

# Constitution for ICU DJ & Production

## 1. Name

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

## 2. Aims & Objectives

- 2.1 Network all Imperial students with an avid interest in any of the many disciplines comprising music technology with particular attention to dj-ing, music mixing and production.
- 2.2 Encourage and nurture the development of music mixing and production skills of its members.
- 2.3 Raise the profile of electronic/urban music appreciation through events and outings, both within Imperial and outside. Events should allow members whom have reached an adequate level to perform, allowing them to further develop their skills and gain experience.
- 2.4 Provide a pool of competent music technology enthusiasts for the service of other ICU clubs and societies.
- 2.5 A guest speaker will be invited into Imperial to give a talk relating to either DJing or Production for the interest and wider knowledge of members.

## 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 Equipment Manager
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Social Secretary
- 5.6 DJ Manager
- 5.7 DJ Tutor
- 5.8 Production Manager
- 5.9 Production Tutor
- 5.10 Radio/Podcast Manager
- 5.11 Events Manager

## 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.

# Constitution for ICU DJ & Production

- 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 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.
- 6.5 The Treasurer shall be responsible for the clubs day to day financial activities, as well as the main contact for financial matters with the Union.
- 6.6 The Secretary shall be responsible for keeping the clubs records in order. This includes email accounts, meeting minutes, maintaining the mailing list, and membership management..
- 6.7 The DJ Manager shall be responsible for the organising and running of DJing sessions. This includes ensuring there are adequate DJ tutors at the sessions to cater for members of all abilities, and assigning members with a slot time. They will also be in charge of organising DJs for events, along with the Events manager..
- 6.8 The Social Secretary shall be responsible for social aspects of the club, including bar nights, socials, and organised nights out for members..
- 6.9 The DJ Tutor shall be available to help with tutoring of DJing at DJ sessions when they are called upon by the DJ Manager.
- 6.10 The Production Manager shall be responsible for the running of music production sessions to cater for all abilities and organising the production tutors..
- 6.11 The Radio/Podcast Manager shall be responsible for the running of the Music Tech radio show and podcast which will showcase in-house material from both the clubs DJs and Producers..
- 6.12 The Production Tutor shall be available and willing to help out with production sessions organised by the Production Manager.
- 6.13 The Equipment Manager shall be responsible for keeping the clubs inventory current and up to date, as well as the maintenance of existing equipment. They shall also be responsible for sourcing new equipment to be purchased, as well as dealing with other societies looking to rent the clubs equipment..
- 6.14 The Events Manager shall be responsible for organising events both within and outside of Imperial. Clubs and promoters are to be contacted in order to try and get more events for the societies members to show off their skills and build the reputation of the society as a DJ agency.

## 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.

# Constitution for ICU DJ & Production

- 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 DJ & Production on 08/08/2016 by Callum Frith and Rebecca Twidale