

Constitution for the Imperial College Union

A Cappella Society

1. Name

- 1.1 The name of the club shall be the Imperial College Union (ICU) A Cappella Society, hereafter referred to as 'the club'.
- 1.2 The club shall be a member of the Arts and Entertainments Board (AEB).

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 The club shall provide a forum for members to sing A Cappella and to learn associated skills related to modern A Cappella performance - such as vocal percussion, music arrangement and choreography.
- 2.3 The club shall support the members of new and existing A Cappella groups at Imperial College financially, musically and in any other ways that are ~~both~~ required by the group and within the power of the society.
- 2.4 The club shall provide members with information about internal and external A Cappella events and 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 Arts and Ents Board (henceforth '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 A Cappella Society:
 - 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 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. A Cappella groups within the club

- 5.1 Members of the club may form their own A Cappella groups as necessity arises, for impromptu events or for regular rehearsal and performances.
- 5.2 All **established** A Cappella groups under the umbrella of the club must abide by the Club Constitution, AEB Standing Orders and all Imperial College Union Policy.
- 5.3 All members of an **established** A Cappella group under the umbrella of the club must become members of the club.
- 5.4 An A Cappella group will be considered established when it meets the following criteria:
 - 5.4.1 The group has met for rehearsals at a frequency of >1 per fortnight during term time.
 - 5.4.2 **It is recommended that** more than 6 calendar months have passed since the first group rehearsal occurred.
 - 5.4.3 The group abides by all society, AEB and ICU guidelines
 - 5.4.4 **A vote for a group to be listed as established shall be undertaken at a General Meeting.**
- 5.5 Established groups within the club are:
 - 5.5.1 The Techtonics
 - 5.5.2 The Scopes
 - 5.5.3 The Imperielles
 - 5.5.4 **Take Note (NB for change. Only name change, not addition)**
 - 5.5.5 **Surcery**
 - 5.5.6 **The Beatbox Group**
- 5.6 If an established group has failed to meet for regular rehearsals as specified by 5.4.1 for more than 6 calendar months, it is at the discretion of the committee to revoke its status as an established group.

6. The Club Committee

- 6.1 The committee shall consist at least of the following voting members:
 - 6.1.1 Chair
 - 6.1.2 Treasurer
 - 6.1.3 Secretary
 - 6.1.4 Social Secretary
 - 6.1.5 Publicity Officer
 - 6.1.6 The Techtonics Representative
 - 6.1.7 The Scopes Representative
 - 6.1.8 The Imperielles Representative
 - 6.1.9 **Take Note** Representative

6.1.10 Surgery Representative

6.1.11 The Beatbox Group Representative

- 6.2 Each voting member shall be elected at an AGM or EGM.
- ~~6.3 An 'established' A Cappella group is defined in the previous Section~~
- 6.4 All committee members must be members of the club and full members of ICU.
- ~~6.5 All voting committee members must be full members of the club.~~
- 6.6 No committee member shall hold more than one committee post during each academic year, except in cases where the Chair has assumed the responsibilities of a vacant position.
- 6.7 Each established group must have one representative. Each representative must be a member of their respective group. Members of more than one group may act as representatives for one of the groups they are a member of.
- 6.7.1 Voting for individual group representatives must be carried out at a general meeting. It is expected that society members who are not involved with the group in question will abstain from voting in that election except in exceptional circumstances.
- 6.8 The committee may propose additional positions to be considered at an AGM or an EGM.
- 6.8.1 The proposal shall include a justification for the necessity of the position as well as a description of the responsibilities involved in filling the position.
- 6.8.2 If a proposal is accepted, nominations and elections for the position may take place immediately.
- 6.8.3 If an accepted position cannot be filled, it is at the discretion of the committee to postpone the appointment of the position.
- 6.8.4 Any additional positions that have been filled shall be reevaluated at the next AGM and, if appropriate, re-elected as with the other positions.
- 6.8.5 Additional positions shall be considered as voting members of the committee.
- 6.9 Office shall be held from August 1st to July 31st of each academic year.
- 6.10 The committee shall ensure that that at least three concerts are hosted by the society in an academic year, spread across two or more terms. Any established group shall be given the opportunity to perform, as well as any groups external to the society at the committee's discretion.

7. Established Groups Committee

- 7.1 Each established group shall have a committee consisting at least of the following positions or equivalent:
- 7.1.1 President
- 7.1.2 Musical Director
- 7.1.3 Treasurer
- ~~7.1.4 A Cappella Committee Group Representative~~
- 7.1.5 Additional committee positions (created at the group's discretion).
- 7.2 An established group committee member may hold more than one post during each academic year.

- 7.3 One of the established group's committee members shall be elected to represent the group on the society committee. This is expected to be the group's president.
- 7.4 Each established group shall have its own constitution outlining at least the roles of the positions listed in section 7.1. Any changes shall be overseen and ensured to be in line with the society's constitution by the Chair.
- 7.5 A general meeting for an established group's members must be held to make any amendment to the constitution of the group. Such a general meeting shall be run in such a way as defined in section 9 of this constitution.
- 7.6 In order for a group to request entire brand removal from the society, the minimum percentage of full time group members to be in favour of the decision is 75% (or more as per the individual group's constitution). Should the vote be successful, the Chair is expected to support the decision, propose an amended constitution and call a General Meeting accordingly.
- 7.7 All members of the established group in question must vote to determine the outcome of section 7.6.
- 7.8 Any funds remaining in the established group's activity code on the day that a constitution passes removing it from the society, shall be transferred to the General (00) code.

