

Constitution for ICU Gazette

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 Gazette, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To maintain the Gazette as the medical school magazine, published 2-3 times a year in print, as well as online. The Gazette provides an important link between alumni and current students and should be provided to current students of ICSM and members of the St Mary's Hospital and ICSM Alumni Associations, as well as any other members of the medical school (students, faculty or alumni) who request it.
- 2.2 To produce and print the ICSM Gazette. The ICSM Gazette is the student-led magazine of the medical school. In the past it has been printed three times per year and this year we will be printing two longer issues and significantly adding to the content of our website. The Gazette has a huge reach, each issue is distributed to the whole medical school, numbering well over 2000 students, as well as to a rapidly growing number of alumni members.
- 2.3 To give students the opportunity to pursue their interests in writing, offering a unique opportunity to write about current affairs, features and events within ICSM.
- 2.4 To support the large number of ICSM clubs and societies. For each issue every ICSM club and society is invited to submit a report to be published by the Gazette, giving each society the opportunity to publicise their many and varied events, and advertise their society to potential new members. This is particularly helpful if we are able to distribute to the Summer issue to first year students, who can read the Gazette to gain an introduction to societies. The Gazette also provides a platform for ICSMSU to showcase the medical school's activities to all members of the medical school and many alumni.
- 2.5 To provide a valuable bridge between current students at ICSM and alumni of ICSM and its past constituent medical schools. This is vital as many alumni are incredibly supportive of their old societies and current students.
- 2.6 We also aim to increase the number of useful features for students such as including as a Careers section.

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 Editor
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Advertising and Sponsorship

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- 5.5 Events Editor
- 5.6 Academic Editor
- 5.7 Clubs and Societies Editor
- 5.8 Features Editor
- 5.9 News Editor
- 5.10 Travel Editor

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 Events Editor shall write and edit reports of events that have occurred in ICSM and the College..
- 6.5 The Treasurer shall be responsible for writing sponsorship contracts and attaining sponsorship deals..
- 6.6 The Secretary shall ensure the website is kept up to date with submissions from other editors. Furthermore, will ensure that social media presence is maintained..
- 6.7 The Editor shall carry out the main editing and formatting of the freshers handbook and the 2 printed issues..
- 6.8 The Advertising and Sponsorship shall shall.
- 6.9 The News Editor shall write and edit articles about the news within ICSM and the College and the local, national and international community..
- 6.10 The Travel Editor shall write and edit reports of electives in places outside of London..
- 6.11 The Academic Editor shall write and edit articles about Medicine and Biomedical Sciences and Medical Education, both within college and nationally. Furthermore to write and edit careers articles, including career profiles and tips from the careers team..
- 6.12 The Clubs and Societies Editor shall write and edit club reports for the printed issues. Furthermore to write or edit the varsity reports and big matches (eg. UH)..
- 6.13 The Features Editor shall write and edit feature articles including but not limited to the Tales from the Archives (provided by ICHT archives) and the Top Ten..

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

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- 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 Gazette on 11/07/2019 by Rajiv Ark and Tom Willis