

# Constitution for ICU Artisans

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To run regular workshops on a variety of topics and skills related to handcrafting at affordable prices.
- 2.2 To provide tuition, materials, tools, facilities, and other resources for those wishing to learn new artisanal skills, and for those wishing to practice and develop existing skills.
- 2.3 To create a community of like-minded individuals with a passion for artisanal crafts, enabling the sharing of ideas and skills.

## 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 Officer
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Health and Safety Officer

## 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 Chair shall

- 6.4.1 chair the committee,
- 6.4.2 supervise other Officers of the committee, delegating the duties of any Officer who is unable to fulfil them and recruiting assistance as necessary from the membership, as appropriate,
- 6.4.3 be responsible for the organisation of all Club events,
- 6.4.4 ensure workshops are being hosted on a regular basis,
- 6.4.5 manage affairs related to the future development of the Club,
- 6.4.6 represent the Club in all its affairs,
- 6.4.7 manage – in conjunction with the Treasurer – Club finance,
- 6.4.9 undertake any other duties as outlined in this constitution..

## 6.5 The Treasurer shall

- 6.5.1 be responsible to the Chair for the accounts of the Club,
- 6.5.2 maintain the financial records of the Club,
- 6.5.4 compile the Club's annual budget application before the deadline specified by the Arts and Entertainments Committee,
- 6.5.5 present a report on the finances of the Club at the AGM,
- 6.5.6 assume all responsibilities of the Chair as stated in section 6.4, In the event that the position of Chair becomes vacant, until such a time when an Extraordinary General Meeting is held and a new Chair is elected,
- 6.5.7 undertake any other duties as outlined in this constitution..

## 6.6 The Secretary shall

- 6.6.1 maintain the documents of the Club,
- 6.6.2 take minutes at all meetings of the Club,
- 6.6.3 manage publicity for the Club,
- 6.6.4 advertise Club events – especially workshops – to the appropriate audience,
- 6.6.5 undertake any other duties as outlined in this constitution..

## 6.7 The Equipment Officer shall

- 6.7.1 maintain the inventory of the Club,
- 6.7.2 keep the Club storage organised,
- 6.7.3 maintain the Club's tools,
- 6.7.4 ensure availability of materials and tools for workshops,
- 6.7.5 oversee the purchase of materials and tools,
- 6.7.6 undertake any other duties as outlined in this constitution..

## 6.8 The Health and Safety Officer shall

- 6.8.1 submit a yearly risk assessment,
- 6.8.2 ensure all necessary permits are held for dangerous works,
- 6.8.3 ensure enough of the correct types of safety equipment is held by the club,
- 6.8.4 keep all safety equipment in good working condition,
- 6.8.5 keep the first aid and bur kits stocked,
- 6.8.6 undertake any other duties as outlined in this constitution..

## 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

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- 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

## 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 Artisans on 13/03/2018 by Tsz Lau and Martin Chak