

# Constitution for ICU Scandinavian

## 1. Name

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

## 2. Aims & Objectives

- 2.1 The Scandinavian Society aims to act as a meeting point for Scandinavian at Imperial College, anyone interested in Scandinavian cultural values, or just anyone wanting to take part in any of our events. Over the year, we aim to arrange dinners, lecture nights, and cultural events. And of course, we are always open to suggestions from our members. Another important aim of ours is to establish a dialogue between our members and the Scandinavian industrial financial professional presence in the UK. We will continue to build a strong network, both within and outside Imperial, as an Imperial College society. During recent years, we have also interacted with Scandinavian societies of other London universities and arranged inter-uni events, which has been highly successful with over hundred attendees. We assume similar growth throughout the remainder of this year and next year.

## 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/President/Captain
- 5.2 Junior Treasurer
- 5.3 Secretary
- 5.4 Public Relations Officer
- 5.5 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.
- 6.4 The Chair/President/Captain 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..

# Constitution for ICU Scandinavian

- 6.5 The Chair/President/Captain shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial The Chair/President/Captain shall oversee the running of the society. Is responsible for holding meetings with the committee and ensuring that all planned activities run as intended. The Chair is also responsible for administrative work e.g. updating the Constitution, Next Year Contact Details, Risk Assessments, etc. The Chair shall attend OSC meetings and be responsible for the budget, along with the Treasurer..
- 6.6 The Chair/President/Captain shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.7 The Junior Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.8 The Junior Treasurer shall be responsible for the finances of the society. Main tasks include approving claims, and ensuring that planned activities do not exceed the society budget. The Treasurer, alongside the chair, is responsible for budget submission in the second term..
- 6.9 The Secretary shall take minutes at committee meetings and be responsible for communication between committee members and members of the society..
- 6.10 The Events Officer shall be responsible for the organisation of planned activities and events within the society. Tasks include contacting external parties involved in events, overseeing the events as they take place, and playing the key role in the planning of events for the society..
- 6.11 The Public Relations Officer shall be responsible for communication between external parties, including corporations, organisations or individuals, who may be affiliated with the Scandinavian Society or where communication is in the interest of the members of the Scandinavian Society. Responsibilities also include liaising with these parties to organise joint events or provide contacts to interested members..
- 6.12 The Events Officer shall shall.
- 6.13 The Public Relations Officer shall shall.

## 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.

# Constitution for ICU Scandinavian

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 Welcome Night at Swedish Pub the Hartcourt Arms, October

12.2 Discounted cocktail nights at Swedish cocktail bar Kosmopol, held in November and January

12.3 1st Advent Celebrations, traditional holiday in Scandinavia, involving baked goods and Christmas-themed activities; first Sunday of December

12.4 St. Lucia church choir concert at the Swedish Church, December

12.5 Annual Christmas Dinner at Scandinavian restaurant (previously held at Madsen in South Kensington), held before end of winter term

12.6 Celebration of Semla (Shrove Tuesday) with traditional Scandinavian 'semla' pastries, 4th March

12.7 Inter-uni Scandinavian society cultural events, including bar nights and film festivals, to be held throughout the year

12.8 Trip to Legoland, Windsor, in May

12.9 Trip to see musical Mamma Mia, in summer term

## 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 Scandinavian on 03/12/2015 by Karl Stenbacka and Dana Tahboub