

# SGUL LINKS Society Constitution

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### 1.0 Name

1.1 The Society's name shall be SGUL LINKS.

### 2.0 Aims and Objectives

2.1 The aim of the Society shall be to ensure that everyone who needs it should receive first aid from those around them. We believe no one should suffer for the lack of trained first aiders.

2.2 The aim shall be achieved by:

- providing care to those who need it
- putting the needs of others first
- showing commitment to those around us through the depth and range of our skills
- welcoming and valuing those who offer their talents and time for the service of others
- working for, with and in the community
- respecting the trust placed upon us
- encouraging and bringing out the best in each other
- delivering what we promise.

### 3.0 Membership

3.1 Membership of the Society will be open to all members of SGSU in accordance with SGSU Constitution and Policy.

3.2 Members of the Society shall act in accordance with SGSU Constitution and Policy.

#### 4.0 Subscriptions and Finance

- 4.1 A membership fee is required from all Society members. The Society Officials shall determine this fee and are responsible for its collection. The membership fee is currently £10 for lifetime membership.
- 4.2 The Society's financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

#### 5.0 Society Officials

- 5.1 An elected committee will conduct the running of the Society.
- 5.2 The committee shall ensure that the Society abides by this Constitution.
- 5.3 The committee will consist of the following officers who shall be members of SGSU:
  - 5.3.1. Chair
  - 5.3.2. Vice-Chair
  - 5.3.3. Secretary
  - 5.3.4. Treasurer
  - 5.3.5. Training Officer
  - 5.3.6. Operations Officer
  - 5.3.7. Storekeeper
  - 5.3.8. Member Support Officer
  - 5.3.9. IT Officer
  - 5.3.10. Socials Officer
- 5.4 The committee will serve for one academic year.

#### 6.0 Duties of Society Officials

- 6.1 The Society Chair's main duties and responsibilities are:
  - 6.1.1. To Chair the LINKS unit committee
  - 6.1.2. To be accountable for the LINKS unit and its members, in both the internal St John Ambulance and wider public domains
  - 6.1.3. Coordinate committee roles, keeping the bigger unit picture in mind with respect to decisions
  - 6.1.4. To keep the LINKS unit compliant with St John Ambulance policies, procedures and guidelines
  - 6.1.5. To liaise with the unit Secretary to ensure required documentation and administration is correct

- 6.1.6. To liaise with SO (LINKS) and county staff, stating the needs of the unit, fitting in with county resourcing and availability
- 6.1.7. To liaise with SGSU ensuring the unit's Student Union society obligations are upheld, such as budgeting, equipment provision, campus resource usage and committee training
- 6.1.8. To liaise with the Vice Chair, ASO Operations, ASO Logistics and with County finance team (possibly via SO LINKS) with respect to annual budgeting, financial and resource allocations, income and expenditure, insurance and membership subs
- 6.1.9. To liaise with the committee, holding regular team meetings, answering questions, authorising decisions which may have an effect on extra-unit factors such as finance and insurance
- 6.1.10. To plan the unit's activities and aims for the academic year, liaising with county training with respect to members' training, liaising with the training officer with respect to an in-house training schedule
- 6.1.11. To plan and ensure key events throughout the year are carried out, such as Fresher's' Fair, Annual General Meeting and committee handover periods including assisting in the training and inducting the successor to this post
- 6.1.12. To attend, where possible, local, county, regional or national events, to represent the unit's views and opinions and to take back conclusions to the committee and membership
- 6.1.13. To network with the leadership or membership of other units in the local, county, regional or national area

6.2 The Society Vice-Chair's main duties and responsibilities are:

- 6.2.1. To assist the Chair, when needed, with respect to various tasks and responsibilities
- 6.2.2. To act as a secondary point of view, working alongside or interjecting different points of view to the chair if the situation arises
- 6.2.3. Where appropriate, accompany or take the Chair's place at meetings or events, taking the unit's viewpoints into consideration and feeding back from the event to the unit
- 6.2.4. To deputise for the Chair on divisional meeting nights if they are unable to attend taking on responsibilities if required
- 6.2.5. To be prepared to liaise with county, SGSU and event organisers as required
- 6.2.6. To liaise with the Chair and operational members of committee regarding year planning, training, budget and resource management

- 6.2.7. To help the chair delegate tasks amongst committee members and yourselves to get the job done
- 6.2.8. To be responsible for finances, operations and logistics, membership emailing, membership administration and paperwork
- 6.2.9. To have a basic knowledge of the roles of other committee members and be able to assist and step into role as appropriate
- 6.2.10. To assist in training and inducting the successor to this post.

