

Constitution

Imperial College Science Fiction, Fantasy and Gothic Horror Society

March 23, 2011

1. Name of the Society

- 1.1. The Name of the Society shall be the 'Imperial College Union Science Fiction, Fantasy, and Gothic Horror Society incorporating the H. G. Wells Society and Monty Python Appreciation Society' (known as ICSF, The Science Fiction Society, or Sci-Fi, hereafter 'the Society').
- 1.2. The Society shall be a member of the Social Clubs Committee (hereafter 'the SCC').

2. Aims and Objectives

- 2.1. The aims of the Society shall be:
 - 2.1.1. To further knowledge of and interest in Science Fiction, Fantasy, and Horror amongst its members and the wider community.
 - 2.1.2. To encourage the creation of new works of Science Fiction, Fantasy, and Horror.
 - 2.1.3. To provide opportunities for social intercourse between those with an interest in Science Fiction, Fantasy, and Gothic Horror.

3. Statement of Intent

- 3.1. The intentions of the society are to:
 - 3.1.1. Assist in the process of recognition of, and promote interest in Science Fiction, Fantasy, and Horror as serious literary art forms.
 - 3.1.2. Be bound by the Imperial College Union Constitution and Regulations, and the constitution, regulations, management and conduct of the Society shall abide by all Imperial College Union Policy.
 - 3.1.3. Abide by the Imperial College Union (hereafter 'the ICU') Equal Opportunities Policy, and hold no biases, including, but not limited to, political, religious, ethnic, or xenophobic biases.
 - 3.1.4. Be governed by the SCC standing orders and regulations.

4. Membership of the Society

- 4.1. The following individuals shall be eligible to become members of the Society:
 - 4.1.1. Full Membership of the Society is open to any Full Member of the ICU.
 - 4.1.2. Associate Membership of the Society is open to any Associate Member of the ICU.
- 4.2. All members shall pay an annual subscription to join the Society; the membership fee shall be decided by the Society committee but shall not be less than that specified in the SCC standing orders or by the Clubs and Societies Board (hereafter 'the CSB').
- 4.3. Those members that can give reasonable proof that they are unable for any reason to gain access to the library may be charged a reduced rate of membership with the approval of the committee.

5. The Society Committee

5.1. The Society Committee (hereafter 'the Committee') shall consist of the following voting members:

5.1.1. Chairentity.

5.1.2. Chair of Vice.

5.1.3. Secretary.

5.1.4. Treasurer.

5.1.5. Librarian.

5.1.6. Publicity Officer.

5.1.7. Tech Priest.

5.1.8. Picocon Sofa.

5.1.9. Picocon Beanbag.

5.1.10. Editor.

5.2. All Committee members must be Full Members of the Society.

5.3. No committee member shall hold more than one post at a time.

5.4. Office shall be held from August 1st to the subsequent July 31st.

5.4.1. An Officer elected to fill an empty post may take up a post immediately until the subsequent July 31st

5.5. Descriptions of the duties to be carried out by the officers of the Society can be found in the ICSF Standing Orders.

6. Management

6.1. The Chairentity and Treasurer shall represent the Society on the SCC.

6.2. The management of the Society shall be vested in the SCC.

6.3. Quorum of the Committee shall be half of the voting committee members.

6.4. The Chairentity or their nominated representative must be present for a committee meeting to be opened and in the event that the secretary is not present another individual must minute the meeting for it to be valid.

7. General Meetings

7.1. A General Meeting (hereafter 'GM') may be called by:

7.1.1. The Chairentity.

7.1.2. A quorum of the committee.

7.1.3. Ten full members of the Society

7.1.3.1. In the exceptional circumstance that there are less than 10 full members of the Society (excluding the committee) then the request of the full non-committee membership may also call a GM.

7.2. The request must be submitted to the Chairentity in writing.

7.3. The GM must be held within 10 college days of receipt of the proposal.

7.4. GMs may only be held during Undergraduate term time.

7.5. At least five college days notice of a GM must be given to the Society's membership.

7.6. Only Full Members of the Society may vote at GMs.

7.7. Quorum of the meeting shall be half of the membership or (n-1) where n is the number of the voting members present, whichever is the smaller figure, provided that the meeting is quorate under SCC and ICU regulations.

