

# Constitution for ICU Skydiving

## 1. Name

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

## 2. Aims & Objectives

- 2.1 To promote inclusivity and diversity within the sport of skydiving by encouraging participation from individuals of all backgrounds and abilities.
- 2.2 To prioritize safety as the utmost concern and to implement and maintain strict safety protocols and procedures at all times.
- 2.3 To provide members with opportunities to progress their skills and knowledge in skydiving through regular training sessions and educational workshops.
- 2.4 To create a supportive community of skydivers within the university that encourages and motivates each other to achieve their goals.
- 2.5 To actively recruit and introduce new individuals to the sport of skydiving by offering affordable and accessible training options and resources.
- 2.6 To decrease the financial barriers to participating in the sport of skydiving by providing affordable training and equipment rental options.
- 2.7 To represent the university at national collegiate competitions and events, and to promote the university skydiving society as a competitive and successful team.
- 2.8 To continuously assess and improve our practices and procedures to ensure the highest standards of safety, inclusivity, and excellence in the sport of skydiving.

## 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 Captain
- 5.2 President
- 5.3 Equipment Officer
- 5.4 Treasurer
- 5.5 Secretary
- 5.6 Social Secretary
- 5.7 Indoor Skydiving Officer
- 5.8 Tandem Trip Officer
- 5.9 International Trip Officer

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## 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 President shall Responsible for ensuring the smooth running of the society's activities, including managing the committee, organizing committee meetings, and handling tasks outside of the jurisdiction of other committee members. Works closely with the Treasurer to maintain financial sustainability. The job requires strong multitasking and managerial skills..
- 6.5 The Captain shall Responsible for assisting the president with managing the society. The role is usually filled by someone who's been in the committee before to advice on administrative tasks and solutions..
- 6.6 The Equipment Officer shall Responsible for maintaining the club's rigs, ensuring they are booked fairly by club members, and coordinating with the society's professional rigger for inspections and reserve repacks every six months. Organizes the transport of the rigs to the rigger and works closely with the International Trip Secretary. Also responsible for designing the club's hoodie..
- 6.7 The Treasurer shall Responsible for managing the society's finances, including approving expenditure, creating budgets for trips, and ensuring financial sustainability. Works closely with the Secretary to administer refunds and financial matters. Works closely with the International Trip Officer to handle and keep track of the trip's finances. Draws up the budget with the President for the next year's committee during the 2nd term..
- 6.8 The Secretary shall Responsible for handling the society's administration, including managing the society's email and social media pages, taking minutes in committee meetings, ensuring good communication within the society, and designing fliers and posters. Works closely with every member of the society to ensure proper event promotion..
- 6.9 The Social Secretary shall Responsible for organizing social events throughout the year, including the Christmas dinner, and coordinating with other aerial clubs. Maintains close relations with the British Collegiate Parachute Association (BCPA) to organize inter-university skydiving competitions and events. Represents the Imperial Skydiving Society during these events and works closely with the Secretary..
- 6.10 The Indoor Skydiving Officer shall Responsible for organizing indoor skydiving trips, communicating with iFly, purchasing tunnel time, and scheduling activities..
- 6.11 The Tandem Trip Officer shall Responsible for organizing the society's tandem skydiving trips, including communicating with the dropzone, booking tandems, handling finances with the Treasurer, organizing transportation, and promoting the event. Must be adept at backup planning due to the weather-dependency of the sport. Works closely with the Secretary to communicate with trip attendees..
- 6.12 The International Trip Officer shall Responsible for organizing the society's international trips, including booking accommodations, arranging transportation and transfers abroad, informing attendees when to book flights, and liaising with the dropzone to book students' AFF courses. Works closely with the entire committee to ensure a successful trip..

## 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

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- 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.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Skydiving on 12/03/2023 by Aleksandra Zyto and Stephanie Yeung