

Constitution for ICU Friends of Médecins Sans Frontières

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 Friends of Médecins Sans Frontières, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 Increase awareness of the charity and humanitarian issues which it encounters
- 2.2 Encourage students to consider working for an organisation such as MSF
- 2.3 Develop a humanitarian innovation ecosystem
- 2.4 Fundraise for MSF

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 Marketing Coordinator
- 5.5 Social Secretary
- 5.6 Webmaster
- 5.7 Innovation Coordinator
- 5.8 Fundraising Coordinator
- 5.9 Vice President: Fundraising
- 5.10 Vice President: Innovations
- 5.11 Vice-President: Marketing
- 5.12 Events Coordinator
- 5.13 Vice President: Events

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 the committee towards achieving the outlined aims and objectives by providing support, advice and guidance to the other committee members throughout the academic year..
- 6.5 The Treasurer shall carry out the day to day financial duties of the club, manage all budgeting and lead the fundraising drive..
- 6.6 The Secretary shall ensure the smooth running of the committee by organising teams to work cohesively, monthly email to mailing list members and managing Fresher Representatives..
- 6.7 The Marketing Coordinator shall be responsible for the design, production and publication of all collateral material, such as, but not limited to; 6.16.a Marketing Material 6.16.b Social Media posts 6.16.c Related graphics .
- 6.8 The Webmaster shall be responsible for creating and managing content for the domains www.imperialfomsf.co.uk and www.makeathon.co.uk .
- 6.9 The Innovation Coordinator shall work with the VP: Innovations to develop the Makeathon and all associated projects; as well as promote Imperial FoMSF to take on new innovation-related projects. .
- 6.10 The Fundraising Coordinator shall work with the VP: Fundraising to create and manage several fundraising events across the year. They are expected to take lead in managing at least one fundraiser..
- 6.11 The Vice President: Fundraising shall work with Fundraising Coordinators to organize monthly bake sale events and lead efforts to fundraise through larger-scaled events such as Fun Runs. .
- 6.12 The Vice President: Innovations shall spearhead efforts to develop a humanitarian innovation ecosystem at Imperial, including Hackathons, Makeathon and Missing Mapathons..
- 6.13 The Vice-President: Marketing shall lead efforts in designing publicity materials, campus presence and managing various social media platforms..
- 6.14 The Events Coordinator shall work collaboratively with one another and with the wider committee to ensure the smooth running of society events. They are expected to take lead in managing at least one event..
- 6.15 The Vice President: Events shall work with the Events Coordinators to organize and coordinate all events including the Annual Conference, speaker events and inter/intra university collaborations. .
- 6.16 The Social Secretary shall be responsible for creating (min. 4) engaging committee social events. Previous social events include ice skating, picnics, hiking and dog petting. .

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.

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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 Friends of Médecins Sans Frontières on 23/02/2020 by Annie Cheung and Zhin Ming Tan