

Constitution for ICU Enactus

1. Name

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

2. Aims & Objectives

- 2.1 The main objective of the society is to offer students the opportunity get involved in meaningful local and international projects that make a difference in the community.
- 2.2 Develop the knowledge of entrepreneurship, corporate social responsibility, sustainability, and financial literacy of our members through their society involvement.
- 2.3 Organise Business Advisory Board meetings with advisors of Enactus UK.
- 2.4 Organise a trip to the Enactus Training Weekend to develop as stated in 2.2
- 2.5 Prepare a presentation team to compete at the Enactus Regional, National and Worldwide Competitions.
- 2.6 Organise socials for team building purposes.

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 Treasurer
- 5.3 Secretary
- 5.4 Marketing Director
- 5.5 Commercial Director
- 5.6 Corporate Relations Executive
- 5.7 HR Officer
- 5.8 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.

Constitution for ICU Enactus

- 6.4 The Chair shall officially presides over the running of the society and you represent the image of Enactus. The president shall set the vision for ICU CAG Enactus and it will be your enthusiasm, planning and vision that make projects come to life. It will be the president's responsibility to chair meetings (meetings of the members of the executive committee, Ordinary General Meetings and Annual General Meeting) unless agreed upon otherwise and make decisions in consultation with the other members. You will also be the main point of contact between Enactus Imperial and Enactus UK..
- 6.5 The Vice Chair shall stand in for when the President is not around and is in charge of recruitment, especially fresher's fair. It is the Vice President's task to assist the President in helping Enactus Imperial achieve its goals and reaching further heights. The Vice President also heads the project leaders' committee and serves as the bridge between project leaders and the committee..
- 6.6 The Treasurer shall maintain the financial health of Enactus Imperial. The responsibilities include preparing the budget, claiming back expenses and work with the Union in the matter of international transfers and charity donations..
- 6.7 The Secretary shall take the minutes for Enactus committee as well as the business advisory board meetings and ensures they are disseminated in a timely manner. The Secretary is also in charge of booking rooms for Enactus events, managing the mailing list and general information dissemination to Enactus Imperial members. The secretary is also required to attend monthly CAG meetings..
- 6.8 The Corporate Relations Executive shall manage the relationship between Enactus Imperial College and all the business advisers. This means as a CRE you will need to constantly be in contact with all the project leaders and update your advisers on the progress and challenges of the existing projects via email, phone call or face to face meeting. It is also a part of CRE's responsibility to organise and host Business Advisory Board meetings with all the business advisers, committee members and project leaders. Last but not least, you will also need to apply for various grants and work with Internal Relations Executive to seek corporate sponsorship..
- 6.9 The Marketing Director shall be responsible for promoting Enactus within Imperial and attracting interested students to join. This role involves mainly producing promotional materials such as videos and posters for Enactus events. Hence, you are expected to be familiar with using Photoshop and video editing software. But don't be frightened by this since there are always simple tools available on the internet! Also, organising photo shoot for committee or taking photos for events are parts of the duty as well. Lastly, you will be managing Enactus website and social media accounts such as Facebook page, Google email and Dropbox accounts, etc..
- 6.10 The Commercial Director shall ,with his/her team, come up with ideas/projects to support Enactus Imperial financially. The team will be responsible for researching, marketing and daily management of commercial products of corresponding projects. Furthermore, the team will be holding various forms of fund raising events throughout the year to boost income for Enactus..
- 6.11 The HR Officer shall organize inter-project social events, as well as recruitment events such as introductory talks and conducting interviews. He/She should seek fun ways to encourage social interaction between project members and aliasing with the Treasurer for a social fund (if desired). He/She also manage the active members list, membership purchases and should be able to answer queries from potential members. In addition, he/she is in charge of the development of the members. This includes organising workshops to be held by external speakers such as businesses advisers and the union which will include liaison with the CRE (if required)..

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

Constitution for ICU Enactus

- 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

- 12.1 Enactus training week is provided by our affiliated body Enactus UK. This event is critical in outlining the Enactus criterion for running an Enactus society as per their constitution. Attending this event will help us run our society according to the Enactus criterion and best benefit our members and beneficiaries.
The training week is provided by our affiliated body Enactus UK. This event is critical in outlining the Enactus criterion for running an Enactus society as per their constitution. Attending this event will help us run our society according to the Enactus criterion and best benefit our members and beneficiaries.
- 12.2 Business Advisory Board is a monthly meeting which projects details will be analysed and discussed by industrial experts from companies such as Amazon, GSK and Unilever. This helps us improve the quality of our projects and the impact that Enactus would have on our beneficiaries.

Constitution for ICU Enactus

12.3 Enactus Week serves as a platform to promote awareness of our society within the college. This is inline with the Enactus UK, Enactus Week as well of which resources can be tapped upon to create greater publicity within the college. Thus, this will enable more students to get involve in meaningful local and international projects.

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 Enactus on 30/03/2015 by Chang How and Michael Chung