

1 Name, Aim and Objectives

1.1 The name of the Club shall be University of Nottingham Skydiving, hereafter referred to as the Club.

1.2 The aims and objectives of the Club shall be:-

1.2.1 To employ the facilities and instructors of BPA (British Parachute Association)–approved centres to provide a structured training programme to enable members to progress through the BPA licensing system.

1.2.2 To encourage competition with other university skydiving clubs throughout the UK via the BCPA (British Collegiate Parachute Association)

1.2.2 To support members of all levels to progress to the next stage of learning and competition in the sport

1.2.4 To provide a social and friendly club for the recreational enjoyment of its members, in both a sporting and a social entertainment capacity.

2 Membership

2.1 All members shall be required to pay a group membership fee of £25.

2.2 Any member may be suspended or expelled from any or all of the privileges of the Club, including membership of it, for any period by a decision of the Club Committee.

2.3 Full Membership may be granted to current students at the University of Nottingham who are members of the University of Nottingham Students' Union, and may be granted to other students, subject to the approval of Students' Sports Council.

2.4 Associate Membership may be granted to other students, subject to the approval of the Club's committee.

2.5 Honorary Life Membership may be granted to a person that the Club wishes to honour for services to the Club. Prior to being honoured with this type of membership the individual must have paid either an associate membership annual fee or an associate membership for life fee.

2.6 Full Membership Privileges

2.6.1 To attend all meetings.

2.6.2 To vote on all questions of policy within the Club.

2.6.3 To propose or second candidates for election to the Club committee.

2.6.4 To vote for such officers as are nominated for election.

2.6.5 To hold office on and stand for election to the Club committee.

2.7 Associated and Honorary Life Membership Privileges

2.7.1 To attend all meetings.

2.8 Expulsion and Suspension

2.8.1 The committee of the Club can expel or suspend any member of the group so long as there is good reason.

2.8.2 The Club committee shall notify the Students' Sports Council of any expulsions or suspensions.

2.8.3 Expelled or Suspended members may submit a written appeal to the Students' Sports Council.

2.8.4 The Club committee shall be notified of the appeal and may submit a written explanation of their decision within ten working days.

2.8.5 If no explanation is received within ten working days of notification, the appeal shall proceed.

2.8.6 A simple majority vote by the Students' Sport Council shall decide the appeal and, in the event of a tie, the Chair shall have the casting vote.

3 Committee

- 3.1 The committee shall consist of three Core Officers, and any Additional Officers required.
- 3.2 The Core Officers shall be President, General Secretary and Treasurer.
- 3.3 The Additional Officers shall be Vice President and Social Secretary.
- 3.3 Officers must be full members of the Club who are also full members of the Students' Union.

3.4 Committee Duties

- 3.4.1 Shall attend Committee Meetings.
- 3.4.2 Shall ensure the Club's Union webpage, and if applicable, own Website, Facebook accounts, Twitter accounts are maintained and updated regularly.
- 3.4.3 Shall ensure the good running and proper financial management of the Club.
- 3.4.4 Shall inform any suspended or expelled member of their rights of appeal through the Students' Union's structures.
- 3.4.5 Shall meet with their respective Club Development Co-ordinator at least once per term.

3.5 Committee Powers

- 3.5.1 Shall manage the Club on behalf of its members and in accordance with its stated aims and objectives.
- 3.5.2 Shall suspend or expel any member from any or all privileges of the Club, including membership of it, for any period, subject to appeal.

3.6 Elections

- 3.6.1 Elections shall take place at the AGM or an EGM.
- 3.6.2 Candidates for positions on the Club committee shall be proposed and seconded by full members of the Club.
- 3.6.3 Candidates may neither propose nor second themselves.
- 3.6.4 Members may only propose or second one candidate for each committee position.
- 3.6.5 Notification of opening of nominations shall be at least ten working days before the date of the AGM or EGM.
- 3.6.6 Nominations shall open at least five working days before the date of the AGM or EGM.
- 3.6.7 Newly elected Club Committee members must assume their responsibilities within the designated period set out by University of Nottingham Sport each year.

