

## The constitution of the Students' Union UCL

### UCL LACROSSE

#### 1 Name

1.1 The name of the society shall be the Students' Union UCL  
**UCL Lacrosse**

1.2 The society shall be affiliated to Students' Union UCL.

#### 2 Statement of Intent

2.1 The constitution, regulations, management and conduct of the society shall abide by all Students' Union UCL Policy, and shall be bound by the Students' Union UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in "how to guides".

2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to management of the club/society shall not contravene this policy.

2.3 The Club and Society Regulations can be found at the following website:  
[www.studentsunionucl.org](http://www.studentsunionucl.org)

### **3 The Society Committee**

#### President

- 3.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.1.1 Shall represent the Club and shall be responsible for making sure that the Club is run according to its constitution, the Student's Union UCL Club and Society regulations, Good Practice Guidelines, and Standing Orders of Student's Union UCL.
- 3.1.2 It is the responsibility of the President to call General Meetings of the Club, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.
- 3.1.3 Shall be the primary point of communication between the Union and the Club members. It is therefore required that s/he attends the relevant Union Committees.
- 3.1.4 The President shall give a report each term to the relevant Union Officer outlining developments, events, results and future policies for the Club.
- 3.1.5 Shall sustain Club legacy and keep regular correspondence with the Alumni, in particular the organisation of an annual Alumni fixture.

#### Treasurer

- 3.2 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.2.1 Shall carry out the day-to-day financial duties of the Club and is responsible to the Union for Club finances to the membership.
- 3.2.2 Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the Club ensuring that these are made through the Union Finance Department; only the Treasurer, or in

his/her absence the President, may authorise withdrawals or expenditure from the Club accounts.

3.2.3 Shall maintain a Club account book.

3.2.4 Shall apply for sponsorship and external financing opportunities and be the main point of contact with sponsors to maintain a good relationship.

#### Additional committee members

While you may have as many committee members as you choose we advise that you only put the essential positions in your constitution.

3.3 Specific job details of additional committee members.

3.4 Management of the club/society shall be vested in the club/society committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.

3.5 The committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.6 Committee members are elected to represent the interests and well-being of club/society members and are able to be held to account. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

#### Vice-President

3.7 Shall be in charge of organising the Volunteering activities of the Club. Shall work with the UCL Men's Lacrosse Club Vice-President to co-ordinate Volunteering projects.

3.7.1 Shall be responsible for fundraising activities and shall work with the Treasurer to raise funds for the Club and local charities.

3.7.2 Shall be responsible for the organisation of Mini-Tour and International Tour, finding the most appropriate dates and destination for members of the Club. Shall work with their counterpart at UCL Lacrosse Club to arrange at least one Tour per year to the same destination. The President retains final approval over Tour destination and dates.

3.7.3 Shall absorb the responsibility of the community outreach officer.

3.7.4 Shall provide assistance to the President and Treasurer where required.

#### First Team Captain

3.8 Shall be in charge of training of the First Team, and of arranging for professional coaching subject to approval by the President and Treasurer.

3.8.1 Shall be responsible for the participation of the First Team in BUCS, in liaison with TeamUCL Staff.

3.8.2 Shall be responsible for organising Wednesday First Team fixtures – for players, umpires and transportation.

3.8.3 Shall be responsible, in collaboration with the other captains, for issuing, collecting, and tracking club equipment within the First Team.

3.8.4 The First Team Captain should select, in consultation with the President and before the first scheduled fixture of the academic year, a Vice-Captain to assist with the running of the team. The Vice-Captain is not considered part of the Club Committee. The Vice-Captain should come from the Offence if the First Team Captain is from the Defence or vice-versa.

*For the purposes of this document, 'Offence' is defined as a player who usually begins a game in the attacking two-thirds of the field. 'Defence' is defined as a player who starts in the defensive third of the field.*

3.8.5 Members having played two or more BUCS fixtures for the Club at any point throughout the current academic year shall have two votes for the same candidate for the election of First Team Captain. All other members shall have one vote.

