

Constitution for ICU Womens Hockey

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 Womens Hockey, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 We aim to offer an opportunity to all students at Imperial College London to play competitive and friendly hockey at a range of levels.
- 2.2 To field 3 BUCS teams.
- 2.3 To field 3 LUSL teams.
- 2.4 To field 1 Middlesex (post 2020-21 league restructure, most likely 'Greater London' but TBC) league team
- 2.5 To offer training to all club members every week for all standards and abilities.
- 2.6 To provide a high level of coaching.
- 2.7 To allow an opportunity for alumni club members to play competitive hockey.
- 2.8 To offer regular social events and activities for all members, including a national and international tour annually, where possible.

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 Junior Treasurer
- 5.4 Secretary
- 5.5 1st Team Social Secretary
- 5.6 2nd Team Social Secretary
- 5.7 1st Team Captain
- 5.8 2nd Team Captain
- 5.9 3rd Team Captain
- 5.10 Saturday Captain
- 5.11 Education Officer
- 5.12 Stash and Sponsorship Officer
- 5.13 Tour 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 Club Captain shall 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 Club Captain shall shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations..
- 6.6 The Junior Treasurer shall shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.7 The Club Captain shall shall organise day to day running of the club. This involves: supporting all other committee members in their roles, assisting in organising large social events e.g. dinners and tours, liaising with Captains and organising coaching, kit and equipment..
- 6.8 The Junior Treasurer shall shall be in charge of the club's finances. They will sort out all funding matters and budgeting including approving claims; will plan and submit grant applications as well as the budget for the new academic year. These roles will be assisted by the Club Captain..
- 6.9 The 1st Team Captain shall shall captain the 1st XI BUCS and LUSL squads. They will take the lead in planning and leading training (alongside the coach) and maintaining training equipment; perform all necessary match admin e.g. team sheets, entering results etc. and organise additional team socials and activities as desired..
- 6.10 The 2nd Team Captain shall shall captain the 2nd XI BUCS and LUSL squads. They will contribute to planning and leading training; perform all necessary match admin e.g. team sheets, entering results etc. and organise additional team socials and activities as desired..
- 6.11 The 3rd Team Captain shall shall captain the 3rd XI LUSL (and year-dependent) BUCS squads. They may contribute to training as well as performing all necessary match admin e.g. team sheets, entering results etc. and organise additional team socials and activities as desired..
- 6.12 The Saturday Captain shall shall captain the Saturday Middlesex (expected to soon to be 'Greater London) team and complete all necessary correspondence with the league including but not limited to: organising umpires and providing teas for all home fixtures..
- 6.13 The Fixtures Secretary shall shall organise all pitch hire for training and matches; organise umpires for BUCS and LUSL matches; correspond with Imperial Athletes and other club fixture secretaries where necessary to rearrange and organise all fixtures..
- 6.14 The Tour Secretary shall shall organise all tours throughout the season, including budgeting, matches, kit, accommodation and transport..
- 6.15 The 1st Team Social Secretary shall shall organise social events throughout the season including Wednesday Sports Nights and larger events..
- 6.16 The 2nd Team Social Secretary shall shall organise social events throughout the season including Wednesday Sports Nights and larger events..
- 6.17 The Secretary shall shall be in charge of maintaining the club website and all social media accounts including adding regular content to attract new members and advertise club activities (sporting and social). They will maintain and make use of the alumni mailing list to keep past members updated and organise events, particularly the annual Alumni Day. They may choose to create and send a semi-regular newsletter to circulate news, achievements etc. to current members..
- 6.18 The Stash and Sponsorship Officer shall shall liaise with a variety of sportswear and other companies to create and distribute the annual "Stash-atalogue"; place orders on behalf of club members and effectively distribute purchased goods to members. They shall also work to obtain external sponsorship to support club activities..
- 6.19 The Education Officer shall shall coordinate tutoring schemes, tutorials and mock practical exams for club members including but not limited to: OSCE, 5th & 6th year PACES..

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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 Womens Hockey on 25/01/2021 by Rebecca Thompson and Pritesh Patel