

# Constitution for ICU Assassins Guild

## 1. Name

- 1.1 The club shall be a member of the New Activities Incubator Committee.
- 1.2 The name of the Club shall be Assassins Guild, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 THE COMPLETE ASSASSINS' GUILD CONSTITUTION IS KEPT IN PDF FORMAT - EMAIL ASSASSINS@IMPERIAL.AC.UK WITH ANY QUESTIONS.
- 2.2 To hold a term-long game as described in the Guild Rules in which members are given a fellow member as a target and tasked with mock 'killing' them.
- 2.3 To hold periodic combat games, including the team combat game 'Patrol', described by the Guild Patrol Rules.
- 2.4 Provide suitable social events and trips for members of the Club.

## 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 Lord Inquisitor (Chair)
- 5.2 Holder of Coin (Treasurer)
- 5.3 Keeper of Secrets (Secretary)
- 5.4 Patrol Officer
- 5.5 Weapons' Master

## 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 Lord Inquisitor (Chair) shall (aka President) shall:

- o Chair the committee.
- o Represent the Guild in all its affairs.
- o Be responsible for the overall running of the Guild.
- o Be responsible to the Recreational Clubs Committee for the activities, finances and Health & Safety issues of the Club.

In conjunction with the Secretary, be responsible for general email communications with members of the club.

- o Be responsible for the interpretation and development of the constitution.
  - o Ensure that the club is run according to the Club Constitution and Guild Rules as far as can be reasonably expected.
  - o Be responsible for the interpretation and development of the Rules of Guild games. Ensure that the Guild is run according to these Rules and that members abide by them.
  - o Supervise other committee members, delegate the duties of any Officer who is unable to fulfil them and recruit assistance as necessary from the membership, as appropriate..
- 6.5 The Holder of Coin (Treasurer) shall (aka Treasurer) shall:
- o Be responsible to the President for the accounts of the Club.
  - o Maintain the financial records of the Club.
  - o Carry out the day to day financial duties of the Club.
  - o Compile the Club's budget application before the deadline specified by the Recreational Clubs Committee..

6.6 The Keeper of Secrets (Secretary) shall (aka Secretary) shall:

- o In conjunction with the President, be responsible for general email communications with members of the club.
- o Maintain the target list.
- o Maintain the documents of the Club.
- o Minute meetings of the committee.
- o Prepare papers for meetings of the committee.
- o Alert members of any changes to the Rules..

6.7 The Weapons' Master shall shall:

- o Authorise custom weapons according to the principles of Sections 8 and 9 of the term game rules and the precedent of past decisions.
- o Alert the President of the need to update the Rules regarding custom weapons, should the need be made apparent.
- o Alert the Secretary of the need to clarify and/or reiterate the Rules regarding weapons to members, should this be required..

6.8 The Patrol Officer shall (Patrol Officer) shall:

- o Oversee the running of Patrol.
- o Coordinate the signing up of members for games of Patrol.
- o Be present to officiate at games of Patrol.
- o Liaise with staff of the intended Patrol venue to secure permissions and access, as required.
- o Ensure that all participants in Patrol first undergo the safety induction..

## 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

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- 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.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Assassins Guild on 22/07/2014 by Jessica Murray and Tom Wheeler