



## **First Aid Society + Birmingham University (St John Ambulance) Unit Joint Constitution**

### **Outline of changes made by Jack Lockwood (Chair): 05/03/2025**

This document will supersede all previous documents pertaining to the constitution of the student group, First Aid Society, which contains within it, a society, 'First Aid Society', and St John Ambulance unit, 'Birmingham University Unit'.

Outline of changes made to the document, to be elected on the **10/03/2025**, and replacing previous documentation dated 21<sup>st</sup> of October 2024 can be found below:

- In Outline and definitions point 3, changed the definition of "the manager" to reflect recent changes within St John Ambulance
- Changed all references of area manager to network manager throughout this document
- Changed terminology in outline of definitions point 4 for clarity
- Changed number of required executive committee in point 4 from 6 to 5 to reflect changes to section 6.1
- In Outline and Definitions table, Changed Fundraising Lead to Outreach lead and moved it to a Group role to reflect changes to the role
- In Outline and Definitions table, Removed Events Service Lead in line with changes within St John Ambulance
- Removed Events Services Lead from section 6.1
- Changed section 6.1. from six executive committee members to five
- Fixed typo in section 6.1 where Treasurer was listed as a Group role instead of a Society role
- Changed six to five section 6.3
- Changed Fundraising Lead to Outreach Lead in section 6.3.b
- Added section 6.7.3.2.1. for the role of Outreach Lead
- Removed Events Service Lead from section 6.10.1.h
- Changed Fundraising lead to Outreach Lead in section 6.10.1.h.ii
- Fixed typo in section 6.10.2.b
- Removed section 6.10.6 outlining the role of Event Services Lead, all subsequent points renumbered
- Changed section 6.10.6 (formerly 6.10.7) from Fundraising Lead to Outreach Lead
- Changed Section 6.10.6 (formerly 6.10.7) from a Unit role to a Group role
- Changed Section 6.10.6.a-e (formerly 6.10.7.a-c) to reflect changes to the committee role from Fundraising Lead to Outreach Lead
- Fixed typo in section 6.13.1.1. from Acceptation to exception
- Updated terminology in section 7.4 to reflect changes within St John Ambulance
- Updated terminology in section 7.4.1 to reflect changes within St John Ambulance
- Updated terminology in section 7.4.2.2 to reflect changes within St John Ambulance
- Updated section 8.2.2.1 regarding the months which an AGM must be called to be in line with current Guild standards
- Updated terminology in section 8.2.2.1 to reflect changes within St John Ambulance
- Added section 9.3.1.1. to reflect Guild policy on committee roles
- Added sections 9.3.1.1.i-iv to reflect Guild policy on Committee roles
- Added section 9.7.1. to prevent General meetings running over the allotted time for them
- Updated section 11.1.1.1. to reflect the updated St John Ambulance conduct policy



First Aid Society  
Birmingham University SJA Unit  
Group Constitution

- The student group is split into two factions: A St John Ambulance unit, who provide opportunities for members of the group to get involved with St John Ambulance. A first aid society, who provide an interface for the group to interact with the local student community.
- It sets out the groups aims and objectives. This is done by faction; therefore the group takes the aims and objectives of both the society a unit as a whole.
- In this document “the manager” is referring to the Network manager for the South West Birmingham Network (the Network the unit falls under). Their role, powers, and responsibilities are outlined in in [Section 7.4.](#)
- The document outlines roles, their relationship within the group and their responsibilities within the group. Committee roles must all be elected, meaning a minimum of 5 roles must be elected in any given year, and further elections may be held beyond that. Further, non-executive committee roles may be appointed by the committee in a way of their choosing, but will not have voting power on the committee and therefore will not be expected to have as much responsibility.

| Group Roles   | Unit Roles                   | Society Roles    |
|---------------|------------------------------|------------------|
| Chair         | Equipment and Logistics Lead | Vice Chair       |
| Training Lead |                              | Secretary        |
| Outreach Lead |                              | Treasurer        |
|               |                              | Social Secretary |

- The document outlines membership to the group, and how membership of the society and unit work within this structure.
- The document outlines complaints procedures, in relation to the operation of the group, as well as escalation methods.
- The document outlines how general meetings should run. Notably the network manager (or suitable representative) is asked to attend, as well as an impartial officer to run the election. It also notes how a veto (held by the network manager) can be utilised and the reasons why.
- The document outlines the voting process, first past the post for two candidates or fewer, or two round voting for three or more candidates.

