

Imperial College Science Fiction & Fantasy Society Constitution

1. Name

- 1.1. The name of the society shall be Imperial College Science Fiction & Fantasy Society, and may hereafter be referred to as 'the society', 'ICSF', or 'Sci Fi'.
- 1.2. The society shall be a member of the Recreational Clubs Committee.

2. Aims & Objectives

- 2.1. To celebrate and educate members on the history and recent development of Science Fiction, Fantasy, Horror and other associated genres of entertainment media amongst its members, alumni and the wider community.
- 2.2. To provide access to genre material through the running of a student-run lending library and social space. For this space to be kept up to date and as a record of the history of Science Fiction, Fantasy and Gothic Horror as well as the societies own rich history.
- 2.3. To present the Science Fiction library & social space as a stress-free area for student and staff society members to use for relaxation and discussion of Science Fiction, Fantasy and Horror related topics.
- 2.4. To run Picocon, our annual convention, to further knowledge of and interest in Science Fiction, Fantasy and Horror amongst its members and the wider community.
- 2.5. To promote the creation & recognition of works of Science Fiction, Fantasy, Horror and associated genres of entertainment media as serious literary and cinematic art forms.

3. Statement of Intent

- 3.1. 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.
- 3.2. The society stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that society regulations pertaining to membership of the society and election to management of the society shall not contravene this policy.
- 3.3. The society 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 society:
 - 4.1.1. ICU Full Members
 - 4.1.2. ICU Associate Members
 - 4.1.3. ICU Life Members

- 4.2. Any society member who is a full member of ICU shall be a 'full member' of the society, all other members shall be 'associate members' of the society.
- 4.3. All members shall join the society, a membership fee may be set by the society committee but shall not be less than that specified by the ICU Clubs & Societies Board.

5. Committee

5.1. Chair Entity

- 5.1.1. For the avoidance of doubt, any statement referring to “The Chair” refers to the Chair Entity.

5.2. Librarian

5.3. Treasurer

5.4. Secretary

5.5. Publicity Officer

5.6. Editor

5.7. Tech Priest

5.8. Chair of Vice

5.9. Picocon Beanbag

5.10. Picocon Sofa

6. Management and Job Descriptions

- 6.1. The Chair Entity shall represent the society on the Management Group Board, and shall be responsible for making sure that the society is run according to the society constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2. The Chair Entity 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 society.
- 6.4. The Chair Entity will be responsible for the overall running of the Society and ensuring that the rest of the committee carries out the work described in their job descriptions. Deciding with the assistance of the committee, the long and short term aims and events to be run by the society. On occasion replacing or assisting the other committee members as may be necessary. The Chair Entity (or their nominated representative) has a vote on the Recreational Clubs Committee (hereafter RCC) and is the main conduit for communication of all kinds between the Union and the Society. The Chair Entity is financially responsible for the society and is responsible for all the Society members participating in the Society activities.
- 6.5. The Chair of Vice shall be the primary assistant to the Chair Entity and is responsible for the running the Society's social events, including bar nights, and other tasks as nominated by the Chair Entity. They are also encouraged to go to RCC meetings, as they will be the primary deputy to the Chair Entity. In the event of the Chair Entity being unable to perform their duties, the Chair of Vice shall take up these responsibilities (excluding financial responsibility) until such time as the Chair Entity returns to their role, or new elections are held.
- 6.6. The Head Librarian shall be responsible for the running, stocking, and organisation of the Society's room in the Beit Quad basement (hereafter the Library) and is responsible for the upkeep of the Library database and all non-electronic equipment stored in the Library. The Librarian must authorise all new items in the Library. The Librarian is also responsible for taking suggestions from the membership for improvements that can be made to the Library or its stock, and for the upkeep of the Library rules and guidelines (see Section 2). The

Librarian is responsible for the staffing of the Library during lunchtimes and for constructing a library staffing timetable, including the co-opting of duty librarians as appropriate. The Librarian also has a responsibility for events run in the Library, particularly lunch time showings which they should organise or cause to be organised if they deem appropriate. Finally, the Librarian is responsible for organising the annual stock take of the library.

