

# Constitution for ICU CSSA

## 1. Name

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

## 2. Aims & Objectives

- 2.1 CSSA is mostly responsible for helping Chinese students and scholars with their life, study and related issues
- 2.2 CSSA also serves as a bridge between Chinese and other Imperial College communities, provides opportunities for exploring in-depth Chinese culture.

## 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 Chief Secretary
- 5.4 Deputy Head of Media Department (Production)
- 5.5 Head of Careers Department
- 5.6 Head of Marketing Department
- 5.7 Head of Media Department
- 5.8 Assistant Chief Secretary
- 5.9 Assistant Treasurer
- 5.10 Deputy Head of Arts Department
- 5.11 Deputy Head of Careers Department (Academic)
- 5.12 Deputy Head of Cultural Department
- 5.13 Deputy Head of Entertainment Department (Internal)
- 5.14 Deputy Head of IT & Marketing Department  
Deputy Head of IT & Marketing Department
- 5.15 Deputy Head of Media Department (Operation)
- 5.16 Deputy Head of Sponsorship Department
- 5.17 Deputy Head of Sports Department
- 5.18 Head of Entertainment Department
- 5.19 Head of Sponsorship Department
- 5.20 Deputy President (External)
- 5.21 Deputy President (Internal)

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5.22 Deputy President (Postgraduate)

5.23 Head of Arts Department

5.24 Head of Cultural Department

5.25 Head of Sports Department

## 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 the society and manage day to day operation.

6.5 The Treasurer shall carry out the day to day financial duties of the club.

6.6 The Chief Secretary shall assist the President and lead the team of the Secretary Department.

6.7 The Head of Careers Department shall organise career events , workshops with partnership universities and companies.

6.8 The Head of Marketing Department shall manage all CSSA publication platforms and material .

6.9 The Deputy Head of Media Department (Operation) shall assist the Head of Marketing.

6.10 The Assistant Chief Secretary shall assist the Chief Secretary.

6.11 The Deputy Head of Sports Department shall assist the Head of Sports.

6.12 The Assistant Treasurer shall assist the Treasurer.

6.13 The Deputy Head of Arts Department shall assist the Head of Arts.

6.14 The Deputy Head of Careers Department (Academic) shall assist the Head of Careers.

6.15 The Deputy Head of Cultural Department shall assist the Head of Culture.

6.16 The Head of Sponsorship Department shall seek sponsorships for the events and daily running of the society.

6.17 The Deputy Head of Sponsorship Department shall assist the Head of Sponsorship.

6.18 The Deputy Head of IT & Marketing Department

Deputy Head of IT & Marketing Department shall assist the Head of IT & Marketing.

6.19 The Head of Entertainment Department shall organise entertaining events within Imperial and cross universities.

6.20 The Deputy Head of Entertainment Department (Internal) shall assist the Head of Entertainment.

6.21 The Deputy President (Internal) shall manage the departments of the society to ensure a smooth running.

6.22 The Deputy President (External) shall manage the departments of the society to ensure a positive relationships of the society with other societies inside and outside Imperial.

6.23 The Deputy President (Postgraduate) shall manage the departments of the society to ensure the events are well-organised for the postgraduate students.

6.24 The Head of Cultural Department shall manage and organise CSSA culture events and culture groups.

6.25 The Head of Sports Department shall organise sports events and manage sports teams.

6.26 The Head of Arts Department shall organise the arts events including the Chinese New Year Gala, and manage art groups.

6.27 The Head of Media Department shall be responsible for all visual and creative designs.

6.28 The Deputy Head of Media Department (Production) shall assist the Head of Design.

## 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.

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## 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

- 12.1 The terms of the committee members must abide by Imperial College Union Policy, which is from the August 1st to the 31st July of the next year.
- 12.2 The members of the society are welcomed to attend the activities run by the society.

## 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 CSSA

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for CSSA on 12/05/2021 by Ruihua Zhang and Joshua Afengbai