

Constitution for ICU Ahlul Bayt

1. Name

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

2. Aims & Objectives

- 2.1 Studying at a world-class institution brings with it a number of benefits, including the opportunity to share your ideas with others and learn about other backgrounds. At Ahlul Bayt Islamic Society, we empower fellow students to engage in intellectual discussion founded on universal human values, and ethics of discussion. By striving for knowledge and wisdom, we wish to bridge the gaps created by ineffective communication and misconceptions in society. Our community is active and enthusiastic; we invite you to join us during our weekly discussion circles, Friday morning reflection sessions (with free breakfast for all!), and inter-university and inter-society sports sessions. We also host a number of bigger events on unique topics each term, aimed at forming creative solutions or approaches to the predicaments faced around the world. In the past, these have included: "Economic Genocide", "Peak Oil Crisis", "Jesus in Islam" and "Christianity, and Muslim Civilization".

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 Alumni Representative
- 5.5 Publicity Officer
- 5.6 Vice President
- 5.7 Event Organiser

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.

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- 6.4 The President shall shall o Translates a holistic understanding of Islam through a vision for the society for the upcoming year into practical steps.
- o Ensure the society meets its aims and objectives as laid out in its constitution.
 - Assumes a leadership role and takes critical decisions when need be, to the benefit of the society.
 - o Delegates tasks to other committee members as appropriate.
 - o Oversees the running of the society, including committee meetings, publicity and event organisation.
 - o Point of contact for advice/guidance for committee members and society members alike.
 - o Constantly evaluates progress and implements strategies for improvement.
 - Attends 4 SCC meetings (can be delegated) throughout the year and completes necessary forms for the union.
 - o Joint owner of googlegroups & mailman account, oversee management of both accounts.
 - o Holds ultimate responsibility for the society.
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- 6.5 The Treasurer shall shall o Maintains society finances in order.
- o Submits budget plans for society events.
 - o Authorises society use of finances.
 - o Submits necessary forms to the union.
 - o Claims expenses of the society from the union.
 - o Generates funds for the society through collections and sponsorships to ensure sustainability for the year and future years.
 - o Liaises with Secretary to ensure club memberships are attained and actively seeks new members.
 - o Financially and legally responsible.
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- 6.6 The Secretary shall shall o Responsible for taking meeting minutes and keeping all book-keeping documents of the society updated.
- o Responsible for ensuring club memberships are attained and actively seeks new members. (Owner of mailman account).
 - o Joint owner of googlegroups account, liasing with Website Coordinator to manage googlegroups account.
 - o Responsible for making room booking for society events. Liases with event organisers to do this.
 - o Maintain an information database for the society including contact information of committee members, society members and speakers.
 - o Responsible for sending Weekly updates to the mailing list advertising internal and external events, weekly quotes, and regular emails on religious occasion dates.
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- 6.7 The Vice President shall shall o Assumes position of President in the case of absence of President.
- o Assists the President in fulfilling the society aims and objectives.
 - o Ensures other committee members fulfil their delegated tasks.
 - o Assume position of other committee members if required.
 - o Helping event organisers running events.
 - o Ensures efficient running of the society day to day.
 - o Constantly evaluates progress and implements strategies for improvement.
 - o A point of contact in providing support to committee and society members where possible and to ensure their welfare.
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- 6.8 The Alumni Representative shall shall o Responsible for creating and maintaining a database of Imperial ABSoc Alumni.
- o Maintaining contact with Alumni throughout the year and responsible for advertising events to them.
 - o Organising an Alumni Gathering to maintain networking between previous and current ABSoc members.
 - o Actively seeking feedback, advice and contributions from Alumni & others for the society.
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6.9 The Publicity Officer shall shall o Social networking.

- o Maintains good contact with other societies at Imperial College London, and other Muslim student societies across London/UK, as well as maintaining inter-ABSoc relations and contacts.
- o Responsible for overall image of society during all events.
- o Responsible for advertisement of events, from production to distribution on and off campus (may delegate tasks).
- o Responsible for all publications of the society (leaflets about society/events, etc) from production to distribution.
- o Writes to the Felix student paper when appropriate and prior to and/or after society events.
- o Liaise with Website Coordinator to manage multimedia tasks such as creating event trailers, presentations for events etc.

6.10 The Event Organiser shall shall o Responsible for organizing and overseeing society's events.

- o Responsible for organizing social (especially for Fresher's) and sporting events.
- o Delegates tasks to society members.
- o Liaises with other event organizers and other committee members to evaluate each event, and implements strategies for improvement.
- o Point of contact for society members to organize events.
- o AAW - Will be in charge of liasing with MSC for the function of the annual charity campaigns (the equivalent of this year's hungry for justice campaign)
- o DK - will be in charge of arranging the weekly DCDDK circles.
- o Sports representative - will be in charge of organizing the weekly brothers football sessions and any other activities they deem fit.

6.11 The Secretary shall shall.

6.12 The Vice President shall shall.

6.13 The Alumni Representative shall shall.

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.

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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

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 Ahlul Bayt on 01/07/2014 by Nina Al-Saadi and Michail Ntinalexis