## 1. STRUCTURE OF THE GROUP

- 1.1. The group shall be referred to as the 'University of Birmingham First Aid Society' as the overall grouping of a St John Ambulance unit, 'Birmingham University Unit' and a society at the University of Birmingham Guild of Students 'First Aid Society'.
  - 1.1.1. For the remainder of this document, the overarching group shall be referred to as 'the group'.
- 1.2. The name of the unit which sits within the group shall be 'Birmingham University Unit' which may be shortened to 'WWM-SV2' (the DIPS code for the unit) where appropriate.
  - 1.2.1. For the remainder of this document, the unit shall be referred to as 'the unit'.
- 1.3. The name of the society which sits within the group shall be 'First Aid Society' which may be shortened to 'the Society' where appropriate.
  - 1.3.1. For the remainder of this document, the society shall be referred to as 'the society'.

## 2. NATURE OF THE GROUP

- 2.1. The group shall act as the binding between the unit and the society. It will act as a society within the Guild of Students, however, is different from the operations of the unit, which are explained in section 4.2.
- 2.2. The unit shall be a constituent unit of the relevant geographical region of the Venerable Order of St John, Priory of England and the Isles (St John Ambulance).
  - 2.2.1. All activities of the unit shall be conducted in accordance with St John Ambulance national and regional regulations and policies.
- 2.3. The society shall act as the face of the group in cases where acting as the unit may not be required.
  - 2.3.1. The society shall act in accordance to the best practice of St John Ambulance wherever possible, but is not bound to it.
  - 2.3.2. The society shall act as a society within the Guild of Students unless specified otherwise in this document, as either the society or group, where the operations of the group take precedence.
  - 2.3.3. The society shall take its authority to act from the experiences of its members who are also members of the unit, and should seek to inform members of the opportunities St John Ambulance provide, where they may be uninformed.

## 3. ASSOCIATIONS

- 3.1. The group may be associated with external organisations in order to fulfil its aims and objectives.
- 3.2. Any additions or modifications to the group's associations must be approved by the executive committee and ratified at a general meeting as set out in [Section 8](#) of this document.
- 3.3. Unless otherwise stated, any associated organisations shall remain independent from the group in all matters relating to finances, membership, governance and policy.
- 3.4. The group is currently associated with the following external organisations:
  - 3.4.1. University of Birmingham Guild of Students, St John Ambulance.
    - 3.4.1.1. The nature of this association shall be the student society which shall run in parallel to the unit, under the umbrella of the group.

## 4. AIMS AND OBJECTIVES

- 4.1. The nature of this association shall be the student society which shall run in parallel to the unit, under the umbrella of the group.

- 4.2. The aims and objectives of the group shall include the aims and objectives of both the unit and the society, split as follows:
- 4.2.1. The aims and objectives of the unit shall be as follows:
- a) To provide students attending the University of Birmingham with the opportunity to become involved or remain involved with St John Ambulance.
  - b) To strive to meet the aims and objectives of St John Ambulance.
  - c) To attract new volunteers from The University of Birmingham to St John Ambulance.
  - d) To enable existing St John Ambulance volunteers to maintain their contact with St John Ambulance whilst attending The University of Birmingham.
  - e) To encourage Unit members to remain active volunteers with St John Ambulance when they leave the University of Birmingham.
  - f) To encourage and provide opportunities for personal development to members of the unit.
  - g) To give students at the University of Birmingham the opportunity to undertake Youth Development work with St John Ambulance 5-25 year olds.
  - h) To raise awareness of St John Ambulance, its aims and activities.
  - i) To broaden the opportunities for students of the University of Birmingham to volunteer in the wider community.
  - j) To provide the most appropriate level of medical care whenever it is requested.
- 4.3. The aims and objectives of the society shall be as follows:
- a) To give all students at the University of Birmingham the opportunity to develop their First Aid skills.
  - b) To encourage a volunteer ethos amongst students of the University of Birmingham.
  - c) To provide the students of the University of Birmingham with opportunities to learn and practice first aid.
  - d) To highlight the importance of first aid to students of the University of Birmingham.
  - e) To provide students with the opportunity to support lifesaving and first aid charities, primarily St John Ambulance, through fundraising efforts and events.
  - f) To outreach to and support other student groups who may wish to have first aid support in the most appropriate way, in line with [Section 2.3.2](#).
- 4.4. All activities of the group should be in line with the aforementioned aims and objectives.
- 4.5. Any modifications to the aforementioned aims and objectives must be approved by the executive committee and ratified at a general meeting as set out in [Section 12](#) of this document.

