

# Constitution for ICU Investment

## 1. Name

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

## 2. Aims & Objectives

- 2.1 Provide members with the opportunity to experience buy-side investing through a unique and inclusive asset manager-based model, allowing any student at the University to research, pitch and vote on investment decisions.
- 2.2 Release a monthly magazine that includes a summary of our portfolio performance, financial news articles written by students and messages from our sponsors.
- 2.3 Complement these with competitions, career advice talks and inviting industry experts to educate members on a broad range of topics within finance.
- 2.4 Provide opportunity for our members to network directly with financial services firms through workers in the industry. We also aim to aid our members in applying for internships and graduate schemes in the financial industry.
- 2.5 Investment Society and Impact Society are currently merging, we commit to completing this so that the changes are voted upon in the AGM for the 18/19 academic year.

## 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 Treasurer
- 5.3 Secretary
- 5.4 Head of Buy-Side Corporate Relations (Duplicate)
- 5.5 Head of Diversity & Inclusivity
- 5.6 Head of Editorial
- 5.7 Head of Events & Marketing
- 5.8 Head of Portfolio Management
- 5.9 Head of Sell-Side Corporate Relations
- 5.10 Head of Technology Development

## 6. Management and Job Descriptions

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- 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 President shall Lead and supervise the operations of the society. The President shares ultimate accountability and financial responsibility of the society. The President is also accountable for the entire operations within the society and the committee..
- 6.5 The Treasurer shall The Treasurer holds financial responsibility for the society along with the President and works closely with the rest of the committee, in allocating budgets to all events such as talks, company presentations, networking events, dinners, conferences, and international trips. The Treasurer liaises closely with the Clubs and Societies Finance Administrator directly to ensure sponsorship payments are received on time and that all expenditure follows the VAT requirements of the Union..
- 6.6 The Secretary shall Be responsible for communications coming through the society from members and students from the college. Ensure GDPR regulations are met and maintained including the management of the society mailing list. The Secretary is responsible for ensuring minutes are taken at meetings, if they are not available they must ensure someone else is able to fulfil this role..
- 6.7 The Head of Buy-Side Corporate Relations (Duplicate) shall This role requires to attend all networking events throughout the year, liaise with the President and the Treasurer with the aim of acquiring sponsorship in the buy-side (mainly funds) for the academic year and liaise personally with all sponsors. The role requires a large range of connections..
- 6.8 The Head of Sell-Side Corporate Relations shall This role requires to attend all networking events throughout the year, liaise with the President and the Treasurer with the aim of acquiring sponsorship in the sell-side (mainly investment banks) for the academic year and liaise personally with all sponsors. The role requires a large range of connections..
- 6.9 The Head of Editorial shall Be responsible for the edition of articles of the society which include the termly magazine and oversee the other editors as well as contributors for the society. Shall liaise with the Heads of Corporate Relations to acquire any sponsor messages. Additionally, if approved by Felix Editor, continue to work with Felix in the Investment section of the magazine..
- 6.10 The Head of Diversity & Inclusivity shall Create, maintain and develop a network of diversity allies in the financial industry from underrepresented backgrounds at Imperial College London and increase exposure of these students to the financial industry through networking events and talks targeting them specifically. Be a voice for inclusivity & diversity on the committee ensuring the topic is not forgotten by committee members..
- 6.11 The Head of Events & Marketing shall Organise different ranges of events throughout the year for the members, such as networking events, presentations and educational courses. This person is responsible for catering and deliveries for these events. Additionally, the head of events must ensure room bookings and external speaker requests are completed on time. The Head of Events works closely with the Secretary, Treasurer as well as the Heads of Corporate Relations..
- 6.12 The Head of Technology Development shall Oversee and maintain the technology resources of the society, including the source coding and design of the website as well as virtual portfolios and other technological means..
- 6.13 The Head of Portfolio Management shall Be responsible and managing the virtual portfolio of the society. This role includes the writing of weekly portfolio updates, termly portfolio reports, managing any investment competitions hosted by the society and providing members resources to learn outside of weekly meetings. Finally, must also liaise with members at weekly meetings for their advice on the running of the portfolio..

## 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.

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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.

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.

# Constitution for ICU Investment

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Investment on 09/04/2020 by Pierre Moutounet-Cartan and Jack Lee