

# Constitution for ICU Bio Engineering

## 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 Bio Engineering, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To help students fully explore their career opportunities
- 2.2 To raise commercial interest in Bioengineering students within industry and research
- 2.3 To further strengthen social relations amongst all members of our society by organising and subsidising events for Bioengineering students and staff
- 2.4 To hold several events throughout the year, from socials to careers and academic events
- 2.5 To make sure the students take well-deserved breaks from all the hard work and have some fun

## 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 Social Events Coordinator
- 5.5 Webmaster
- 5.6 Industrial Events Coordinator
- 5.7 Vice President

## 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 run the society. They oversee all the activities of the society while managing the committee and ensuring all the roles are fulfilled and that everything runs smoothly. The President also runs the committee meetings and sets the agenda for them. The President is financially responsible for the society and works closely with the treasurer to ensure that there is sufficient funding (this includes looking for sponsorship) and that the necessary budgets are set and followed. The role also includes overseeing the organisation of all the events that are held. The President also works closely with the CGCU (our management group) and represents the society there.
- The role entails organisation and management skills as well as the ability to lead and work cooperatively with the rest of the committee and departmental staff.
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- 6.5 The Vice President shall help the President to manage the committee and society and takes the place of the President when they are absent. The Vice-President also helps out with the different events and the budgeting for them. As well as this, the role entails helping other members generally with any actions they need to complete, or undertaking tasks that do not apply specifically to any of the committee positions. The Vice-President can take responsibility for some of the events.
- The vice-president needs to be organised and have good communication skills as they will need to work with all members of the committee as well as departmental staff.
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- 6.6 The Treasurer shall be financially responsible for the Society. They manage the budgets - both the annual budgets and the individual event budgets.
- They also work towards getting funding for the Society. This includes approaching the Department of Bioengineering for funding as well as working with the President and the Industrial Liason officer to approach external companies for sponsorship.
- The treasurer needs to be comfortable with working with numbers and using software such as Excel to effectively communicate the current budget.
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- 6.7 The Secretary shall attend committee meetings and take minutes during these. This enables other members to be reminded of what was discussed and any actions that they need to take. The secretary has access to the society email and manages this, and also any society documents. As well as these above, the role entails helping other members generally with any actions they need to complete, or undertaking tasks that do not apply specifically to any of the committee positions (for example, organising hoodies for the society).
- The role requires organisational skills, and the ability to work flexibly with all other members.
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- 6.8 The Social Events Coordinator shall propose, plan and run departmental events together with other committee members. This includes room/venue bookings, organising refreshments and music, and any other necessary equipment.
- Since one of the main tasks of the Society is to hold events for the students, this is quite a big role, and the two events officers should work together to make sure everything runs smoothly and safely and that all attendees have an enjoyable time. As events officer you will be proposing, planning and running departmental events together with other committee members.
- It is crucial that the Events Officers have good organisational and communication skills as they will be in contact with both college staff, and external companies. Events must be organised and run within the regulations of the college, and also that of any external venues used. The role also requires good time management and networking skills.
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6.9 The Industrial Events Coordinator shall be the link between the society and external engineering companies. The role includes organising the Careers Fair(s) and any other careers related events. This enables students from the Bioengineering department at all levels of study, to have an exclusive chance to network with relevant companies of their degree and possibly even secure internships and placements. The role also includes preparing sponsorship documents and contacting companies for sponsorship. This money is then used to fund and subsidise events run by the society giving students an opportunity to enjoy themselves at well organised and cheaper events.

The Industrial Liason officer needs to have excellent communication skills, this is because it is imperative for them to secure companies to attend careers fairs, as this is one of the society's main objectives.

6.10 The Webmaster shall be in charge of the website and keeping it up to date. The Society's Facebook page and Twitter account are also the responsibility of the webmaster. The webmaster should take pictures at events and use them for publicity on the website and different social media (this task can be delegated to another member of the committee if necessary, depending on skills and availability).

The webmaster should create posters and Facebook events for the events held by the society.

This role requires an interest and a basic understanding of how to run and maintain a website. They will also need to regularly update the Twitter/Facebook pages, especially for the advertising of society 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:

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.

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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 Bioengineering Society holds several events in order to create more personal ties between the students, and give them a community in which they can enjoy themselves in. Usual events include Fresher's events, bashes at the end of terms, a bar night, a games night, careers events, and a student-staff sports day among others. There is also an annual Christmas dinner. There are other events which the committee can choose to organise such as a society trip.
- 12.2 The society also has other roles to play such as society hoody/t-shirt organisation, welfare of the students (including a 'mum's and dad's' scheme) and book exchange programs. These all aim to not only bond bioengineering students within their year groups together, but to create a community where there are bonds between all the year groups themselves. This enables younger year students to be able to gain advice from older years, and this experience can be invaluable for helping them get through the course.

## 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 Bio Engineering on 28/03/2016 by Milia Hasbani and Andrew Olson Gallardo