

Constitution for ICU Design 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 Design Engineering, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 Above all else, the Society aims to provide a strong social experience in tandem with the extra-curricular and academic lives of the students belonging to the Dyson School of Design Engineering.
- 2.2 The Society aims to foster the interests and welfare of all its members by hosting and organising suitable events throughout the year.
- 2.3 The Society aims to provide public channel through which work produced from the Dyson School of Design Engineering can be further appreciated and celebrated.
- 2.4 The Society aims to promote the presence of the department in a positive manner around the campus and beyond.
- 2.5 The Society aims to successfully integrate freshmen into the culture of School and Society through a series of events for the 'Mums and Dads' initiative.
- 2.6 Events all of all types will be run throughout the year including social events, formal meals, curricular experiences, industry talks and more.
- 2.7 The Society aims to improve the relationship with other departmental and union societies to allow for collaboratively run events.
- 2.8 The Society aims to remain a strong organisational presence for the benefit of its members throughout the year and to encourage the integration of both undergraduate and postgraduate students.
- 2.9 The Society aims to provide suitable networking connections between its current members and its past members as well as relevant industry contacts.

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 Treasurer
- 5.3 Secretary
- 5.4 Social Events Manager
- 5.5 Industrial & Sponsorship Liaison

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 Chair shall be the society's public representative. The Chair takes responsibility of the conduct, publications and welfare issues within and by the Society.
- 6.5 The Chair shall take responsibility of all aspects of the club and will ensure that the officers of the committee have delivered on their individual responsibilities. In the case of an officer failing to deliver it is the responsibility of the Chair to ensure that the work is properly delegated to other officers.
- 6.6 The Chair shall attend meetings, representing the Society, where appropriate.
- 6.7 The Chair shall maintain and aim to improve the relationship of the Society with other departmental or union societies in Imperial College.
- 6.8 The Treasurer shall be chief officer in charge of finance, budgeting and logistics of the society.
- 6.9 The Treasurer shall provide a budget plan for the forthcoming year and demonstrate how it will benefit the Society in the long-term.
- 6.10 The Treasurer shall give final decisions on monetary funding for society run events throughout the year and advise other officers during planning.
- 6.11 The Treasurer shall carry out the day to day financial responsibilities of the Society and keep records of all financial and logistical transactions of the Society.
- 6.12 The Treasurer shall deputise for the Chair in the case of absence or other appropriate circumstances. The role of the Treasurer is to remain advisory to the committee and Chair over issues the Society may need to deal with and liaise with the Union or other management groups.
- 6.13 The Treasurer shall be responsible for the administration of any sponsors or external funding but not of organising (see Secretary and Industrial Liaison).
- 6.14 The Treasurer shall be responsible for the technological IT logistics, running and administrative support of the society throughout the year.
- 6.15 The Secretary shall be responsible for day to day public communication with the Society's members.
- 6.16 The Secretary shall be responsible for the logistical communication between the Society and the Union.
- 6.17 The Secretary shall be responsible for the successful organisation of events (e.g. booking venues) as well as ensuring the Society is complying with Union and College rules and guides.
- 6.18 The Secretary shall be responsible for keeping records of all meetings the Society conducts.
- 6.19 The Secretary shall be responsible for the first hand management of the committee to ensure that jobs are correctly allocated and being completed. If necessary, this responsibility is passed to the Chair for enforcement.
- 6.20 The Secretary shall be responsible for ensuring there is adequate communication between the committee and the Society's members about future events and ensuring any concerns voiced by members are appropriately brought to the committee's attention.
- 6.21 The Secretary shall be responsible for public communication on behalf of the Society e.g. services for an event.
- 6.22 The Social Events Manager shall be responsible for the welfare of all members of the Society.
- 6.23 The Social Events Manager shall be responsible for the organisation of social events on behalf of the Society.
- 6.24 The Social Events Manager shall be responsible for adequate communication with the members of the society.
- 6.25 The Social Events Manager shall be the pastoral point of contact for freshmen members of the society and act as one of the two points of contact for members involved in the 'Mums and Dads' initiative (along with the separate organisational point of contact).
- 6.26 The Social Events Manager shall be responsible for content posted and shared on all forms of social media on behalf of the Society. It is the responsibility of the Social Sec to ensure this complies with Union and College rules, and that it is kept up to date.

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- 6.27 The Industrial & Sponsorship Liaison shall be responsible for organising external talks and professional networking events on behalf of the society.
- 6.28 The Industrial & Sponsorship Liaison shall be responsible for seeking out new sponsorship and maintain communication and relations with current sponsors.
- 6.29 The Industrial & Sponsorship Liaison shall be responsible for maintaining contact with past members and connections in industry for the benefit of the Society's members.
- 6.30 The Industrial & Sponsorship Liaison shall be responsible, along with the Social Sec, for maintaining contact and integration of the graduate and undergraduate students.

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.

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.

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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 Design Engineering on 02/09/2016 by Benedict Greenberg and Andrew Olson Gallardo