

Constitution for ICU Swim/Waterpolo

1. Name

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

2. Aims & Objectives

- 2.1 Coach swimming and teach water polo to its members
- 2.2 Take part in BUCS and London League competitions

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 Treasurer
- 5.3 Equipment Officer
- 5.4 Land Training Secretary
- 5.5 Secretary
- 5.6 Social Secretary (Polo Player)
- 5.7 Social Secretary (Swimming)
- 5.8 1sts Water Polo Team Captain (LUSL)
- 5.9 2nds Water Polo Team Captain (LUSL)
- 5.10 London League Swimming Captain
- 5.11 Men's Competitive Swimming Captain
- 5.12 Men's Waterpolo Captain (BUCS)
- 5.13 Women's Competitive Swimming Captain
- 5.14 Women's Waterpolo Captain (BUCS)
- 5.15 PR Officer - Swimfluencer
- 5.16 Vice President

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.

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- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Secretary shall be responsible for keeping the club records in good order, as well as carrying out publicity and club communication duties. The Secretary shall be in charge of the club email address, jointly with the Club Chair.
- 6.5 The Social Secretary (Swimming) shall be responsible for the organisation of social events to be held for the swimming and water polo club, as well as for the organisation of a Swimming-centered tour over the course of the year.
- 6.6 The Social Secretary (Polo Player) shall be responsible for the organisation of social events to be held for the swimming and water polo club as well as for the organisation of a Waterpolo-centered social tour.
- 6.7 The Men's Competitive Swimming Captain shall be responsible for the running of the swimming training and swimming galas, as well as organising competition travel and other costs. He shall be in charge of communications with the swimming coach. Jointly with the Women's swim captain, the Men's swim captain shall organise a training tour camp.
- 6.8 The Women's Competitive Swimming Captain shall be responsible for the running of the swimming training and swimming galas, as well as organising competition travel and other costs. She shall be in charge of communications with the swimming coach. Jointly with the Men's swim captain, the Women's swim captain shall organise a training tour camp.
- 6.9 The Women's Waterpolo Captain (BUCS) shall be responsible for the training of the water polo team, as well as getting the team ready for BUCS matches and organising competition travel and other costs.
- 6.10 The Men's Waterpolo Captain (BUCS) shall be responsible for the training of the water polo team, as well as getting the team ready for BUCS matches and organising competition travel and other costs.
- 6.11 The PR Officer - Swimfluencer shall be responsible for the organisation of sponsorship for the swimming and water polo club to aid the club with its financial burden. They should develop links with existing sponsors as well as trying to secure new opportunities for the club. Also responsible for upkeep of the website and social media pages.
- 6.12 The Equipment Officer shall be responsible for the organisation and design of wet and dry kit for the swimming and water polo club, including distribution and company correspondence.
- 6.13 The Land Training Secretary shall be responsible for the organisation of land based training for the swimming and water polo club on a weekly basis. The Land Training coordinator shall cooperate with Swimming and Waterpolo instructors to ensure the sessions are appropriate.
- 6.14 The 1sts Water Polo Team Captain (LUSL) shall be responsible for organising a team to compete in the LUSL waterpolo league.
- 6.15 The 2nds Water Polo Team Captain (LUSL) shall be responsible for organising a team to compete in the LUSL waterpolo league. This team is to focus on allowing new players to get experience in less-competitive matches.
- 6.16 The London League Swimming Captain shall be responsible for arranging the club's participation in the London League swimming gala. The role aims to give a point of contact to swimmers who have little to no competitive swimming experience, and give them a chance to compete in galas.
- 6.17 The Vice President shall help committee with problems using their wealth of experience from within committee in previous years. They must be entering their final year of studies and have held an executive position (Chair, Treasurer, Secretary, Social Secretary or Competitive Captain).

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

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- 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

- 12.1
- 12.2
- 12.3
- 12.4
- 12.5

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.

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- 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 Swim/Waterpolo on 26/01/2021 by Lia Trimarchi and Amanda Barden