

# Constitution for ICU Medical Education

## 1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be Medical Education, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 As the Medical Education Society, we organise and encourage peer-lead teaching for medical students from years 1-6 completely free of charge. We are the only society dedicated to medical education and teaching, and our events are open to everyone at the medical school; they are often attended by up to 300 students at one time. We aim to supplement students' learning and revision through peer-to-peer teaching (e.g. through lecture series') and by providing revision materials for students in the clinical years. We run several mock practical examinations (e.g. mock OSPE, OSCE and PACES) to help students prepare and gain confidence ahead of their exams. These are logistically difficult tasks that involve booking hospital outpatient departments, printing hundreds of station briefs/mark schemes and hiring and transporting technical equipment. We run tutoring/mentoring schemes to provide students with regular small group contact time to cover a range of skills and topic, depending on their

## 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 Co-Chair
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Webmaster
- 5.5 Early Years Coordinator
- 5.6 Year 3 Coordinator
- 5.7 Year 4 Coordinator
- 5.8 Year 5 Co-ordinator
- 5.9 Year 6 Co-ordinator

## 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.

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- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Co-Chair shall 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. The Co-Chair shall oversee all MedED events and initiatives, aiding the co-ordinators in organising and running the events where needed. .
- 6.5 The Co-Chair shall 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..
- 6.6 The Treasurer shall shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations. The Treasurer shall carry out the day to day financial duties of the club, including liaising with sponsors..
- 6.7 The Secretary shall The Secretary shall act as the interface between the core committee and the rest of the medical school. Tasks will include: keeping on top of emails and Dropbox, forwarding emails to the relevant committee members, creating mailing lists for all year groups and helping out where needed at MedED events..
- 6.8 The Year 3 Coordinator shall shall be responsible for organising the initiatives that the club run for Year 3 students including OSCE tutoring, Year 3 lecture series and mock OSCEs. They will also be involved in reviewing revision guides and other educational resources..
- 6.9 The Year 3 Coordinator shall shall be responsible for organising the initiatives that the club run for Year 3 students including OSCE tutoring, Year 3 lecture series and mock OSCEs. They will also be involved in reviewing revision guides and other educational resources..
- 6.10 The Webmaster shall shall update the MedED website and assist in producing promotional aids such as posters. They should also be in charge of social media. .
- 6.11 The Year 5 Co-ordinator shall shall organise all year 5 teaching modalities, including the Year 5 Pathology lecture series and revision days, as well as co-ordinating the production of revision guides (e.g. Pathology Guide). .
- 6.12 The Year 6 Co-ordinator shall shall organise all year 6 teaching modalities, including a final year tutoring scheme and revision lecture series. .
- 6.13 The Early Years Coordinator shall shall be responsible for co-ordinating the provision of peer-to-peer academic support for students in Years 1 and 2. This will involve liaising with the other academic societies at ICSM and producing newsletters/iCalendars accordingly. They will also be involved in the running of the mock OSPE and tutoring schemes..
- 6.14 The Year 4 Coordinator shall shall be responsible for co-ordinating the provision of academic support to BSc students by liaising with BSc-specific academic societies. .

## 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.

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## 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 Medical Education on 30/01/2019 by Lasith Ranasinghe and Tom Willis