

# Constitution for ICU SPF Football

## 1. Name

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

## 2. Aims & Objectives

- 2.1 The main aim of the football club is to provide a platform for any student at Imperial College to play football, regardless of their ability or level. We aim to provide strong competitive teams whilst also catering to the more social players.

## 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 Fixtures Secretary
- 5.3 Treasurer
- 5.4 Vice Captain (Secretary)
- 5.5 Social Secretary
- 5.6 1st team capt
- 5.7 2nd team capt
- 5.8 3rd team capt
- 5.9 4th team capt
- 5.10 5th team capt
- 5.11 6th team capt
- 5.12 7th team capt
- 5.13 Futsal 2nd team captain
- 5.14 Futsal Captain
- 5.15 Web Editor
- 5.16 Sponsorship Secretary
- 5.17 Tour Organiser
- 5.18 Varsity Secretary

## 6. Management and Job Descriptions

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- 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 Vice Captain (Secretary) shall deal with all AFA situations, from entering teams to leagues and cups to paying any fines due to bookings. Must also make sure home teams have a referee for matches and that these officials are paid the full amount for their services. Is in charge of ordering kit for the club, more specifically training gear. Must step in as acting Club Captain if elected member is unable to fulfill his duties in any way throughout the year.
- 6.5 The Club Captain shall oversee the running of the club as a whole. Will interact with the Sports Sector and Union directly, providing a link between the committee and other positions. Acts as the first point of reference for any discussion with the football club and holds responsibility for the committee's actions. The Club Captain is also in charge of sending out regular emails to the mailing list to ensure the membership is informed as to the running and activities of the club, as well as taking minutes during meetings.
- 6.6 The Fixtures Secretary shall make sure that all fixtures are fulfilled, home and away. Must also interact with Harlington and manage all pitch bookings for home games, making sure that these are put through properly with enough notice for any changes. Shall also be in charge of booking transport when and where it is needed.
- 6.7 The Treasurer shall take charge of all finances regarding the club, and is responsible for making purchase orders and paying invoices for external companies. Must interact with Sporta Sector Treasurer regarding finance issues.
- 6.8 The Social Secretary shall take charge of the social aspect of the club, running and maintaining events throughout the year. This may include interaction with sponsors regarding sponsored events and fundraisers.
- 6.9 The 1st team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.10 The 2nd team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.11 The 3rd team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.12 The 4th team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.13 The 5th team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.14 The 6th team capt shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.

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- 6.15 The 7th team capt shall shall determine squad, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and pitch issues. Is in charge of training and must also discuss sessions with coaches beforehand.
- 6.16 The Web Editor shall shall remain in charge of all internet based sections regarding the club, maintaining the club website and regularly updating it. This includes regular updates on matches, information and contact details for all committee members. Also in charge of Fantasy Football and the running of this throughout the year.
- 6.17 The Tour Organiser shall shall organise two tours during the season, a Spring Tour and a Summer (international) tour at the culmination of the year. Matches must be organised beforehand and works closely with the treasurer regarding financial issues. Also in charge of producing tour reports.
- 6.18 The Sponsorship Secretary shall shall make sure the club obtains sponsorship for the forthcoming year by either renewing current deals or attempting to find new sponsors. Throughout the year must keep in contact with sponsors and fulfill contractual demands, such as termly newsletters and informational talks for members. Deals with kit sponsorship for all 7 teams and must continuously update sponsors throughout the year.
- 6.19 The Futsal Captain shall shall determine his squad for futsal, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and sports hall issues. Is in charge of training and must also discuss sessions with the coach beforehand.
- 6.20 The Varsity Secretary shall shall be responsible for coordinating between Imperial College Men's and Woman's Football club and LSE Men's and Woman's Football Club in order to organise a male and female varsity match between the two Universities. This includes both the ground, transport, and sponsorship, among other things.
- 6.21 The Futsal 2nd team captain shall shall determine his squad for futsal, and is in charge of players within his squad. Needs to stay in correspondence with opposition captains and all relevant committee members (Fixture Sec, Club Captain) regarding transport and sports hall issues. Is in charge of training and must also discuss sessions with the coach beforehand..

## 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

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## 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 SPF Football on 21/03/2019 by William Austin and Thomas Fernandez Debets