

Constitution for ICU Cross Country

1. Name

- 1.1 The club shall be a member of the Sports Committee.
- 1.2 The name of the Club shall be Cross Country, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 The club aims to be as successful as possible in all competitions, whilst at the same time offering opportunities to all members to represent Imperial College.
- 2.2 The club aims to provide opportunities for the training and development of members of the club, who wish to partake in cross country and athletics.
- 2.3 The club aims to promote cross country and athletics to as many potential members as possible, whatever their standard or discipline that they wish to specialise in.

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 Chair
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Social Secretary
- 5.5 Athletics Captain
- 5.6 Mens Captain
- 5.7 Womens Captain
- 5.8 Webmaster
- 5.9 Hyde Park Relays Organiser
- 5.10 Tour 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 Chair shall represent the club on the ACC and be responsible for making sure that the club is run in accordance to the club constitution and code of conduct as far as can be reasonably expected. The chair is responsible for overseeing all club activities, entering races and organising training. In addition delegation of jobs to other members of the committee and calling club meetings are necessary for the smooth running of the club. Overseeing the running of Hyde Park Relays is also vital and the importance of this event must be emphasized. The club store must also be kept in good order. The chair must also ensure a successful hand over has taken place for the next years committee.
- 6.5 The Treasurer shall carry out the day to day financial duties of the club. This includes setting up shop products for races and socials, approving claims and overseeing the financial running of Hyde Park Relays. Annual budgeting is a key part of your job; this must take place at the beginning of the year in accordance with the Chair to decide the events that can take place over the coming year .
- 6.6 The Secretary shall be responsible for keeping the club records in good order including the mailing list. In addition weekly emails regarding training and events are the Secretary's responsibility. And all information required for publicity must be sourced by them from the relevant club member for any events. In addition the Secretary may help the Captain with race entries and accommodation booking for events throughout the year..
- 6.7 The Athletics Captain shall be responsible for organising Athletics specific training and entries for competitions during the year. Role supported by the Chair..
- 6.8 The Womens Captain shall support the Club Captain so that the work load and responsibility is reduced for them. This includes organising training sessions and trips, picking teams for key races and encouraging participation..
- 6.9 The Mens Captain shall support the Club Captain so that the work load and responsibility is reduced for them. This includes organising training sessions and trips, picking teams for key races and encouraging participation..
- 6.10 The Hyde Park Relays Organiser shall be responsible for the organisation of the annual Hyde Park Relays with the help of the HPR committee. It is recommended that the Organisers elect a subcommittee solely responsible for the Hyde Park Relays. Along with the HPR Secretary a budget for the event must be submitted, a date set in good time, sponsorship sourced and publicity for the event is essential..
- 6.11 The Tour Secretary shall be responsible for supporting the HPR Organisers in the organisation, communication and publicity of the event to the club, university and the UK/Europe. In addition the HPR Organisers may delegate other tasks such as the After Party..
- 6.12 The Social Secretary shall be responsible for organising all social events throughout the year. These may include the annual Christmas Dinner, karaoke and bar nights. You must report the expected expenditure for such events to the Chair and Treasurer so that they can be appropriately budgeted for at the start of the year..
- 6.13 The Webmaster shall be responsible for the maintenance of the club website and twitter page. It is the Webmasters responsibility to find club members to write race and social reports for the website, Felix and Sport Imperial. Training and contact details must be kept up to date..

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.

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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

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 Cross Country on 20/07/2015 by Matthew Douthwaite and Oliver Benton