

# Constitution for ICU RSM Hockey

## 1. Name

- 1.1 The club shall be a member of the Royal School of Mines Committee.
- 1.2 The name of the Club shall be RSM Hockey, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 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 2.2. To provide the organisational means to represent the Royal School of Mines Union at Field Hockey at as many levels as possible both nationally and within London.
- 2.3 2.3. To provide such kit and insurance measures that the intentions in 2.2 may be implemented safely.
- 2.4 2.4. To maintain a social framework in the club such that the membership both past and present may easily enjoy the environment of the club.
- 2.5 2.5. To promote the game of hockey within the RSM at both a competitive and social level.

## 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 Treasurer
- 5.3 Secretary
- 5.4 Social Secretary
- 5.5 Ladies Vice Captain
- 5.6 Men's Captain
- 5.7 Men's Vice Captain
- 5.8 Mixed Captain
- 5.9 Women's Captain
- 5.10 Sponsorship Officer
- 5.11 Tour Sec

## 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.

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- 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.
- 6.4 The President shall shall:
- 6.1.1. 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.
  - 6.1.2. Chair committee meetings
  - 6.1.3. Assist, where possible, with all the club events, and day to day running of the club
  - 6.1.4. Represent the club and the clubs interests on the Royal School of Mines Union Committee.
  - 6.1.5. Update the constitution when necessary, and ratify it once every 5 years
  - 6.1.6. Sign a Financial Responsibilities form, and be aware of and comply by ICU Financial regulations .
- 6.5 The Treasurer shall shall:
- 6.2.1. Carry out the day to day financial duties of the club
  - 6.2.2. Sign a Financial Responsibilities form, and be aware of and comply by ICU Financial regulations
  - 6.2.3. Attempt where possible to secure funding for the club. This includes but is not limited to: external corporate sponsorship, applications for ICU and IC grants and funds where appropriate, internal fund generation
  - 6.2.4. Provide the Treasurer of the RSMU with a detailed budget for the following academic year during the first half of the second term of the academic year
  - 6.2.5. Represent the club financial matters
  - 6.2.6. Represent the club in all matters in the absence of the President and the Secretary .
- 6.6 The Secretary shall shall:
- 6.3.1. Be responsible for keeping the club records in good order as well as carrying out publicity and club communication duties
  - 6.3.2. Organise pitches and transport for training - to be held, where possible, on a Tuesday evening every week during the undergraduate term-time. If for whatever reason regular Tuesday night sessions are no longer possible, alternative arrangements are to be made
  - 6.3.3. Represent the club in the absence of the President.
- 6.7 The Men's Captain shall shall:
- 6.5.1. Be responsible for team communications to their squads as well as arranging fixtures and communicating with the opposition concerned
  - 6.5.2. Either run the weekly training sessions, or organise alternative appropriate coaching .
- 6.8 The Women's Captain shall shall:
- 6.5.1. Be responsible for team communications to their squads as well as arranging fixtures and communicating with the opposition concerned
  - 6.5.2. Either run the weekly training sessions, or organise alternative .
- 6.9 The Mixed Captain shall shall:  
shall:
- 6.5.1. Be responsible for team communications to their squads as well as arranging fixtures and communicating with the opposition concerned
  - 6.5.2. Either run the weekly training sessions, or organise alternative .
- 6.10 The Men's Vice Captain shall shall:
- 6.5.1. Take over the duties of the Men's captain in their absence
  - 6.5.2. In the absence of the Mixed captain, either or both vice captains shall assume the role..
- 6.11 The Ladies Vice Captain shall shall:
- 6.5.1. Take over the duties of the Men's captain in their absence
  - 6.5.2. In the absence of the Mixed captain, either or both vice captains shall assume the role..
- 6.12 The Tour Sec shall shall:
- 6.6.1. Organise the annual tour - detailed in section 9
  - 6.6.2. The duties include but are not limited to: entry to any tournaments or festivals, transport to and from and during the tour, accommodation, at least one team meal whilst on tour.

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6.13 The Social Secretary shall shall:

6.7.1. Organise all social events for the club

6.7.2. Events must include but are not limited to: Christmas Dinner, Alumni ('Old Boy's') Mixed game and social, AGM Dinner.

6.14 The Sponsorship Officer shall shall:

6.8.1. Bring the club Mascot (known as Willy) to all appropriate events

6.8.2. Be responsible for the care and maintenance of Willy

6.8.3. In the event that Willy is misplaced or irreparably damaged, a suitable replacement must be found, and a suitable punishment accepted at AGM.

6.15 The Treasurer shall shall.

6.16 The Ladies Vice Captain shall shall.

6.17 The Mixed Captain shall shall.

6.18 The Social Secretary shall shall.

6.19 The Tour Sec shall shall.

6.20 The Men's Vice Captain shall shall.

6.21 The Men's Captain shall shall.

6.22 The Women's Captain shall s.

6.23 The President shall shall.

6.24 The Treasurer shall shall.

6.25 The Ladies Vice Captain shall shall.

6.26 The Mixed Captain shall shall.

6.27 The Secretary shall shall.

6.28 The Social Secretary shall shall.

6.29 The Tour Sec shall shall.

6.30 The Men's Vice Captain shall shall.

6.31 The Men's Captain shall shall.

6.32 The Women's Captain shall shall.

## 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.

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9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.

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 RSM Hockey on 23/03/2016 by Katie Bell and Haydn Orme