

# Constitution for ICU Obstetrics & Gynaecology

## 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 Obstetrics & Gynaecology, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 The club shall hold the following as its aims and objectives. The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 Organise and promote talks, events and lectures aimed at students from Imperial College with an interest in Obstetrics and Gynaecology.
- 2.3 Provide Obstetrics and Gynaecology related teaching to students at relevant points through their medical education
- 2.4 Liaise with the Royal College of Obstetrics and Gynaecology regarding events for students who are interested in the field of obstetrics and gynaecology.
- 2.5 The club will attempt to achieve its aims by a number of means that include lectures, small group teaching, conferences, discussions, careers evenings, practical demonstrations and regular meetings of student 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 President
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Publicity Officer
- 5.5 Early Years Academic Officer
- 5.6 Year 5 Academic Officer
- 5.7 Conference Co-Chair
- 5.8 Events and Social Officer

## 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 Treasurer shall shall
- \* Carry out the day to day financial duties of the club.
  - \* Administer the Club's finances and allocate funds for Club activities and social events.
  - \* Be responsible for drafting the budget for the club that will apply in the academic year following their tenure
  - \* Provide a yearly report at the Annual General Meeting
  - \* Sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.5 The Secretary shall shall
- \* Be responsible for keeping the club records in good order as well as carrying out publicity and club communication duties.
  - \* Take minutes at all general meetings. A copy of the minutes shall subsequently be sent to all committee members
  - \* Organise room bookings for the club.
  - \* Manage any correspondence related to the Club
  - \* Be responsible for updating the club's pages on social media platforms alongside the publicity officer.
- 6.6 The President shall shall
- \* Represent the club on the ICSM Clubs and Societies Executive, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected
  - \* Sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations
  - \* Be responsible for producing a timeline of events to be organized over a given academic year following discussions with the committee
  - \* Be responsible for ensuring membership targets are reached and planned events are held as scheduled by the club.
- 6.7 The Publicity Officer shall shall be responsible for publicising ICOGS events, conference and tutorials to Imperial and Non-Imperial medical students and ensure up-to-date information is displayed on the social media pages .
- 6.8 The Events and Social Officer shall shall be responsible for organising careers events and any seminars given throughout the year that supports the aims and objective of ICOGS
- Deliver events that supports the aims and objectives of ICOGS
- Be responsible for organizing a yearly Obstetrics and Gynaecology conference and social events for the committee .

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- 6.9 The Year 5 Academic Officer shall be responsible for organising Year 5 PACES O&G teaching and tutorials for the Repro BSc and be responsible for liaising with 4th and 5th year medical students to arrange suitable times, finding clinicians/ lecturers/ medical students to teach and ultimately delivering high quality teaching relating to O&G for the senior medical students. .
- 6.10 The Early Years Academic Officer shall be responsible for organising first year endocrinology (O&G topics) and second year RDA tutorials, and be responsible for liaising with 1st and 2nd year medical students to arrange suitable times, finding clinicians/lecturers/medical students to teach and ultimately delivering high quality teaching relating to O&G for the junior medical students.
- 6.11 The Conference Co-Chair shall be responsible for organising and running the ICOGS Conference. .

## 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.
- 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.

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## **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 Obstetrics & Gynaecology on 18/07/2019 by Jhia Teh and Tom Willis