

Constitution for ICU SCC Enactus

1. Name

- 1.1 The club shall be a member of the Social Clubs Committee
- 1.2 The name of the Club shall be SCC Enactus, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 2.1 The main objective of the society is to offer students the opportunity get involved in meaningful local and international projects that make a difference in the community.
- 2.2 2.2 Develop the knowledge of entrepreneurship, corporate social responsibility, sustainability, and financial literacy of our members through their society involvement.
- 2.3 2.3 Organise Business Advisory Board meetings with advisors of Enactus UK.
- 2.4 2.4 Organise a trip to the Enactus Training Weekend to develop as stated in 2.2.
- 2.5 2.5 Prepare a presentation team to compete at the Enactus Regional, National and Worldwide Competitions.
- 2.6 2.6 Organise socials for team building purposes.

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 Treasurer
- 5.3 Secretary
- 5.4 Marketing Director
- 5.5 Commercial Director
- 5.6 Corporate Relations Director
- 5.7 HR Officer
- 5.8 Internal Relations Exec
- 5.9 Vice Chair

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.
- 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.

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- 6.4 The Chair shall set the vision for Enactus Imperial. You represent what Enactus is all about and it will be your enthusiasm that makes projects come to life. The goals that you set will steer Enactus Imperial for the coming year. You are also the main point of contact of Enactus UK.
- 6.5 The Vice Chair shall stand-in for when the President is not around and is in charge of recruitment, especially fresher's fair. It is your task to assist the President in helping Enactus Imperial achieves its goals and reaching further heights. New role: The Vice president now heads the project leaders committee: Essentially serves as the bridge between project leaders and the committee.
- 6.6 The Treasurer shall manage the team's budget for the year and it is your responsibility to ensure the financial health of Enactus throughout the year.
- 6.7 The Secretary shall take the minutes for Enactus committee/BAB meetings and ensure that they are disseminated in a timely manner. You will also be the person in charge of booking rooms for Enactus events and you will also be in charge of managing the mailing list & general information dissemination to Enactus Imperial members.
- 6.8 The Corporate Relations Director shall maintain communications with our corporate partners and business advisors and ensure that they are constantly updated about what SIFE Imperial is doing. You will also organise the termly Business Advisory Board meetings and source for corporate sponsorship.
- 6.9 The Marketing Director shall maintain and update the Enactus Imperial website along with designing SIFE promotional materials are part of your job description. You maintain, update and develop the online presence of SIFE Imperial, including our social media presence (Facebook/Twitter).
Commercial Director -As the commercial director, it will be your task to innovate and come up with ideas/projects to generate income for Enactus! Your team will be in charge of marketing and research for the various commercial products you come up with.
- 6.10 The Commercial Director shall innovate and come up with ideas/projects to generate income for Enactus. Your team will be in charge of marketing and research for the various commercial products you come up with.
- 6.11 The HR Officer shall coordinate recruitment events (both during Freshers' Fair and spring term projects' recruitment) as well as planning of society-wide social events throughout the year.
- 6.12 The Internal Relations Exec shall be the point of contact of Enactus Imperial to these clubs and societies who may want to cooperate and collaborate with Enactus Imperial. You are also required to attend monthly SCC meetings and liaise with our expanded board of faculty advisors.

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:

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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 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

12.1 The name of the society shall be ENACTUS

12.2 New committee member, HR Officer: shall coordinate recruitment events (both during Freshers' Fair and spring term projects' recruitment) as well as planning of society-wide social events throughout the year.

12.3 Internal Relations Executive: be the point of contact of Enactus Imperial to these clubs and societies who may want to cooperate and collaborate with Enactus Imperial. You are also required to attend monthly SCC meetings and liaise with our expanded board of faculty advisors.

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.