

Constitution for ICU American Football

1. Name

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

2. Aims & Objectives

- 2.1 We are the Imperial Immortals American Football Club. We are an Imperial ACC sports team that participates in the BUCS league. We aim to win 8 regular season games of the league and progress to post-season games leading up to the national championship. The committee are responsible for ensuring we have sufficient supervised training and classroom sessions on weekdays. The committee must ensure they keep a good relationship with our coaches and ensure the safety of all our members. Committees should plan to meet weekly to discuss the organisation of the club and the president must delegate responsibilities at these meetings. In the times outside of training, classrooms and fixtures, the committee must ensure the club functions with a good social aspect as well. The committee must encourage players to be involved with the sport outside of Imperial with opportunities such as the competitive Great Britain student team and/or adult teams within London.

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 Kit Manager
- 5.3 Game Day
- 5.4 Junior Treasurer
- 5.5 Secretary
- 5.6 Publicity Officer
- 5.7 Social Secretary
- 5.8 Fundraising Coordinator

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 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..
- 6.5 The Kit Manager shall keep a updated inventory of all the club kit and ensure the maintenance of all of it. Ensure members have the correct kit for training and playing..
- 6.6 The Game Day shall liaise with the student union and other teams to ensure fixtures take place. Where fixtures cannot be played, fixtures should be reorganised to a suitable date. Also, organise training sessions for the team. Ensure all equipment on fixture days are prepared. Co-ordinate with other teams, coaches, referees and health professionals relevant for game days.
- 6.7 The Junior Treasurer shall carry out the day to day financial duties of the club. Including signing the Financial Responsibility form along with the Chair. The Junior Treasurer shall budget correctly for the year and ensure all fees and payments are paid on time. The treasurer should create online products for members to purchase when needed and effectively ensure members pay for products.
- 6.8 The Secretary shall ensure all members and coaches are registered and update members on events throughout the year..
- 6.9 The Publicity Officer shall ensure we have a good recruitment plan throughout the year. Keep our website, Facebook page, Twitter page and all areas of publicity well kept and updated to ensure the successful recruitment of new players..
- 6.10 The Social Secretary shall organise events during the season, including Union bar nights, annual dinners, Superbowl fundraisers etc. Ensure there is a good social side to our club.
- 6.11 The Fundraising Coordinator shall apply for sponsorship for the club..

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 American Football on 30/03/2016 by Samuel Hill and Toni Semmence