

# Constitution for ICU Physics

## 1. Name

- 1.1 The club shall be a member of the Royal College of Science Committee.
- 1.2 The name of the Club shall be Physics, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To encourage social interaction in physics by organising social events including parties, dinners, and film nights.
- 2.2 To expose members to physics outside of their curriculum and broaden their horizons through inviting guest speakers and lecture series such as Research Frontiers and 15 Minute Physics, and through regular tours to the physics department's own facilities.
- 2.3 To enable members to visit external research facilities at the forefront of physics, such as the Culham Center and CERN. This is to be partly delivered through an annual international tour to research facilities in another country.
- 2.4 To work with external parties to provide members with opportunities to learn more about their possible career options both inside and outside academia.
- 2.5 To provide opportunities to develop new skills. This includes workshops delivered by professionals as part of sponsorship agreements, and those given by volunteering students.
- 2.6 To collaborate with other Imperial College societies and clubs from other universities to bring a range of academic, social and careers events to members.

## 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
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Publicity Officer
- 5.6 Social Secretary
- 5.7 Webmaster
- 5.8 Education & Lecturers Officer
- 5.9 Postgraduate Representative
- 5.10 Careers & Sponsorship Officer
- 5.11 Events Officer
- 5.12 Tours Officer

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## 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.
- 6.4 The President 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.
- 6.5 The Vice President shall aid the President in running the society and assist the Treasurer with any general society related task. They shall assume the position of President in the President's absence..
- 6.6 The Treasurer shall conduct all financial transactions with the union and work closely with the President to ensure all events are budgeted for and that the society's funds are being used effectively to carry out the day to day financial duties of the club.
- 6.7 The Secretary shall transcribe committee meetings, distribute these minutes to the committee and relevant Management Group, and manage all room bookings.
- 6.8 The Publicity Officer shall control the society's publicity via posters, lecture shout-outs, social-media stream and periodic newsletters..
- 6.9 The Social Secretary shall organise social events throughout the year catering to a diverse range of students. This includes organising dinners, parties, pub nights, and pizza/tea events.
- 6.10 The Webmaster shall manage the society website: updating content, fixing bugs and continuing to add useful features as well as maintaining those already in place.
- 6.11 The Education & Lecturers Officer shall look after the educational interests of the society members, with responsibility for organising both lab tours and Research Frontiers lectures with the department.
- 6.12 The Postgraduate Representative shall represent the interest of Postgraduate Physics students on the Physics Society committee, encouraging the organisation of events which benefit these students.
- 6.13 The Careers & Sponsorship Officer shall assist the President in the task of raising sponsorship throughout the academic year. In the latter half of the academic year, they shall look for early deadlines of sponsorship applications and begin the process of applying for the following academic year. They shall liaise with sponsors of the society and organise events on their behalf.
- 6.14 The Events Officer shall The Events Officer shall take charge of the organisation of all society events that do not come under the remit of Education & Lecturers Officer or Social Secretary, although they would be expected to assist in the organisation of social events. Hence, their mansions include reaching out to external guests and to connect with other universities' societies with the aim of organising joint events..
- 6.15 The Tours Officer shall organise tours to research institutions of interest in the UK, along with the society's annual Overseas Trip. If circumstances do not allow for a trip to be organised, the Tours Officer shall help the committee with the organisation of other Society Events..

## 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.

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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

## 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 Physics on 19/02/2021 by Bilgesu AYDIN and Aparna Pillai