

Constitution for ICU ACC Lawn Tennis

1. Name

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

2. Aims & Objectives

- 2.1 The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 Encourage a professional and committed ethos within the team and regular attendance to all training sessions.
- 2.3 Deliver fun and accessible recreational tennis sessions, to encourage players of all standards.
- 2.4 Provide opportunities for beginner players to develop and improve via coached sessions.
- 2.5 Create opportunities for less advanced players to join teams, play matches and participate in competitions, through LUSL and development teams.
- 2.6 Provide high-level competitive opportunities by ensuring teams compete in the highest leagues.
- 2.7 Strive for integration between team, LUSL, development and social players.
- 2.8 Support players competing at an international level via additional training and competition opportunities.
- 2.9 Increase attendance to social events by generating more enthusiasm and opportunities for the social side of the club.
- 2.10 Work alongside the LTA, according to British Tennis standards, to promote tennis in the UK.
- 2.11 Promote student wellbeing through tennis.

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 President
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Sponsorship Secretary
- 5.5 Social Secretary
- 5.6 LUSL Captain
- 5.7 Men's 1st captain
- 5.8 Men's 2nd captain
- 5.9 Men's 3rd Captain
- 5.10 Women's 1st Captain
- 5.11 Women's 2nd captain

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5.12 Deputy Social Captain

5.13 Men's 4th Captain

5.14 Webmaster

5.15 Vice President

5.16 Tour Secretary

5.17 Social Captain

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.
- 6.4 The President shall represent the club on the ACC, and shall be responsible for making sure that the club is run according to the club constitution and code of conduct as far as can be reasonably expected.
- 6.5 The Treasurer shall set the budget, re-evaluate the budget each term, pay invoices and carry out claims.
- 6.6 The Secretary shall be responsible for keeping the club records in good order. This includes keeping the club email up to date, replying promptly to enquiries, booking rooms for meetings, writing meeting minutes, and helping organise summer tour.
- 6.7 The Men's 1st captain shall be responsible for ensuring the 1st team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS.
- 6.8 The Women's 1st Captain shall be responsible for ensuring the 1st team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS.
- 6.9 The Women's 2nd captain shall be responsible for ensuring the 2nd team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS. The 2nd team captain will also be responsible for the integration of team reserves into training and matches where appropriate.
- 6.10 The Social Captain shall be responsible for managing and representing the social tennis side of the club as well as the Development team. This includes ensuring there is one Social Captain at every Wednesday and Saturday social session, with all rackets and balls.
- 6.11 The Social Secretary shall be responsible for creating, organising and running all social events. This includes club parties, ACC bar nights, annual dinners, helping organise summer tours and organising trips to professional tournaments.
- 6.12 The Webmaster shall be responsible for managing and continuing to develop the IC tennis website, implementing new functions as they are suggested, updating information when relevant, managing and opening the booking system for social tennis every week.
- 6.13 The Deputy Social Captain shall be responsible for assisting the Social Captain with the running of the social sessions. This includes running some of the social sessions, ensuring there are rackets and balls at each session, and helping with any members' queries.
- 6.14 The Vice President shall be responsible for assisting the Chair and other committee members in the day to day running of the club, specifically: helping to manage court bookings and venues for team matches, social tennis and open days in addition to financial matters and tour organisation.
- 6.15 The Sponsorship Secretary shall be responsible for seeking and developing relationships with sponsors in order to provide benefits to the club's members and financial support to the club.

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- 6.16 The Men's 2nd captain shall be responsible for ensuring the 2nd team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS .
- 6.17 The Men's 3rd Captain shall be responsible for ensuring the 3rd team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS.
- 6.18 The LUSL Captain shall be responsible for ensuring the LUSL team(s) are fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of the year and ranking the team, liaising with the Social captain with the selection of the Development team.
- 6.19 The Men's 4th Captain shall be responsible for ensuring the 4th team is fully prepared, organised and committed to matches and training every week. Duty is also to report to the President on any team issues or potential trialists. This includes holding trials at the beginning of each term and ranking the team to submit a squad order declaration to BUCS. The 4th team captain will also be responsible for the integration of team reserves into training and matches where appropriate.
- 6.20 The Tour Secretary shall be responsible for booking, organising and overseeing the annual Summer Tour, as well as any other multi-day trips during the course of the academic year..

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.

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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 ACC Lawn Tennis on 27/01/2021 by James Cheng and Chloe Orsini