

Constitution for ICU Public Speaking

1. Name

- 1.1 The club shall be a member of the New Activities Incubator Committee.
- 1.2 The name of the Club shall be Public Speaking, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 Maintain the Imperial College Toastmasters Club
- 2.2 Promote Public Speaking at Imperial College
- 2.3 Provide an encouraging environment for members to practice and improve public speaking
- 2.4 Host workshops that train public speaking related skills
- 2.5 Host guest speaker events

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 Vice President (Education)
- 5.5 Vice President (Events)

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.
- 6.4 The Chair shall be referred to as the president who will be the figurehead of the club, open every meeting and most importantly co-ordinate club business between every committee member, club member and external guests. A key part of this role is inspiring a friendly and encouraging environment for members to meet and flourish. In that regard it is absolutely essential that the president shares a clear vision for the development of the club in the coming year. Useful features: organised, outgoing, creative..

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6.5 The Treasurer shall be referred to as Vice-President of Membership and Treasurer (VPM & Treasurer).

These two roles practically go hand in hand in our club, because of the way our finance system is structured and we have consequently merged them into one. The VPM is responsible for helping willing members to sign up by managing our online shop, managing our Toastmasters account by entering and updating member information and managing membership payments to TM. Financial and administrative record keeping are essential for every step of this process and that is why the role of the treasurer and VPM have been merged. Useful features: organised, systematic working, reliability..

6.6 The Secretary shall be referred to as Secretary (Website admin). Our club requires a vast amount of information to be publicised in the form of mailings and most importantly on a regularly updated website. This includes events, club affairs, role descriptions, occasional photos, etc. Amongst general contribution to the running of the club, managing attendance records, and representing the club at union committee meetings (2x per term), the key function of the secretary is to compile information and update the website accordingly. Useful features: reliability, some website administration experience (or willingness to try it out)..

6.7 The Vice President (Education) shall be referred to as Vice-President of Education (VPE). The VPE is responsible for filling the agenda at every Toastmasters meeting. He/She administers the EasySpeak portal and corresponds with fellow Toastmasters (TMs) from other clubs and our members regarding roles. If you are very dependable, organised and highly motivated to support people's learning, you are perfect for this job! Useful features: continuity, reliability, good email correspondence..

6.8 The Vice President (Events) shall be referred to as Vice-President of Public Relations (VPPR). This club has incredible potential in terms of expanding its audience and attracting more members on a regular basis. A substantial part of our club, which requires significant publicising and professional correspondence, evolves around organising guest speaker events. The primary role of the VPPR will be to make first contact with potential speakers, continue correspondence leading up to an event and produce flyers, posters and spread the word through every possible channel for any club event. Useful features: good at email correspondence, outgoing, well-connected, some graphic design experience (or willingness to try it out) e.g. Photoshop..

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.

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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 Public Speaking on 21/09/2021 by Katia Hougaard and Feyzi Eser