

Constitution for ICU Engineering Change

1. Name

- 1.1 The club shall be a member of the City & Guilds College Committee.
- 1.2 The name of the Club shall be Engineering Change, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To up-skill students to the level necessary for the successful completion of overseas development projects.
- 2.2 To engage IC students in projects which aim to empower others through engineering.
- 2.3 To conduct educational outreach in the London area, focusing on improving understanding of sustainability, and the opportunities that arise from studying STEM subjects.
- 2.4 To raise awareness of sustainability and human rights issues, and advocate the role of engineering in helping to reduce poverty.
- 2.5 To conduct overseas project work in a safe and responsible manner, to the mutual benefit of all involved parties.
- 2.6 To strengthen the International Development Network at Imperial through liaison and partnership with other IC societies.
- 2.7 To provide opportunities for collaboration with IC engineering departments/ academic staff.

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 International Projects Coordinator
- 5.6 Outreach Coordinator
- 5.7 Events Coordinator

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.

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- 6.4 The President shall oversee all activities of the club, and ensure that the club meets all requirements set out by the Union, EWB-UK and to the terms of any partnerships. The Chair represents the branch to external organisations and at external events, such as the EWB National Conference. The role involves organising and leading committee meetings, and meeting with project teams and liaising with the EWB-National Executive.
- 6.5 The Events Coordinator shall plan and execute events related to International Development that are aligned to EWB-UK, such as the flagship Leadership for Development training series and weekend trip to Centre for Alternative Technology in Wales. The Events Coordinator shall also be responsible to come up with a calendar of events that cater to the interests of the members.
- 6.6 The Treasurer shall organise all the financial aspects of the society (inc. approving transactions etc.). The Treasurer is responsible for leading the fundraising agenda to ensure the financial sustainability of projects and core activities. The Junior Treasurer shall act within Imperial College Union guidelines when making transactions.
- 6.7 The Secretary shall manage internal matters of the club such as meeting minutes and agendas, and shall ensure everything runs smoothly. The Secretary is also the main point of contact for EWB-Imperial related issues. The Secretary shall maintain and manage the CGCU EWB mailbox to disseminate relevant information to EWB-Imperial Mailing List. The Secretary shall also be responsible for collating and adding the contact details of interested freshers to the mailing list after Freshers' Fair.
- 6.8 The Outreach Coordinator shall execute the EWB-Imperial Schools and Colleges Outreach programme. This programme comprises a series of workshops for local student groups, aimed at raising awareness of sustainability issues and the relevance of engineering/ STEM in combatting poverty. The Outreach Coordinator shall also maintain relationships with local beneficiaries.
- 6.9 The International Projects Coordinator shall be responsible for the management and progress of the various Philippines international development projects. The International Projects Coordinator shall communicate with the various project teams, the club's partner NGO SIBAT, EWB-UK (and in particular, the partnership co-ordinator) and the club's academic and industrial mentors and sponsors.
- 6.10 The Publicity Officer shall upkeep the branch social profiles and union website, using any skills in photography, web-design or graphic-design. The Publicity Officer shall organise regular posts, write for the felix on International Development/ branch activities and order club t-shirts. The Publicity Officer shall organise the club's stand and activities for Freshers' Fair. The Publicity Officer is also responsible for developing logos, posters and banners to promote the branch's events.

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:

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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 Engineering Change on 10/09/2015 by Krystle Chan and Andrew Olson Gallardo