

# Constitution for ICU Respiratory Medicine

## 1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be Respiratory Medicine, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Create a tight-knit community of like-minded individuals that share a profound interest in Respiratory Medicine
- 2.2 Organise and host a variety of talks and Q&A sessions with different healthcare professionals and researchers to deepen students' knowledge
- 2.3 Organise a variety of tutorials focusing on respiratory component of the medical curriculum, starting with the earlier years of the program
- 2.4 Provide networking opportunities to bridge the gap between studies and professionals in the field of Respiratory Medicine
- 2.5 Establish an annual London student-led Respiratory Conference in partnership with other London Medical Schools.

## 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 Publicity Officer
- 5.5 Conference Chair
- 5.6 Events Officer
- 5.7 Outreach Officer
- 5.8 Sponsorship Officer
- 5.9 Vice President

## 6. Management and Job Descriptions

- 6.1 The Chair 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 Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

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- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Chair shall represent the society 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 .
- 6.5 The Chair shall, with the Treasurer, sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations .
- 6.6 The Chair shall, with the Vice President, chair and organise all committee meetings .
- 6.7 The Chair shall, with the events officer, be responsible to fill in risk assessments and initiate room bookings.
- 6.8 The Vice President shall Assist in managing the society together with the President .
- 6.9 The Vice President shall be responsible to assist any member of committee should they require help.
- 6.10 The Vice President shall be responsible for safety checks and attendance lists in events alongside Events Officer..
- 6.11 The Treasurer shall look after finances of the society and monitor throughout the year .
- 6.12 The Treasurer shall work with PO to contact and secure potential sponsorship: including year round sponsorships and sponsorship for specific events/conferences.
- 6.13 The Treasurer shall collect conference money/social event fees .
- 6.14 The Treasurer shall record all ingoing and outgoing expenses, ensure proper financial records and transparency .
- 6.15 The Treasurer shall reimburse claims made by committee members where appropriate .
- 6.16 The Treasurer shall liaise with events officer regarding budget for events .
- 6.17 The Secretary shall record minutes of all committee members and make sure they are stored electronically and distributed to all committee members .
- 6.18 The Secretary shall be responsible for all communication and maintenance of the club's email account.
- 6.19 The Secretary shall answer any queries from members/potential members on how to get membership, events info, etc.
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- 6.20 The Secretary shall work with Publicity Officer to write event descriptions and promote events through email.
- 6.21 The Secretary shall maintain accurate member's and alumni database .
- 6.22 The Publicity Officer shall update social media and promoting events early and regularly. This includes: setting up and managing the club's Instagram and Facebook accounts. .
- 6.23 The Publicity Officer shall liaise with other committee members especially Events Officer to promote events appropriately and in a timely manner .
- 6.24 The Publicity Officer shall photograph/video members during all events and post a selection on social media accordingly .
- 6.25 The Publicity Officer shall post respiratory-related SBAs and tips regularly on the club's social media accounts..
- 6.26 The Outreach Officer shall establish first contact with other London Medical School Respiratory societies for potential future partnerships and events. .
- 6.27 The Conference Chair shall lead the organisation of the annual conference event .
- 6.28 The Conference Chair shall establish a conference sub-committee consisting of 3 individuals (non-committee members) to organise and plan the conference..
- 6.29 The Sponsorship Officer shall reach out to organisations to secure monetary sponsorships to increase the society's income..
- 6.30 The Sponsorship Officer shall reach out to organisations to increase the society's presence amongst the respiratory field. .
- 6.31 The Events Officer shall organise committee socials throughout the academic year to bolster team-building. .
- 6.32 The Chair shall assist the Conference Chair in planning and organising the conference .
- 6.33 The Treasurer shall assist the Conference Chair in planning and organising the conference .
- 6.34 The Vice President shall assist the Conference Chair in planning and organising the conference .

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## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair 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 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 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 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.
- 9.6 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 1st year Respiratory-Focused BRS Tutorial Series

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12.2 2nd year Respiratory-Focused BRS Tutorial Series

12.3 2nd year Respiratory-focused CPA Tutorial

12.4 3rd year Respiratory Conditions Tutorial

12.5 3rd year OSCE Respiratory Tutorial

12.6 3rd year Imaging Tutorial

12.7 Respiratory BSc Information Evening

12.8 Speaker Events

12.9 Socials (Pub Quiz, etc.)

## **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.

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Respiratory Medicine on 26/01/2024 by Hernani Almeida and Renee Servin Recio