

# Constitution for ICU Hellenic

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To bring College Members in contact with the Hellenic history & culture.
- 2.2 To bring College Members in contact with the Greek tradition through organizing events related to its two main components, namely the Greek folklore and the Christian Orthodox. Such events are but are not limited to Greek Folklore Dance Lessons and formal, semi-formal dinners during important religious feasts.
- 2.3 To bring College Members in contact with modern Greek history by organizing commemorative events during the National Days of Greece, and by informing members about historical events, on their dates.
- 2.4 To provide, as far as possible, assistance to those interested in learning Greek.
- 2.5 To provide a platform for discussion and organize talks & conferences concerning current developments in Greece, as well as the social, economical, political and international affairs of the country.
- 2.6 To provide frequent contact points for potential members by holding frequent events and social meetings.
- 2.7 To co-operate with other ICU CSPs by organizing common events & activities.
- 2.8 To co-operate, as far as possible with the ICU Cypriot Society by organizing common events & activities.
- 2.9 To bring College Members in contact with the Greek cuisine and gastronomy.

## 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 Junior Treasurer
- 5.3 Secretary
- 5.4 Web Master
- 5.5 Vice President
- 5.6 Events Officer

## 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.

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- 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 Chair shall chair the committee, be responsible for the full management of the Society and the organization of its activities..
- 6.5 The Junior Treasurer shall be responsible for the financial managements of the Society..
- 6.6 The Secretary shall be responsible for the management of the communication of the Society..
- 6.7 The Events Officer shall assist with running and organizing events. .
- 6.8 The Vice President shall assist the Chair in the full management of the Society and the organization of its activities..
- 6.9 The Web Master shall be responsible for the management of the online resources of the Society,.
- 6.10 The Chair shall lead the co-operations, public relations and all communication with other organisations and societies. .
- 6.11 The Chair shall also participate and represent the Society in the OSC OGMs..
- 6.12 The Junior Treasurer shall also participate and represent the Society in the OSC OGMs..
- 6.13 The Secretary shall also be the clerk to the Committee..
- 6.14 The Events Officer shall shall.
- 6.15 The Vice President shall shall.
- 6.16 The Web Master shall shall.
- 6.17 The Chair shall shall.
- 6.18 The Junior Treasurer shall shall.
- 6.19 The Secretary shall shall.
- 6.20 The Events Officer shall shall.
- 6.21 The Vice President 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.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.

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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 To promote the image of the Hellenic Republic at IC and in London.

12.2 To co-operate with other Hellenic and/or Cypriot Societies in London and the UK, albeit with very careful consideration, without assuming leading responsibilities and overdue commitments.

12.3 To organize secondary, social activities, like parties, dinners and pic-nics

12.4 To bring College Members in contact with other Greek organizations in the UK, Greece and internationally. These may be businesses, companies, charity organizations and other.

12.5 To co-operate and communicate with the official representatives and officials of the Hellenic Republic, such as and mainly the Embassy of the Hellenic Republic in the UK.

12.6 To aid the social and cultural integration of recently arrived Greeks in IC and the UK.

## 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 Hellenic on 02/12/2015 by Anastasia-Maria Zavitsanou and Dana Tahboub