7.8. Decisions shall be reached by a simple majority of the voting members present.

8. The Annual General Meeting

8.1. The Annual General Meeting (hereafter 'AGM') is a GM that shall be held during the second term of the academic year, and shall have as its main business:

8.1.1. The presentation of the Officers' Reports for the past year.

8.1.2. Presentation of the Society's Constitution and Standing Orders for consideration

8.1.3. The election of the Committee for the next session.

8.2. An AGM is a GM in all ways except for the following:

8.2.1. The meeting must be called by the Chairentity with 2 college weeks notice.

8.2.2. An agenda giving notice of the AGM must be circulated to all Society members at least ten college days in advance.

8.2.3. The quorum of the AGM shall be of the full membership of the Society or $(n-1)$, where n is the number of voting members present, whichever is the smaller figure, provided that the meeting is quorate under SCC and ICU regulations.

8.3. The chair entity will appoint a returning officer who will oversee the elections

8.4. Nominations for Society Officers must be opened at least ten days in advance of the AGM and closed before the meeting.

8.4.1. The quorum of the AGM shall be of the full membership of the Society or $(n-1)$, where n is the number of voting members present, whichever is the smaller figure, provided that the meeting is quorate under SCC and ICU regulations.

8.4.2. In the event of their there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.

8.4.3. Nominations will need a proposer and two seconders who must be full members of the Society. Nominees may propose but not second themselves.

8.5. The elections shall be by process of MultiBallot AntiVote as defined in the Standing Orders, which the returning officer shall explain to those present before the vote is taken.

8.5.1. Under the request of any member of the union, the election will be carried out as mandated by the ICU election policy.

8.6. In the event that no person is voted in to a post or of resignation from a position, the Chairentity will be responsible for 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 an AGM.

8.7. A sub-committee will also be formed at the AGM to organise the next year's Picocon, the Society's annual one-day SF/fantasy convention. The membership of this sub-committee shall consist of the Picocon Sofa, who will chair the meetings and be responsible for external organisation, the Picocon Beanbag, responsible for matters internal to Imperial College Union, the Chairentity and the Publicity Officer and two members to be elected by the Society committee. Meetings shall be held at least once per term. Other persons may be invited to attend at the discretion of the Picocon Sofa.

9. Finance

9.1. The Society may receive a grant from ICU and shall administer this and any Self Generated Income in accordance with the ICU financial procedures.

9.2. The Treasurer (advised by the Chairentity) will provide the Treasurer of the SCC with a detailed budget for the following academic year in the first half of the second term of the academic year.

9.3. Budgets for events shall be taken to the SCC Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

10. Health and Safety

10.1. The Society acknowledges its duty of care to its members and will abide by the Union's Clubs and Societies Health and Safety policy.

10.2. The Society takes no responsibility for damage to or loss of personal equipment during Society activities.

10.3. The Society will provide the ICU Deputy President (Clubs & Societies) with an Annual Risk Assessment for its activities.

11. The Standing Orders

11.1. The Standing Orders are a binding order upon the Society and its membership, to the extent permitted by the Orders of ICU and the Society's Constitution.

11.2. The standing orders must contain:

11.2.1. Job Descriptions

11.2.2. Library Regulations

11.2.3. Membership Guidelines

11.2.4. Loan Guidelines

11.3. The standing order may contain any other orders the committee deems to be necessary.

11.4. The standing orders shall only be altered by consent of a quorate committee meeting or a quorate general meeting, either require a majority from the voting members present.

12. The Constitution

12.1. The constitution shall only be altered by consent of a quorate general meeting and will require a 2/3 majority of the voting members present. The SCC shall approve any such alterations.

12.2. The Constitution shall be binding on the Society's officers and members from 03/03/2011

12.3. From 03/03/2011 all other the Society's constitutions are hereby revoked.

This constitution has been approved in accordance with 12.1 above, and accepted as the constitution for the Society, signed,