## 5. MEMBERSHIP

- 5.1. Membership of the group shall be subject to the guidelines and regulations of either the unit or society, outlined below.
- 5.2. Membership of the society is defined as full membership of the Society as recognised by the Guild of Students.
- 5.2.1. Membership of the society shall not entitle the member to membership of any of the external organisations set out in [Section 3](#), or the unit, or otherwise unless explicitly stated in the guidelines and regulations of the Guild of Students.
- 5.2.2. In the event of a member of the society being suspended from the Guild of Students in line with the Guild's disciplinary grievance policy they will be unable to participate in society activities.
- 5.2.2.1. In the event of any such suspension, any associated organisations (as set out in [Section 3](#)) as well as the unit may be informed and the decision to do so shall be at discretion of the executive committee.

- 5.3. Membership of the unit shall be subject to the guidelines and regulations of St John Ambulance.
- 5.3.1. Membership of the unit is defined as full membership of St John Ambulance where St John Ambulance recognise the members home unit or unit of attendance as this [the] unit.
- 5.3.1.1. Membership as required in line with, [Section Meetings](#) of the Group and [Section 9](#), shall also include any potential member of the unit whose application is currently being processed by St John Ambulance.
- 5.3.2. Membership of the unit shall not entitle the member to membership of any external organisations set out in [Section 3](#) or otherwise unless explicitly specified in the guidelines and regulations of St John Ambulance.
- 5.3.3. In the event of a member of the unit being suspended from St John Ambulance in line with St John Ambulance disciplinary grievance policy they will be unable to participate in unit activities.
- 5.3.3.1. In the event of any such suspension, any associated organisations (as set out in [Section 3](#)) as well as the society may be informed and the decision to do so shall be at discretion of the executive committee.

## 6. THE EXECUTIVE COMMITTEE

- 6.1. The executive committee of the group shall be formed of no less than five members. Each member of the committee will either hold a role primarily involved with the unit (U), society (S) or both (G), the denominating letters shall be added to the role where relevant in section 6 only. These members shall be as follows:
- a) Chair & Unit Manager (Referred to as simply 'Chair' for the remainder of this document) (G)
  - b) Vice Chair & Society Co-ordinator (Referred to as simply 'Vice Chair' for the remainder of this document) (S)
  - c) Training Lead (G)
  - d) Treasurer (S)
  - e) Secretary (S)
- 6.2. The Chair and Vice Chair shall not be permitted to hold more than their aforementioned position with the exceptions in line with articles [6.12.1.2](#) of this document.
- 6.3. In addition to the five positions set out in article [6.1](#) of this document, the following positions are also available on the executive committee and should be filled where possible:
- a) Equipment and Logistics Lead (U)
  - b) Outreach Lead (G)
  - c) Social Secretary (S)
- 6.4. It is not acceptable for any member to hold more than one executive committee position at any given time. If an executive member finds themselves holding two roles, one should be resigned as outlined in section [6.12.1](#) at the earliest possible opportunity and an extraordinary general meeting should be held to fill the role, especially if the role is outlined in section [6.1](#).
- 6.5. All members of the executive committee shall be entitled to vote on decisions relating to the unit as set out in [Section 7](#) of this document.
- 6.6. In addition to the aforementioned positions on the executive committee, the committee may appoint additional non-voting committee members in order to assist in the running of the unit.
- 6.6.1. Committee members appointed as non-voting members shall not be entitled to vote on decisions relating to the group as set out in [Section 7](#) of this document except at the sole discretion of the chair in cases where their input may be of value to the unit.
- 6.6.2. Non-voting committee members will be entitled to attend committee meetings but may be requested to remove themselves from the meeting for specific agenda items at the sole discretion of the chair.

