communication duties.
- 6.5 The Tour Manager shall be responsible for the organisation of tours and Weekends Away.
- 6.6 The Orchestral Manager shall be responsible for the booking and management of rehearsal and concert venues.
- 6.7 The Librarian shall ensure that ICSE has sheet music to play from each term and shall be responsible for keeping the music in good order.
- 6.8 The Social Secretary shall organise post-rehearsal and post-concert social events and refreshments to be served to ICSE during rehearsals.
- 6.9 The Publicity Officer shall be responsible for ICSE's publicity relating to concerts and rehearsals, and the attraction of audience and members to each respectively.
- 6.10 The management of ICSE shall be vested in the club committee
- 6.11 Quorum of the committee shall be two thirds of the voting committee.

## **7. General Meetings:**

- 7.1 A general meeting may be called by the ICSE Chair, quorum of the committee or by ten full members of ICSE; this must be submitted to the Chair 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 club membership.
- 7.4 Only full members of ICSE may vote at General Meetings.
- 7.5 Quorum of the meeting shall be half of the full club members.
- 7.6 Decision shall be reached by a simple majority of the full 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 ICSE members at least ten college days in advance.
- 8.3 Nominations for club 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 ICSE.
  - 8.3.2 The quorum of the AGM shall be half of the full members of ICSE.
  - 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 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. Finance**

- 9.1 ICSE 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.
- 9.2 The ICSE Treasurer will provide the Treasurer of the AEB 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 AEB Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

## **10. Health and Safety**

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

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

**11. The Constitution.**

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

11.2 The Constitution shall be binding on the club officers and members from 10<sup>th</sup> March 2010.

11.3 From 10<sup>th</sup> March 2010 all other String Ensemble club constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the String Ensemble, signed,

Nikita Gandhi  
String Ensemble Chair

Gavin Evans  
AEB Chairman