

Constitution for ICU RCC First Aid Society

1. Name

- 1.1 The name of the Society shall be RCC First Aid Society, hereafter referred to as 'the Society'.
- 1.2 The Society shall be a member of the Recreational Clubs Committee

2. Aims & Objectives

- 2.1 To support the Imperial LINKS unit of St John Ambulance (SJA), hereafter referred to as "Imperial LINKS", in the provision and training of First Aid for the college and local community
- 2.2 To hold regular meetings for members aimed at teaching and developing first aid skills
- 2.3 To encourage the personal development of members through leadership positions within the Society
- 2.4 To hold regular social meetings to allow members of the Society to meet new people both within and outside the organisation

3. Statement of intent

- 3.1 The constitution, regulations, management and conduct of the Society shall abide by all Imperial College Union (ICU) 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 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 member of the Society 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.
- 4.4 Any member of the Society may have their membership revoked at any time by majority vote of the Committee with permission of the RCC.

5. Committee

- 5.1 The Committee shall be composed of the following positions with the stated order of precedence, in financial matters the financial responsible members of the committee's decision take precedence:
 - 5.1.1 President
 - 5.1.2 Vice President
 - 5.1.3 Secretary
 - 5.1.4 Junior Treasurer
 - 5.1.5 Training Officer
 - 5.1.6 Operations (Events) Officer
 - 5.1.7 Member Support (HR) Officer
 - 5.1.8 Logistics Officer
 - 5.1.9 Social Secretary
- 5.2 One individual may hold a maximum of one committee position at any given time.
- 5.3 One committee position may be held by a maximum of one person at any given time.
- 5.4 In the event of a vacancy in a committee position other than the President, the President shall undertake the duties and responsibilities of said position until such time as the position is filled.
- 5.5 In the event of a vacancy in the position of President, the duties and powers of the President shall temporarily be executed by the Committee member with the next highest precedence, until said vacancy is resolved at an Ordinary General Meeting or Annual General Meeting.
- 5.6 Elections for vacancies in committee positions should held at an Annual General Meeting or Ordinary General Meeting within twenty college days of the vacancy arising.

6. Management and Job Descriptions

- 6.1 The President shall:
 - 6.1.1 represent the Society on the Management Group Board,
 - 6.1.2 be responsible for ensuring the Society abides by the Society constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects within reasonable expectation.
 - 6.1.3 sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
 - 6.1.4 hold overall responsibility for all members of the Society and all matters concerning Imperial College Union.

- 6.1.5 be primarily responsible for co-ordinating recruitment, and the development of all members of the Society who have not passed an SJA Induction Course.
 - 6.1.6 with the permission of SJA London LINKS Area Manager West, hold responsibility for all business which falls under the remit of the SJA positions of the Vice-Chair of Imperial LINKS and the Meetings Officer of Imperial LINKS.
 - 6.1.7 support the Member Support Officer in coordinating members' applications to SJA
 - 6.1.8 hold responsibility for the organisation of Freshers' Fair,
 - 6.1.9 approve suitable members' applications for SJA Induction Courses,
 - 6.1.10 support the Vice President in any business which requires input from Imperial College Union.
 - 6.1.11 hold responsibility for the organisation of Weekly Meetings
- 6.2 The Vice President shall:
- 6.2.1 hold overall responsibility for all members of the Society and all matters concerning St John Ambulance.
 - 6.2.2 be primarily responsible for co-ordinating the activities and development of all members of the Society who have passed an SJA Induction Course (are Trainee First Aiders and higher).
 - 6.2.3 with the permission of SJA London LINKS Area Manager West, hold responsibility for all business which falls under the remit of the SJA positions of the Chair of Imperial LINKS and the IT Officer of Imperial LINKS.
 - 6.2.4 support the Member Support Officer in facilitating the transfer of SJA members into and out of Imperial LINKS
 - 6.2.5 support the President in any business which requires input from SJA
 - 6.2.6 approve requests from suitable members to join the SJA Mailing List
 - 6.2.7 promote first aid event cover offered by Imperial LINKS and assist the Operations Officer in arranging first aid cover for any requests from within Imperial College.
 - 6.2.8 report regularly to the SJA London LINKS Area Manager West
 - 6.2.9 hold responsibility for the organisation of First Aid Awareness Courses
- 6.3 The Secretary shall:
- 6.3.1 be responsible for all Union administration matters.
 - 6.3.2 with the permission of SJA London LINKS Area Manager West, hold responsibility for all business which falls under the remit of the SJA positions of the Secretary of Imperial LINKS and the Public Relations Officer of Imperial LINKS
 - 6.3.3 arrange room bookings and presentation facilities for weekly meetings and events
 - 6.3.4 monitor members' attendance at weekly meetings
 - 6.3.5 maintain the Society Website, Mailing List and Social Media
 - 6.3.6 hold responsibility for the recording and publishing of committee meeting minutes.
- 6.4 The Junior Treasurer shall:
- 6.4.1 hold responsibility for all financial business of the Society, and carry out the day to day financial duties of the Society.
 - 6.4.2 sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
 - 6.4.3 with the permission of SJA London LINKS Area Manager West, hold responsibility for all business which falls under the remit of the SJA positions of the Treasurer of Imperial LINKS and the Fundraising Officer of Imperial LINKS
 - 6.4.4 approve valid SJA Expenses Claims from Imperial LINKS members
 - 6.4.5 approve valid Union Expenses Claims from members of the Society
 - 6.4.6 record and monitor the finances of the Society
 - 6.4.7 compile and submit the annual budget report for the Society to Imperial College Union
- 6.5 The Training Officer shall:
- 6.5.1 hold responsibility for Training activities and business within the Society.
 - 6.5.2 with the permission of SJA London LINKS Area Manager West, take responsibility for all business which falls under the remit of the SJA positions of the Training Officer of Imperial LINKS and the ITP Coordinator of Imperial LINKS
 - 6.5.3 assist the President with planning weekly Unit Meetings to maintain members' competency and fulfill ITP requirements
 - 6.5.4 approve requests from members for suitable SJA training courses.
 - 6.5.5 ensure all members of the Society are up to date with their SJA qualifications and arrange revalidations for all members of the society who require them.
 - 6.5.6 promote the attendance of members of the Society on suitable SJA training courses.
- 6.6 The Operations (Events) Officer shall:
- 6.6.1 assist members in signing up to appropriate SJA duties on DIPS
 - 6.6.2 promote members' attendance on SJA duties
 - 6.6.3 liaise with the SJA Events team with regards to duties at Imperial College

