

# Constitution for ICU Vision

## 1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be Vision, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To widen participation in medicine via a programme of student-led outreach activities designed to inspire Outreach students and support them through the medical school application process.
- 2.2 Create and maintain links with the local community through dialogue with local state schools in the North West Thames area.

## 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 Catering Officer
- 5.5 Friends and Alumni Officer
- 5.6 Medical School Liason
- 5.7 Publicity Officer
- 5.8 Recruitment Officer
- 5.9 Roadshow Officer
- 5.10 Social Media, Web and Procurement Officer
- 5.11 Sponsorship Officer
- 5.12 Deputy President
- 5.13 Junior Conference Chair
- 5.14 Roadshow Chair
- 5.15 Senior Conference Chair

## 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.

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- 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 President shall Overseeing the direction and year upon year development of the society.  
Ensuring the benefit to Outreach students is at the core of any activities or decisions made by the society.  
Ensuring the smooth running of the Senior and Junior conferences by providing support and guidance to the conference chairs.  
Overseeing the roadshow programme and other activities of the society.  
Ensuring the society acts in accordance with Union guidelines, including training requirements of.
- 6.5 The Treasurer shall Carry out the day to day financial duties of the club  
Processing all aspects of the vision accounts including invoicing for conference places and payment of suppliers.  
Creating budgets for all Vision activities.
- 6.6 The Secretary shall Charged with booking management and overseeing registration at the conferences  
Responding to enquiries sent to the Vision account.
- 6.7 The Deputy President shall Supporting the president and committee members in achieving the above stated roles.  
Carrying out presidential duties in times of absence of the President.
- 6.8 The Senior Conference Chair shall Overall organisation of the Senior Conference  
Delegating and overseeing jobs allocated to the general committee for the Senior Conference..
- 6.9 The Junior Conference Chair shall Overall organisation of the Junior Conference  
Delegating and overseeing jobs allocated to the general committee for the Junior Conference..
- 6.10 The Roadshow Chair shall Overall organistion of the Roadshow programme  
Delegating and overseeing jobs  
allocated to the general committee for the Roadshow programme.
- 6.11 The Catering Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Chair and Conference Chairs to organise catering and refreshments for the conferences..
- 6.12 The Friends and Alumni Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Chair to liaise with alumni and create the termly newsletter to be sent out too alumni and faculty.
- 6.13 The Medical School Liason shall Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Conference Chairs and Chair to organise representatives from different medical schools to attend the conferences...
- 6.14 The Publicity Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Chair and Conference Chairs to produce recruitment posters, delegate packs and delegate materials for the conferences...
- 6.15 The Roadshow Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work with the Roadshow Chair and Chair to support the organisation and running of all Roadshow school visits and any other events throughout the year...
- 6.16 The Recruitment Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Conference Chairs and Chair to organise recruitment for the conferences..
- 6.17 The Social Media, Web and Procurement Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Work together with the Conference Chairs and Chair to organise representatives from different medical schools.

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- 6.18 The Sponsorship Officer shall Promote the outreach activities of the society  
Help the society to achieve its aims by providing support in a number of areas.  
Working together with the Conference Chairs and Chair to organise sponsorship for Vision, including specifically for the conferences..

## 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.  
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

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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 Vision on 26/06/2016 by Peter Zhang and Rhys Smith