

Constitution for ICU BioChem

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 BioChem, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To host regular social events to encourage students from across the department to contact and network.
- 2.2 To organise academic events focussing on assisting students with academic choices by sharing experiences of older students etc.
- 2.3 To develop inter-department and inter-university contacts by hosting collaborative events.
- 2.4 To organise freshers events to introduce new students into the department.
- 2.5 To maintain a regular presence of the society to encourage members to attend events and mingle with other 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 Treasurer
- 5.3 Secretary
- 5.4 Publicity & Marketing Officer
- 5.5 Chief Web Editor
- 5.6 Academic Events Officer
- 5.7 Postgraduate Representative
- 5.8 Vice President
- 5.9 Social 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.
- 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 President shall oversee the running of the society and be the direct point of contact for the both the management group and department. Together with the vice-chair, the chair is responsible for ensuring that the tasks necessary for events are fairly distributed and carried out appropriately. The chair shall be financially responsible for the society, along with the treasurer, and shall remain in contact with sponsors and associates.
- 6.5 The Vice President shall assist the chair in an administrative role over the committee. The vice chair shall be take over the responsibility of running the society when the chair is unavailable.
- 6.6 The Treasurer shall keep control of the treasury of the society. The treasurer will ensure that the society's funds are sufficient for the society to carry out their stated aims and objectives. In addition, over-expenditure should be avoided by the regular preparation of budgets for each event hosted and accurate records of all transactions for the society should be kept. The treasurer will also assist in contacting sponsors.
- 6.7 The Secretary shall keep records of all meetings and events, ensuring that they are regularly uploaded to be available to all committee members. The secretary shall be the first point of contact with the biochemistry department. In addition, they shall oversee the regular society emails and maintain the mailing list. Any committee documents should be arranged in a suitable format for future committees by the secretary.
- 6.8 The Social Events Officer shall oversee the planning and running of the societies social activities. They should ensure that social events are held regularly, and that the necessary jobs are distributed to the committee and appropriately carried out. Social events should aim to mingle students from different year groups across the department. The social events officer will also be responsible for planning events with sponsors and associate societies.
- 6.9 The Publicity & Marketing Officer shall ensure that society members receive regular updates of the society's activities, through social media including email, facebook and twitter. Publicity outreach shall include exploring other online profile pages such as LinkedIn, instagram etc. All society members should be made aware of any events through consistent use of posters/photos and other media.
- 6.10 The Academic Events Officer shall carry out the same role as the social events officer, but by overseeing the society's academic events. These may be organised together with the department, sponsors or other societies. In these cases, the academic events officer shall maintain contact with co-organisers and ensure that the society members benefit from any events held. In addition, the AAO should assist with contacting sponsors and any external organisations that may academically benefit our members.
- 6.11 The Chief Web Editor shall control the design and creation of the society webpage. Regular updates and maintenance should be carried out. The webmaster should assist the publicity officer in administrating online media and publicising events through the website, in addition to updating appropriate information from associate society's/sponsors.
- 6.12 The Postgraduate Representative shall represent the interests of post-graduate students to the rest of the committee and facilitate the integration of post-graduates and under-graduates in the department of Biochemistry.

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.

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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 BioChem on 30/03/2015 by Hannah Maude and James Badman