

Constitution for ICU Tennis

1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be Tennis, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 To provide competitive, friendly, fun and accessible tennis to students of all abilities, playing standards, courses and years, throughout the Autumn, Spring and Summer terms
- 2.2 To offer training sessions every week to competitive and intermediate members, with at least 8 court-hours per week per team and coaching from high-level LTA-registered coaches
- 2.3 To offer accessible social tennis sessions every week to lower-ability members (beginners and casual players), with at least 6 court-hours per week and non-formal peer-to-peer coaching
- 2.4 To provide enough tennis courts, playing time and coaching at training and social tennis sessions for all members to improve their playing standard in singles and doubles play
- 2.5 To field and support 1 mixed LUSL team
- 2.6 To field and support 1 mixed UH team
- 2.7 To field and support at least 3 mixed doubles pairs for the UH MPS Mixed Doubles Tournament
- 2.8 To aim to field and support 2 competitive BUCS teams (1 men's and 1 ladies' teams)
- 2.9 To aim to field and support 1 mixed social team, either by entering them into a low-tier LUSL league or by organising regular friendly matches
- 2.10 To encourage integration within and between competitive and non-competitive members, by holding regular whole-club socials throughout the year
- 2.11 To provide opportunities to play with and against different playing styles and on different court surfaces, by holding national and international tours
- 2.12 To provide educational support to club members

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 Club Captain
- 5.2 Junior Treasurer
- 5.3 Secretary
- 5.4 Recruitment Officer
- 5.5 Social Secretary
- 5.6 Ladies' 1st Team Captain

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5.7 Men's 1st Team Captain

5.8 Kit/Education Officer

5.9 Sponsorship Secretary

5.10 Social Tennis Captain

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.
- 6.4 The Club Captain shall oversee all club activities, complete all documentation required to run club activities, support all committee members with their roles and delegate tasks as appropriate. They shall be responsible for making all major club decisions.
- 6.5 The Junior Treasurer shall create the annual budget, tour budgets, apply for additional funding when needed and help obtain sponsorship.
- 6.6 The Secretary shall be responsible for sending regular email newsletters, maintaining the mailing list, replying to enquiries, writing meeting minutes and maintaining the club's website. They shall have joint responsibility of the club's social media.
- 6.7 The Social Secretary shall be responsible for planning, arranging and running social events throughout the year and annual tours for all members. Social events should include but not be limited to a Freshers' Dinner (or equivalent), a club Christmas Dinner, a pre-tour social and an End of Season Dinner. Additional socials may include but not be limited to bowling, Ping-Pong, Padel, bouldering and ice-skating. They shall have joint responsibility of the club's social media.
- 6.8 The Recruitment Officer shall be responsible for increasing participation of students of all abilities, playing standards, courses and years by attending social tennis sessions, organising socials events, creating social media posts or by other means. They shall have joint responsibility of the club's social media.
- 6.9 The Men's 1st Team Captain shall be responsible for entering teams into BUCS, LUSL and UH. They should advise the Chair when additional teams are needed to meet demand. They shall be responsible for running and structuring team trials and weekly training sessions, booking tennis courts and bringing tennis balls for training and matches, liaising with coaches, arranging and selecting players for each fixture, reporting match results and writing match reports. Training sessions should include warm-up with stretches, shot-specific drills and singles and doubles match practice.
- 6.10 The Ladies' 1st Team Captain shall be responsible for entering teams into BUCS, LUSL and UH. They should advise the Chair when additional teams are needed to meet demand. They shall be responsible for running and structuring team trials and weekly training sessions, booking tennis courts and bringing tennis balls for training and matches, liaising with coaches, arranging and selecting players for each fixture, reporting match results and writing match reports. Training sessions should include warm-up with stretches, shot-specific drills and singles and doubles match practice.
- 6.11 The Sponsorship Secretary shall be responsible for securing sponsorship to support club activities and maintaining relationships with sponsors.
- 6.12 The Kit/Education Officer shall be responsible for designing club stash and making it available for club members to buy. They shall be responsible for creating and maintaining a notebank for all years, organising OSCE tutorial groups and organising mock OSCE and PACES examinations for club members.
- 6.13 The Social Tennis Captain shall be responsible for running and structuring weekly social tennis sessions for all ability levels. They shall be responsible for creating and sending out the signup form, booking tennis courts and bringing tennis balls and spare tennis rackets to social tennis sessions. They shall be responsible for arranging and selecting players for any fixtures, reporting match results and writing match reports. Social tennis sessions should include warm-up and basic coaching of proper technique.

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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.
- 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

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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 Tennis on 11/10/2020 by Anirudh Suresh and Pedro Chen