

The Constitution of the Society of Imperial College Students for the Exploration and Development of Space

XIII MARCH MMXIV

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1 Preamble

- 1.1. Herein is set forth the constitution of the most honourable Society of Imperial College Students for the Exploration and Development of Space.
- 1.2. The first founding of the Society has been lost to the march of time, but it is known that this incarnation was conceived and created by Miss Zoë Versey and Mr Joseph Dudley in the academic year MMXII.
- 1.3. This document was first agreed on the thirteenth day of the third month of the year MMXIV, being the nineteen thousand three hundred and twenty ninth day of the age of human space flight, during the Director-Generalship of Mr Emmanuel 'TJ' Taiwo.
- 1.4. The first authors of this document expect that amendments and alterations of this document shall be required in the course of the life and development of the Society, but they request to their successors that the Society be run in perpetuity in accordance with the spirit of the document they here set forth.

2 The Constitution

- 2.1. The Society shall at all times be run in accordance with this constitutional document.
- 2.2. All other constitutions and additional governance documents shall be subject to the absolute and irrevocable primacy of this document.
- 2.3. All other constitutions are hereby revoked, and any document which henceforth challenges this document must be explicitly approved by the Membership of the Society in full knowledge that they are doing so, or else be considered null and void.
- 2.4. This constitution shall be binding on the Society's committee and members.
- 2.5. This constitution must be made freely available to the Membership of the Society.

3 Alterations to the Constitution

- 3.1. Should it be deemed necessary by the Committee and Membership of the Society, then this Constitution may be amended and altered so that it may serve as better guidance for the Society in years to come.
- 3.2. Any alterations to the meaning or spirit of the constitution must be voted for by the Membership of the Society, requiring a two-thirds majority of

those attending or participating. Corrections of spelling and so forth do not require a vote.

- 3.3. The Management Group shall approve any such alterations that are expected to conflict substantially with the Imperial College Union Constitution and Regulations.
- 3.4. Notification of the change must be given to the Membership at least two weeks before such a change. Voting and consultation may be electronic.

4 The Society

- 4.1. The Society shall be a student society of the Imperial College of Science, Technology, and Medicine.
- 4.2. The Society shall be a member of the City & Guilds College Committee.
- 4.3. The Society shall be called 'Imperial College Students for the Exploration and Development of Space', herein referred to as, 'ICSEDS' and 'the Society', and in Union documentation as 'the club'.
- 4.4. The Society shall be a constituent branch of the UK Students for the Exploration and Development of Space (UKSEDS), and shall strive to be an active member of the worldwide SEDS movement and the international space community.
- 4.5. The motto of the Society shall be 'Bonus Erit', being the rough Latin translation of the phrase 'It'll be fine', which is deemed to succinctly summarise one of the guiding beliefs of the Society.

5 Regulation

- 5.1. The constitution, regulations, management and conduct of the Society shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations where possible.
- 5.2. The Society stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that the Society regulations pertaining to membership of the Society and election to management of the Society shall not contravene this.
- 5.3. 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.

6 Objectives

- 6.1. To provide members with the opportunity to gain skills and hands-on experience of space technology by running space projects.
- 6.2. To provide a forum through which students can become involved in the international space community by inviting speakers to give talks, and running trips to industry locations and space conferences.
- 6.3. To inspire and educate younger students and the public through outreach activities.

7 Activities

7.1. Project Activities

- (7.1.1) The Society shall run projects which are deemed to further the objectives of the Society, and for which there is sufficient demand amongst the membership.
- (7.1.2) The Society shall endeavour to teach its members such knowledge as they are lacking, be that the very basics or advanced knowledge and techniques, and shall support them in designing and constructing rockets, high altitude balloons etc. of varying sizes and types.
- (7.1.3) Experienced members shall be encouraged to document their work for the benefit of future members, and to build upon the work of their predecessors so that the Society may progress in its collective knowledge and achievements.

7.2. Outreach Activities

- (7.2.1) The Society shall, where possible, engage in outreach activities in order to promote space and STEM subjects.

7.3. Social Activities

- (7.3.1) The Society shall, where possible, give its members the opportunity to fraternise at social events run by the Society. At least one of these events must be free for all members. All others shall be reasonably priced such that no member is prohibited from attending due to financial concerns.

8 Membership

8.1. The following shall be eligible to become members of the club:

- (8.1.1) ICU Full Members
- (8.1.2) ICU Associate Members

(8.1.3) ICU Life Members

- 8.2. Any member of the Society 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.
- 8.3. 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.
- 8.4. The Committee may, in extreme circumstances, revoke the membership of any member if they feel it is the best interest of the Society and its members.

9 Governance

- 9.1. The affairs of the Society shall be managed by a committee whose members shall be elected at an Annual General Meeting. The Committee shall consist of the following:

(9.1.1) Chair, called Director-General

- i. Shall chair meetings, act as a main point of contact, handle disputes within the Committee, determine the society’s strategy and ensure the good running of the Committee. They shall also liaise with UKSEDS National Committee.
- ii. Shall represent the Society on the Management Group Board, and shall be responsible for ensuring that the Society 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.

(9.1.2) Secretary, called Administrator

- i. Shall deputise for the Chair in all areas when the Chair is not available. Shall be responsible for general administration, including organising bi-termly meetings, taking and circulating meeting minutes, and maintaining and policing membership sign-ups.

