

Constitution for ICU A&E ICU Cinema

1. Name

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

2. Aims & Objectives

- 2.1 To provide our members with a low-cost, professional cinema.
- 2.2 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 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 Chair
- 5.2 Chief Projectionist
- 5.3 Quartermaster
- 5.4 Sysadmin
- 5.5 Technical Manager
- 5.6 Retail Manager
- 5.7 Treasurer
- 5.8 Vice Chair (Recruitment)
- 5.9 Chair of Posters
- 5.10 Print Media Officer
- 5.11 Programme Editor
- 5.12 Social Media Secretary
- 5.13 Social Secretary
- 5.14 Webmaster
- 5.15 Archivist
- 5.16 DramSoc Liason Officer
- 5.17 Box Office Manager
- 5.18 Vice Chair (Advertising & Sponsorship)
- 5.19 Vice Chair (Collaborations)

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.

Constitution for ICU A&E ICU Cinema

- 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 Chair shall make the big decisions and do (or delegate) what no one else wants to do.
- 6.5 The Treasurer shall take care of money matters including organising the float, counting the money and making sure people get paid.
- 6.6 The Vice Chair (Advertising & Sponsorship) shall ensure our advertising contracts are maintained, sell advertising and sponsorship to companies and barter advertising with other clubs.
- 6.7 The Vice Chair (Recruitment) shall induce people to get involved with the society using any means necessary.
- 6.8 The Vice Chair (Collaborations) shall deal with collaborations and private hire requests.
- 6.9 The Box Office Manager shall book films, chase films (around the booth and otherwise) and must be BORing.
- 6.10 The Chief Projectionist shall ensure films and ads are made up (or ingested) and organise projectionist rota.
- 6.11 The Retail Manager shall take stock of and order more of things that get sold by the society, including staff T-shirts, sweets, popcorn and other stuff.
- 6.12 The Chair of Posters shall graphically produce enticing and entertaining media to put on walls.
- 6.13 The Programme Editor shall make and organise the distribution of the termly programmes.
- 6.14 The Print Media Officer shall look after our presence in print, such as in Felix and other such publications.
- 6.15 The Social Media Secretary shall look after our wide and varied social media presence.
- 6.16 The Social Secretary shall organise fun events for all the staff (in advance), make sure new staff are included and maintain contact with old staff.
- 6.17 The Quartermaster shall organise the booth, compile an inventory and ensure booth is kept clean and free of mice (if possible).
- 6.18 The DramSoc Liason Officer shall convey the thoughts of this society and DramSoc to ensure a congruous relationship between the two. Irritating catchphrases are a must.
- 6.19 The Archivist shall organise and explore old film (and other things) that can be found in the booth.
- 6.20 The Sysadmin shall admin the sys.
- 6.21 The Webmaster shall ensure all the webs are kept up to date with the happenings of the society.
- 6.22 The Technical Manager shall manage things (technically).

7. Committee meetings

- 7.1 Committee meetings shall be called by the Chairman 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 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 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.
- 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.

Constitution for ICU A&E ICU Cinema

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 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.

9.6 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.