

Constitution for the ICU ISLAMIC SOCIETY

1 Name

- 1.1 The name of the Society shall be the Imperial College Union Islamic Society, hereafter referred to as 'the Society'.
- 1.2 The Society shall be a member of the Social Clubs Committee (SCC).

2 Aims and Objectives

- 2.1 The Society shall hold the following as its aims and objectives. The Society shall strive to fulfil these aims and objectives in the course of the year, with the highest levels of excellence and professionalism, as its commitment to its membership.
- 2.2 Provide spiritual, social, academic and emotional support to all its members.
- 2.3 Present Islam to the College community in its entirety as a comprehensive way of life.
- 2.4 Provide the opportunity for students and staff in College to increase their practice of and commitment to Islam, through holding regular activities and classes.
- 2.5 Bring the plight of the oppressed and suffering all over the world to the attention of the College community and encourage positive action to alleviate their situations.
- 2.6 To establish a core set of procedures, policies, values and practices, which remain fixed although the committee and students may change every year.
 - 2.6.1 To provide congregational Friday (*Jumaah*) prayers every week.
 - 2.6.2 To administer the Muslim Prayer Room on behalf of Imperial College Union.
- 2.7 The Society will adhere to principles and values enshrined in the Holy *Qur'an* and in the authentically narrated statements of the Prophet Muhammad, peace be upon him, and should adhere to values that are held by consensus of Islamic scholars.

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 or election to management of the Society shall not contravene this policy.
- 3.3 The Society shall also be governed by the SCC standing orders, regulations and constitution.

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
 - 4.1.4 Staff of Imperial College
 - 4.1.5 Students of other colleges and universities with reciprocal membership of ICU
 - 4.1.6 Others with the approval of the Society committee and the approval of the relevant CSC
- 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 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 by the ICU Clubs and Societies Board.

5 The Society Committee

- 5.1 The committee shall consist of the following voting members:
- 5.1.1 President
 - 5.1.2 Vice President – Head Sister/Head Brother
 - 5.1.3 Vice President
 - 5.1.4 Vice President - Welfare
 - 5.1.5 Treasurer
 - 5.1.6 Secretary – Logisitcs
 - 5.1.7 Secretary - Communications
 - 5.1.8 Publicity Manager
 - 5.1.9 Outreach & Interfaith officer
 - 5.1.10 Events/Logistics Officer
 - 5.1.11 Campaigns Manager (x2)
 - 5.1.12 General Committee
- 5.2 All committee members must be members of the Society.
- 5.3 No committee member shall hold more than one post simultaneously.
- 5.4 The position of VP – Head Sister/Head Brother shall be determined by the gender of the President, such that President and VP – Head Sister/Head Brother are not of the same gender to ensure a balanced representation of all members.
- 5.5 The decision of the majority of the committee shall be binding upon the President.

6 Job Descriptions and Management

6.1 President

The President shall:

- Be the chairperson for the Society
- Be responsible for the management of the Society, ensuring that it is run according to the Society Constitution and ICU's Code of Conduct for Societies, as far as reasonably expected
- Be responsible for monitoring progress and feedback throughout the year
- Be the official spokesperson of the Society, and represent the Society on the SCC Board, and to the College and Union where required
- Develop, nurture and support the aims, objectives and vision of the Society that seek to better the Society both in the short and long term.
- Be responsible for ensuring that the mentoring and development of Society members, both spiritually and professionally, is facilitated through Society events and programmes.
- Ensure that rights of Muslims students/staff are championed on campus
- Liaise with external clubs and societies, universities and organisations where necessary
- Maintain relationship with parent organisation FOSIS, and Alumni Network
- Work on establishing the Society in the wider Muslim community
- Be responsible for the Society committee, making sure everyone is well-supported in their roles, and maintain committee morale
- Proactively engage with the union regularly regarding matters such as speakers, change in climate, media pressure, student welfare
- Have previously served on the Society committee for at least one academic year, or have been in charge of a Society campaign

6.2 Vice President – Head Sister/Head Brother

The Vice President – Head Sister/Head Brother shall:

- Be responsible for the day-to-day running of the Society
- Deputise for the President in his/her absence
- Be responsible for the development of the members of the society, both spiritually and professionally
- Ensure that the needs of the all Society members are met and their views represented
- Be responsible for the organisation of religious circles and to have sources available to answer religious queries posed by members
- Have previously served on the Society committee for at least one academic year, or have been in charge of a Society campaign

6.3 Vice President

The Vice President shall:

- Be responsible for the day-to-day running of the society.
- Deputise for the President in his/her absence.
- Ensure that the needs of all members of the Society are met and their views represented.
- Monitor the activity of subcommittees and take charge of their development and delivery.

