

Constitution for ICU Singapore

1. Name

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

2. Aims & Objectives

- 2.1 1. To act as a liaison between the Singaporean students of Imperial College and the College administration, as well as the Imperial College Union.
2. To provide a platform for encouraging closer social interactions and integration amongst Singaporean students.
3. To promote interaction between Singaporean and other students of the College.
4. To provide for the representation of the members' interest in the OSC and Union meetings.
5. To introduce and promote to the College students the Singapore culture.
6. To promote interaction between Singaporean students of the College and Singaporean students outside of the United Kingdom through cultural exchange.

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 Vice President
- 5.5 Liaison Officer
- 5.6 Major Event Officer
- 5.7 Sports Officer

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 Shall:
- (a) head the Committee in the promotion of the Society's aims and objectives.
 - (b) preside all Committee meetings and General Meetings and prepare the agenda.
 - (c) represent the Society in all its matters.
 - (d) ensure the proper and smooth functioning of the Society and the Committee.
 - (e) be responsible for liaising with the OSC.
 - (f) undertake all external liaison with all other Singaporean organisations in London, United Kingdom and the rest of the world as well as organisations that wish to partake in the Society's dealings..
- 6.5 The Treasurer shall Shall:
- (a) keep and maintain the accounts of the Society.
 - (b) represent the Society at the OSC Treasury meetings.
 - (c) update the Committee on the financial matters of the Society during Committee meetings.
 - (d) present the financial report to the Society during General Meetings.
 - (e) report any financial discrepancies or difficulties to the Committee.
 - (f) draft the budget of the fiscal year for approval by the Committee.
 - (g) monitor the financial status of all projects and activities undertaken by the Society.
 - (h) Assist the President in gathering sponsorship for the society through his entire term of duty. .

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6.6 The Secretary shall Shall:

- (a) assist the President and the Vice-President in the administrative matters of the Society.
 - (b) keep all documents of the Society.
 - (c) keep all inventory records of the Society.
 - (d) update all records of the Society, including the information of the registered members.
 - (e) record the minutes of all Committee meetings and General Meetings.
 - (f) Assist the President in handling all external correspondences.
 - (g) be responsible for the booking of the venues within the College properties for use by the Society. .
- 6.7 The Vice President shall (a) assist the President in carrying out his duties.

- (b) cover the President's duties in his absence.
- (c) act as a liaison between the committee and the members of the society actively obtaining feedback about the Society and providing this feedback at appropriate times to the Executive Committee. .

6.8 The Liaison Officer shall Shall:

- (a) act as a feedback channel between the Committee and the members of the Society.
- (b) manage the communication channels between the Committee and the Society members by ensuring the maintenance of the official society website as well as be responsible for the dissemination of information.
- (c) be responsible for the publication of the Society newsletter, at the discretion of the current committee. .

6.9 The Sports Officer shall Shall:

- (a) organise regular sports activities for the Society.
- (b) organise and manage teams for all games and sports competition that the Society participates.
- (c) liase with external organisations in the organisation of combined games. .

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6.10 The Major Event Officer shall Shall:

- (a) fulfil the principal role of undertaking the responsibility for the annual Major Event.
- (b) strategize, plan, form, coordinate and execute the Major Event with the support of the rest of the Committee.
- (c) ensure that the aims and objectives of the Major Event are achieved to its fullest extent, which includes:
 - I. To create a platform for the members of the Society to bond and interact.
 - II. To showcase the talents and culture of Singapore to the international community. .

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.
- 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

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- 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 Singapore on 07/04/2014 by Hong Chew and Charmain Li