

# Constitution for ICU Robotics Academy

## 1. Name

- 1.1 The club shall be a member of the Community Committee.
- 1.2 The name of the Club shall be Robotics Academy, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 shall offer robot building and programming training sessions for all volunteers.
- 2.2 shall offer workshop sessions where volunteers can teach children how to build and program robots.
- 2.3 shall offer opportunities to do STEM outreach in partnership with external partners and sponsors.
- 2.4 shall encourage students in Imperial College London to take part in STEM outreach for children.

## 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 Equipment Manager
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Marketing Manager
- 5.6 Webmaster
- 5.7 Schools Manager
- 5.8 Training Manager

## 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 the main point of contact for new event organisers, new partners and sponsors, and shall be in charge of leading and supporting the committee in achieving goals outlined during chapter planning.

# Constitution for ICU Robotics Academy

- 6.5 The Treasurer shall be in charge of regular financial activities including (but not limited to) budgeting, approving claims, purchasing equipment and shall be responsible for finding sponsors and partners and working with such sponsors and partners to ensure that objectives of both parties are met during events and are outlined clearly in any contractual agreements.
- 6.6 The Secretary shall be responsible of administration duties (such as keeping track of details of committee and volunteer attendees for workshops and events) and communication duties (such as e-mails between the committee and volunteers).
- 6.7 The Marketing Manager shall be in charge of producing and updating all marketing material, including but not limited to flyers, posters, brochures, videos and making posts or updates on all social media outlets.
- 6.8 The Training Manager shall be in charge of creating new workshops and the relevant teaching and training materials, shall be responsible for suitably training volunteers in preparation for workshops.
- 6.9 The Schools Manager shall be responsible for contacting schools, libraries and external event organisers in organising workshops and exhibitions and shall be responsible for ensuring that there are sufficient workshops in each term to allow volunteers to participate in.
- 6.10 The Webmaster shall be in charge of updating the Imperial College Robotics Academy website as well as managing the mailing list..
- 6.11 The Equipment Manager shall be responsible for keeping the equipment storage locker in an orderly manner, shall be in charge of preparing equipment before workshops, shall be in charge of updating software on laptops and keeping track of what equipment needs to be replaced or updated.

## 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.

# Constitution for ICU Robotics Academy

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 Robotics Academy on 06/06/2019 by Maria Barelkowska and Hoi-Ming Yau