

# Constitution for ICU Consultancy

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To provide Imperial College students with networking and informational events from consultancy firms of all types, including management, strategy, finance, engineering and IT, in the hope that such services will improve the Imperial College students' understanding of the industry and the application process required to obtain a career in consultancy.
- 2.2 To provide Imperial College students with educational resources and materials relevant to the consultancy industry and the application process.
- 2.3 To offer students at Imperial College London the opportunity to acquire new skill sets and gain real work experience in the consulting industry through Imperial Consulting Group (hereafter referred to as 'the Subsidiary').
- 2.4 To develop a highly successful and well connected consulting business that is fully student-run.

## 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 Vice President: Finance (Treasurer)
- 5.3 Corporate Functions, Analytics & Strategy (Secretary)
- 5.4 Associate
- 5.5 ICG President
- 5.6 ICG VP Marketing & Technology
- 5.7 ICG VP Operations
- 5.8 ICG VP Projects
- 5.9 ICG VP Training
- 5.10 Vice President: Case Study Club
- 5.11 Vice President: Corporate Relations
- 5.12 Vice President: Events
- 5.13 Vice President: Technology

## 6. Management and Job Descriptions

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- 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 represent the Society on the SCC, and shall be responsible for making sure that the Society is run according to the Society constitution and code of conduct as far as can be reasonably expected..
- 6.5 The Vice President: Finance (Treasurer) shall carry out the day to day financial duties of the Society as well as to provide financial oversight of the Subsidiary..
- 6.6 The Vice President: Corporate Relations shall be responsible for corporate communication..
- 6.7 The Vice President: Technology shall be responsible for outreach and publicity as well as maintaining the Society's website, online presence and any electronic media..
- 6.8 The Vice President: Events shall be responsible for conceptualising, organising and running events.
- 6.9 The Vice President: Case Study Club shall be responsible for organising the Case Study Club. This includes preparing and giving presentations for the regular sessions..
- 6.10 The Corporate Functions, Analytics & Strategy (Secretary) shall be responsible for keeping the Society records in good order, ensure smooth execution of internal functions, manage analytics and data as well as perform societal communication duties. .
- 6.11 The Associate shall be responsible for supporting the Management in executing their duties..
- 6.12 The ICG President shall be responsible for liaising with the Society and the governing bodies of Imperial College and co-ordinating the Subsidiary Management towards a common vision..
- 6.13 The ICG VP Marketing & Technology shall be responsible for developing promotional material, website and the brand of the Subsidiary. .
- 6.14 The ICG VP Operations shall be responsible for developing and managing workflows and managing administration of the Subsidiary. .
- 6.15 The ICG VP Projects shall be responsible for monitoring, tracking and facilitating projects of the Subsidiary. .
- 6.16 The ICG VP Training shall be responsible for both internal and external training of the Management of the Subsidiary..
- 6.17 The Associate shall be responsible for supporting the Subsidiary Management in executing their duties..

## 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

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- 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 Other Management positions in either the Society or the Subsidiary may be created or abolished at the agreement of the majority of the respective Management as well as the President of the Society.
- 12.2 The Society and the Subsidiary shall hold separate AGMs but are jointly governed by the set of regulations stated in Section 9.
- 12.3 The budget and accounts of the Subsidiary will be subsumed under that of the Society, with all reasonable expenses incurred by the Subsidiary to be borne by the Society as long as subject to the approval of the Society President and Treasurer.
- 12.4 Any income by means of sponsorships or donations acquired by either the Society or the Subsidiary shall be jointly addressed to the Society, whereof 25% will be earmarked for the Subsidiary.
- 12.5 All members of the Society shall be considered to be members of the Subsidiary as well. Members shall be eligible for opportunities and activities offered by the Subsidiary, but the Subsidiary reserves its rights to impose any form of selection criteria or assessment before admitting Members into its activities as long as these selection criteria or assessments are held in a fair and reasonable manner with a justified purpose.

## 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.

# Constitution for ICU Consultancy

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Consultancy on 18/06/2013 by Wassif Shabbir and Lucy McGregor