

# Constitution for ICU ICSMSU Womens Football

## 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 ICSMSU Womens Football, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To provide an opportunity for the women of ICSM to play football socially and competitively.
- 2.2 To support all members socially and academically to the best of the club's ability.
- 2.3 To compete competitively in LUSL league, UH tournament, NAMS tournament and Varsity for Imperial College School of Medicine.

## 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 Secretary
- 5.4 Team Captain
- 5.5 Alumni & Sponsorship Officer
- 5.6 Education Officer
- 5.7 Social Secretary
- 5.8 Tour Secretary

## 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.

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- 6.4 The Chair shall shall •Be principle correspondent with the union and representation of the club
- Organise day to day running of the club
  - Be responsible for Incubator reports
  - Work with the treasurer for the yearly budget, the financial five year plan and any application to funding •Plan fresher's fortnight for the club
  - Plan player trials and oversee team selection
  - Be welfare point of contact for club members
  - Promote and develop the club
  - Attend all events, training, matches and club and society meetings
  - Liaise with coach to plan trainings and his payment
  - Be responsible for organising the yearly kit order
  - Be responsible for running trainings where the team captain cannot attend
  - Organise referees for every home match
  - Manage committee
  - Organise educational support
  - Organise varsity match, LUSL league matches, UH tournament and NAMs tournament
  - Be overall authority on any decisions for the club
  - Write weekly emails.
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- 6.5 The Treasurer shall shall Understand eactivities, use of purchase orders and processing of invoices
- Support core committee on understanding the financial status of the club
  - Provide advice on income and expenditure
  - Be responsible for annual budgeting in collaboration with club captain
  - Be responsible for ADF (activities development fund application) and sponsorship application in collaboration with club captain
  - Promptly approve all claims on a weekly basis
  - Work with social secretary to ensure timely payment of invoices for social events, any tour related events etc.
  - Seek out opportunities for further funding, Harlington grants, Mary's grant etc.
  - Seek sponsorship opportunities
  - Manage online shop in collaboration with various other members of committee
- Understanding of eactivities, use of purchase orders and processing of invoices (there is quizzes to teach you this)..
- 6.6 The Secretary shall shall Be responsible for the clubs social media presence on Instagram, facebook and twitter
- Be responsible for termly email with match dates and important social dates
  - Provide minutes for each committee meeting
  - Organise Heston pitches for our matches by liaising with Sports administrator Yasmin Vines •Liaise with team captain on time of matches and locations
  - Be point of contact for team captain and referees and coach
  - Support club captain, especially with kit order
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- 6.7 The Team Captain shall shall Attendance at all trials, training sessions, matches and socials
- \* Collaboration with the club captain for organisation of trails, trainings and matches
  - \* Lead all trainings that coach is not present for (Wednesday and Saturday), unless previously arranged for club captain to lead trainings
  - \* Provide balls, bibs and cones for trainings (kept in Reynold's clubs and socs storage room)
  - \* Representation of club during matches, communication with the referee, payment of the referee with referee receipts and in charge of communication with the other team captain
  - \* Liaise with the coach for team selection
  - \* Organise and manage team on a weekly basis and for matches
  - \* Point of contact for all completeive players
  - \* Collaboration with club captain and secretary for fixture dates, referees and pitches
  - \* Understanding of BUCs website and work with club captain to keep all scores up to date
  - \* Organisation of a team for NAMs and UH tournaments
  - \* Organisation of NAMs tour- travel/accomodation..
- 6.8 The Social Secretary shall shall In charge of all sports night themes and communication of said themes to the rest of the club
- \* In charge of sports night circles and games
  - \* Attendance at all sports nights and social events; social secretary MUST be at sports night early to guarantee a table for the club
  - \* Organisation of Christmas dinner
  - \* Collaboration with Club Captain and Men's football for Annual football dinner organisation
  - \* Aid the tour secretary in planning and organising tour
  - \* Plan new events through out the year
  - \* Attendance at all social events and trainings.
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- 6.9 The Tour Secretary shall shall In charge of planning and coordinating a location, travel and accommodation for tour. \* Organisation of day time activities and at least one of the meals on tour.
- \* Collaboration with treasurer to create an event budget for tour
  - \* Aid the team captain with organisation of NAMs tour
  - \* Aid social secretary with social event planning such as dinners and bowling and socials with other teams
  - \* Attendance at all social events (sports nights are mandatory, at which tour secretary will be expected to help the social secretary) and trainings..
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- 6.10 The Education Officer shall shall In charge of organising tutoring for all the members of the club.
- \* Point of contact for all members of the club who need academic support.
  - \* Must organise OSCE tutorial groups for the third years
  - \* Organise the mock OSCE in the summer term for the third years with aid from the club captain. \* Organise tutorial groups for the fifth years for PACEs
  - \* Establish alumni contacts to aid the final and fifth years
  - \* Collaborate with secretary to expand note database on website
  - \* Attendance at all social events and trainings.
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- 6.11 The Alumni & Sponsorship Officer shall shall Attendance at all social events and trainings.
  - liaise with alumni and answer all queries.
  - Write a termly newsletter for alumni
  - Organise tutorials given by alumni
  - Scout new sponsorship opportunities
  - help to construct and maintain sponsorship packages and materials..

## 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.

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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 ICSMSU Womens Football on 10/05/2021 by Francesca Scott and Christian Oldfield