

# Constitution for ICU First Aid Society

## 1. Name

- 1.1 The club shall be a member of the Knowledge Committee.
- 1.2 The name of the Club shall be First Aid Society, hereafter referred to as 'the club'.

## 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 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 President
- 5.2 Junior Treasurer
- 5.3 Secretary
- 5.4 Social Secretary
- 5.5 Unit Human Resources Lead
- 5.6 Unit Training Lead
- 5.7 Unit Fundraising Lead
- 5.8 Vice Chair
- 5.9 Unit Events Lead
- 5.10 Unit Logistics Lead

## 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.

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- 6.4 The President shall hold overall responsibility for all members of the Society and all matters Concerning Imperial College Union;  
Be primarily responsible for coordinating recruitment, and the development of all members of the Society who have not passed an SJA Induction Course;  
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;  
Support the Member Support Officer in coordinating members' applications to SJA;  
Hold responsibility for the organisation of Freshers' Fair;  
Approve suitable members' applications for SJA Induction Courses;  
Support the Vice President in any business which requires input from Imperial College Union;  
Hold responsibility for the organisation of Weekly Meetings..
- 6.5 The Junior Treasurer shall 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;  
Approve valid SJA Expenses Claims from Imperial LINKS members;  
Approve valid Union Expenses Claims from members of the Society;  
Record and monitor the finances of the Society  
Compile and submit the annual budget report for the Society to Imperial College Union..
- 6.6 The Secretary shall be responsible for all Union administration matters;  
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  
Arrange room bookings and presentation facilities for weekly meetings and events;  
Monitor members' attendance at weekly meetings;  
Maintain the Society Website, Mailing List and Social Media;  
Hold responsibility for the recording and publishing of committee meeting minutes..
- 6.7 The Social Secretary shall be responsible for the organisation of social events;  
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;  
Promote links between Imperial LINKS and other London SJA units..
- 6.8 The Unit Training Lead shall hold responsibility for Training activities and business within the Society;  
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;  
Assist the President with planning weekly Unit Meetings to maintain members' competency and fulfil ITP requirements;  
Approve requests from members for suitable SJA training courses;  
Ensure all members of the Society are up to date with their SJA qualifications and arrange revalidation for all members of the society who require them;  
Promote the attendance of members of the Society on suitable SJA training courses.
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- 6.9 The Unit Human Resources Lead shall 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;  
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;  
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;  
Maintain and update the membership records of the Society and of Imperial LINKS;  
Submit SJF1 (annual return) for Imperial LINKS in each academic year;  
Assist with updating SJA HRVS records;  
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..
- 6.10 The Unit Fundraising Lead shall take responsibility for the organisation of fundraising for the society;  
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 Fundraising Office of Imperial LINKS;  
Organise and promote fundraising events and schemes with the aid of SJA and the Imperial College Union;  
Promote the image of the society and SJA through fundraising events.
- 6.11 The Vice Chair shall Hold overall responsibility for all members of the Society and all matters concerning SJA;  
Be primarily responsible for coordinating the activities and development of all members of the Society who have passed an SJA Induction Course (are TFA and higher);  
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;  
Support the Member Support Officer in facilitating the transfer of SJA members into and out of Imperial LINKS  
Support the President in any business which requires input from SJA  
Approve requests from suitable members to join the SJA Mailing List  
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;  
Report regularly to the SJA London LINKS Area Manager West..
- 6.12 The Unit Events Lead shall assist members in signing up to appropriate SJA duties on DIPS;  
Promote members' attendance on SJA duties;  
Liaise with the SJA Events team with regards to duties at Imperial College;  
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;  
Keep members informed of upcoming duties and relevant operational information;  
Log members' hours on SJA DIPS and manage Duty Report Forms..
- 6.13 The Unit Logistics Lead shall hold responsibility for all equipment belonging to the Society;  
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;  
Provide training equipment for Weekly Meetings;  
Approve loan of equipment to members for SJA duties, training and other reasons deemed appropriate by the committee;  
Maintain an Inventory List of equipment and resources owned by the Society and Imperial LINKS;  
Coordinate the purchase of new unit equipment..

## 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.

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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

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.

# Constitution for ICU First Aid Society

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for First Aid Society on 21/09/2021 by John Morley and Feyzi Eser