

Constitution for ICU Elec Eng

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 Elec Eng, hereafter referred to as 'the club'.

2. Aims & Objectives

2.1 1. Name!

- 1.1. The name of the society shall be 'Electrical Engineering Society' or abbreviated 'EESoc', hereafter referred to as 'the society'.
- 1.2. The society shall be a member of the City & Guilds College Union.

2.2 . Aims and Objectives!

- 2.1. The society shall hold the following as its aims and objectives. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2. Create a community for its members by organising social and sport events.
- 2.3. Promote industries and companies that are related to electrical engineering by organising industry events.

2.3 . Core Activities!

- 3.1. The society shall strive to organise the following core activities according to their description when applicable in the course of the academic year as its commitment to its membership.
- 3.2. Careers Fair
 - 3.2.1. Held in the electrical engineering department in the Autumn term and allows students to meet industries that are relevant to electrical engineering.
- 3.3. New Years Dinner
- 3.4. Talent Show
 - 3.4.1. Organised in the Spring term and allows students to showcase their talents either individually or as a group.

2.4 4. Statement of Intent!

- 4.1. The constitution, regulations, management and conduct of the society shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 4.2. The society stresses that it abides by the Imperial College Union Departmental Society Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
- 4.3. The society 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.

2.5 5. Membership!

- 5.1. The following shall be eligible to become members of the society:
 - 5.1.1 ICU Full Members
 - 5.1.2 ICU Associate Members
 - 5.1.3 ICU Life Members
- 5.2. Any society member who is a full member of ICU shall be a 'full member' of the society, all other members shall be 'associate members' of the society.
- 5.3. All members shall join the society, a membership fee may be set by the society committee but shall not be less than that specified by the ICU Clubs & Societies Board.
- 5.4. Students of the electrical engineering department are automatically full members of the society and are not required to pay a membership fee.

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.

Constitution for ICU Elec Eng

- 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 Webmaster
- 5.5 Publicity Officer
- 5.6 Vice President (Events)
- 5.7 Vice President (Industry)
- 5.8 Events Officer
- 5.9 Industrial Liason Officer

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 President shall The President oversees the running of the Society and leads the committee, liasing with the CGCU..
- 6.5 The Vice President (Events) shall The VP Events Officer leads the Events Team in creating events for EESoc, ranging from small Socials to larger events like New Years Dinner. .
- 6.6 The Treasurer shall The Treasurer oversees the spending of the Society to ensure it remains net positive throughout the year. They are responsible for the annual budget..
- 6.7 The Events Officer shall The Events Officers are in charge of creating and hosting EESoc events throughout the year. They are responsible for creating new events, selling tickets and helping out with Industrial events at times..
- 6.8 The Secretary shall The role of the Secretary is to create room reservations for weekly EESoc meetings. The Secretary is in charge of creating all meetings and booking rooms for larger events. .
- 6.9 The Industrial Liason Officer shall The ILO primarily liaises with companies and helps in the running of the Careers Fair, weekly Careers Talks and Workshops. .
- 6.10 The Webmaster shall The Webmaster is responsible for maintaining the website and creating products on there if needed.

Constitution for ICU Elec Eng

6.11 The Publicity Officer shall The Publicity Officer is responsible for maintaining all of EESoc's social media accounts, and promoting events. They send weekly newsletters informing members of events and create new ways to engage with members..

6.12 The Vice President (Industry) shall The VP Industry leads the Industry Team in securing sponsorships from companies throughout the year. They lead the running of the Careers Fair, all Careers Talks, and are the first point of contact for any of our sponsors. .

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.

Constitution for ICU Elec Eng

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 Elec Eng on 11/05/2021 by Priya Chhaya and Kyubin Lee