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- 6.7. The executive committee shall be responsible for the day to day running of the unit and are entitled to vote on any decision relating to the group which does not require a general meeting.
- 6.7.1. Matters relating to only the unit may only be voted on by the group executive committee members and the unit executive committee members, at the sole discretion of the chair.
- 6.7.2. Matters relating to only the society may only be voted on by the group executive committee members and the society executive committee members, at the sole discretion of the chair.
- 6.7.3. Matters relating to the whole group may be voted on by all executive committee members.
- 6.7.3.1. Committee members denoted as society roles need not be a member of the unit, but must be a member of the society.
- 6.7.3.2. Committee members denoted as either a group or unit role must be a member of both the society and unit.
- 6.7.3.2.1. An exception to this can be made for the role of Outreach Lead. Should it be filled by a person not in St John Ambulance, all responsibilities relating to St John Ambulance will be given to the Chair. As such in the event Outreach Lead is not filled by a member of St John Ambulance, their role is considered a society role and is affected by respectively.
- 6.7.4. Non-executive committee roles must be pre-decided as either a society role or a unit role, and will be subject to the rules stated in sections [6.7.3.1](#) and [6.7.3.2](#).
- 6.8. All committee are required to undertake 'Safeguarding Level 2' training in accordance with St John Ambulance regulations regarding unit management.
- 6.8.1. Committee members in societal roles (excluding the chair) are exempt from this provided they are not part of SJA.
- 6.9. All committee shall have joint responsibility to assist in contributing to the running of the groups social media presence. This also includes a duty to:
- 6.9.1. Ensure all public media, including advertising, meets guidelines and recommendations as set out by St John Ambulance for the unit, and the Guild of Students for the society.
- 6.9.2. Ensure that all media is appropriate for the intended audiences, as well as others, for the relevant campaign, and that no part of the group will be brought into disrepute as a result of any form of media posted by the group.
- 6.10. The specific responsibilities of the individual members of the executive committee are as follows:
- 6.10.1. Chair (G)**
- To ensure the smooth running of all aspects of the group.
  - To ensure the safety and welfare of all members of the group at all times.
  - To take overall responsibility for ensuring that all unit business is in line with St John Ambulance guidelines and policy and to work with the committee to overcome any issues in relation to this.
    - This includes overall responsibility to conduct VDRs and ensure their submission on MyData.
  - To be the main point of contact between the unit and the higher governance structure within St John Ambulance.
  - To facilitate teamwork within the committee.
  - To regularly review the performance of fellow committee members and take appropriate action where necessary in line with St John Ambulance policy and guidelines.
  - To call, write agendas for and chair meetings of the executive as and when required.
  - To line manage all unit lead roles, outlined below, as well as the Vice Chair and all unit members in their voluntary roles.
    - Training Lead
    - Outreach Lead



iii. Equipment and Logistics Lead

**6.10.2. Vice Chair (S)**

- a) To act, in most cases, as the primary lead of the society, under the approval of the Chair and in communication with them at all times.
- b) To line manage all society roles, outlined below:
  - a. Secretary
  - b. Treasurer
  - c. Social Secretary
- c) To act as a representative between the society and the University and the Guild of Students.
- d) To actively promote the society and their first aid events around the university and other societies.
- e) To co-ordinate the running of society evenings.
- f) To oversee the operation of the society website and social media pages.
- g) Where the chair may be unavailable, act in their role unless otherwise instructed.

**6.10.3. Secretary (S)**

- a) To keep an accurate record of attendance at the weekly society meetings.
- b) To ensure that society paperwork is completed for new members joining the society.
- c) To take minutes of the Annual General Meeting, Extraordinary General Meetings and committee meetings if required, and to submit copies of these to Student Development.
- d) To maintain and update membership lists for the group, and ensure that records are up to date.
- e) To deal with correspondence with members, interested students and external bodies.
- f) To ensure the promotion of the group and its activities to encourage increased awareness of and participation in the group.
- g) To ensure that the relevant bodies receive minutes and full details of the group's committee within 10 days of the Annual General Meeting or any Extraordinary General Meeting.
- h) To ensure that all visiting trainers and guest speakers are met at the beginning of any session and complete any paperwork required for their visit.
- i) To assist the Training Lead in organising internal/external speakers for society related sessions.
- j) To keep the social media pages up to date and reply to any DM (Direct Messages) to the society social media pages.
- k) To monitor and notify committee members of all relevant emails received in the Society email inbox as well as responding to emails when able to.

