

Constitution for ICU Rail and Transport Society

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 Rail and Transport Society, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To introduce students to the transport industry and to provide opportunities to network, learn more about, and practice engineering skills required in this industry.

To allow members to interact with transport networks in fun and creative manners.

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 Secretary
- 5.4 Publicity Officer
- 5.5 Ryan Officer
- 5.6 Web Master
- 5.7 Vice Chair
- 5.8 Events Officer
- 5.9 Trips 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.

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6.4 The Chair shall

Represent the club on the Management Group Board and 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.

Manage and lead the committee in all aspects relating to ICRTS events, trips, and meetings.

Organise regular committee meetings to discuss future events and any other society logistics.

Author and review ICU Risk Assessments for all ICRTS events and trips.

Assist the treasurer in managing society finances, sign an ICU Financial Responsibility form, and be aware of the ICU Financial Regulations.

Adopt the responsibilities of any vacant committee positions or appropriately delegate these responsibilities to other committee members.

Acquire and co-manage relevant contacts for ICRTS activities

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6.5 The Treasurer shall

Sign an ICU Financial Responsibility form and be aware of the ICU Financial Regulations.

Carry out the day-to-day financial duties of the society.

Manage the budget, authorise the society's spending, locate new sources of funding, and allocate financial resources

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6.6 The Secretary shall

Manage all society documents (via the society's OneDrive).

Be responsible for taking minutes in committee meetings.

Publish society newsletters.

Publish signup forms for ICRTS activities.

Manage alumni outreach via the society's Alumni Network

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6.7 The Publicity Officer shall

Regularly post about the society's activities on the society's social media pages (Instagram, Facebook, Discord, WhatsApp).

Be responsible for all other means of society promotion

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6.8 The Web Master shall

Be responsible for updating and managing the society's website.

Collaborate with the Publicity Officer (and the rest of the committee) to coordinate society promotion

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6.9 The Ryan Officer shall

Be responsible for the recruitment of individuals named Ryan for the society.

Be referred to as "Ryan" for the duration of their term regardless of their legal name.

Assist any other committee members in their roles where necessary. The Ryan Officer is not given financial responsibility..

6.10 The Vice Chair shall

Assist the Chair in carrying out duties where possible. The Vice Chair is not given financial responsibility.

Acquire and co-manage relevant contacts for ICRTS activities

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6.11 The Events Officer shall

Author and submit ICU Event Proposal Forms.

Review event Risk Assessments authored by the Chair.

Plan events and any related logistics

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6.12 The Trips Officer shall

Maintain positive relations with the Welsh (by organising our annual Welsh Highlands Railway volunteering trip).

Author and submit ICU Trip Proposal Forms.

Review trip Risk Assessments authored by the Chair.

Work with the Treasurer in acquiring trip funding.

Plan trips and any related logistics

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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.

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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

- 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.

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13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Rail and Transport Society on 29/03/2024 by Jason Dick and Daniel Zhuo