- 6.6.4 with the permission of SJA London LINKS Area Manager West,, take responsibility for all business which falls under the remit of the SJA position of the Events Officer of Imperial LINKS
 - 6.6.5 keep members informed of upcoming duties and relevant operational information
 - 6.6.6 log members' hours on SJA DIPS and manage Duty Report Forms
- 6.7 The Member Support (HR) Officer shall:
- 6.7.1 take responsibility for SJA HR queries, including coordinating the applications of members of the Society to SJA and transfers in and out of Imperial LINKS.
 - 6.7.2 with the permission of SJA London LINKS Area Manager West, take responsibility for all business which falls under the remit of the SJA position of the HR Officer of Imperial LINKS
 - 6.7.3 ensure relevant members of the Society have valid SJA ID Cards and arrange ID card creation or renewals for all members of the society who require them
 - 6.7.4 maintain and update the membership records of the Society and of Imperial LINKS
 - 6.7.5 submit SJF1 (annual return) for Imperial LINKS in each academic year
 - 6.7.6 assist with updating SJA HRVS records
 - 6.7.7 take responsibility for the welfare of members of the Society and, where appropriate, refer members on for additional support from the President, Vice President and/or other suitable persons and services.
- 6.8 The Logistics Officer shall:
- 6.8.1 hold responsibility for all equipment belonging to the Society.
 - 6.8.2 with the permission of SJA London LINKS Area Manager West, take responsibility for all business which falls under the remit of the SJA position of the Logistics Officer of Imperial LINKS
 - 6.8.3 provide training equipment for Weekly Meetings
 - 6.8.4 approve loan of equipment to members for SJA duties, training and other reasons deemed appropriate by the committee
 - 6.8.5 maintain an Inventory List of equipment and resources owned by the Society and Imperial LINKS
 - 6.8.6 coordinate the purchase of new unit equipment
- 6.9 The Social Secretary shall
- 6.9.1 be responsible for the organisation of social events.
 - 6.9.2 with the permission of SJA London LINKS Area Manager West, take responsibility for all business which falls under the remit of the SJA position of the Socials Secretary of Imperial LINKS
 - 6.9.3 promote links between Imperial LINKS and other London SJA units.

7. Committee meetings

- 7.1 Committee meetings shall be called by the President of the Society and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to each committee member.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the Society 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. Weekly Meetings

- 8.1 Weekly meetings shall be held during term time, unless cancelled by the committee.
- 8.2 Members of the Society may attend Weekly Meetings.
- 8.3 Members of Imperial LINKS may attend Weekly Meetings.
- 8.4 Individuals who are neither members of the Society nor of Imperial LINKS may also attend Weekly Meetings at the discretion of the Committee.

