

# Constitution for ICU Materials

## 1. Name

- 1.1 The club shall be a member of the Royal School of Mines Committee.
- 1.2 The name of the Club shall be Materials, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To improve student experience by offering social and extra-curricular activities
- 2.2 To ensure that the community between Materials students and staff is maintained

## 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 President
- 5.2 Junior Treasurer
- 5.3 Secretary
- 5.4 Publicity Officer
- 5.5 Web Master
- 5.6 Magazine Officer
- 5.7 Sponsorship Officer
- 5.8 Vice President
- 5.9 Events 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 President shall shall:

- I. Represent the club on the Management Group Board, and shall be responsible for making sure that the club is run accordingly to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- II. Sign an ICU Financial Responsibility form along with the Junior Treasurer, and shall be aware of the ICU Financial Regulations.
- III. Be responsible for the overall organisation of the committee, ensuring deadlines are met and duties are carried out.
- IV. Be responsible for organising the Materials Society Lecture Series.
- V. Liaise with the committee to ensure that Sponsorship Agreements are promptly signed and submitted via eActivities..

## 6.5 The Junior Treasurer shall shall:

- I. Sign an ICU Financial Responsibility form along with the President, and shall be aware of the ICU Financial Regulations.
- II. Carry out the day to day financial duties of the club.
- III. Be responsible for the finance of the Society, ensuring payments are made promptly.
- IV. Be responsible for setting up Materials Society products that are sold on the Union website..

## 6.6 The Secretary shall shall:

- I. Be responsible for taking minutes at committee meetings and uploading them promptly.
- II. Be responsible for the organisation and sale of Materials Society products such as hoodies, ties and pins
- III. Liaise with the Vice President and Events Officer to organise trips abroad (i.e Summer Tour)..

## 6.7 The Publicity Officer shall shall:

- I. Be responsible for the publicising events, lectures and trips. They will send emails, make posters, and make announcements in lectures to ensure all relevant information is passed on to students and/or staff..

## 6.8 The Web Master shall shall:

- I. Be responsible for the running of the website, updating and creating content. They shall ensure that everything is kept up to date.
- II. Liaise with the Sponsorship Officer to ensure that sponsor information is kept up to date.
- III. Liaise with the Magazine Officer to ensure that the digital versions of all publications are made available for viewing on the Website..

## 6.9 The Sponsorship Officer shall shall:

- I. Be responsible for approaching new industrial contacts to discuss sponsorship opportunities
- II. Be responsible for maintaining relationships with existing sponsors, ensuring that partnerships are mutually beneficial.
- III. Liaise with the committee to ensure that Sponsorship Agreements are promptly signed and submitted via eActivities.
- IV. Liaise with the committee to ensure that visits, events and regalia are appropriately organised so as to satisfy Sponsorship contracts.
- V. Liaise with the Publicity Officer and Web Master to ensure that sponsor information is kept up to date and appropriately distributed..

## 6.10 The Magazine Officer shall shall:

- I. Be responsible for the editing and publication of two editions (Winter and Summer) of the MatSoc Magazine
- II. Liaise with committee to assist with additional publishable material where necessary (e.g Careers fair brochure)
- III. Liaise with the Secretary to facilitate the printing of a select number of physical editions of the Magazine.
- IV. Liaise with the Web Master to ensure that the digital versions of all publications are made available for viewing on the Website. .

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6.11 The Vice President shall shall:

- I. Be responsible for liaising with companies to help organise external visits to company sites.
- II. Be responsible for organising the Beyond University Lecture Series.
- III. Be responsible for organising the annual Careers Fair as well as additional careers oriented events such as workshops.
- IV. Liaise with the Secretary and Events Officer to organise trips abroad (i.e Summer Tour)..

6.12 The Events Officer shall shall:

- I. Be responsible for the organisation and running of the events. Ensuring that they receive appropriate invoices and make payment for this using the Materials account, ensuring all appropriate information is passed on to the Junior Treasurer.
- II. Liaise with the Vice President and Secretary to organise trips abroad..

## 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.

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- 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 Materials on 16/06/2020 by Schan Dissanayake-Perera and Christopher Carter