**6.10.4. Treasurer (S)**

- a) To advise the group on their financial situations.
- b) To submit an annual budget to the university.
- c) To receive statements for the group accounts and check these for accuracy.
- d) To provide the committee with regular reports on the group's financial status.
- e) To advise the committee on the financial implications of all decisions taken.
- f) To prepare a grant application requesting financial assistance from the Guild and to submit this application by the required deadline, if the group desires to request funding. Groups may apply for a grant to support some or all of the activities listed in their constitution. This funding should supplement the fundraising and budgeting efforts of the group, and should not be relied upon to ensure the sustainability of the group.

**6.10.5. Training Lead (G)**

- a) To develop a termly unit training programme and submit to the Area Training Specialist.
- b) To ensure that all visiting trainers and guest speakers are planned.





- c) To organise external speakers to deliver sessions to the unit.
- d) To ensure that all members complete their annual revalidation (assessment for role).
- e) To assist the Area Team in arranging Induction Weekends where requested.
- f) To directly oversee any unit Training Officers and manage them in their duties.
- g) To prepare and co-ordinate the training provided at society meetings, working with others in and outside of the unit where relevant to prepare.

#### **6.10.6. Outreach Lead (G)**

- a) To organise informal First Aid training for other societies and across campus
- b) To promote the Group at events on campus
- c) To arrange local collections to take place.
- d) To actively publicise and encourage members to take part in Network fundraising programmes.
- e) To ensure the unit's fundraising target is met and to give regular updates to the unit manager on how the target is to be met.

#### **6.10.7. Social Secretary (S)**

- a) To arrange regular social activities to keep the integration of unit members and society members at a paramount.
- b) To plan and organise transport to and from social events.
- c) To ensure risk assessments are completed for all social activities.
- d) To advertise all social activities to members.

#### **6.10.8. Equipment and Logistics Lead (U)**

- a) Maintain all equipment in the unit (for both events and training) to ensure it is safe and ready to use.
- b) Management of unit stores.
- c) To ensure equipment is available for members when requested for events or training courses.
- d) To arrange the purchasing of equipment for the unit when required.
- e) To arrange the loans of any equipment that is required for event cover or training sessions.
- f) To maintain an inventory of, and to ensure that safety checks are regularly carried out on, all society equipment.

6.11. All members of the committee will be subject to review by the chair or the relevant higher governance of St John Ambulance.

- 6.11.1. If an issue is identified with a committee member, appropriate action should be taken at the discretion of the chair (or St John Ambulance in the case of an issue with the chair) which could include, but is not limited to, a one-to-one meeting to discuss the committee members progress, a verbal warning, a written warning, or removal from the committee.

#### **6.12. Vacant Positions**

- 6.12.1. Any committee member may resign from their position at any time by writing to the chair of the unit.

6.12.1.1. Where the chair is resigning, they should write an open letter to the entire executive committee and to their line manager (who is set out in [Section 7.4](#)).

6.12.1.2. Where a committee member resigns their position, the Vice Chair shall take on the responsibilities of said member.

- 6.7.3.2.1. If the Vice Chair is also vacant, or resigns, their responsibilities will be transferred to the chair to be delegated as appropriate to the remaining executive.

6.12.1.3. It is expected that at the first possible opportunity (where it is reasonable to expect the vacant position will be filled), the chair will call an Extraordinary General Meeting in order to fill the vacant position in line with articles within [Section 8.2.3](#) of this document.

### 6.13. Removal of members of the executive committee

6.13.1. Members of the executive committee may be removed at any time by the manager de-ratifying their appointment to the committee.

6.13.1.1. It is usual that the decision to de-ratify any committee member (with the exception of the chair) will be taken by the manager in conjunction with the chair of the unit whose input will be considered equally when the final decision is made.

6.13.2. Any member of the executive committee may be removed as a result of a unanimous resolution of the executive committee where the member in question will not be entitled to vote.