9. Ordinary General Meetings

- 9.1 An Ordinary General Meeting (OGM) may be called by the President, quorum of the committee or by one third of the full members of the Society; this must be submitted to the President in writing. The OGM must be held within fifteen College days of receipt of the proposal.
 - 9.1.1 Where the proposed OGM constitutes a motion of no confidence in a member of the Committee, the meeting may only be called by two-thirds majority of the committee or one third of the full members of the Society.
 - 9.1.2 Committee members subject to a motion of no confidence may opt to retain their position and voting rights until the motion is resolved at an OGM. The President may choose to temporarily revoke any other powers or responsibilities the Committee member in question holds as part of their position in the interim period.
 - 9.1.3 Committee members subject to a motion of no confidence shall retain all rights and responsibilities normally afforded to a full member of the Society. This includes the right to stand for any position at the election, provided they meet the election requirements outlined in Section 12 below.
- 9.2 OGMs shall discuss a specific item of business only. The powers of an OGM include (but are not limited to):
 - a. Reviewing Society policy
 - b. Holding the Committee to account

- c. Reviewing and amending the Constitution of the Society
 - d. Holding elections for any vacancies in Committee positions.
 - e. Enacting a Motion of No Confidence in any committee member(s) (to be treated as an election for the relevant committee position(s))
 - f. Exercising any other power granted to it by regulations or the RCC.
- 9.3 OGMs may only be held during undergraduate term time. An OGM may not be proposed between the end of Summer Term and the beginning of the subsequent Autumn Term.
- 9.4 No fewer than five College days' notice of an OGM must be given to the Society membership.
- 9.5 In order to vote on a motion at an OGM, an individual must be a full member of the Society at the point where said OGM is first advertised to the Society.
- 9.6 For the purposes of assessing quoracy of an OGM, the voting membership of the meeting shall be those full members of the club which are either present at the meeting or have registered a proxy/email vote in advance, subject to the above clause 9.5.
- 9.7 An OGM shall be quorate if nine full members of the club are present at the meeting. If there are fewer than nine full members of the Society at the time of the meeting, quorum shall be all full members of the Society.
- 9.8 Decisions on motions shall be reached by a simple majority of the full members present at the OGM.

10. Annual General Meeting (AGM)

- 10.1 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:
- a. The presentation of the report of activities, including financial activities, for the past year.
 - b. The election of the committee for the next session.
 - c. Any other business
- 10.2 An agenda giving notice of the AGM must be circulated to all Society members at least ten College days in advance.
- 10.3 In order to vote on or propose a motion at an AGM, an individual must be a full member of the Society at the point where said AGM is first advertised to the Society.
- 10.4 For the purposes of assessing quoracy of an AGM, the voting membership of the meeting shall be those full members of the club which are either present at the meeting or have registered a proxy/email vote in advance, subject to the above clause 10.3.
- 10.5 An AGM shall be quorate if nine full members of the club are present at the meeting. If there are fewer than nine full members of the Society at the time of the meeting, quorum shall be all full members of the Society.
- 10.6 Decisions on motions proposed at the AGM shall be reached by a simple majority of the full members present.

11. Elections

- 11.1 The election of the committee shall be held in accordance with the Election Regulations for Imperial College Union.
- 11.2 Elections for committee positions must be held at an OGM or AGM (referred to hereafter as "the Meeting").
- 11.3 Nominations for committee positions must be posted at least ten days in advance of the Meeting and closed before the Meeting.
- 11.4 Each nomination shall require one proposer and two seconders who shall be full members of the Society.
- 11.5 In order to be nominated for a position, an individual must be a full or associate member of the Society
- 11.6 In order to vote at an election, an individual must be a full member of the Society at the point where nominations for said election open.
- 11.7 In the event of there being no valid nominations for a position by the point at which the election is held, nominations may be accepted from the floor at the Meeting. Each nomination shall require one proposer and two seconders who shall be full members of the society.
- 11.8 In the event that a vacancy is not filled at an election, nominations for such positions should be re-opened and elections re-held at an OGM or AGM within twenty college days of the previous election for said position.

12. Finance

- 12.1 The Society may receive grants from Imperial College Union and shall administer these and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 12.2 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.
- 12.3 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.

13. Health & Safety

- 13.1 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.
- 13.2 The Society will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

14. Additional Activities

- 14.1 The constitution, regulations, management and conduct of the Society shall also abide by all SJA Policies referring to Units, and shall be bound by the SJA Constitution and Regulations.
- 14.2 Membership of the Society valid for the current academic year is compulsory for the Society's support in any work involving SJA. This includes but is not limited to, attendance of SJA Training Courses, joining the SJA Mailing List, signing up for SJA Duties, renewal of an SJA ID Card.

15. Dissolution

- 15.1 Should the Society be dissolve all remaining assets, minus the value of any outstanding debt, will be offered as a donation to St John Ambulance with the consent of the Clubs and Society Board.

16. Constitution

- 16.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at an OGM or AGM. The Management Group shall approve any such alterations.
- 16.2 This Constitution shall be binding on the Society officers and members, and all other constitutions are hereby revoked.

This Constitution has been approved in accordance with 17.1 above, and accepted as the Constitution for RCC First Aid Society on XX/YY/2015 by XXXXX, Club Chair and XXXX, RCC Chair.