6.4 Vice President - Welfare

The Vice President – Welfare shall:

- Look after the welfare and wellbeing of the Society committee members, campaign heads, subcommittee heads, volunteers, and members
- Be available at a short notice if necessary, for advice and pastoral support
- Deputise for the President and Head Sister/Head Brother in their absence
- Liaise with Welfare teams of other ISocs and share ideas and collaborate in events
- Be responsible for organising and putting into effect the Buddy Scheme at the start of the academic year
- Be responsible for collating and regularly updating the Internship brochure throughout the year
- Organise welfare events, including but not limited to: personal development, mental health, as well as professional training for committee members and Society volunteers, to ensure professional running of the society

6.5 Treasurer

The Treasurer shall:

- Carry out the day-to-day financial duties of the Society
- Deal with all financial matters of the Society, keeping accurate and up-to-date accounts of the Society's income and expenditure
- Collect and deposit all funds received
- Create termly budgets based on current finances, so that President has a clear overview of finances to make informed decisions
- Create a budget for every campaign so campaign heads are aware of expenditure
- Be responsible for arranging funding and sponsorship for the Society
- Keep President and Vice Presidents informed of the Society's financial status
- Produce a financial report for every campaign

6.6 Secretary – Logistics

The Secretary - Logistics shall:

- Be responsible for keeping the Society records in good order
- Be responsible for booking rooms, venues and transportation
- Provide card access to the prayer rooms
- Publish an agenda and minutes for each meeting
- Be responsible for speaker requests

6.7 Secretary – Communications

The Secretary - Communications shall:

- Be responsible for keeping the Society records in good order
- Write up the Society newsletter every week, as well as announcements/ reminders to be sent to the Society mailing list
- Answer/forward relevant mail from the ISoc email account
- Take lead in procuring merchandise to promote the Society (t-shirts/hoodies etc.)

6.8 Publicity Manager

The Publicity Manager shall:

- Manage and organise the Publicity subcommittee
- Be responsible for ensuring that posters and marketing material, are of adequate standard, and are created for all Society events
- Manage and administer all pages and accounts for the Society's online presence, and ensure they are updated regularly, and that the Society's publicity policy is adhered to in all postings. This includes pages and groups for different ISoc campaigns and initiatives such as but not limited to; main ISoc pages and groups, Freshers' Fortnight, CW, DIW, Humans of Imperial ISoc, Outreach page etc
- Ensure that all Society events & initiatives are well publicised by the rest of the Committee, in particular with regards to social networks, the Society website, campus publicity and word of mouth publicity
- Ensure talks and events are well covered in terms of recordings and photos where appropriate & relevant recordings/pictures are uploaded onto social media/YouTube
- Ensure Society's website is kept in working order, and regularly updated with content and material
- Be responsible for the representation and engagement of the society through college media such as Felix

6.9 Outreach & Interfaith Officer

The Outreach & Interfaith Officer shall:

- Manage and organise the Outreach subcommittee
- Be responsible for ISoc outreach page, and any outreach projects during the year
- Liaise with outreach teams of other ISocs to share ideas and collaborate in events
- Utilise existing outreach projects such as BADG, ROCK, ARK for involvement
- Ensure outreach and interfaith dialogue happens on campus, through organising regular Dawah stalls, manned by a sufficient amount of trained volunteers
- Be responsible for ordering and proof-reading Dawah material
- Be responsible for facilitating Dawah training for Society members
- Liaise with the interfaith representatives from other faith societies
- Ensure the Society is aware of interfaith initiatives on campus

