

# Constitution for ICU DoCSoc

## 1. Name

- 1.1 The club shall be a member of the City & Guilds College Committee.
- 1.2 The name of the Club shall be DoCSoc, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Enhance the university experience of Department of Computing students through welfare initiatives and social events (Department of Computing students means those studying Computing (and all specialisms), Joint Mathematics and Computer Science ("JMC") and other degree courses in which Department of Computing modules are a compulsory component).
- 2.2 Improve the employment prospects of Department of Computing students in both industry and further academic study and research.

## 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 Vice President
- 5.4 Secretary
- 5.5 Webmaster
- 5.6 Academic Events Coordinator
- 5.7 Marketing & Publicity Officer
- 5.8 Postgraduate and Alumni Liaison
- 5.9 Social Events Coordinator
- 5.10 Software Development Coordinator
- 5.11 Sponsor Liaison and Industrial Events Coordinator
- 5.12 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.

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- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The President shall represent the society on the Management Group Board, and shall be responsible for making sure that the society is run according to the society constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected. They shall also be responsible for regularly updating stakeholders, including Department of Computing staff, Management Group committee members and sponsors, on the activities on the society..
- 6.5 The Treasurer shall carry out the day to day financial duties of the society, including, but not limited to, approving claims, purchase orders, credit card requests and internal charges, as well as maintaining and updating the budget..
- 6.6 The Secretary shall oversee communication with society members through emails and social media channels, and send out a weekly newsletter to all society members..
- 6.7 The Vice President shall oversee the day to day operations of the society..
- 6.8 The Webmaster shall oversee the maintenance of the society's website and Sponsors' Portal and lead innovation into designing and developing software tools for the committee and members of the society..
- 6.9 The Sponsor Liaison and Industrial Events Coordinator shall oversee the scheduling and room bookings of industry-related events from sponsors, as well as the process of seeking sponsorship and signing sponsorship contracts. This shall include liaising with sponsor representatives to find suitable dates and to agree on event arrangements. Each Sponsors' Liaison and Industrial Events Coordinator will split the handling of all sponsors between themselves..
- 6.10 The Software Development Coordinator shall oversee the activities and events of the society related to game development, including hardware loans to members, as well as the annual Health Hack hackathon..
- 6.11 The Marketing & Publicity Officer shall oversee and carry out the production of printed materials to promote the society and its events, including swag. They shall also oversee the management of the society's social media channels, including but not limited to the Facebook page, Facebook groups, Twitter and Instagram accounts..
- 6.12 The Academic Events Coordinator shall organise the society's academia-related events..
- 6.13 The Social Events Coordinator shall organise the society's social events..
- 6.14 The Postgraduate and Alumni Liaison shall: build and maintain relationships with postgraduate members, including both PhD and MSc students; where deemed appropriate by the committee, to build and maintain engagement with Department of Computing student alumni; and liaise with the President to establish and meet long-term goals for postgraduate and alumni engagement..
- 6.15 The Events Officer shall oversee and carry out the practical logistics of industry-related events and assist the Social Events Director and Academic Events Director with the organisation of events where appropriate..
- 6.16 The Academic Events Coordinator shall oversee the long-term organisational planning of large events not covered by the Social Events Coordinator, focusing on IC Hack and Health Hack (liaising with the GameDev Events Coordinator), and providing additional oversight to other large events, such as the Welcome Fair and Sponsors' Exhibition..
- 6.17 The Social Events Coordinator shall.

## 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.

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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 DoCSoc on 30/03/2020 by Kelvin Zhang and Fatima Khan