

# Constitution for ICU Clinical Genetics

## 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 Clinical Genetics, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 1) To hold talks and events that promote understanding of genetics, genomics and related fields as a clinical specialty and a research area.
- 2.2 2) To liaise with external organisations regarding opportunities for students to participate in external events related to genetics.
- 2.3 3) To run a regular journal club and academic skills sessions for students to develop research skills.
- 2.4 4) To facilitate and support students' learning through running tutorials and other academic events.
- 2.5 5) To liaise with researchers in genetics to organise opportunities for students to be involved in research projects.
- 2.6 6) To hold charity fundraising events for genetics/cancer related charitable organisations

## 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 Social Secretary
- 5.5 Academic Officer
- 5.6 External Liaison Officer
- 5.7 Journal Club Coordinator
- 5.8 Publicity Officer
- 5.9 Research Coordinator
- 5.10 Speaker 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.

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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 oversee all the activities of the society, assisting the other committee members with their roles as necessary and run regular meetings to maintain good communication between committee members and address any issues that may arise. They will have overall responsibility for recruiting new members to the society. The Chair/President 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. The Chair/President and Treasurer shall sign the Imperial College Union (ICU) Financial Responsibility form, and shall be aware of the ICU Financial Regulations. The Chair/President shall be jointly responsible with the Treasurer for the society's finances. .
- 6.5 The Treasurer shall carry out the day to day financial duties of the club. The Treasurer shall be jointly responsible for the society's finances with the President. They will be responsible for annual budgeting, as well as working with other committee members to draw up budgets for individual events. The Treasurer shall also be responsible for helping secure sponsorships for the society in compliance with the ICU financial regulations and policies..
- 6.6 The Secretary shall take minutes at committee meetings and be responsible for the maintenance of the society's mailing list. They will assist other committee members with room bookings, emails and paperwork where necessary. .
- 6.7 The Social Secretary shall be responsible for organising social events for our society members in compliance with Imperial College Union policies for Clubs and Societies..
- 6.8 The Speaker Coordinator shall be responsible for contacting internal and external speakers, and organising talks to be held within the university. .
- 6.9 The Research Coordinator shall liaise with researchers within and outside of Imperial with the aim of organising opportunities for students to be involved in genetics-based research projects. They will be responsible for publicising such research opportunities to society members. .
- 6.10 The Journal Club Coordinator shall take overall responsibility for the organisation and running of a regular journal club and academic skills sessions..
- 6.11 The Academic Officer shall organise tutorials, including clinical skills/OSCE and careers talks to support the learning of society members in relation to genetics and biomedical fields..
- 6.12 The Publicity Officer shall be responsible for the design, copying and distribution of posters and flyers alongside maintaining and using the society's social media pages to promote and advertise the society and its events, in accordance with the regulations of Imperial College Union.
- 6.13 The External Liaison Officer shall liaise with external institutions and organisations with regards to potential opportunities for students, external events, and support for the society (such as sponsorship or patronage)..

## 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 Clinical Genetics on 18/01/2021 by Anamika Banerjee and Christian Oldfield