6.10 Events/Logistics Officer

The Events/Logistics Officer shall:

- Manage and organize an events subcommittee, to be in charge of logistics of ISoc events
- Take the ICU Marshal Training and be a marshal at all Society events (or delegating this duty to another Union-trained Society Marshal if unable to attend a particular event)
- Ensure attendees are familiar with the location of an event, putting up direction signs if necessary
- Ensure refreshments are available at events, venue is set up, microphones are charged & working, presentation is up where applicable, and ISoc banner is set up
- Ensure feedback is collected for all events, and is relayed onto committee, and President, so that it's taken into account for future events.

6.11 Campaigns Manager

The Campaigns Manager shall:

- Sit on all Society campaigns' subcommittees and oversee their progress
- Ensure that there is transparent communication between the Core Committee and the campaigns' subcommittees, and that feedback flows both ways
- Assist the campaigns' heads and ensure campaigns are in line with the Society aims and vision for the year, and that campaigns are being run efficiently and professionally, in line with the Society's Code of Conduct
- Ensure campaign heads have access to all the relevant resources, such as previous reports, SOPs, documentation and materials
- Ensure SOPs are being followed effectively for each campaign in case there is one, or created along the way in case there isn't
- Ensure campaign heads are supported professionally, and act as a source of support and advice when needed
- Ensure feedback meetings happen after the campaign, and that feedback reports for each campaign are produced shortly after

6.12 General Committee

The General Committee shall:

- Fill in wherever needed in the workings of the committee
- Seek out areas of weakness in terms of logistics and activities
- Act as a fluid member of the committee without a specific role, but willing to help out in all aspects of the society, or its campaigns and events, in a logistical or planning capacity
- Support any of the roles on committee in case an extra hand is needed

6.13 To ensure adequate representation, if the President-elect is male, the Society must then proceed to elect a female Vice President. If the President-elect is female, then the Society must elect a male Vice President.

6.14 The President and Treasurers shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

6.15 The Society will not publicise any events or campaigns of other societies, apart from those of its sister society 'ICSM Muslim Medics', and those events or campaigns which are conducted in collaboration with other societies. The committee may choose to waive this clause on a case-by-case basis, following a vote of a simple majority.

6.16 The management of the Society shall be vested in the Society committee.

6.17 The job descriptions provided for the roles above are by no means exhaustive, and are meant to serve as guidelines to assist the committee in their work for the academic year.

7 Committee Meetings:

7.1 Committee meetings shall be called by the Chairman 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 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 Society.

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 Society Chairman, quorum of the committee or by ten full members of the Society; this must be submitted to the Chairman in writing. The General Meeting must be held within 10 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 of the meeting shall be half of the full Society 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, and 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 10 College days in advance.
- 9.3 Nominations for Society officers will be closed three days in advance of the AGM.
 - 9.3.1 Each nomination shall require one proposer and one seconder, both of whom shall be full members of the Society.
 - 9.3.2 Nominations for President and VP – Head Sister/Head Brother shall require a thirder from the current committee.
- 9.4 The quorum of the AGM shall be one quarter of the full membership of the Society.
- 9.5 In the event of there being no nomination for a post within the stipulated time, nominations may be accepted at the AGM.
- 9.6 In the event that no person is voted in to a post or of resignation from a position, the President, or a deputy approved and appointed by 2/3rd majority of the new committee, 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 at the earliest possible opportunity and shall be subject to the same rules as per the AGM.

10 Finance

- 10.1 The Society shall receive a grant from Imperial College Union and shall administer this in accordance with the Imperial College Union Financial Procedures.
- 10.2 The Society Treasurer will provide the Treasurer of the SCC 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 SCC Treasurer and/ or the Deputy President (Finance & Services) for inspection and approval.

11 Health and Safety

- 11.1 The Society acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety Policy.
- 11.2 The Society will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12 Constitution

- 12.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a General Meeting. The SCC shall approve any such alterations.
- 12.2 This Constitution shall be binding on the Society officers and members from 12/03/2014, and all other Society constitutions are hereby revoked.

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

Islamic Society President

SCC Chairman