

Constitution for ICU A&E Comedy Society

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 Comedy Society, hereafter referred to as 'the club'.

2. Aims & 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 The Society shall serve as a platform where individuals who share interests in watching and performing comedy can come together.
- 2.3 The Society shall promote awareness and appreciation of watching and performing comedy at Imperial College London.
- 2.4 The Society shall aim to engage, inspire and impassion Imperial Students to take up an interest, following or even hobby within Comedy as a performance art.
- 2.5 The Society shall provide a platform for people to express their views and beliefs through the unique media of Stand Up Comedy.
- 2.6 The Society shall aim to write and produce material that is capable of making all types of people laugh, in whichever form that may take, be it stand-up, sketch, one-liner, article, video etc.
- 2.7 The Society and its committee must help to create a friendly, enjoyable experience for all involved by providing a place where all of our members have the chance to develop; to build confidence, to find new skills and to polish old ones, regardless of their current ability.

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 President
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Marketing Officer
- 5.5 Creative Director
- 5.6 Vice President
- 5.7 Events Officer

6. Management and Job Descriptions

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- 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.
- 6.4 The President shall
- 6.1.1 Generate and execute ideas, leading with purposeful drive, and communicating on a weekly basis to the committee.
 - 6.1.2 Officially governs the running of the society and makes decisions in consultation with other members of the committee.
 - 6.1.3 Acts as the representative of the society in liaison with external and internal organisations.
 - 6.1.4 Ensures a cordial relationship between committee members so the society functions like a well oiled machine.
 - 6.1.5 Should be consulted in all matters relating to the society funny or otherwise..
- 6.5 The Vice President shall
- 6.2.1 Support the President in the oversight of the Society, with a focus on projects and events running outside of the Society's core shows.
 - 6.2.2 In the event of the President's absence in a committee meeting, take the position of President for the meeting, with all the responsibilities this entails.
 - 6.2.3 In the event of the President's absence in an A&E meeting, represent the Society on the Management Group Board.
 - 6.2.4 Ensure that the Society is run according to the Society constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
 - 6.2.5 Assist the President in generating and executing ideas, leading with purposeful drive, and communicating on a weekly basis to the committee.
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- 6.6 The Creative Director shall
- 6.3.1 Oversee, facilitate, assist with and direct the writing, production, and performance of the comedic material produced by members of Comedy Society.
 - 6.3.2 Take a leading role with major projects (including stand up performances, sketches and short films) which are heralded and presented by the Society as being indicative and representative of their work as a whole.
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- 6.7 The Events Officer shall
- 6.4.1 Organise the logistical aspects of internal and external events and initiatives
 - 6.4.2 Be tasked with the social events of the Society, making them accessible to all members, rather than those currently participating in a production.
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- 6.8 The Marketing Officer shall
- 6.5.1 Publicise all internal and external events to the appropriate degree as defined by the President
 - 6.5.2 Create a strong public presence for the society with the development and maintenance of promotional materials to advertise any shows or events of the Society
 - 6.5.3 Ensure such materials are properly distributed to create a good public awareness within campus and around other possible markets
 - 6.5.4 Produce materials necessary for any show the Society produces such as programmes or tickets.
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- 6.9 The Secretary shall
- 6.6.1 Keep the club records in good order which includes
 - 6.6.1.1 Preparing an agenda and recording minutes in all Society committee and general meetings, both of which items shall be made available after the meeting
 - 6.6.1.2 Updating membership regarding the activity of the society by way of regular email updates
 - 6.6.1.3 The administration of the society email account and the regular observation of the account's inbox including informing any committee members of communications that require their attention.
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- 6.10 The Treasurer shall
- 6.7.1 Carry out the day to day financial duties of the club which includes
 - 6.7.1.1 Monitoring the Society's financial situation by means of Transaction Pages on the Union's eActivities website
 - 6.7.1.2 Formulation and approval of a budget for any events during the year
 - 6.7.1.3 The administration of revenue and expenditure through the union's finance systems
 - 6.7.1.4 Notifying the committee as to the current financial situation and of any recent changes of the Society's accounts at each committee meeting
 - 6.7.2 Apply to public or private companies or individuals who have expressed or might express an interest in the Society for sponsorship, or to sponsorship programme that would benefit the Society

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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.

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

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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.