

Constitution for ICU ACC Rugby

1. Name

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

2. Aims & Objectives

- 2.1 To facilitate the playing & practice of Rugby Union in all its forms
- 2.2 The promotion of the game of Rugby Union in all its forms
- 2.3 To foster the development of members as players, coaches, referees and individuals
- 2.4 To provide a forum for members to interact and socialise through playing and non playing activities
- 2.5 To assist Club members to represent the Club at a higher level

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 Coaching Secretary
- 5.3 Fixtures Secretary
- 5.4 Transport Secretary
- 5.5 Junior Treasurer
- 5.6 Honorary Secretary
- 5.7 Alumni Secretary
- 5.8 Press Officer
- 5.9 Social Secretary 1
- 5.10 Social Secretary 2
- 5.11 1st XV Captain
- 5.12 2nd XV Captain
- 5.13 3rd XV Captain
- 5.14 7's Captain
- 5.15 Web Editor
- 5.16 Referee Secretary
- 5.17 Sponsorship Secretary 1
- 5.18 Sponsorship Secretary 2

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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 Club Captain shall be the chief officer of the Club and shall chair all meetings of the Club and its Committee. The Club Captain shall protect the aims of the Club and guide its progression. They should maintain order and preserve decorum and construe to enforce the constitution. The Club Captain possesses the casting vote except in matters pertaining to himself, or in matters where it can be shown that the Chairperson has a vested interest to the extent that he cannot represent objectively the best interests of the Club..
- 6.5 The Junior Treasurer shall be responsible for all financial matters pertaining to the activities of the Club. The Treasurer shall keep an accurate record of the income and expenditure of the Club and shall make reports on a regular basis to the Committee and all other relevant bodies. The Treasurer must prepare accounts and budgets for the Club..
- 6.6 The Honorary Secretary shall be responsible for all correspondence pertaining to Club activities. The Secretary shall be acting chairperson in the absence of the Chairperson. The Secretary is responsible for all non-financial records of the Club. The Secretary where possible shall represent the Club when dealing with bodies external to the Club and is responsible for the organisation of the club. The Secretary is responsible for the assets of the club, including the safekeeping, maintenance and acquisition of assets. He is responsible for organising equipment necessary for the efficient running of the club and is answerable to the Committee, Club & College regarding the Club's assets..
- 6.7 The Fixtures Secretary shall is responsible for the organisation of and running of all fixtures and logistics which pertain to the Club and its activities..
- 6.8 The Social Secretary 1 shall be responsible for the promotion of all Club activities using all forms of media that are deemed appropriate, effective & feasible..
- 6.9 The Social Secretary 2 shall be responsible for the promotion of all Club activities using all forms of media that are deemed appropriate, effective & feasible..
- 6.10 The 1st XV Captain shall be responsible for the captaincy of the Club's 1st XV, if they are unable to play they must appoint an agreed player to act in their place. They are responsible for the team on the pitch with regards to discipline, moral, liaising with officials and strategy as well as the normal duties of a captain of a Rugby Union team. The Captain is responsible for organising a team to play matches. The captain is jointly responsible for team selection with their coach. The coach has the right to veto any team selection by the captain..
- 6.11 The 2nd XV Captain shall be responsible for the captaincy of the Club's 2nd XV, if they are unable to play they must appoint an agreed player to act in their place. They are responsible for the team on the pitch with regards to discipline, moral, liaising with officials and strategy as well as the normal duties of a captain of a Rugby Union team. The Captain is responsible for organising a team to play matches. The captain is jointly responsible for team selection with their coach. The coach has the right to veto any team selection by the captain..
- 6.12 The 3rd XV Captain shall be responsible for the captaincy of the Club's 3rd XV, if they are unable to play they must appoint an agreed player to act in their place. They are responsible for the team on the pitch with regards to discipline, moral, liaising with officials and strategy as well as the normal duties of a captain of a Rugby Union team. The Captain is responsible for organising a team to play matches. The captain is jointly responsible for team selection with their coach. The coach has the right to veto any team selection by the captain..
- 6.13 The 7's Captain shall be responsible for the captaincy of the Club's 7's side, if they are unable to play they must appoint an agreed player to act in their place. They are responsible for the team on the pitch with regards to discipline, moral, liaising with officials and strategy as well as the normal duties of a captain of a Rugby Union team. The Captain is responsible for organising a team to play matches. The captain is jointly responsible for team selection with their coach. The coach has the right to veto any team selection by the captain..
- 6.14 The Sponsorship Secretary 1 shall be responsible for the attaining sponsorship for the Club and maintaining those sponsor's interests throughout the season..

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- 6.15 The Sponsorship Secretary 2 shall be responsible for the attaining sponsorship for the Club and maintaining those sponsor's interests throughout the season..
- 6.16 The Referee Secretary shall be responsible for the organisation of refereeing for all home fixtures and liaising with the relevant governing body..
- 6.17 The Web Editor shall be responsible for the maintenance of the Club's website and assisting other Club members in its use..
- 6.18 The Coaching Secretary shall be responsible for organising refereeing and coaching courses for the education and benefit of the Club's members. .
- 6.19 The Alumni Secretary shall be responsible for maintaining and building links with the Club's Alumni. .
- 6.20 The Press Officer shall be responsible for the promotion the Club through the College Newspaper. This should include, but not be limited to, weekly match reports. The Press Officer shall also be responsible for the editing and circulation of the Club's newsletter. All news items authored or edited by the Press Officer must be approved by the Club Captain before there release..
- 6.21 The Transport Secretary shall be responsible for organising all the Club's transport needs. This includes organising driver training as well as booking any required transport..

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.

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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 Rugby on 08/04/2013 by Thomas Hansen and Jake Woods