3.7 Core Officer Duties

- 3.7.1. Shall attend the Annual General Meeting.
- 3.7.2. Shall be a signatory of the Club's bank accounts with the Union's Finance Department.
- 3.7.3. Shall attend the relevant University of Nottingham Sport meetings.
- 3.7.4. Shall attend committee training.
- 3.7.5. Failure to fulfil these duties may result in a motion of no-confidence and removal of office by an EGM or the Students' Sport Council.
- 3.7.6 Shall ensure the Club's mailbox is checked regularly.

3.8 President's Duties

- 3.8.1 Shall organise and oversee the running of the Club.
- 3.8.2 Shall chair Committee Meetings.
- 3.8.3 Shall produce an annual report by Easter each year.
- 3.8.4 Shall provide an entry for inclusion on the Club's webpage.
- 3.8.5 Shall ensure constant communication is kept between University of Nottingham Sport staff and the Club
- 3.8.6 Shall submit a detailed report for the year on the Club's running to the Club's Annual General Meeting.

Additional responsibilities designated by club:

- 3.8.7 Shall attend training weekends to encourage student integration and increased retention in the club.
- 3.8.8 Shall arrange ticket orders and ensure an accurate log of stock is kept.

3.9 General Secretary's Duties

- 3.9.1 Shall maintain and regulate online membership records containing at least the name, Student Card number and contact information, of all the Club's members.
- 3.9.2 Shall produce the agenda, minutes and documents for all meetings.

3.9.3 Shall maintain a written record of all meetings that are submitted each month to be published on their Webpage.

3.9.4 Shall maintain an up-to-date copy of the Club constitution, which is to be reviewed and approved at every AGM.

Additional responsibilities designated by club:

3.9.5 Shall maintain club kit, ensuring all reserve parachutes are in date, that riggers are contacted for any repairs required, and that they receive payment for work done.

3.9.6 Shall take charge of organising and ordering club stash.

3.9.7 Shall be responsible for the club's email addresses, replying to or forwarding emails as appropriate.

3.9.8 Shall maintain the club's google drive folders, where all information and details are kept.

3.10 Treasurer's Duties

3.10.1 Shall be responsible for the finances of the Club.

3.10.2 Shall maintain up-to-date accounts with the Union's Finance Department only.

3.10.3 Shall submit grant applications on behalf of the Club to the Sports Officer.

3.10.4 Shall produce a termly report and yearly budget.

3.10.5 Shall submit a detailed statement of accounts for the year to the Club's Annual General Meeting.

Additional responsibilities designated by club:

3.10.6 Shall be responsible for reimbursements to club members.

3.10.7 Shall be responsible for ensuring invoices are paid.

3.10.8 Shall oversee transport accounts.

3.12 Vice President Duties

3.12.1 Shall oversee the organisation of training courses for RAPS and AFF students, including emails and other correspondence to these students.

3.12.2 Shall take charge of organising fresher's fair.

3.12.3 Shall oversee and maintain the Club's website and SU webpage.

3.12.4 Shall act as BCPA secretary, liaising with the BCPA and working to promote the club through the BCPA leagues.

3.11 Social Secretary Duties

3.11.1 Shall organise socials and events for the Club.

3.11.2 Shall publicise all Club socials and events.

3.11.3 Shall be responsible for updating social media outlets, including Facebook and Twitter.

3.12 Transport Secretary Duties

3.12.1 Shall be responsible for moderating the Transportation page.

3.12.2 Shall organize transport to the dropzone and other events where appropriate.

3.12.3 Shall liaise with the Treasurer to ensure accurate transport records are kept.

4 Meetings

4.1 The Students' Sports Council may, at its discretion, send an observer to any meetings.

4.2 If any member moves a motion of no confidence in the Chair, a vote shall be taken immediately.

4.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by the meeting.

4.4 Voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority.

4.5 No member shall have more than one vote.

4.6 Committee Meetings

4.6.1 The time, date and location of Committee Meetings must be posted on the Club's Union webpage or a member accessible web source, at least two working days in advance.

