

# Constitution for ICU BioMed Society

## 1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be BioMed Society, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Foster joint relationships between Biomed students from different year groups in academic and social events., especially to involve year 3 students to a greater extent in activities
- 2.2 Have a first year student as an addition to the committee next year to give a greater breadth of opinions and allow some first year voice into the committee
- 2.3 Look into other forms of funding to allow small subsidies into various events that the committee would like to host. Pharmaceutical companies do not seem to be easily approachable so perhaps another avenue is required
- 2.4 Share workload evenly within the committee, it may not completely follow the job descriptions written in brief and attached
- 2.5 Hold academic and career talks that give Biomed students some insight into different career opportunities available to recent graduates and also inform second year students of the BSc options from a Biomedical student point of view
- 2.6 Increase awareness of the Biomed Soc within the BMS course and students e.g. during fresher events and orientation day to let freshers know that the committee can also be a point of contact for general issues or questions and queries about the BMS course

## 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 Officer
- 5.5 Social Secretary
- 5.6 Academic Officer
- 5.7 Welfare Officer
- 5.8 Vice President

## 6. Management and Job Descriptions

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- 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 be in charge of the oversee of all events held by the Bioed Soc. The president and vice-president should have equal roles in decision making after full consultation with the committee. Be in charge of holding re-elections should the official positions not be filled during the big elections. Review minutes of meetings and discern which events can be feasibly held and arrange for the organisation of such events upon majority vote within the committee.
- 6.5 The Treasurer shall monitor society funds to evaluate the viability of society events and be in charge of authorising claims.
- 6.6 The Secretary shall generate committee meeting minutes upon each committee meeting (about once or twice per ter in first two terms) and be in charge of room bookings in college where necessary.
- 6.7 The Publicity Officer shall create posters and social networking event pages to advertise events held by the Biomed Soc. Be in charge of shout-outs in-between lectures where applicable.
- 6.8 The Social Secretary shall be in charge of heading discussions and coming up with ideas for social events e.g. bowling and be in charge of the logistics of the event on the day as well as co-ordinating with the publicity officer about the advertisement of the event to the soc members. Also be in charge of organising the venue or event in general e.g. booking etc. and collecting money (ticket fees) from students to cover the costs of such events.
- 6.9 The Welfare Officer shall be in charge of organising groups for the Biomed Mum's and Dad's event in particular during the beginning of the year and generally ensuring that the freshers (and other years) are not having severe pastoral difficulties in their course. Can act as a point of contact before approaching the academic officer of Science Years if the problem can be solved at this stage etc. .
- 6.10 The Academic Officer shall be the main organiser for acadaic related events e.g. careers talks and the BSc options evening hosted by the Biomed Soc. Will be in charge of liasing with the alumni and careers departments and maintain in contact with them via email and such..
- 6.11 The Vice President shall support the role of the President and partake in final decision making Will co-ordinate closely with the president to ensure that the events are successfully held e.g. in opening and closing speeches etc. Either the president or the vice-president should be present in every event held by the Biomed Soc either social or academic.
- 6.12 The Publicity Officer shall do the role of that of the publicity offifer (as they are a joint role).

## 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 BioMed Society on 17/07/2015 by Megan Chan and Dariush Hassanzadeh-Baboli