

Constitution for ICU A&E Gospel Choir

1. Name

- 1.1. The club shall be a member of the Arts & Entertainments Clubs
- 1.2. The name of the Club shall be A&E Gospel Choir, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1. To provide a fun environment where people with a passion for Gospel Music and any level of experience can gather together and sing in the Choir or play in the Gospel Choir Band.
- 2.2. To make Gospel Music more accessible to students at Imperial College and beyond and provide opportunities for members to acquire and develop skills in singing, choreography and playing instruments.
- 2.3. To perform to a high standard in two major concerts during the year - our Christmas and Easter Shows - and perform regularly at a wide variety of events by other Imperial Union societies and external events by invitation
- 2.4. To hold enjoyable weekly Choir and Band rehearsals in order to fulfil the above.
- 2.5. To have regular socials to aid Choir and Band bonding

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 & Projects 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. Assistant Music Director
- 5.2. Band Director
- 5.3. Band Secretary
- 5.4. Events Coordinator/Vice President
- 5.5. Junior Treasurer
- 5.6. Music Director
- 5.7. President
- 5.8. Publicity Officer
- 5.9. Secretary

6. Management and Job Descriptions

- 6.1. The Chairman 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 Chairman 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.

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- 6.4. The President shall be responsible for the day to day running of the society and oversee the jobs of everyone on committee and shall represent the society on the AEB.
- 6.5. The Secretary shall be responsible for the administration of the society including communication to the Choir via email and social media, minute-taking and room bookings.
- 6.6. The Junior Treasurer shall carry out the day to day financial duties of the Choir including acquiring sponsorship, approving expenditure and budgeting.
- 6.7. The Band Secretary shall be a "bridge" between the Choir and Band and responsible for administration of the Band, including communication of rehearsal times, room bookings and co-ordinating hire of the society's musical equipment to other societies.
- 6.8. The Publicity Officer shall be responsible for publicising performances and shows through posters, flyers, social media etc. and recruiting new members to the Choir and Band.
- 6.9. The Music Director shall take primary responsibility for choosing choir songs, arranging music, teaching most songs during the year, leading weekly Choir rehearsals and liaising with the Band.
- 6.10. The Assistant Music Director shall be responsible for supporting the Music Director by leading warm ups, liaising with the Band, choosing and arranging songs, teaching at least one song a term and teaching simple choreography to the Choir.
- 6.11. The Assistant Music Director shall be responsible for supporting the Music Director by leading warm ups, liaising with the Band, choosing and arranging songs, teaching at least one song a term and teaching simple choreography to the Choir.
- 6.12. The Band Director shall be responsible for arranging music for the Band, choosing songs with the Music Directors, allocating song parts appropriately to different instrumentalists and leading band rehearsals.
- 6.13. The Events Coordinator/Vice President shall be responsible for organising the particulars of events including shows (venues, food/drink and decorations) and regular socials for the Band and Choir. Also deputises in the President's absence and supports the President as necessary.

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.
- 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

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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.