

Constitution for ICU Caving

1. Name

- 1.1 The club shall be a member of the Recreation Committee.
- 1.2 The name of the Club shall be Caving, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 The club shall strive to fulfill these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 Arrange regular caving trips to the various caving regions of the British Isles and abroad.
- 2.3 Encourage and help organise tours at Christmas, Easter and Summer.
- 2.4 Attract new members to the club and introduce them to the techniques of caving.
- 2.5 The club shall only go caving after midday lest the the wrath of the caving gods be incurred.

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 Tackle Master
- 5.3 Junior Treasurer
- 5.4 Secretary
- 5.5 Social Secretary
- 5.6 Health and Safety Officer
- 5.7 Medical Officer
- 5.8 Expedition Secretary

6. Management and Job Descriptions

- 6.1 The Chair 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 Chair 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 responsible for arranging drivers to come on trips and ensuring that people capable of driving union buses take the tests so they can do so.

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- 6.5 The Chair/President/Captain shall be responsible for deciding what new equipment needs to be purchased each year.
- 6.6 The Chair/President/Captain shall be responsible for representing the club to our management group and the Union in general.
- 6.7 The Junior Treasurer shall be responsible for day to day finances.
- 6.8 The Junior Treasurer shall ensure that people pay for trips and any other services or goods they purchase from the club.
- 6.9 The Junior Treasurer shall be responsible for budgeting each year.
- 6.10 The Secretary shall acquire hut bookings and cave permits as requested by the president.
- 6.11 The Secretary shall be responsible for organising Harlington and other grant applications for the club.
- 6.12 The Secretary shall represent us to the Council of Higher Education Caving Clubs, the British Caving Association and any other caving organisations outside the Union.
- 6.13 The Secretary shall be responsible for the upkeep of the club website.
- 6.14 The Tackle Master shall ensure equipment is stored and maintained correctly.
- 6.15 The Tackle Master shall ensure equipment is safe to use.
- 6.16 The Tackle Master shall perform yearly inventory of caving stores.
- 6.17 The Medical Officer shall be responsible for purchasing new medicines and first aid equipment.
- 6.18 The Medical Officer shall maintain and renew first aid kits throughout the year.
- 6.19 The Health and Safety Officer shall ensure that new members are sufficiently proficient at caving to practise the sport safely.
- 6.20 The Health and Safety Officer shall ensure that reckless and dangerous behaviour is brought to the attention of the president.
- 6.21 The Expedition Secretary shall oversee the logistics of tours and expeditions organised throughout the year.
- 6.22 The Expedition Secretary shall be responsible for leading a trip adapted to the needs, abilities and as far as possible wishes of the members. Such a project must abide by the equal opportunities principle.
- 6.23 The Expedition Secretary shall be responsible for the finances, administrative work, publicity and feasibility of his/her particular project.
- 6.24 The Social Secretary shall advertise all the club activities, be they core or peripheral and as far as possible promote the club through publicity.
- 6.25 The Social Secretary shall ensure that equal opportunities are offered to all members of the club and report any issues to the president.

7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair 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 Chair, quorum of the committee or by ten full members of the club; 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 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.
- 8.6 Decision shall be reached by a simple majority of the full members present.

9. Annual General Meeting

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- 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 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 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

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.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Caving on 13/07/2015 by Tanguy Racine and Ben Howitt