

Constitution for ICU Riding & Polo

1. Name

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

2. Aims & Objectives

- 2.1 To organize weekly flat riding and, where appropriate jumping lessons at its proposed riding schools as required by the members during undergraduate term time. These lessons will ordinarily be booked for a Wednesday afternoon.
- 2.2 To organize weekly polo lessons at its proposed polo clubs during undergraduate term time. These lessons will ordinarily be booked for a Wednesday afternoon.
- 2.3 To support BUCS Equestrian League teams in their competition endeavours, including hosting competitions, competing at other venues, and organizing lessons as and when required by members teams.
- 2.4 To organize lessons as and when required by members of the SUPA, Ash Farm, or other polo competition teams.
- 2.5 To further the intentions of the Club by holding regular social events.
- 2.6 To promote other activities outside of the Club, including but not limited to Hacks, Gymkhana, Cross Country Riding and other Equestrian Activities.

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 EqWeb
- 5.3 Junior Treasurer
- 5.4 Secretary
- 5.5 Social Secretary
- 5.6 Polo Captain
- 5.7 Riding Team Captain
- 5.8 Sponsorship Officer
- 5.9 Vice Chair
- 5.10 Polo Manager

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 Chair shall be responsible for the updating of the Constitution, Code of Conduct and Risk Assessments, as well as Instructor Registration. They shall also be responsible for organizing Committee meetings termly. The Chair shall, in conjunction with the Treasurer, be held responsible for updating the annual Budget. The Chair shall, in conjunction with the Vice Chair, be responsible for ensuring Club equipment is correctly administrated to those who need it, stored, and kept in good repair. The Chair shall also work alongside the Social Secretary and Secretary to organize social events, and alongside the Social Secretary to organize any Club tours.
- 6.5 The EqWeb shall maintain and develop the Club's website and other forms of social media, including but not limited to Facebook and Instagram. They may work alongside the Secretary to improve coherence of the Club's online presence.
- 6.6 The Junior Treasurer shall carry out the day to day financial duties of the club, including but not limited to updating the annual Budget, managing event budgets, the collection of membership and participation fees, lesson fee payments to riding schools or polo clubs, and authorizing transactions as required by the Club.
- 6.7 The Secretary shall be responsible for keeping the Club records in good order as well as carrying out Club communication duties. The Secretary is also responsible for booking flat-work and/or jumping lessons at whichever riding school they happen to ride at, and organizing social events in conjunction with the Chair and Social Secretary.
- 6.8 The Social Secretary shall be responsible for the social activities of the Club, with the general aim of fostering a friendly, welcoming atmosphere in the Club. They shall organize a minimum of one social event every academic term. The Social Secretary shall work in conjunction with the Chair and Secretary to organize these social events. The Social Secretary shall also work alongside the Chair to organize any Club tours.
- 6.9 The Polo Captain shall be responsible for selecting members of the Polo Teams for all competitions and, in conjunction with the Polo Manager, organizing transport to competitions. The Polo Captain shall also be responsible for arranging pony hire for all competitions and ensuring riders are on ponies suitable for their level of competency. The Polo Captain shall be responsible for the safety of all Polo team members at any competition.
- 6.10 The Riding Team Captain shall be responsible for the Club's BUCS teams, including but not limited to the First, Second, and Third Teams. The Riding Team Captain shall be responsible for organizing team trials. The Riding Team Captain shall also be ultimately responsible for appointing and managing the individual team captains. The Riding Team Captain may, if they deem appropriate, appoint themselves to any of these positions. The individual Team Captains shall be responsible for the safety of all Riding team members at any competition.
- 6.11 The Sponsorship Officer shall be responsible for creating the sponsorship package, liaising with potential and current sponsors, and securing sponsorship in conjunction with the Chair and Vice Chair. They shall communicate with the Treasurer to ensure these sponsorships are administrated appropriately and are accounted for in the Budget.
- 6.12 The Vice Chair shall be delegated to by the Chair, and will undertake any tasks as may reasonably be delegated by the Chair. The Vice Chair shall be in charge of all equipment belonging to the Club, and are required to ensure that it is correctly stored, and that it is kept in good repair and available to those that need it. The Vice Chair shall also be responsible for assisting the Secretary in booking flat-work and/or jumping lessons at whichever riding school the Club rides at.
- 6.13 The Polo Manager shall administrate polo training at whatever polo club the Club happens to train at, organize transport to training and competitions alongside the Polo Captain, and organize social events in conjunction with the Club Secretary. The Polo Manager shall also undertake such tasks as may reasonably be delegated by the Polo Captain.

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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 Riding & Polo on 27/01/2021 by Lily Rietbergen and Chloe Orsini