

Constitution for ICU RCC St John LINKS

1. Name

- 1.1. The club shall be a member of the Recreational Clubs Committee
- 1.2. The name of the Club shall be RCC St John LINKS, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1. First Aid - Provision of First Aid Cover for the college and local community
- 2.2. Socials - Regular meetings to meet new people both within and outside the organisation
- 2.3. Training - Regular meetings to teach and develop members first aid skills
- 2.4. Volunteering - Opportunities to take up leadership positions within the club and provide for the next generation of members

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/President/Captain
- 5.2. Junior Treasurer
- 5.3. Logistics
- 5.4. Operations
- 5.5. Secretary
- 5.6. Social Secretary
- 5.7. Training
- 5.8. Vice Chair
- 5.9. Welfare

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/President/Captain shall Be chiefly responsible for members who have not passed a SJA Induction Course and all Union matters.
 - Organise Fresher's Fair and First Aid Awareness (FAA)
 - Approve new members for SJA Induction Course
 - Organise weekly Unit Meetings

Constitution for ICU RCC St John LINKS

- 6.5. The Vice Chair shall Be chiefly responsible for members who have completed a SJA Induction Course and all SJA matters.
Approve member's request to join SJA Mailing List
Approve member's request for SJA Training
Provide First Aid cover for college events
Report to SJA LINKS Area Manager
- 6.6. The Secretary shall Be responsible for all Union administration matters.
Additional SJA Title: Public Relations Officer
Room Bookings / Resource Bookings (Projector)
Members' Attendance at Unit Meetings
Union Website / Imperial Mailing List / Social Media
- 6.7. The Welfare shall Be responsible for all SJA administration matters.
Additional SJA Title: Member Support
SJA LINKS ID Card (New / Transfers / Renewals)
Maintain SJA Unit's SJF1 (Register of Members' Details) in each academic year
Assist with updating SJA HRVS records
- 6.8. The Junior Treasurer shall Carry out all financial duties of the club.
Additional SJA Title: Fundraising Officer
Approve SJA Member's Expense Claims
- 6.9. The Training shall Be responsible for all First Aid Training.
Additional SJA Title: ITP Coordinator
Assist with planning weekly Unit Meetings to maintain members' competency and fulfill ITP requirements
Organise annual SJA Unit Revalidation
- 6.10. The Logistics shall Be responsible for all club equipment.
Provide training material for Unit Meetings
Approve loan of equipment to members (Uniform / First Aid Kit)
Inventory List
Purchase of new unit equipment
- 6.11. The Operations shall Process Member's Duty Signup on SJA DIPS.
Forward Operational Plans to Members
Log Member's hours on SJA DIPS and Duty Report Form
Report to SJA LINKS Operations
- 6.12. The Social Secretary shall Be responsible for social events.
Advertise unit's social events to other London universities and vice versa

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.

Constitution for ICU RCC St John LINKS

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.
- 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. The constitution, regulations, management and conduct of the club shall also abide by all St John Ambulance (SJA) Policy, and shall be bound by the SJA Constitution and Regulations.
- 12.2. Current academic year's membership is compulsory for any work involving SJA. This includes but is not limited to, attending SJA Induction Course, joining SJA Mailing List, signing up for SJA Duties, attending SJA Training Courses, renewing SJA LINKS ID Card.

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.