

Constitution for ICU Muslim Medics

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 Muslim Medics, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To provide high-quality academic support to all students at ICSM in the form of tutorials, revision days, mock examinations and E-Learning.
- 2.2 To provide opportunities for all students at ICSM to develop their teaching skills and portfolios.
- 2.3 To provide opportunities for all students at ICSM to respond to the wider needs of the community.
- 2.4 To promote the wellbeing of all students at ICSM.
- 2.5 To promote an inter-year student network to support students throughout their time at ICSM.
- 2.6 To provide events that cater to the social and spiritual needs of Muslim students at ICSM.
- 2.7 To represent and advocate for Muslim students at ICSM at the levels of ICSMSU, Imperial College Union, the Faculty of Medicine, Imperial College Healthcare NHS Trust, and the Imperial College Union Islamic Society with regards to issues that affect them.

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 Alumni Officer
- 5.5 Publicity Officer
- 5.6 Wellbeing Officer
- 5.7 Technology Lead
- 5.8 General Committee Member
- 5.9 Medical Outreach Officer
- 5.10 Social Officer
- 5.11 Vice-President for Education
- 5.12 Vice-President for Outreach and Wellbeing
- 5.13 Year 1 Coordinator
- 5.14 Year 1-3 Education Head
- 5.15 Year 2 Coordinator

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5.16 Year 3 & 4 Coordinator

5.17 Year 4-6 Education Head

5.18 Year 5 & 6 Coordinator

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 President shall represent and advocate for Muslim students at ICSM at the levels of ICSMSU, Imperial College Union, the Faculty of Medicine, Imperial College Healthcare NHS Trust, and the Imperial College Union Islamic Society with regards to issues that affect them.
- 6.5 The Treasurer shall, along with the President, represent the society at Management Group meetings.
Shall be responsible for documenting the society's inventory and assets..
- 6.6 The Secretary shall be responsible for keeping the society's records and meeting minutes in good order.
Shall be responsible for College room bookings..
- 6.7 The Publicity Officer shall be responsible for creating promotional materials including posters and leaflets for the society's events and projects in line with the ICU Publicity Policy.
Shall maintain and coordinate the society's social media platforms.
Shall advertise the activities of the society to ensure awareness to the members of the society..
- 6.8 The Alumni Officer shall be responsible for maintaining good ties with the alumni of Muslim Medics.
Shall be responsible for managing the society's LinkedIn account and organising the Alumni Newsletter..
- 6.9 The Wellbeing Officer shall be responsible for organising the society's wellbeing events and projects..
- 6.10 The Technology Lead shall be in charge of the society's E-Learning for all year groups including, but not limited to, video tutorials, blogs and flashcards.
Shall ensure the development and updating of the society's website..
- 6.11 The Vice-President for Outreach and Wellbeing shall be responsible for overseeing the running of the Outreach and Wellbeing teams.
Shall support the President, if required, in representing the club and ensuring the club is run according to the club constitution..
- 6.12 The General Committee Member shall assist members of the committee in all aspects and activities of the society..
- 6.13 The Social Officer shall be responsible for overseeing the subcommittees in charge of organising the society's Freshers' Fortnight activities and Annual Dinner.
Shall ensure the social needs of the society's members are met through organising social activities throughout the year..
- 6.14 The Vice-President for Education shall be responsible for overseeing the running of the Education Team.
Shall support the President, if required, in representing the club and ensuring the club is run according to the club constitution..
- 6.15 The Medical Outreach Officer shall be responsible for organising the society's medical outreach events and projects..
- 6.16 The Year 4-6 Education Head shall support the Years 5/6 coordinator and consult the Vice-President of Education for support.
Shall organise Mock Finals.
Shall ensure the smooth running of the Years 4-6 Education Team.
Shall assist in Mock Examinations for Years 2, 3 and 5 where required. .

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- 6.17 The Year 1-3 Education Head shall support Years 1,2 and 3 coordinators and consult the Vice-President of Education for support.
Shall organise the OSPE mentoring scheme.
Shall organise Mock OSPEs.
Shall ensure the smooth running of the Years 1-3 Education Team.
Shall assist in Mock Examinations for Years 3, 5 and 6 where required. .
- 6.18 The Year 1 Coordinator shall organise all educational events for year 1 including weekly tutorials, revision days and E-Learning..
- 6.19 The Year 2 Coordinator shall organise all educational events for year 2 including weekly tutorials, revision days and E-Learning..
- 6.20 The Year 3 & 4 Coordinator shall organise all educational events for year 3 including tutorials, revision days and E-Learning.
Shall organise Mock OSCEs..
- 6.21 The Year 5 & 6 Coordinator shall organise all educational events for year 5 and year 6 including tutorials, revision days and E-Learning.
Shall organise Mock PACES..

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.

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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 Muslim Medics on 25/01/2021 by Saira Chaudry and Pritesh Patel