6.13.3. Any member of the executive committee may be removed as a result of a majority vote of no confidence by the membership carried out at an Extraordinary General Meeting (as set out in [Article 8.2.3.2](#) of this document).

6.13.4. Where a member is removed from the executive committee and the position is not subsequently filled, an Extraordinary General Meeting should be called at the next convenience in line with [Article 8.2.3](#) and [Article 6.12.1.3](#) of this document in order to fill that position.

## 7. GOVERNANCE AND DECISION MAKING

7.1. The executive committee shall have responsibility for the general running of the group.

7.1.1. The chair shall take overall responsibility for the decisions made by the committee.

7.2. During a meeting of the executive committee, any committee member may request a vote on any matter which does not have a general consensus.

7.2.1. Such vote shall be carried out by a show of hands and a simple majority shall be sufficient.

7.2.2. In the event of a tie, the chair will have the casting vote.

7.3. The committee has the right to defer any decision to a general meeting if it is deemed in the best interest of the group, its members, or St John Ambulance.

7.3.1. The chair may defer a matter to a general meeting against the consensus of the committee if they believe it to be in the best interest of the group, its members, or St John Ambulance.

7.4. The relevant Network Manager of St John Ambulance with responsibility for the unit shall be the line manager of the chair of the unit. They shall be referred to as "the manager" in this document.

7.4.1. The chair shall be responsible for communicating decisions of the committee to the network manager as required.

7.4.2. The manager will have the right to veto decisions made by the committee only on the grounds of being in the best interest of the unit, its members, or St John Ambulance.

7.4.2.1. In the event of a veto, the manager must provide a written explanation to the chair within seven days of such a decision being made.

7.4.2.2. The committee shall have the right of appeal any veto to the County Manager (line manager of the network manager) if it sees fit.

## 8. MEETINGS OF THE GROUP

### 8.1. Executive Committee Meetings

8.1.1. The chair may call a meeting of the executive committee at any time by providing seven days' notice to all members of the committee and should call at least one meeting per term.

8.1.1.1. In the event of an emergency meeting being required, the notice period may be shortened to two days.

8.1.2. The chair must call a committee meeting at the next available opportunity at the request of any three voting members of the executive committee.

8.1.3. The chair will be responsible for writing the agenda for and running meetings of the executive committee.

8.1.4. Decisions of the executive committee may be made by general consensus or by a vote in line with article 7.2. of this document if required.

## 8.2. General Meetings

8.2.1. A general meeting may be called at any time by the chair by providing the members of the unit with at least fourteen days' notice and advising Student Development with the same notice.

### 8.2.2. Annual General Meetings.

8.2.2.1. Annual general meetings (AGM) must be called by the chair once per year. They must happen between March and May, unless extraordinary circumstances dictate otherwise, and permission must be gained from both the Student Group Executive and Network manager.

8.7.3.2.1. Nominations for roles should be made in the weeks leading up to the AGM, to ensure that all roles will be filled. It is the responsibility of the outgoing executive committee to encourage members to run for committee positions.

8.7.3.2.1. All positions on the executive committee must be made available at the AGM.

8.2.2.2. Where an Annual General Meeting is called, the manager, or RSVO shall be requested to attend as an independent observer in order to ensure St John Ambulance guidelines and policies are being adhered to.

8.2.2.3. The agenda of an annual general meeting shall contain the following:

- a) Reports from each of the committee members on what they have achieved in the previous year.
- b) A financial report from the treasurer.
- c) Approval of changes to the constitution of the unit (if required).
- d) Voting on items deferred from a meeting of the executive committee.
- e) Election of a new executive committee (as set out in article 9. of this document).

8.2.2.4. Quorum for an Annual General Meeting shall be half of the total membership of the unit or 20 members, whichever is lowest.

8.2.2.5. Voting on any matter at the Annual General Meeting (with the exception of Elections of Committee) shall be by simple majority and the chair shall have the casting vote in the event of a tie.

### 8.2.3. Extraordinary General Meetings.

8.2.3.1. An Extraordinary General Meeting may be called by the chair at any time by providing the members of the unit with seven days' notice.

8.7.3.2.1. The chair must call an Extraordinary General Meeting at the next convenience in response to a petition of 50% of the executive committee or 20% of the membership of the unit.

