

Constitution for ICU Synthetic Biology

1. Name

- 1.1 The club shall be a member of the Royal College of Science Committee.
- 1.2 The name of the Club shall be Synthetic Biology, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 SynBIC shall bridge the synbio knowledge gap by providing members (undergraduates, postgraduates and staff) access to synthetic biology education, such as its foundations, latest updates, societal context and impact on innovation and technology.
- 2.2 SynBIC shall strengthen links with other synthetic biology hubs across the UK through meet-ups, networking events, talks and conferences. It shall also arrange meetings and collaborations with other stakeholders and funding bodies with an interest in the field.
- 2.3 SynBIC shall establish a communication platform that will benefit all fields (often, approaches and techniques used in synthetic biology are borne from other more traditional and established fields, such as molecular biology, microbiology, mathematics and computer science).
- 2.4 SynBIC shall give iGEM alumni (who are often those filling influential positions within the field) the opportunity to offer advice and mentorship to current students and alumni considering being part of future iGEM teams.
- 2.5 SynBIC shall encourage continuance for projects started during the iGEM competition through linkages with Industry and the provision of fresh entrepreneurial and research opportunities
- 2.6 SynBIC shall facilitate opportunities in synthetic biology research or industries for interested individuals (UROP placements, PhD opportunities, Internships with startups and Industry)

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 Promotion Officer
- 5.4 Undergraduate Liaison Officer
- 5.5 Social Secretary
- 5.6 Industrial External Relations Officer
- 5.7 Events Officer

6. Management and Job Descriptions

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- 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 oversee all activities. SynBIC's Chair is responsible for any administrative matters, shall be the main point of internal and external contact, and shall attend progress meetings with selected funders and sponsors, compiling planning and budgeting presentations accordingly. The Chair shall also act as "returning officer" for running new elections (unless they are running for a position) and ensure smooth handover.
- 6.5 The Treasurer shall be responsible for budgeting and reporting, working closely with SynBIC's Chair. .
- 6.6 The Promotion Officer shall run a portal for uploading listings, should monitor website, email, and social media. Promotion Officers shall also be in charge of poster/leaflet/flyer design, and should manage any website updates..
- 6.7 The Undergraduate Liaison Officer shall be in charge of departmental communication (Faculty of Natural Sciences, Engineering and Medicine), and shall prepare, structure and manage synthetic biology resources for students (articles, books and other references). The Undergraduate Liaison Officer shall also be responsible over the iGEMers pool (pool of talented students interested in applying for a place at the Imperial College iGEM team) and shall help with the organisation of iGEM-related events. Further interesting opportunities for undergraduates include running modelling workshops or mini-iGEM competitions..
- 6.8 The Social Secretary shall ensure that a sense of community is built amongst SynBIC's members. Responsibilities include organising social events and running social media platforms. .
- 6.9 The Industrial External Relations Officer shall be responsible for expanding SynBIC's network with Industry, and shall be the bridge between the society and any speakers, industrial guests and employers. Industrial Relations Officers shall also direct their resources towards looking for placement opportunities for students by contacting companies and startups in the biotech industry, and should provide counselling for students that go on placements. .
- 6.10 The Events Officer shall be the main organiser of any events and activities that SynBIC provides, and shall be in charge of making these happen and run smoothly. Responsibilities include venue booking, purchasing event supplies (food and drinks, promo flyers...), event scheduling. The Events Officer shall collaborate closely with the Secretary (who records metrics) and the Treasurer (who compiles budgets and expense records).
- 6.11 The Events Officer shall be responsible for expanding SynBIC's network with Academia, and shall be the bridge between the society and any speakers and research groups. Academic Relations Officers shall also direct their resources towards looking for placement opportunities for students by contacting research groups both at Imperial and other institutes, , and should provide counselling for students that go on placements. .

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.

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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

12.1 Journal clubs and workshops to discuss latest synthetic biology advances and provide background knowledge to students new to synthetic biology in a relaxed environment

12.2 Mentorship for future iGEM teams through the organising of iGEM-specific events, including information sessions, feedback from iGEM alumni, team-building activities, website design workshops, and more.

12.3 Invited talks: guest lectures by prominent synthetic biologists on their work and other interesting synthetic biology topics

12.4 synbio careers development by providing research opportunities in academia and industry (UROPs and industry/startup internships)

12.5 Networking events to allow students to make new academic and industrial contacts, and encourage membership of new students interested in synthetic biology

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.

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13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Synthetic Biology on 16/11/2016 by Laura de Arroyo Garcia and Lloyd James