

# Constitution for ICU LeoSoc

## 1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Committee.
- 1.2 The name of the Club shall be LeoSoc, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 2.1 The society shall hold the following as its aims and objectives. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

2.2 2.2 Provide weekly, professionally tutored art sessions.

2.3 2.3 Provide the materials, equipment and venue for weekly art sessions.

2.4 2.4 Maintain and develop studio for use by members of the society outside activity hours.

2.5 2.5 Hold annual exhibitions of members' artwork.

2.6 2.6 Hold an annual collaborative exhibition with Imperial College Union Photographic Society during ARTSFEST week.

2.7 2.7 Hold an annual tour to a center of artistic interest.

2.8 2.8 Maintain and develop the society's website to provide information about the society on the Internet.

2.9 2.9 Promote the practice and appreciation of visual art thought Imperial College.

## 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 Supply/Studio Officers

5.3 Junior Treasurer

5.4 Secretary

5.5 Social Secretary

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5.6 Webmaster

5.7 Development Secretary

5.8 Ordinary Member

## 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 Chair shall represent the society on the Arts & Entertainments Board, and shall be responsible for making sure that the society is run according to the society constitution and code of conduct as far as can be reasonably expected. The Chair must organise the weekly art session activities, and ensures that enough people are present to set up sessions. They are also responsible for maintaining that the College rooms that we use are returned to the condition in which they were found after our weekly sessions. The Chair will organise exhibitions of the society's work. The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

6.5 The Chair shall shall.

6.6 The Supply/Studio Officers shall The Supply/Studio Officers shall The Supplies Officer will ensure that all materials necessary for weekly sessions are obtained, and will ensure that the materials and equipment are looked after and replaced when necessary. They will run stock checks and will ensure stock levels are maintained. The Studio Officer will ensure that the Leonardo studio is maintained in a good state of repair and tidiness. The Studio Manager will handle all enquiries about the studio and will ensure that access to the studio by members is maintained. They shall also be responsible for managing the studio and equipment rental (such as easels) to members and other societies..

6.7 The Junior Treasurer shall The Junior Treasurer shall shall carry out the day to day financial duties of the society, that is: handling membership and session fees, and handling claim forms. The Treasurer is also responsible for controlling society spending. The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..

6.8 The Secretary shall The Secretary shall shall be responsible for keeping the society records in good order as well as carrying club communication duties. They are also responsible for administrating the 'leonardo-talk' list. The Secretary is responsible for the issue of membership cards. The Secretary will represent the Chair in their absence. The Secretary is responsible for the attendance of an art tutor and a life-model where possible..

6.9 The Social Secretary shall The Social Secretary shall will organise gallery trips and other social events each term. They also ensure that refreshments for society meetings are available. The Social Secretary will also organise the annual society tour..

6.10 The Development Secretary shall The Development Secretary shall will investigate possible new sources for materials and tutoring for the society. They will also look into developing relationships with other bodies, both inside and outside Imperial College. These relationships include sponsoring, collaborations and media presence. The Development Secretary is also responsible for the college "Leonardo Fine Arts Society" brand awareness and advertisement of the ICU LeoSoc exhibitions..

6.11 The Ordinary Member shall The Ordinary Member shall will assist in setting up sessions and give an independent view point as voting members of the committee..

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6.12 The Webmaster shall will be in charge of the society's online presence. They will be responsible for the creation, maintenance and regular update of the society's website. The website shall include all relevant information regarding the society's current activities, a portfolio of past exhibitions, along with a copy of this constitution. The Chair will ensure that a committee member takes up the post of society photographer. This should normally be filled by the Webmaster should they have sufficient skills and camera equipment. Such photos shall be weekly updated by the Webmaster on to the society's website..

## 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

- 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.

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## 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 LeoSoc on 15/09/2015 by Kieran Ryan and Ben Howitt