8. Management and Job Descriptions

8.1 The Chair shall have the following roles:

- 8.1.1 They shall represent the club on the AEB, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected.
- 8.1.2 They shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 8.1.3 They shall be responsible for the running of the club's committee, including working with the Secretary to organise regular meetings, the Annual General Meeting, and any other administrative meetings that are required within the society.
- 8.1.4 They shall work with the Treasurer to produce the club's annual budget each year.
- 8.1.5 They shall work with the Publicity Officer to ensure appropriate distribution of publicity material and appropriate online publicity.
- 8.1.6 They shall be responsible for the delegation of other roles not specifically assigned within this document, including but not restricted to administration, other publicity, and the organisation of concerts and/or socials.
- 8.1.7 If unavailable for a meeting, the Chair may nominate another committee or society member as their proxy.

8.2 The Treasurer shall have the following roles:

- 8.2.1 They shall be responsible for running the day-to-day finances of the club
- 8.2.2 They shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations

- 8.2.3 They shall work with the Club Chair to produce the club's annual budget each year
- 8.2.4 ~~They shall expect a fair share of the additional roles as delegated by the chair and in agreement with the rest of the committee.~~
- 8.3 The Secretary shall have the following roles:
 - 8.3.1 They shall be responsible for keeping the club's records in order
 - 8.3.2 They shall aid the Chair with administration including the organisation of committee, society and Annual General meetings.
- 8.4 The Social Secretary shall have the following roles:
 - 8.4.1 They shall coordinate intergroup and societal socialising activities
 - 8.4.2 They shall promote the wholesomeness of the entire society
- 8.5 The Publicity Officer shall have the following roles:
 - 8.5.1 They shall be responsible for the publicity of any A Cappella Society event.
 - 8.5.1.1 They shall coordinate the design of posters and flyers.
 - 8.5.1.2 They shall work with the Chair to manage the distribution of posters and flyers.
 - 8.5.1.3 They shall work with group Presidents to organise publicity busking for an event.
 - 8.5.1.4 They shall work with the Chair in achieving appropriate online publicity.
- 8.6 The Group representatives shall have the following roles:
 - 8.6.1 They shall take comments from the groups and share these with the committee at meetings.
 - 8.6.2 They shall fairly represent the thoughts, ideas and feelings of the groups during committee discussions and decisions.
 - 8.6.3 They shall be responsible for informing the groups about the discussion and decisions made at committee meetings.
- 8.7 The management of the club shall be vested in the club committee
- 8.8 Quorum of the committee shall be two thirds of the voting committee. ~~In the event of a inconclusive decision in a situation with an even number of committee members, the society Chair will have the deciding vote.~~

9. General Meetings

- 9.1 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 10 college days of receipt of the proposal.
- 9.2 General Meetings may only be held during undergraduate term time.
- 9.3 At least five college days notice of a general meeting must be given to the club membership.
- 9.4 Only full members of the club may vote at General Meetings.
- 9.5 Quorum of the meeting shall be half of the full club members.
- 9.6 Decision shall be reached by a simple majority of the full members present.

10. The Annual General Meeting

10.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:

10.1.1 The presentation of the Officers Reports for the past year.

10.1.2 The election of the Committee for the next session.

10.2 An agenda giving notice of the AGM must be circulated to all club members at least ten college days in advance.

10.3 Nominations for club officers must be posted at least ten days in advance of the AGM and closed before the meeting.

10.3.1 Each nomination shall require one proposer who shall be a full member of the club.

10.3.2 The quorum of the AGM shall be half of the full members of the club.

10.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.

10.4 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.

10.5 The AGM of each individual group shall take place before that of the society.

11. Finance

11.1 The club 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.

11.2 The club 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.

11.3 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.

11.4 Established groups (defined in Section 5.4) are permitted to have independent finances via a separate activity code, overseen by the club President and Treasurer.

11.5 Each established group shall have a group member responsible for finances as specified in 7.1.3, who will carry out financial duties of the group, overseen by the club Treasurer.

11.6 Established groups may be charged an affiliation to the club at the discretion of the Club Committee each academic year.

11.7 Joint events between groups shall be hosted and organised by the club, who will ensure that any profits made are distributed fairly between the club and the groups.

12. Health and Safety

12.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.

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

13. The Constitution.

13.1 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.

13.2 The Constitution shall be binding on the club officers and members from
~~XX/XX/XXXX~~

13.3 From ~~XX/XX/XXXX~~ all other A Cappella Society constitutions are hereby revoked.

This constitution has been approved in accordance with 13.1 above, and accepted as the constitution for the A Cappella Society, signed,

A Cappella Chair

AEB Chair