

Constitution for ICU Snooker & Pool

1. Name

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

2. Aims & 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 Provide access to appropriate and necessary facilities and equipment for all members to use and play snooker.
 - 2.3 Support the creation and existence of any Team that represents the club (subject to committee approval) in competitions or leagues within in U.K, in the sports of Snooker and Pool.
 - 2.4 The club also exists to provide members with the opportunity to play Snooker and pool purely as a leisure activity.
 - 2.5 To promote the awareness and the image of the sport of Snooker and Pool.

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 President
- 5.2 Snooker Team Secretary
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Internal Snooker Officer
- 5.6 Pool Secretary

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.

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- 6.4 The President shall have overall responsibility for all aspects of the club, ensuring that the club runs smoothly and according to the club's Constitution and Code of Conduct as best as possible. The President has financial responsibility so must make sure that the club's finances are healthy, although delegates the day-to-day transactions to the Treasurer. The President represents the club at monthly RCC Exec meetings, where free food is often in abundant supply.
- In coordinating the club's events, the President must ensure that regular committee meetings are held and are productive. Events and activities must try to cater for all members of the club, for all levels of skill and ability, and at times of the day where as many members as possible can participate.
- The President is also responsible for keeping this web site up-to-date with the latest club news and events, encouraging its use where practical and ensuring that its content does not damage the reputation of the club or the Unio.
- 6.5 The Treasurer shall handle the day-to-day finances of the club and should work with the President to ensure that the club's income is spent in a way that provides the most benefit to the club and its members. In particular, the Treasurer, together with the President, is responsible for:
- Collecting and banking any received income, including membership fees and contributions to external tournaments and events, and issuing receipts for all transactions
 - Organising the re-clothing of the snooker tables as appropriate
 - Purchasing any necessary equipment for use in the snooker rooms
 - Awarding prize money for internal tournaments (in collaboration with the Internal Snooker Officer)
 - Ensuring that entry fees for external tournaments are promptly paid (in collaboration with the Snooker Team and Pool Secretaries)
 - Booking travel and accommodation for external competitions (in collaboration with the Snooker Team and Pool Secretaries)
 - Liasing with Sport Imperial to secure additional funding for .
- 6.6 The Secretary shall keep good records for the club, including:
- Recording minutes of club meetings
 - All membership administration, such as:
 - helping people to join the club and providing members with membership cards;
 - keeping the information about our members that we store on this web site current by:
 - adding new members and ensuring that the member list is kept up-to-date,
 - updating profile information about each member,
 - resetting accounts where necessary and ensuring that all members are able to access the site, providing assistance as appropriate
 - Checking that the signing-out book has been used as intended and only by members, and that the equipment locker keys are in good condition
 - Ensuring that cue locker keys are distributed and collected as appropriate, and keeping the locker list up-to-date.
 - The Secretary should also communicate between the committee and the club's members, and is responsible for:
 - Responding to any general queries sent to the club via email&#.
- 6.7 The Internal Snooker Officer shall be responsible for all internal snooker matters, including:
- Running our internal competitions, such as the Freshers' Tournament, Internal League and Pot Black, and updating this web site with the necessary draws and information where possible
 - Arranging the refereeing, live scoring and live text updates of such tournaments and matches where appropriate
 - Setting and awarding prize money for such tournaments (in collaboration with the Treasurer)
 - Arranging regular beginners' coaching sessions for the club's members and potential members
 - Ensuring the snooker rooms are maintained by:
 - organising with the committee and carrying out regular servicing of the snooker tables and equipment;
 - putting up table booking sheets each week;
 - keeping noticeboards and posters up-to-date
 - Organising regular social events (in collaboration with the Pool Secretary).
- The Internal Snooker Officer should also work to promote such activities, including but not limited to sending.

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6.8 The Snooker Team Secretary shall be responsible for all matters relating to the club's snooker teams and our preparation for inter-university tournaments, including:

Running internal competitions for the primary benefit of team members, and updating this web site with the necessary draws and information where possible

Organising team trials and team practice

Helping to select the team for external competitions and updating the team lists on this web site

Arranging friendlies against other university teams

Ensuring that entry forms for external tournaments are submitted promptly and liaising with the Treasurer to ensure the swift payment of entry fees

Booking travel and accommodation for inter-university events (in collaboration with the Treasurer)

Arranging professional coaching sessions open to all members of the club.

The Snooker Team Secretary should also work to promote such activities, including but not limited to sending emails to the club's mailing list, and writing content for t.

6.9 The Pool Secretary shall be responsible for all matters relating to pool, including:

Organising regular sessions at a local Rileys pool club

Running internal competitions as appropriate, such as team trials tournaments, and updating this web site with the necessary draws and information where possible

All pool team matters, such as:

organising team trials and team practice,

helping to select the team for external competitions and updating the team lists on this web site,

arranging friendlies against other university teams,

ensuring that entry forms for external tournaments are submitted promptly and liaising with the Treasurer to ensure the swift payment of entry fees

Organising regular social events (in collaboration with the Internal Snooker Officer).

The Pool Secretary should also work to promote such activities, including but not limited to sending emails to the club's mailing list, and writing content for this web site and Felix about events..

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

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.

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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 Snooker & Pool on 13/07/2015 by Cheng Cheng and Ben Howitt