4.6.2 Committee Meetings shall be open to all members of the Club.

- 4.6.3 The agenda for Committee Meetings shall be made available at the start of the meeting.
- 4.6.4 The quorum for all Committee Meetings shall be two thirds of all officers, or three officers, whichever is greater.
- 4.6.5 The minutes of any decisions made at the meetings must be displayed on the Union's webpage or a member accessible web source, once ratified as a true and accurate record of the meeting.

4.7 Annual General Meeting

- 4.7.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.
- 4.7.2 Notice of the AGM must be posted on the Club's Union webpage or a member accessible web source, at least ten working days in advance.
- 4.7.3 The agenda for the AGM must be posted on the Club's Union webpage or a member accessible web source at least five working days in advance.
- 4.7.4 The order of business shall be:-
- i. President's report
 - ii. Financial report
 - iii. Captain's Reports
 - iii. Constitutional Amendments
 - iv. Elections
 - v. Any Other Business

- 4.7.5 The quorum for the AGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.7.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
- 4.7.7 If a reconvened AGM is declared inquorate, the Club shall report this to the Sports Officer.
- 4.7.8 The Club must submit the full agenda and minutes of their AGM to the Students' Sport Council, if requested by the Students' Sport Council.
- 4.7.9 Ratified minutes shall also be provided at a later date if there are any amendments.

4.8 Extraordinary General Meetings

- 4.8.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the full members or 20 full members, whichever is the lesser.
- 4.8.2 Notice of the EGM, together with their agenda, shall be posted on the Club's Union webpage or a member accessible web source within two working days of the meeting being called.
- 4.8.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
- 4.8.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 4.8.5 If an EGM is declared inquorate it may not proceed.
- 4.8.6 The Club must submit the full agenda and minutes of their EGM to the Students' Sport Council, if requested by the Students' Sport Council.
- 4.8.7 Ratified minutes shall also be provided at a later date if there are any amendments.

5 Miscellaneous Provisions

5.1 Constitution

- 5.1.1 The interpretation of this constitution is the responsibility of the Club committee.
- 5.1.2 In case of dispute over a particular interpretation of this constitution, the Students' Sports Council shall be the final arbiter.
- 5.1.3 The assets or liabilities of the Club shall remain with the Club regardless of any changes to committee, group structure or constitution.
- 5.1.4 The Club shall be a constituent part of the Students' Union and thus subject to the rulings of Union Council.
- 5.1.5 In the event of dissolution or abolition of the Club its assets will revert to the Union.

5.2 Constitutional Amendments

- 5.2.1 Constitutional amendments may be approved either by an Annual General Meeting or Extraordinary General Meeting of the Club.
- 5.2.2 Constitutional amendments contravening or significantly altering the Club Sample

Constitution must be submitted to the Students' Sports Council for approval.

5.2.3 If constitutional amendments contravening or significantly altering the Club Sample Constitution are not submitted to the Students' Sports Council, such amendments shall be invalid.

5.2.4 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any Other Business'.

5.2.5 Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.

5.3 Administration and Finance

5.3.1 The Club finances and accounts shall be under the ultimate control of Union Council.

5.3.2 The Club must produce within 24 hours, a detailed statement of accounts to the Students' Sports Council if requested by the Students' Sports Council.

5.3.3 The Core Officers shall accept full administrative and financial responsibility for the Club.

5.3.4 Committee members may not receive financial payment or profit as a result of their position on the committee.

5.3.5 Committee members may be reimbursed for any expenditure on behalf of the Club only after submitting a receipt to the Treasurer.

5.4 Finance Department

5.4.1 The Club shall have bank account(s) with the Union Finance Department only.

5.4.2 The Treasurer's signature shall be required to make payments from the Club account, unless in the case of the Treasurer receiving monies from the account when the signature should be the President.

5.4.3 The Club shall keep full, up-to-date accounts of its finances through the Students' Union Finance Department.

5.4.4 Funds within the Students' Union Grant Account allocated to the Club may not be spent on perishable goods such as food, drink or tobacco.

5.4.5 The Club Grant Account shall be zeroed at the end of each academic year and the Club Private account shall not.