

# Constitution for ICU Latin-American

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To act as a liaison between the Latin-American students of Imperial College and the College administration, as well as the Imperial College Union.
- 2.2 To provide a platform for encouraging closer social interactions and integration amongst Latin-American students.
- 2.3 To promote interaction between Latin-American and other students of the College.
- 2.4 To provide for the representation of the members' interest in the OSC and Union meetings.
- 2.5 To introduce and promote to the College students the Latin-American culture.
- 2.6 To promote interaction between Latin-American students of the College and Latin-American students in or outside of the United Kingdom through cultural exchange .

## 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

## 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 President shall (e) be responsible for liaising with the OSC.
  - (f) undertake all external liaison with all other Latin-American organisations in London, United Kingdom and the rest of the world as well as organisations that wish to partake in the Society's dealings..
- 6.5 The President shall shall head the Committee in the promotion of the Society's aims and objectives.
- 6.6 The President shall shall preside all Committee meetings and General Meetings and prepare the agenda..

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- 6.7 The President shall represent the Society in all its matters.
- 6.8 The President shall be responsible for liaising with the OSC.
- 6.9 The President shall United Kingdom and the rest of the world as well as organisations that wish to partake in the Society's dealings
- 6.10 The President shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.11 The Junior Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.12 The Junior Treasurer shall keep and maintain the accounts of the Society.
- 6.13 The Junior Treasurer shall represent the Society at the OSC Treasury meetings..
- 6.14 The Junior Treasurer shall update the Committee on the financial matters of the Society during Committee meetings.
- 6.15 The Junior Treasurer shall present the financial report to the Society during General Meetings..
- 6.16 The Junior Treasurer shall report any financial discrepancies or difficulties to the Committee..
- 6.17 The Junior Treasurer shall draft the budget of the fiscal year for approval by the Committee..
- 6.18 The Junior Treasurer shall monitor the financial status of all projects and activities undertaken by the Society.
- 6.19 The Junior Treasurer shall of duty
- 6.20 The Secretary shall assist the President and the Vice-President in the administrative matters of the Society..
- 6.21 The Secretary shall keep all documents of the Society.
- 6.22 The Secretary shall keep all inventory records of the Society..
- 6.23 The Secretary shall update all records of the Society, including the information of the registered members..
- 6.24 The Secretary shall record the minutes of all Committee meetings and General Meetings.
- 6.25 The Secretary shall Assist the President in handling all external correspondences..
- 6.26 The Secretary shall be responsible for the booking of the venues within the College properties for use by the Society. .
- 6.27 The President shall shall.
- 6.28 The President 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

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- 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

- 12.1 The Community manager shall:
- (a) Update news of the Society in the web and facebook pages.
  - (b) Assist with the publicity of the Society events.
- 12.2 A representative by each Latin-American country is not part of the committee but is integral part of the activities. Each representative shall:
- (a) Liaise between each country educational, scientific or cultural organisations in and outside the UK and the Society.
  - (b) Liaise between current and prospective students from each country and the Society.
- 12.3 Staff Representative:  
A representative of staff is not part of the committee but is integral part of the 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 Latin-American on 02/12/2015 by Zulma Cucunuba Perez and Dana Tahboub