

# Constitution for ICU Sexpression

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To create opportunities to discuss sex and relationships in an open, inclusive and non-judgmental environment.
- 2.2 To run events for Imperial University students about sexual health related topics.
- 2.3 To provide informative and interesting workshops to educate secondary school students about safe and healthy sex and relationships
- 2.4 Through our workshops in secondary schools we aim to:
  - facilitate informed decision making and autonomy regarding sex and relationships.
  - encourage young people to develop the skills and confidence to access confidential sources of advice.
  - promote self-esteem, empowerment and understanding of consent.
  - encourage respect for personal beliefs and values.
  - educate and inform young people about different sexualities and gender identities

## 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 Chair
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Publicity Officer
- 5.5 Representation and Inclusion Officer
- 5.6 Child Protection Officer
- 5.7 School Liaison
- 5.8 Training Lead
- 5.9 Volunteer Liaison

## 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.

# Constitution for ICU Sexpression

- 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 Chair shall ensure the wellbeing of all members of the Branch and Committee, resolving disputes when needed. Oversee the organisation of all local activities in schools and advocacy work through regular communication with the local committee. Call regular meetings of the branch committee, and general meetings whenever necessary and attend any Sexpression:UK voting sessions (or sending a proxy). Remain in regular contact with the Sexpression:UK National Committee. Ensure that the branch complies with all Sexpression:UK national guidelines, agreements and policies (e.g. Branch Agreement, Child Protection Policy).
- 6.5 The Treasurer shall hold responsibility for the monitoring of the branch's finances, both in cash and in the Union bank account. Ensure efficient and rightful spending for events, and reimbursement of volunteering associated costs to student volunteers (e.g. DBS checks). Seek appropriate sponsorship and funding when needed (e.g. through Sexpression:UK funding, Union funding etc). Ensure that the Branch Coordinator and National Finance Director are aware of any changes to financial details or difficulties related to the branch.
- 6.6 The Secretary shall minute all meetings run by the committee. Aid the Chair in responding to forms, applications and agreements required by the Union and by Sexpression:UK. Responsible for the termly newsletter and management of mailing lists.
- 6.7 The Publicity Officer shall be responsible for managing Sexpression's online presence and engaging volunteers/students through social media channels. Design and produce visual materials such as events banners, flyers, posters. Manage online communication through our social medias and create sexual health related social media awareness campaigns.
- 6.8 The School Liaison shall arrange all the teaching Sexpression delivers. Maintain contact with the schools before school visits. Ensure that school requests are met (as long as there is no conflict with Sexpression's values) and facilitate volunteer sign ups. School liaison oversees the organisation and execution of a 'on call' rota to cover a teaching session in case of unplanned absence of the session lead/lack of volunteer sign ups.
- 6.9 The Training Lead shall be responsible for ensuring the effective training of Sexpression Imperial volunteers both at any specifically planned training events and when opportunities arise throughout the year. They receive special national training from Sexpression:UK that is certifiable. They are responsible for ensuring that the branch's training remains in line with the Sexpression:UK core offer integrating both the methods used in sessions with young people and training as facilitators. They are responsible for coordinating and facilitating the creation of lesson plans for sessions with young people and to review and update activities for use with young people. The Training lead must share resources and activities with Sexpression:UK's Training Director - helping support the other Sexpression branches.
- 6.10 The Child Protection Officer shall be responsible for sourcing and aiding in the completing of DBS checks for volunteers. They receive special national training from Sexpression:UK that is certifiable. The Child Protection Officer must attend national Sexpression:UK Training and deliver Child Protection training for members of the branch. If any disclosures or incidents occur the child protection officer is responsible for receiving these from those involved and passing it to the National Child Protection Director as instructed in the Sexpression:UK Training. They are responsible for coordinating branch training with the Training Lead..
- 6.11 The Representation and Inclusion Officer shall Shall ensure that the voices of underrepresented groups are heard in our on-campus events as well as in our teaching materials. Suggest and execute events and socials which are specifically catered towards increasing representation of traditionally marginalised groups. Responsible for checking our teaching materials and our training methods to ensure that we are accountable to our promise of inclusivity..
- 6.12 The Volunteer Liaison shall be the first point of contact for volunteers who are struggling with Sexpression's code of conduct, creating lesson plans or getting to schools on time. The volunteer liaison is the first person that volunteers will be in contact with should they encounter any issues..

## 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.

# Constitution for ICU Sexpression

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.

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.

# Constitution for ICU Sexpression

- 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 Sexpression on 21/09/2021 by Christine Pettitt and Feyzi Eser