

# Constitution for ICU Geophys Soc

## 1. Name

- 1.1 The club shall be a member of the Royal School of Mines Committee.
- 1.2 The name of the Club shall be Geophys Soc, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 a. The furthering of the interests of the members and the status of the members of the society.
- 2.2 b. The promotion of education and social activity within the Society.
- 2.3 c. The promotion of interest in all aspects of geophysics.
- 2.4 d. The promotion of social intercourse among its members.
- 2.5 e. To host a minimum of one academic and one social event each academic term.
- 2.6 f. To host a tour to a location of geophysical interest once per academic year.
- 2.7 g. In pursuing its aims and objectives, GPS shall govern itself democratically and with regards to the principles of equality and diversity.

## 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 Sponsorship Officer
- 5.4 Publicity Officer
- 5.5 Social Secretary
- 5.6 Tour Officer
- 5.7 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.

# Constitution for ICU Geophys Soc

- 6.4 The President shall
- i. To ensure the smooth running of the society, with a minimum of one committee meeting each academic term
  - ii. To delegate tasks to the responsible position within the society
  - iii. To chair any meetings regarding the affairs of the society
  - iv. To sit on the RSMU committee
  - v. To ensure the GPS continues to grow and prosper
  - vi. To review the constitution every year after the GPS AGM has taken place.
  - vii. To remain true of heart and act selflessly, at all times, toward the betterment of GPS
  - viii. To ensure the GPS tankard is correctly engraved for the coming year
  - ix. To work along side DLB and MatSoc to ensure cohesion amongst the ESE DepSocs
  - x. To ensure you help your successor in their role as GPS president by providing a detailed hand over and any further help that may be required throughout the year.
- i. To ensure the smooth running of the society, with a minimum of one committee meeting each academic term
- ii. To delegate tasks to the responsible position within the society
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- 6.5 The Treasurer shall
- i. To carry out the day to day finances of GPS
  - ii. To complete the GPS budget each academic year for the treasurer of the RSMU
  - iii. To represent the club in all financial matters
  - iv. To attempt to secure means of funding where possible along side the sponsorship officer
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- 6.6 The Sponsorship Officer shall
- i. To begin trying to obtain Sponsorship for the club from the day elected as sponsorship officer (11/03/16)
  - ii. To ensure sponsorship is obtained for GPS per annum
  - iii. If failing the above to ensure sponsorship is obtained for individual events run throughout the year most notably the Tour
  - iv. To run fund raising events throughout the year along side the Social Secretary and Tour officer.
  - v. To maintain a strong relationship with geophysical companies.
- 6.7 The Publicity Officer shall
- i. To organise GPS talks and other academic and social events.
  - ii. To ensure GPS maintains its pledge to run one academic and one social event each academic term
  - iii. To zealously publicise all GPS events at least one week before the event
  - iv. To maintain GPS' social media pages including Facebook and twitter
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- 6.8 The Social Secretary shall
- i. To organise the annual tour along side the Tour officer
  - ii. To ensure social events are run throughout the academic year
  - iii. To assist in fund raising events run by the sponsorship officer.
- 6.9 The Tour Officer shall
- i. To organise the annual tour to a location outside of geophysical interest.
  - ii. To organise tour regalia
  - iii. To assist in the running of events throughout the academic year along side the Social Secretary
  - iv. To assist in fund raising events run by the sponsorship officer
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- 6.10 The Vice President shall
- i. To assist the president in their responsibilities
  - ii. To run a minimum of one regalia sale per academic year
  - iii. To ensure snacks are provided at all GPS meeting
  - iv. To record minutes from all GPS meetings and ensure they are made publicly available
  - v. To obtain and maintain a mascot of GPS
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## 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.

# Constitution for ICU Geophys Soc

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.

## 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

# Constitution for ICU Geophys Soc

## 12.1 Membership

The following persons shall be members of GPS, as provided in the following categories. Membership of GPS entitles the holder to make use of all facilities, amenities and services of GPS.

### a.Full Members

a.All registered students of Imperial College London studying geophysics in the department of Earth Science and Engineering are Full Members of GPS.

b.All registered members of ICU are entitled to GPS membership free of charge.

c.Only Full Members of the ICU and GPS are entitled to receive any form of subsidy from GPS.

d.Only Full Members of the GPS are entitled to participate in the government of the GPS.

### b.Honorary Members

a.GPS may confer honorary membership upon those persons deemed to have served GPS in a positive manner. The terms under which persons are elected to honorary membership shall be set out in policy.

### c.Life Members

a.A person shall be entitled to become a Life Member of GPS if they become a Life Member of the ICU and are currently or have pre

## 12.2 Government of GPS

a.Only Full Members of GPS are permitted to participate in the government of GPS, i.e. standing for or holding office, or voting in any election or meeting.

b.A person who is not a Full Member may only participate in the government of the GPS as set out above under the terms of the ICU Constitution for persons who are not a Full Member of the ICU

c.The government of GPS shall be open to all Full Members of the ICU, given that they possess membership to that club or society.

## 12.3 Officers of the GPS

a. All officers of GPS will sit on the GPS Executive Committee.

b. The Officers of GPS shall be the President and other Officers who shall be Full Members of GPS.

c. In the event of a vacancy or an Officer of GPS being unable to fulfil his or her duties, the President may delegate those powers and responsibilities held by that Officer pending elections.

d. In the event of a vacancy for President or the President being unable to fulfil his or her duties, the Vice President become President pro tempore and hold all powers and responsibilities of the President pending elections.

e. In the event of a vacancy, the current President will organise the reopening of nominations for the vacant position. The vacant position will then be decided through the democratic vote of full members. The candidate with the highest number of votes will take the position.

f.Officers of GPS for which a date is not otherwise prescribed shall hand over to their successor on the 1st August.

## 12.4 Finance

a.The Treasurer is responsible through the junior treasurer of the RSMU to the President of the ICU for the finances of GPS.

# Constitution for ICU Geophys Soc

## 12.5 Interpretation

- a. Words used in this Constitution and any Regulation made or policy passed hereunder have the same meaning as in the ICU Constitution and Regulations.
- b. This Constitution is bound by the Constitution and Regulations of the ICU.
- c. This Constitution overrules Regulations, which overrule Policy, which overrules Clubs and Society constitutions and any other committee or individual.
- d. The ICU Court is the ultimate body responsible for the interpretation of this Constitution, its Regulations and any policy, rule, act or omission made under it.
- e. If an issue requiring an interpretation arises when the ICU Court is not meeting, the chair of a meeting, or, if present, the President may give a preliminary ruling. Preliminary rulings do not bind the ICU Court.
- f. Precedent shall provide a basis for preliminary interpretations.
- g. Where an interpretation involves the Constitution or Regulations of the ICU, and the matter is not resolved, it shall be referred to the ICU Presi

## 12.6 Amendments

- a. Amendments to this Constitution may be proposed by resolution of the Committee passed by two-thirds majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.
- b. Amendments to the Regulations may be proposed by resolution of the Committee passed by simple majority. Amendments shall then be reviewed by the ICU Executive Committee who shall either pass the amendments or refer them to the ICU Council for consideration.

## 12.7 Revocation

- a. This Constitution shall be binding on GPS from the 21st March, 2016.
- b. From the 23rd March, 2016, all previous Constitutions and Regulations are revoked.

## 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 Geophys Soc on 23/03/2016 by Emma Pearce and Haydn Orme