8.2.3.2. An Extraordinary General Meeting may be called in order to vote on any of the following:

- a) The election of members of the executive committee where a vacancy currently exists.
- b) Changes to the constitution of the unit.
- c) Any item deferred from a meeting of the executive committee.
- d) To remove any member of the executive committee.
- e) Any other matter which threatens the group, its members, or St John Ambulance.

8.2.3.3. Voting on any matter at the Extraordinary General Meeting (with the exception of Elections of Committee) shall be by simple majority and the chair shall have the casting vote in the event of a tie

8.2.3.4. Where an Extraordinary General Meeting is called in line with article [8.2.3.2](#) of this document, the manager, or RSVO shall be requested to attend as an independent observer in order to ensure St John Ambulance guidelines and policies are being adhered to and to address and react to any such matters which threatens the unit, its members or St John Ambulance.

## 9. ELECTIONS TO THE EXECUTIVE COMMITTEE

- 9.1. The election procedure for members of the executive committee shall be the same at Annual and Extraordinary General Meetings.
- 9.2. The manager or RSVO will host the elections and act as returning officer. They shall be present for all elections.
  - 9.2.1. It will be the responsibility of the returning officer to ensure all election procedures are followed and that the elections are carried out in a fair manner.
  - 9.2.2. In the event that the manager and RSVO are unable to undertake these duties, the chair may select a representative provided there is a majority consensus within the executive committee.
- 9.3. Members may nominate themselves for any vacant position by completing a nomination form prior to the election.
  - 9.3.1. Members may choose to run for a single role as a pair. In such a case they will be expected to fill out a nomination form as a pair, and will be treated as a single entity for the purposes of election, having time to speak as outlined in section 9.3.4 as a pair, and not as two separate candidates. They will, however, have their own individual votes.
    - 9.3.1.1. The following roles are exclusive to one person and cannot be held by a pair
      - 9.7.3.2.1. Chair
      - 9.7.3.2.1. Vice-Chair
      - 9.7.3.2.1. Treasurer
      - 9.7.3.2.1. Secretary
  - 9.3.2. In the event of no nominations being received for any position, nominations will be re-open and will be accepted either for a single candidate or a pair of candidates who wish to share a single role.
- 9.4. The order of all other roles will be determined by the outgoing executive committee (except for chair which must run first) at least 3 (three) days before the election, to ensure members may plan accordingly. The order must be reasonable to account for roles which must be filled for a committee to be formed.
  - 9.4.1. The order may be amended on the night of the election provided consultation with the returning officer, and consensus of the executive committee.
- 9.5. Re-Open-Nominations (R.O.N) will be a candidate in all elections automatically.
- 9.6. Candidates will be allowed a one-minute husting (increased to two minutes for the position of chair).
  - 9.6.1. These hustings must not contain any reference to any other candidate.
- 9.7. Following the hustings, there will be an unlimited period of questions from the floor and all questions must be directed towards all candidates.
  - 9.7.1. The returning officer may reduce the time allowed for questions in the interest of the general meeting ending on time. In this case the time allotted for questions must be set the same for each candidate.
- 9.8. Voting shall be by secret ballot or a blind hands up vote.