6.3 The Society Secretary's main duties and responsibilities are:

- 6.3.1. Keep a record of all activities of the unit
- 6.3.2. Maintain each volunteers individual record (SJF4) and submit them at the end of the year
- 6.3.3. Complete the SJF1 at the end of the year
- 6.3.4. Attend and take minutes at each committee meeting
- 6.3.5. Liaise with SGSU regarding their policies and procedures – ensure this information is fed back to the rest of the committee
- 6.3.6. To arrange for new volunteers to fill out joining, health declaration, CRB, required LINKS SJF forms and attend interviews as necessary
- 6.3.7. Arrange for St John ID Cards to be issued to new volunteers
- 6.3.8. Inform the committee when new volunteers have completed the joining process
- 6.3.9. To attend unit and county meetings and training events as required
- 6.3.10. To have a basic knowledge of the role of other committee members and be able to assist and step into a role as appropriate
- 6.3.11. To assist in training and inducting the successor to this post
- 6.3.12. To perform a full handover of matters relating to this post at the end of the term of office or whenever the post holder stands down if this is sooner.

6.4 The Society Treasurer's main duties and responsibilities are:

- 6.4.1. To be responsible for all matters regarding the unit's finances
- 6.4.2. Produce a budget plan for the unit annually

- 6.4.3. Monitor all income and expenditure made by the unit
- 6.4.4. Have knowledge of both SJA and SGSU banking procedures
- 6.4.5. Be a signatory to approve all expenditure by the unit
- 6.4.6. To attend unit and county meetings and training events as required
- 6.4.7. To have a basic knowledge of the role of other committee members and be able to assist and step into a role as appropriate
- 6.4.8. To assist in training and inducting the successor to this post
- 6.4.9. To perform a full handover of matters relating to this post at the end of the term of office or whenever the post holder stands down if this is sooner.

6.5 The Society Training Officer's main duties and responsibilities are:

- 6.5.1. To organise First Aid Awareness courses for students expressing an interest in learning first aid
- 6.5.2. To develop a meeting plan for the year in conjunction with the chair, vice-chair, socials officer and the rest of the committee
- 6.5.3. To advertise all training opportunities to the unit
- 6.5.4. To authorise member training applications for appropriate courses
- 6.5.5. To organise courses in the unit where appropriate, and ensure that the course administration is completed adequately and that things run smoothly
- 6.5.6. To update the secretary and/or member support officer with details of members passing courses
- 6.5.7. To act as the liaison between the ASO LINKS (Training) and unit members
- 6.5.8. To distribute course certificates to members
- 6.5.9. To keep up-to-date with training course requirements

6.6 The Society Operations Officer's main duties and responsibilities are:

- 6.6.1. To be a focal point for operational matters within the unit
- 6.6.2. To be aware of and adhere to the St John Ambulance regulations relating to operational matters
- 6.6.3. To liaise as appropriate with the ASO LINKS (Operations)

- 6.6.4. To coordinate with the training officer and storekeeper to ensure adequately qualified and equipped members are attending duties
  - 6.6.5. To advertise at the weekly meetings and by e-mail all upcoming duties for which members can volunteer
  - 6.6.6. To follow the correct procedures for booking members onto duties via the website, DIPS and London District LINKS Operations Team (LD-LOT)
  - 6.6.7. To receive duty reports from members, and from these keep the unit members database up-to-date
  - 6.6.8. If possible, to attend duties to keep in touch with operational matters
  - 6.6.9. To organise any first aid or ambulance cover requested to the unit, for example for SGSU
  - 6.6.10. To read and understand Commissioner's Policy Directives, Standard Operating Procedures, Headquarters' Circulars and any other relevant information, and to encourage members to do the same
  - 6.6.11. To pass on any complaint about operational matters as soon as practicable to the ASO LINKS (Operations) or (Member Support), as appropriate
  - 6.6.12. To present a summary of your role at the AGM
- 6.7 The Society Store Keeper's main duties and responsibilities are:
- 6.7.1. To keep accurate and up-to-date inventories
  - 6.7.2. To ensure all equipment is in safe working order
  - 6.7.3. To order replacement equipment in liaison with the committee
  - 6.7.4. To liaise with the treasurer over equipment purchases
  - 6.7.5. To instigate and maintain an accurate system of lending equipment and uniform to members
  - 6.7.6. To present a summary of your role at the AGM
- 6.8 The Society Member Support Officer's main duties and responsibilities are:
- 6.8.1. To be responsible to the chair for administration and personnel matters
  - 6.8.2. To liaise with the ASO LINKS (Member Support) on all administration and personnel matters

