

Constitution for ICU Baking

1. Name

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

2. Aims & Objectives

- 2.1 The club aims to introduce members to new recipes from around the world through weekly emails and events.
- 2.2 The club aims to create a friendly, welcoming environment where members can eat baked goods together, share recipes, and improve their all-round baking skills.
- 2.3 The club aims to organise subsidised outings to bakeries and patisseries to expose members to new styles of baking and original ideas.

- 2.4 The club committee will create an annual recipe book, featuring the recipes of its members.

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 Editor
- 5.5 Equipment Manager
- 5.6 Food Hygiene & Safety Officer
- 5.7 Publicity Officer
- 5.8 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.
- 6.4 The Chair shall oversee the administrative and financial duties of the club, including bookings and online shop administration .

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- 6.5 The Chair shall be responsible for all Health & Safety aspects of the club..
- 6.6 The Chair shall compile an inventory of the club's assets annually and then as necessary..
- 6.7 The Treasurer shall be responsible for securing funding for the club as well as preparing an annual budget..
- 6.8 The Secretary shall be responsible for keeping the society records in good order as well as carrying out publicity and society communication duties through weekly emails, which highlight upcoming events and recipes for members to try. They must also ensure that everything for the club has been entered and completed on eActivities. .
- 6.9 The Secretary shall manage committee meetings and take notes, as well as manage the club mailing list ..
- 6.10 The Equipment Manager shall determine the equipment needs of the society, order equipment and store equipment. They will speak to the Union about obtaining storage space for the Society, and hold onto the equipment up until that point. They will liaise with the secretary and ensure that the society's inventory is kept up to date. .
- 6.11 The Events Officer shall plan and run society activities including potlucks, bakery trips, and other tasks as nominated by the Chair. The two events officers will be equal in seniority and should divide the duties between them as they see fit. .
- 6.12 The Food Hygiene & Safety Officer shall ensure the Society maintains good hygiene, health and safety standards at all times. They will obtain a Food Hygiene certificate, to be paid for by the society, and complete the yearly Risk Assessment. They will ensure that all food or drink products to be eaten by members are labelled with allergens. .
- 6.13 The Editor shall produce and distribute the Society Recipe Book and should ensure that the membership produces enough work to fill this publication. They will be responsible for ensuring that the book does not bring the Society, the Union or IC into disrepute. The Editor will also be responsible for finding a printer to produce the Recipe Book (in consultation with the Treasurer) and for the organisation and layout of the Recipe Book itself. The Recipe Book must be proofread by someone other than the Editor. .
- 6.14 The Publicity Officer shall be responsible for the design, copying and distribution of the Society posters and flyers that advertise the Society activities. Every effort will be made to make sure that posters are widely distributed and are put up in good time before the event in question. They will be responsible for seeing that the Union publicity regulations are followed..

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.

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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.

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Baking on 06/08/2020 by Tamanna Saghir and Zhin Ming Tan