(9.1.3) Treasurer, called Financier

- i. Shall be responsible managing finances, dealing with expenses claims, and ensuring budget limits and Union regulations are met. They shall work to establish links with companies in order to get sponsorship, opportunities. They shall be responsible for finding and securing grants and sponsorship, and ensuring compliance with Union regulations.
- ii. Shall 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.

- 9.2. The Director-General and Financier shall sign an ICU Financial Responsibility form, and shall abide by the ICU Financial Regulations.
- 9.3. The above are the minimum requirements of the roles, and additional duties may be stipulated by the Committee.
- 9.4. Other roles are permitted, and shall be created according to the needs of the Society at the discretion of the existing committee. The responsibilities of each role shall be set forth in a separate document.
- 9.5. The Committee have the power to co-opt any suitable ICSEDS member to serve on the Committee until the next Annual General Meeting. Such members may attend committee meetings and take part in discussions.
- 9.6. All Committee members are expected to attend regular meetings (whether over the internet or in person) and take part in committee discussions between meetings.
- 9.7. All Committee members are expected to volunteer to take on areas of responsibility and specific actions and to perform said responsibilities and actions on a timely basis.
- 9.8. If any Committee member expects that they shall be unable to attend meetings or perform their duties for an extended period of time due to exams, etc. then they must notify the Committee in advance.
- 9.9. The Committee may vote to remove one of its members for one of the following reasons, unless special leave has been given:
 - (9.9.1) Failure to attend two successive committee meetings
 - (9.9.2) Failure to carry out their duties for a period of two months

10 Committee Meetings

- 10.1. Committee meetings shall be called by the Director-General and held at least monthly.
- 10.2. At least five College days' notice of a committee meeting must be given to the Committee.
- 10.3. Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 10.4. Quorum shall be two-thirds of the Committee of the Society.
- 10.5. Decision shall be reached by simple majority of the committee members present.
- 10.6. Where possible, a formal record should be kept of all Committee meetings, and these records should be made available in reasonable time to the members of the Society.

11 General Meetings

- 11.1. A general meeting may be called by the Director-General, quorum of the Committee or by ten full members of the Society; this must be submitted to all members of the Committee in writing. The General Meeting must be held within ten College days of receipt of the proposal.
- 11.2. General Meetings may only be held during undergraduate term time.
- 11.3. An agenda giving notice of the General Meeting must be circulated to all Society members at least ten College days in advance.
- 11.4. Only full members of the Society may vote at general meetings.
- 11.5. Quorum of the meeting shall be ten percent of the number of full members of the Society.
- 11.6. Decision shall be reached by a simple majority of the full members present.

12 Annual General Meetings (AGM)

- 12.1. The AGM shall follow the rules of a General Meeting, set forth above.
- 12.2. The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies), at a venue and time decided by the Committee. The AGM shall have as its main business:
 - (12.2.1) The presentation of the report of activities, including financial activities, for the past year.
 - (12.2.2) The election of the Committee for the next session.
 - (12.2.3) The proposal of motions by the Committee or membership.
- 12.3. Nominations for membership of the Committee must be posted at least ten days in advance of the meeting and closed before the meeting.
 - (12.3.1) Each nomination shall require one proposer and one seconder, who shall be full members of the Society.
 - (12.3.2) 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.
- 12.4. In the event that no person is voted in to a post, or a committee member resigns from a position, the Director-General 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 an AGM.
- 12.5. All elections must follow the Election Regulations of Imperial College Union.

13 Finance

- 13.1. The Society will be financed by membership fees, sponsorship, grants, sale of service or goods by the Society, donations, and such other methods as the Committee may from time to time deem appropriate.
- 13.2. The Society 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.
- 13.3. The income of the Society shall be applied solely towards the promotion of the objectives.
- 13.4. Committee members may be reimbursed for reasonable expenses paid from their own money on behalf of the Society.
- 13.5. Committee members should not receive payment or fees for their services as a committee member or benefit from any other financial transactions with the Society. They may however be awarded fee waivers and other reasonable benefits as are deemed appropriate. These benefits must be declared to the membership at the Annual General Meeting.
- 13.6. 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.

14 Health & Safety

- 14.1. 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.
- 14.2. The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

15 Addenda

- 15.1. Paraphernalia of Office
 - (15.1.1) The Director-General of the Society shall have conferred upon them the following items as the symbols of their office.
 - i. A sceptre, formed from an upturned rocket.
 - ii. A cloak or other garment, upon which shall be displayed the seals of the projects which the Society undertakes.
- 15.2. Vice-Chair for a Thousand Years

- (15.2.1) Owing to a typographic error in MMXII, the honorary position of ‘Vice-Chair for a Thousand Years’ shall be occupied by J. N. Dudley Esq. until the year MMMXIII.
- (15.2.2) He shall have no powers in this position, and therefore may additionally hold any other position. However, he shall be accorded all honours and niceties as befit his office, and may be addressed as ‘The Eternal Leader’, and ‘He Who Will Not Go Away’.
- (15.2.3) If he is no longer a student of the College, he must render to the Society the sum of twenty five pounds sterling on an annual basis. This sum may be reasonably adjusted for inflation at five yearly intervals.