- 6.8.3. To be the main point of contact between the LINKS Team and the members, and maintain a close working relationship with the members
- 6.8.4. To assist with the distribution of certificates, ID cards or any other documents to the members
- 6.8.5. To keep the register of members attending the weekly meetings provided by the LINKS Team
- 6.8.6. To keep minutes of the SGUL LINKS committee meetings
- 6.8.7. To help the ASO LINKS (Member Support) in organising members to renew their CRBs and sign annual Declarations
- 6.8.8. To present a summary of your role at the AGM
- 6.8.9. To complete the SJF1 Annual Return and return it on time to the ASO LINKS (Member Support)
- 6.8.10. To maintain confidentiality on all personnel matters
- 6.8.11. To monitor, where possible, the welfare of the SGUL LINKS members, to attempt to resolve any problems, if appropriate, and refer any incidents, problems, or suspected problems to the ASO LINKS (Member Support), SO LINKS, or the London District Assistant Commissioner Member Support, whoever is most appropriate

6.9 The Society IT Officer's main duties and responsibilities are:

- 6.9.1. To maintain an accurate and appropriate unit website, in line with the St John Ambulance website regulations
- 6.9.2. To keep the mailing lists updated, particularly as new members join and pass induction courses, and as members leave
- 6.9.3. To assist members and the committee with any IT problems which arise in running the unit, and where necessary pass these on the ASO LINKS (IT)
- 6.9.4. To liaise with the ASO LINKS (IT) over London District IT policy
- 6.9.5. To present a summary of your role at the AGM

6.10 The Society Socials Officer's main duties and responsibilities are:

- 6.10.1 To provide a wide range of social activities that are inclusive for all members
- 6.10.2 To promote the social activities

- 6.10.3 To ensure that the appropriate paperwork for example risk assessments have been completed prior to the social taking place
- 6.10.4 To ensure that LINKS Socials are in keeping with the ethos of St John Ambulance, if not, they should be classed as University Society socials.
- 6.10.5 To organise SGUL specific traditions for example Christmas balls
- 6.10.6 Liaise with SGSU to have an awareness of offers available to the society and to have an understanding of larger University events that may be appropriate
- 6.10.7 To listen to the opinion of the members and take on board new ideas
- 6.10.8 To attend all committee meetings
- 6.10.9 To have a basic knowledge of the role of other committee members and be able to assist and step into a role as appropriate
- 6.10.10 To assist in training and inducting the successor to this post
- 6.10.11 To attend unit and county meetings and training events as required
- 6.10.12 To perform a full handover of matters relating to this post at the end of the term of office or whenever the post holder stands down if this is sooner.

## **7.0 Meetings**

- 7.1 The Society Committee shall meet regularly during term time.
- 7.2 Regular Committee meetings are required to discuss all Society matters. Minutes shall be made available to SGSU for ratification.

## **8.0 Voting**

- 8.1 This will take place for the election of Officials and any other issue that the Society deems of importance.
- 8.2 Only Society members will be entitled to vote.
- 8.3 The results of any election shall be passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.

## **9.0 Changes to the Society Constitution**

- 9.1 Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Society.



9.2 Any changes shall be deemed provisional until passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.

**10.0 Clubs/Societies Complaints Procedure**

10.1 Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.

**11.0 SGSU Commitments**

11.1 The Society shall adhere to SGSU Constitution and Policy

**12.0 Discipline**

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.

**13.0 Declaration**

**I declare that the SGUL LINKS Society shall abide by this  
Constitution, drawn up on this first day of the fifth month, 2012**

\_\_\_\_\_  
Sign, Print and Date **Society Chair**

**I declare that this Constitution has been ratified by SGSU and the  
SGUL LINKS Society is hereby recognized by SGSU**

\_\_\_\_\_  
Sign, Print and Date **SGSU Sports/Societies Officer**

\_\_\_\_\_  
Sign, Print and Date **SGSU General Secretary**

Updated by Ranvir Cheema, Secretary, May 2012