

## Constitution for ICU A&E Wind Band

### 1. Name

1.1 The club shall be a member of the Arts & Entertainments Clubs Committee.

1.2 The name of the Club shall be A&E Wind Band, hereafter referred to as 'the club'.

### 2. Aims & Objectives

2.1 Ensure good attendance at concerts.

2.2 Give at least one concert in the Autumn and Spring terms, as well as contributing to ArtsFest.

2.3 Take any opportunities to participate in concerts outside of Imperial College and collaborate with other group.

2.4 Ensure members have a good time by organising a variety of social events.

2.5 Organise at least one Rehearsal Weekend for additional concert preparation.

### 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 Social Secretary

5.6 Technical officer

5.7 Librarian

5.8 Vice Chair

5.9 Tour Manager

### 5.10 Assistant Tour Manager

## 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.

6.4 The Chair shall shall represent the club on the Arts and Entertainments Board, and shall be responsible for

making sure that the club is run according to the club constitution and code of conduct as far as can be

reasonably expected..

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

6.6 The Secretary shall be responsible for keeping the club records in good order, managing membership and

dealing with room bookings..

6.7 The Librarian shall look after the music library..

6.8 The Social Secretary shall provide refreshments at rehearsals and organise social activities..

6.9 The Publicity Officer shall deal with all publicity of the band..

6.10 The Vice Chair shall assist the Chair in the overall running of the club..

6.11 The Technical officer shall have responsibility for maintenance of the website, recordings of concerts and

equipment..

6.12 The Tour Manager shall be responsible for the organisation and logistics of tours attended by the band..

6.13 The Assistant Tour Manager shall be responsible for assisting the tour manager with the organisation of tours attended by the band

## 7. Committee Meetings

7.1 Committee meetings shall be called by the Chairman 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 Chairman, quorum of the committee or by ten full members of the

club; this must be submitted to the Chairman 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 Chairman 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.

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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 A tour in the Spring or Summer term may be run, depending on the level of interest from members of the band.

## 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 A&E

Wind Band on 02/05/2014 by Samuel Spreadbury and Alexander Savell