

# Constitution of the Imperial College Pilots' Club

## 1. Name

- 1.1. The name of the club shall be the Imperial College Pilots' Club (Pilots' Club), hereafter referred to as 'the club'.
- 1.2. The club shall be a member of the Recreational Clubs Committee (RCC).

## 2. Aims and Objectives

- 2.1. The club shall hold the following aims and objective. The club shall fulfil these aims and objectives over the course of the academic year as its commitment to its membership:
  - 2.1.1. Promote and encourage aviation among students through club activities and external events, such as fly outs and cultural trips to air shows et cetera.
  - 2.1.2. Provide members with the opportunity to train and maintain their skills as pilots while at university.
  - 2.1.3. Provide the framework and support for members pursuing a pilot license.
  - 2.1.4. Provide the unique opportunity to experience flight on a cost share basis with appropriately licenced 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, By-laws and Regulations.
- 3.2. The club stresses that it abides by the Imperial College Union Equal Opportunities Policy and that the club regulations pertaining to membership of the club or election to management of the club shall not contravene this policy.
- 3.3. The club shall also be governed by the RCC standing orders.
- 3.4. The club committee shall supply a Code of Conduct to the ICU Deputy President (Clubs & Societies) for approval, who shall sign it as the accepted Code of Conduct for the club.

## **4. Membership**

- 4.1. The following shall be eligible to become members of the club
  - 4.1.1. ICU Members
  - 4.1.2. ICU Associate Members
  - 4.1.3. Others with the approval of the club committee and the approval of the Recreational Clubs Committee.
- 4.2. Any club member who is an ICU member shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3. All members shall pay an annual subscription to join the club. The membership fee shall be decided by the club committee for the following year.

## **5. The Committee**

- 5.1. The committee shall consist of the following members:
  - 5.1.1. President (Honorary)
  - 5.1.2. Captain (Chairman)
  - 5.1.3. Treasurer
  - 5.1.4. First Officer (Vice Captain)
  - 5.1.5. Equipment Officer
  - 5.1.6. Secretary
- 5.2. All committee members must be members of the Club.
- 5.3. All voting committee members must be full members of the club.
- 5.4. No committee member shall hold more than one of the above posts during each academic year.
- 5.5. Office shall be held from August 1<sup>st</sup> to July 31<sup>st</sup> of each academic year.
  - 5.5.1. The position of President (Honorary) will not automatically be open for re-election unless:
    - 5.5.1.1. The incumbent steps down, or is no longer able to fulfil the role.
    - 5.5.1.2. A petition of 51% of full members requests an election of the post prior to a general meeting in writing to the club committee.

## **6. Management and Job Descriptions**

- 6.1. The President shall be an honorary and advisory role to the committee; suitable candidates would be highly experienced (former) members in union governance, club management as well as flying.
- 6.2. The Captain and committee members shall represent the club on the RCC, and shall be responsible for making sure that the club is run according to the clubs constitution and code of conduct as far as can be reasonably expected.
- 6.3. The Captain and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.4. The Treasurer shall carry out the day-to-day financial duties of the club.
- 6.5. The Secretary shall be responsible for keeping the club records in good order as well as carrying out club communication duties.
- 6.6. The Equipment Officer shall be responsible for the inventory and the management and purchase of club equipment.
- 6.7. Publicity and maintenance of the club web pages shall be carried out by suitable committee members.
- 6.8. The management of the club shall be vested in the club committee.
- 6.9. Quorum of the committee shall be at least two thirds of the voting committee members.
- 6.10. Decision shall be reached by a simple majority of the voting committee members present.

## **7. Elections**

- 7.1. Election procedures shall be governed by the Union By-laws section G. Minor Elections, as well as clauses 8 and 9 of this constitution.

## **8. General Meetings**

- 8.1. A general meeting may be called by the Captain, quorum of the committee, or by ten full members of the club; this must be submitted to the Captain 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 academic days notice of a general meeting must be given to the clubs membership.
- 8.4. Only full members of the club may vote at General Meetings.

- 8.5. Quorum of the meeting shall be equal to more than half of the full club members.
- 8.6. Decision shall be reached by a simple majority of the full members present.

## **9. The 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 Officers Reports 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 the club members at least ten college days in advance.
- 9.3. Nominations for the club officers must be posted at least ten days in advance of the AGM and closed before the meeting.
  - 8.3.1 Each nomination shall require one proposer and 1 seconder who shall be members of the club.
  - 9.3.1. The quorum of the AGM shall be half of the full membership 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 at the AGM.
- 9.4. In the event that no person is voted in to a post or of resignation from a position, the most senior committee member 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. Nominations for secondary positions will be accepted at the AGM.

## **10. Finance**

- 10.1. The Club shall receive a grant from Imperial College Union and shall administer this and any self generated income in accordance with the Imperial College Union Financial Regulations.
  - 10.1.1. Grant may not be used to subsidise individual member's flying cost.
- 10.2. The Club shall actively pursue industry sponsorship.
- 10.3. The Club Treasurer will provide the Treasurer of the RCC with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.4. Budgets for events shall be taken to the RCC Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

## **11. Health and Safety**

- 11.1. The Club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.
- 11.2. The Club will provide the Deputy President (Clubs & Societies) with an annual Risk Assessment for its activities.
- 11.3. The Club takes no responsibility for damage to or loss of personal equipment during club activities.
- 11.4. The Club accepts no responsibility for any personal injury incurred during club activities. Members must be aware of this to participate in club activities.

## **12. The Constitution**

- 12.1. The Constitution shall only be altered by consent of a two-thirds majority of the voting members present at a quorate general meeting. The RCC shall approve any such alterations.
- 12.2. The Constitution shall be binding on the club officers and members from 1<sup>st</sup> August 2013.
- 12.3. From 1<sup>st</sup> August 2013 all previous club constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the Pilots' Club, signed,

**Johannes Hoenigl**

***Pilots' club***

**Captain**

**08/06/13**

**Joseph Rumer**

***RCC Exec***

**RCC Chair**

**/ /13**