

Constitution for ICU Dance Company

1. Name

1.1

1.2 The name of the Club shall be Dance Company, hereafter referred to as 'the club'.

2. Aims & Objectives

2.1 The aim of our society is to encourage people to dance, those that have never tried it before and those who have had extensive training. We will have classes every week during term time as well as attending competitions to showcase the talent of ICU Dance Company. We also will have an outreach week every year where a group of our members go into schools to teach children about dance.

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 Ballet Director

5.3 Contemporary Director

5.4 Jazz Director

5.5 Tap Director

5.6 Costume Manager

5.7 Junior Treasurer

5.8 Secretary

5.9 Social Secretary

5.10 Webmaster

5.11 Events Officer

5.12 Schools Tour organiser

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 oversee the running of the club, chair regular committee meetings and ensure that all committee members are upholding their positions. The Chair will also ensure that someone can attend the monthly RCC meetings, or ensure apologies are sent. The Chair will also make sure they are available to answer questions from members, and potential members. The Chair will contact other universities and find out about competitions that the society can attend.
- 6.5 The Costume Manager shall work within the budget assigned to them by the Junior Treasurer to make or purchase costumes for the competition dancers, after consultations with the choreographers. They must also manage the old stock of costumes in the cupboards and ensure all costumes are returned to the club once used.
- 6.6 The Junior Treasurer shall deal with the financial aspects of the club such as budgeting and claim authorisation. They must ensure that the costume manager has a budget to work from, and that this is not exceeded.
- 6.7 The Secretary shall run the mailing list and send out weekly emails to the club members detailing class information and upcoming events. The ordering of club kit is down to the secretary. The Secretary will help organise competitions in conjunction with the Chair.
- 6.8 The Jazz Director shall ensure that there is a suitably able individual to teach all jazz classes and choreograph for any competitions or performances.
- 6.9 The Tap Director shall ensure that there is a suitably able individual to teach all tap classes and choreograph for any competitions or performances.
- 6.10 The Schools Tour organiser shall organise an outreach week within schools, teaching young people dances and showing off a little choreography.
- 6.11 The Webmaster shall ensure that the website and social media (youtube, facebook, instagram and twitter) is up to date with videos, pictures and information about the clubs activities and upcoming events.
- 6.12 The Ballet Director shall ensure that there is a suitably able individual to teach all ballet classes and choreograph for any competitions or performances.
- 6.13 The Contemporary Director shall ensure that there is a suitably able individual to teach all contemporary classes and choreograph for any competitions or performances.
- 6.14 The Social Secretary shall organise socials for the club. Most importantly organise the freshers social to entice new members and publicise all social events through the Facebook page and on "What's Happening".
- 6.15 The Events Officer shall organise a showcase to allow all members to perform in a non competitive setting. The Events officer will also convene with other societies to discuss collaborations and shows.
- 6.16 The Junior Treasurer shall shall.
- 6.17 The Secretary shall shall.
- 6.18 The Jazz Director shall shall.
- 6.19 The Tap Director shall shall.
- 6.20 The Schools Tour organiser shall shall.
- 6.21 The Webmaster shall shall.
- 6.22 The Social Secretary shall shall.
- 6.23 The Events Officer shall shall.

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 Dance Company on 11/11/2016 by Courtney Johnson and Dominic Price