

# Constitution for ICU Choir

## 1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Committee.
- 1.2 The name of the Club shall be Choir, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 The aim of the Society shall be the furtherance of choral singing among the community of Imperial College. The Society will aim to provide an environment to rehearse and to perform such music by running a Choir.

## 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 Technical Officer
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Publicity Officer
- 5.6 Social Secretary
- 5.7 Librarian
- 5.8 Patrons' Officer
- 5.9 Vice chair

## 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 Chair 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.
- Formally arrange and lead Committee Meetings, and resolve differences between Officers.
  - Focus on delivering long-term prospective improvements to the Society and members.
  - Carry out internal communication duties, relaying events, news, and decisions of the Committee to the Society's members.
  - Be the first port of call for any issues a Society member may have, and advocate the opinions and concerns raised by members to the Committee.
  - Provide continuity between years by ensuring that Officers of the Committee know how to execute their roles effectively.
  - Represent the Society on the Imperial College Music and Visual Arts Committee.
  - Refrain from interfering greatly in the administrative decisions of Committee Officers, or the Vice-Chair's delegation of responsibility..
- 6.5 The Vice chair shall be ultimately responsible to the Society Chair and A&E Board for the administration of the Society.
- Represent the Society on the A&E Board, or delegate a Committee Member so to do.
  - Provide leadership to Committee Officers.
  - Delegate and organise tasks to Committee Officers other than the Chair, as befits the Society's business.
  - Ensure the Committee provides excellent service to Society members.
  - Report the Society's business to the Chair at least every calendar month of office..
- 6.6 The Treasurer shall carry out the day to day financial duties of the Society.
- Formulate the Budget for submission to the A&E Treasurer.
  - Report the detailed finances of the Society at the Annual General Meeting, or when required at an Extraordinary General Meeting.
  - Ensure the Music Security Deposit is used in accordance to the rules set out in the constitution..
- 6.7 The Secretary shall be responsible for keeping the Society records in good order including registers and membership/mailling lists.
- Take primary responsibility for the answering of the Society's correspondence, or forwarding said correspondence on to the appropriate Committee Officer.
  - Ensure that minutes are taken at all meetings, and distributed to the Committee.
  - Book rehearsal and concert venues for the choir under the direction of the Vice-Chair for at least two years in advance..
- 6.8 The Publicity Officer shall prepare publicity media and tickets for concerts and coordinate publicity efforts..
- 6.9 The Social Secretary shall arrange social activities for the members of the Choir.
- 6.10 The Patrons' Officer shall arrange sponsorship for the choir and administrate dealings with the choir's patrons..
- 6.11 The Technical Officer shall maintain the Choir website and and arrange lighting and other technical requirements for concerts..
- 6.12 The Librarian shall be responsible for the safe keeping of the Society's inventory and the issuing of copies to members at the beginning of each term.
- Be responsible for the external hire and loan of musical scores.
  - Inform the Committee which members have not returned their music..
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## 7. Committee Meetings

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- 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

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12.1 The following shall be eligible to buy the music security deposit:

- ICU full members
- ICU associate members
- ICU life members

12.2 The music deposit must be paid by all members in order to receive music from the choir and will be safeguarded in a Designated Members Fund.

The deposit amount may be set by the club committee.

Members who do not return their music in usable condition within 3 weeks of the work's performance are liable to lose the deposit in its entirety.

12.3 The music deposit covers an individual member's responsibility for the copy they are allocated by the librarian except by extraordinary arrangement with the explicit consent of librarian.

Return of the music deposit must be requested within 6 months of lapse of membership following which the deposit is forfeit.

12.4 Only in exceptional circumstances will the music deposit be retained despite 6 months of lapse of membership.

Exceptional circumstances include students taking time away from Imperial as a result of year abroad programmes or parental leave.

12.5 Unless the deposit is forfeit it may only be used to cover the costs of replacing lost or damaged music or to cover associated administrative costs.

12.6 The Society shall provide a Patron program for willing sponsors.

To remain a Patron, a single payment must be made each year.

A proportion of the payment will be considered a donation to the Society, and for the remainder, appropriate services shall be rendered. The proportion will be at the discretion of the Committee.

## 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 Choir on 02/05/2014 by Jonathan Garcia and Alex Savell