

Constitution for ICU Malayali

1. Name

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

2. Aims & Objectives

- 2.1 Malayali Society at Imperial organizes events showcasing Malayali and South Indian culture, aiming to create a sense of home for Malayalis and offering cultural insights to others interested.

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 Advisor
- 5.5 Creative Head
- 5.6 Cultural Event Representative
- 5.7 General Secretary
- 5.8 Head Of Events (Executive)
- 5.9 Head Of Marketing (Executive)
- 5.10 Social Event Representative
- 5.11 Head of Logistics (Executive)

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.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The President shall provide overall vision and structure, and assist wherever required to ensure smooth running of the club. Also responsible for talking to sponsors in conjunction with the Deputy President. Must have been on committee for one year to apply for this role..

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- 6.5 The Secretary shall plan and conduct meetings, take notes, ensure timely completion of risk assessments and event proposals, and maintain filestore organization..
- 6.6 The Treasurer shall maintain the club's financial sustainability by setting ticket prices, drafting budgets, managing contracts, and assisting the president and deputy president in sponsor negotiations..
- 6.7 The Head of Logistics (Executive) shall head all logistical tasks on behalf of President. Is the Second in Command.
- 6.8 The Head Of Events (Executive) shall head all event-based tasks on behalf of the president. Can act third in command if general secretary is not elected/not available to perform their duty..
- 6.9 The Head Of Marketing (Executive) shall head all marketing on behalf of the President. Can act as third in command if head of events is not able to perform their duties and there is no Head of Events.. Shall be in charge of social media channels.
- 6.10 The Advisor shall act as an advisor to the President and Second in Command. In the case that the president and second in command cannot perform their duties, they assume presidential control. Major decisions regarding the society's future must go through both the President AND Advisor before it can be approved. .
- 6.11 The General Secretary shall act second in command if Head of Logistics is unavailable. Primary role is to train the secretary and delegate all tasks given by Head of logistics. Is in charge of treasurer and Secretary.
- 6.12 The Creative Head shall make marketing material for the society .
- 6.13 The Cultural Event Representative shall be in the forefront for planning cultural events like Onam and Vishu. Otherwise helps social event rep..
- 6.14 The Social Event Representative shall be in the forefront for planning social events for the society..

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.

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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 The core committee consists of the following roles: Advisor, President, General Executives, General Secretary, Treasurer

12.2 In the case that a committee member is not performing their duties to the standard that the committee expects, a committee meeting must be called. 2/3 of all core committee votes is needed to vote out a non-core committee member. A 2/3 of all committee votes is needed to remove a core-committee member (barring President and Advisor)

12.3 In the event the President is not performing their duties, the Head of Logistics must submit a proposal to the Advisor. The Advisor must then look at all the evidence submitted and then request for an EGM to be called. At the EGM, a proposal for and against must be discussed and then a vote must be carried out. 3/4 of votes is needed to sway the society in favour of removing the president. After this, the Advisor must take on as interim-President whilst a new President is elected through the appropriate union channels.

12.4 The Advisor role is purely Advisory. All final decisions are made by the President, and a President may veto an Advisor's proposal [except for when the Advisor requests for an EGM]. Only decisions that can impact: 1) the society's good standing with ICUnion; 2) Goes against the ethos, aims and objectives of the Society; and any decisions that harm the members of the society can be vetoed by the Advisor by calling an EGM.

12.5 The Advisor cannot be removed from committee unless there is a unanimous vote (>8/10) at an EGM.

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 Malayali on 14/03/2025 by Ashish Lobo and Sheshpriya Gadiya