

Constitution for the ICU ICSM Sub-Aqua Club

1. Name

- 1.1 The name of the club shall be the Imperial College Union ICSM Sub-Aqua Club, hereafter referred to as 'the club'.
- 1.2 The club shall be a member of the ICSMSU

2. Aims and Objectives

- 2.1 The club shall hold the following as its aims and objectives. The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 To promote safe SCUBA diving
- 2.3 To provide training for both Novices and those wishing to progress according to BSAC rules and procedures
- 2.4 To arrange open water diving outside of London for members, including both training and fun dives
- 2.5 To provide an opportunity for members to take part in research projects which involve SCUBA diving
- 2.6 To encourage members understanding of dive related Medicine, illness and its treatment, including hyperbaric medicine
- 2.7 To encourage members of the club to develop their skills in safety and rescue and where possible run skill development courses to teach there to the high standards expected of medical practitioners

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 or election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the ICSMSU standing orders, regulations and constitution.
- 3.4 The club committee shall supply a Code of Conduct to the ICU DP(C&S) 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 ICU < ICSM Sub-aqua > club:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.2.1 Life members of ICU
 - 4.1.2.2 Staff of Imperial College
 - 4.1.2.3 Students of other colleges and universities with reciprocal membership of ICU
 - 4.1.2.4 Others with the approval of the ICSM Sub-Aqua Club committee and the approval of the relevant CSC.
- 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 pay an annual subscription to join the club; the membership fee shall be decided by the club committee but shall not be less than that specified in the CSC Standing orders.

5. The Club Committee

- 5.1 The committee shall consist of the following voting members:
 - 5.1.1 Chairman
 - 5.1.2 Treasurer
 - 5.1.3 Secretary

- 5.1.4 Dive Officer
 - 5.1.5 Training Officer
 - 5.1.6 Equipment Officer
 - 5.1.7 Social Secretary
 - 5.1.8 Trips Officer
- 5.2 All committee members must be members of the club.
- 5.3 No committee member shall hold more than one post during each academic year.
- 5.4 Office shall be held from August 1st to July 31st of each academic year.

6. Management and Job Descriptions

- 6.1 The Chairman shall represent the club on the ICSMSU, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected.
- 6.2 The Chairman 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 Secretary shall be responsible for keeping the club records in good order as well as carrying out publicity and club communication duties.
- 6.5 The Dive Officer shall be responsible for the safe running of SCUBA diving training and trips, as well as being the lead instructor. The Dive Officer will also ensure that the club is run following the rules of the BSAC and be responsible for the award of diving qualifications
- 6.6 The management of the club shall be vested in the club committee
- 6.7 Quorum of the committee shall be two thirds of the voting committee.
- 6.8 In the event of a voting tie the Chairman will have the deciding vote

7. General Meetings:

- 7.1 A general meeting may be called by the club Chairman, quorum of the committee or by ten full members of the club; this must be submitted to the Chairman in writing. The general meeting must be held within 10 college days of receipt of the proposal.
- 7.2 General Meetings may only be held during undergraduate term time.
- 7.3 At least five college days notice of a general meeting must be given to the club membership.
- 7.4 Only full members of the club or members of the Committee may vote at General Meetings.
- 7.5 Quorum of the meeting shall be half of the voting club members.
- 7.6 Decision shall be reached by a simple majority of the voting members present.

8. The Annual General Meeting

- 8.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
- 8.1.1 The presentation of the Officers Reports for the past year.
 - 8.1.2 The election of the Committee for the next session.
- 8.2 An agenda giving notice of the AGM must be circulated to all club members at least ten college days in advance.
- 8.3 Nominations for 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 2 seconders who shall be full members of the club.
 - 8.3.2 The quorum of the AGM shall be half of the full membership of the club.
 - 8.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 8.4 In the event that no person is voted in to a post or of resignation from a position, the Chairman 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. Finance

- 9.1 The club shall receive a grant from Imperial College Union and shall administer this in accordance with the Imperial College Union financial procedures.
- 9.2 The club Treasurer will provide the Treasurer of the ICSMSU with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 9.3 Budgets for events shall be taken to the DP(F&S) for inspection and approval.

10. Health and Safety

- 10.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.

11. The Constitution.

- 11.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The ICSMSU shall approve any such alterations.
- 11.2 The Constitution shall be binding on the club officers and members from 24-10-2011
- 11.3 From 24-10-2011 all other ICSM Sub-Aqua Club constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the ICSM Sub-Aqua Club, signed,

ICSM Sub-Aqua Club Chairman

ICSMSU Chairman