

Constitution for ICU Funkology

1. Name

- 1.1
- 1.2 The name of the Club shall be Funkology, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To promote hiphop dance and breaking within imperial
 - To hold classes to teach these forms of dance and to promote growth both personally and crew wise
 - To represent Imperial at external events and university competitions across the UK
 - To expand and allow society growth so that greater opportunities could be undertaken in the future
 - To make the performing crew/company a well known, established performing team within the university and non-university based dance community

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 Junior Treasurer
- 5.3 Secretary
- 5.4 Publicity Manager
- 5.5 Social Secretary
- 5.6 Breaking & Foundation Rep
- 5.7 General Committee Logistics
- 5.8 Vice President

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 be the overall leader of the society. Oversee/supervise all members of the committee and their tasks.
Main point of contact within the society and with external personnel. Financially responsible alongside the treasurer Aim to push the society, and individuals within it, to grow as individuals and as a whole. Make sure that there is organisation within the committee, to ensure regular function of the society. With regards to crew: *IF* there is no explicit leader or leadership team for the crew, the president would effectively be Crew Leader or if not appropriate, be responsible for assigning or electing one. In the case of crew leader or not, the president should ensure the crew has proper guidance and organisation and that they have goals or tasks to achieve. The president does not necessarily have to be the one leading the tasks/set preparations/lead choreographer, but ensure that someone is. Push the crew to achieve/create something when there is a large amount.
- 6.5 The Vice President shall aid the president where needed in his/her tasks stated above. Co-supervisor to the committee To be proactive when helping the president may be required, combined with being creative to help devise new events/ideas for the society or crew to do. When required, take lead on specific events as the president may delegate, for example, be the main organiser of the crew's participation in a show or competition.
- 6.6 The Secretary shall be responsible for sending weekly emails and the mailman interface (to subscribe and unsubscribe members as necessary). To book rooms for classes. To organising teachers for the hiphop classes, whether it be confirming crew members to teach or organising the booking of external teachers..
- 6.7 The Junior Treasurer shall be financially responsible for the society alongside the president Responsible for the society's cash and collecting of the money in classes (or delegating to someone deemed responsible when they are not available to collect themselves). Depositing money in the bank Paying teachers. Approving claims made by society members (alongside the president).
- 6.8 The Breaking & Foundation Rep shall be responsible for freestyle-based hiphop side (includes both breaking and foundation) of the society and is its representative within the committee. To encourage and provide opportunities for the society members to learn breaking, foundation and free style. To be in charge of organising or appointing someone to organise foundation classes at least once a week. To be the main point of contact for freestylers within the society. To ensure proper conduct within the foundation classes/trainings and that all people attending, whether they are Funkology members or external, know of this (mainly with regards to union policy and rules). To report back any activities related to freestyling to an appropriate committee member such as president or vice president.
- 6.9 The Publicity Manager shall be in charge of all internet based activities: Facebook, YouTube etc. Updating the Funkology website and Facebook page. Ensure class videos are made (whether it be by you or another capable committee member). Any other publicity related tasks that may arise..
- 6.10 The Social Secretary shall be events manager and organiser of non-class events and socials. To be proactive in organising and arranging socials. To think and push for social activities/events even when not prompted by the president or someone else.
- 6.11 The General Committee Logistics shall be the first point of call if help is required in the organisation or running of society events. To help other committee members in general tasks, for example, ensuring correct usage of the mirrors, printing or making posters etc etc. To be proactive and creative in thinking of new ideas or directions for the society..

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

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- 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

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 Funkology on 13/07/2015 by Jo Schlemper and Ben Howitt