- 6.7. The Treasurer shall be responsible for all money earned or spent by the Society and for grant(s) given to the Society by the Union. The Treasurer should attend any relevant treasurers' meetings and should be aware of the state Society's finances at all times and such be able to tell if the budget is available for any given event to be run. The Treasurer, with the Chair Entity, is financially responsible for the running of the society and should remember at all times that print books are 0% rated for VAT purposes. The Treasurer has a responsibility to ensure that Picocon is a financial success and that enough money is available for the society to purchase stock each year. The Treasurer is also responsible, in conjunction with the Chair Entity, for writing the budget claim for the Society, to be presented to the RCC so that a grant for the next year can be awarded and should be ready to make any appeals to the RCC during this process.
- 6.8. The Secretary shall be responsible for communication between the society and its members and the society and any outside bodies and for taking minutes during society meetings. Minutes should be posted to the society mailing lists or on the website within 5 college days of the meeting. The Secretary is also responsible for organising visits to college by any outside speakers, with the exception of those in relation to Picocon. Additionally, the Secretary is tasked with maintaining the room key list and the Society swipe card.
- 6.9. The Editor shall be responsible for the production of our society magazines, producing the Wyrmtongue magazine before freshers fair & Picocon, and the fanzine during picocon. The Editor will ensure other committee members are co-opted into writing sections for the Wyrmtongue, and work with the publicity officer to promote submissions of member's work to the fanzine. The Editor will work with the Tech priest to ensure records of the Wyrmtongue & Fanzine are kept up to date on the society website & github repository.
- 6.10. The Picocon Sofa shall be the Chair of the Picocon sub-committee and is ultimately responsible for the successful running of Picocon, the Society's annual one-day convention. The Sofa is responsible for organising the guest(s) of honour, the advertising of the event and any other matters to do with the convention itself, so that the event is a social and financial success.
- 6.11. The Picocon Beanbag shall be the Vice-Chair of the Picocon sub-committee. The Picocon Beanbag's primary responsibility is to organise all of the aspects of Picocon internal to the Union, such as room bookings, as well as any other duties delegated to them by the Picocon Sofa.
- 6.12. The Publicity Officer shall be responsible for the design, copying and distribution of the Society posters and flyers that advertise the Society events. Every effort will be made to make sure that posters are widely distributed and are put up in good time before the event in question. The Publicity Officer is also responsible for the printing and distribution of Wyrmtongue, the Society magazine. The Publicity Officer is responsible for seeing that the Union publicity regulations are followed.
- 6.13. The Tech Priest shall be responsible for maintaining the server, library computer, other electronic equipment in the library, and the library database schema, and is additionally responsible for ensuring the society website is kept up to date. The Tech Priest is also jointly responsible with the Chair Entity for maintaining online social spaces such as the society Discord & Whatsapp groups.

7. Committee Meetings

- 7.1. Committee meetings shall be called by the Chair of the society 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. It is assumed that only Committee members may vote at a committee meeting, however the Chair of the meeting may allow votes from other full members in attendance at their discretion.
- 7.4. Quorum shall be 50% +1 of the committee of the society.
- 7.5. Decision shall be reached by simple majority of the voting members present.

8. General Meetings

- 8.1. A general meeting may be called by the society Chair, quorum of the committee or by ten full members of the society; 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 society membership.
- 8.4. Only full members of the society may vote at general meetings.
- 8.5. Quorum shall be 50% of the full Members of the Society, who must be present in person or by appointed proxy.
- 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 society members at least ten College days in advance.
- 9.3. Nominations for society 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 society.
 - 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 50% of the full Members of the Society, who must be present in person or by appointed proxy.
- 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 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.
- 10.2. The society 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 society 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 society will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

- 12.1. The Society shall loan its collection of books, DVDs and other media to members in good standing, subject to the following conditions: 1. That members borrow no more than 3 items at once, of which at most one can be a DVD, Video, Audio item, or Graphic Novel. 2. That members return borrowed books within one college month of borrowing them. 3. That members return all other items within two college days of borrowing them. 4. That members return items as quickly as is practical if they are requested to by the Librarian. 5. The members do not damage or lose the items lent to them. In the event of such loss or damage, the member shall replace the missing or damaged item. This explicitly excludes damage caused by reasonable use. The Librarian may, at their discretion, suspend any of these terms.
- 12.2. The right to borrow items may be temporarily suspended by any member of the committee, or a duty librarian. The Librarian, or in their absence, the Chair or duly delegated duty librarian shall have complete discretion in overturning or upholding such a short term suspension, excepting overturning a suspension on their own account. The right to borrow items may be permanently suspended by resolution of the committee. Such a ban may only be repealed by resolution of the committee or appropriate superior committee.
- 12.3. Members of the society shall, unless circumstances dictate otherwise, have access to the the Library at lunch times (12:15 - 13:45) during undergraduate term time, and at other times as deemed appropriate by the committee. The Librarian is responsible for ensuring the room is open at the advertised times, although they may co-opt other members of the society into opening the room and acting as duty librarians should it prove impractical for them to open the room themselves. Members of the committee, and/or duty librarians are entitled to ask members to leave the room for breach of library, society or Union rules. The Librarian is entitled to ban people from the room for breach of the rules governing loans (Section 2.1) or behaviour (Section 2.3). Such a ban is then subject to ratification at the next committee meeting. The committee may ban people from the room for breach of other society regulations.

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 society 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 Sci Fi on 26/03/2021 by Matthew Legg and Adam Turner.