- 9.8.1. If there are two candidates or fewer (including R.O.N), voting will be the first past the post system (most votes wins).
- 9.8.2. If there are three or more candidates (including R.O.N), voting will be done by a two-round system, where, if no candidate receives a majority of the votes in the first vote, all candidates except for the top two most voted candidates (including R.O.N) will be removed from the election. If a simple majority is gained by a single candidate in the first round of voting, they shall be elected as the second round would not be necessary. Members will be asked to vote again, now with only the option of the two most voted candidates in a first past the post system, (meaning R.O.N may or may not run in the second round of voting).
- 9.8.3. In the case of a draw (as set out in the preceding two articles) which makes it impossible to move on, the winner of the election can be decided by either a random number generator, or a best of three of Rock Paper Scissors. It is to be decided by all candidates involved with the tie-break in unanimous agreement. (R.O.N may not run in this tie break).
- 9.8.3.1. In the event of any unforeseen issues arising from the tie-break, the returning officer will give a tie-breaking vote to the outgoing chair, or next highest attending executive committee member (as set out in the order of election for that AGM or previous AGM) simply to break the tie where one may exist. The tie-breaking vote can either be used to choose a candidate as winner, or used to re-roll a random number generator, the decision is at the voters discretion.
- 9.8.4. Candidates may vote in the election and may vote for themselves.
- 9.9. The returning officer will declare the result of each election after the vote and numbers of votes will be available to candidates upon request.
- 9.10. The winner of the election will be elected to the unit executive committee.
- 9.10.1. If R.O.N wins the election, the vote will be repeated after an additional opportunity for new nominations.
- 9.11. In the event of a position being unable to be filled at a general meeting, the vice chair shall assume the responsibilities of that role and the chair shall call an Extraordinary General Meeting at the next convenience in line with section 8.2.3. of this document. The responsibilities may be shared in an alternative way, at the discretion of the newly elected committee.
- 9.12. In the event of a pair of candidates being elected to a single position on the executive committee, the candidates will be responsible for sharing the workload appropriately and will be expected to maintain a single line of communication with their manager.
- 9.13. Following the election of new committee members to the unit executive committee in an annual general meeting, there will be a handover period of at least two weeks before they take up their roles, which will happen officially at the cumulation of St John Ambulance training if it is held. Otherwise, it will be at the end of the two-week period.
- 9.13.1. When elected at an Extraordinary General Meeting, the winner will take up post immediately.
- 9.14. When present at the elections, the manager will ratify any elections at the time of the ballot, before the result is announced. Where the election is for any position other than the chair, the chair will be invited to discussion on the ratification and included in the final decision, where ratification is for the chair position, the manager will take the overall decision, with no consultancy. Where ratification is refused for any position, a written letter of explanation will be provided to the candidate and the committee, by the manager, within seven days of the election.
- 9.14.1. In the event that the manager refuses to ratify an appointment or de-ratifies an appointment, the member will immediately be dismissed from the committee and normal procedures for a vacant role will be followed.



9.15. All members elected to the unit executive committee are expected to complete St John Ambulance membership as soon as possible (if they are not already a member) and failure to complete membership will result in de-ratification by the manager.

9.15.1. Members running to be elected to the executive committee must be current students at the university, and have a confirmed place as a student at the university until at least the time of the next general meeting, otherwise they will not be able to run for election.

## 10. COMPLIMENTS OR COMPLAINTS

10.1. Any compliment or complaint relating to the group should be directed to the chair of the group.

10.1.1. Where the compliment or complaint relates directly to the chair, it should be directed to the manager immediately.

10.2. The Chair will deal with the compliment or complaint in line with the St John Ambulance or Guild policy and guidance and escalate it if necessary.

## 11. DISCIPLINARY PROCEEDURE

11.1. All disciplinary procedures in relation to members and executive committee members will be in line with the relevant St John Ambulance or Guild disciplinary grievance policy as outlined below.

### 11.1.1. Unit Disciplinary Procedure

11.1.1.1. Any disciplinary procedures relating to St John Ambulance will be carried out in accordance with the "Conduct and Performance Policy, December 2021".

11.1.1.2. Where a member feels their complaint has not been suitably resolved by the executive committee, they may appeal the decision with the manager (as set out in article 7.4. of this document) who will take a formal approach in line with the St John Ambulance guidelines and policies including but not limited to the St John Ambulance disciplinary grievance policy.

### 11.1.2. Society Disciplinary Procedure

11.1.2.1. Any disciplinary procedures relating to the Guild of Students will be carried out in accordance with the "Guild disciplinary grievance policy".

11.1.2.2. Where a member feels their complaint has not been suitably resolved by the executive committee, they may appeal the decision with the relevant higher authorities of the Guild of Students.

## 12. CHANGES TO THIS DOCUMENT

12.1. Changes to this document must be submitted to the executive committee for consideration.

12.1.1. The executive committee will accept or reject changes to the document and refer the final decision onto a general meeting.

12.2. Changes will be voted on at a general meeting by a simple majority and the chair of the executive committee will have the casting vote in the event of a tie.

12.3. All changes approved at general meeting must be ratified by the manager (as set out in article 7.4. of this document) before they take effect.