### Second Team Captain

- 3.9 Shall be in charge of training of the Second Team, and responsible for communicating with the Women's 1sts captain for ideas on drills and training programmes to ensure a fast progression of skills within the 2nds team.
- 3.9.1 Shall be responsible for the participation of the Second Team in BUCS, in liaison with TeamUCL Staff.
- 3.9.2 Shall be responsible for organising Wednesday Second Team fixtures – for players, umpires and transportation.
- 3.9.3 Shall be responsible, in collaboration with the other captains, for issuing, collecting, and tracking club equipment within the Second Team.
- 3.9.4 Members having played two or more BUCS fixtures for the Club at any point throughout the current academic year shall have two votes for the same candidate for the election of Second Team Captain. All other members shall have one vote.

### Development Team Captain

- 3.10 Shall be in charge of training of the Development Team, and responsible for communicating with the First and Second Team captain for ideas on drills and training programmes to ensure a fast progression of skills within the Second team.
- 3.10.1 Shall be responsible for organising friendly fixtures with nearby universities – for players, umpires and transportation.
- 3.10.2 Shall be responsible, in collaboration with the other captains, for issuing, collecting, and tracking club equipment within the Second Team.

### Social Secretaries

3.11 Shall be responsible for social events within the Club, and for liaising with other clubs/societies to organise social events.

3.11.1 The club shall have two social secretary positions.

### Welfare Officer

3.12 The representative should encourage members to join and interact with the society at every level no matter the background, ability, requirements or beliefs of that individual.

3.12.1 The representative should run and promote activities for (but not exclusively):

- Postgraduate Students
- Mature Students
- Black, Asian and Minority Ethnic students
- Students with disabilities
- Beginners and new members

3.13 Any complaints concerning the activities of any individual member should be submitted to the relevant Union Officer who will direct it to the appropriate Student's Union UCL Board.

3.14 The management of the Club shall be vested in the Club committee.

3.15 The Committee must be represented by at least two (2) members on any Tours organised by the Club.

3.16 Committee members are elected to represent the interests and well-being of Club members and are able to be held to account. If Club members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with section 5.6 of the Club and Society Regulations.

#### **4 UCL Men's Lacrosse Club Co-operation**

4.1 The Club shall work with University College London Lacrosse Club (the 'Men's Club', collectively the 'Clubs') to provide additional services to members of both Clubs.

4.2 A Captain for every team entered by Student's Union UCL into LUSL shall be elected and may come from either the Men's Club or the Ladies Club. This Captain or Captains may attend the meetings of the Committees of both Clubs.

4.2.1 Shall be in charge of training of the relevant LUSL team.

4.2.2 Shall be responsible for the participation of the relevant team in LUSL, in liaison with CSC Staff.

4.2.3 Shall be responsible for organising Sunday fixtures for the relevant team – for players, umpires and transportation.

4.3 The Men's Club President, or their nominated individual, shall have the right to attend meetings of the Club Committee.

#### **5 The Annual General Meeting**

5.1 The AGM shall be held during AGM Fortnight in the second term of the academic year, and shall have as its main business:

5.1.1 The presentation of the Officers Reports for the past year.

5.1.2 The election of the Committee for the next session.

5.1.3 An agenda giving notice of the AGM must be circulated to all Club members at least one term week in advance.

5.2 Opportunities for nominations for Club officers must be posted at least one term week in advance of the AGM and closed 24 hours before the meeting.

- 5.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 5.4 The quorum of the AGM shall be 15% of the full membership of the Club or 10 members whichever the greater. If this limit is not reached, no decision taken by the meeting will be official unless the Activities Board has ratified it.
- 5.5 The meeting should be chaired by the President of the Club or, if the President is unavailable, by any person that the meeting sees fit, provided that he/she is a member of the Club, and a full member of the Union.
- 5.6 In the event that no person is voted in to a post or of resignation from a position, the President will undertake the duties until such time as the post is filled.
- 5.7 Voting will be done on a simple majority basis for all matters. Should there be a tie, the vote will be recast with the last placed candidate from the previous round eliminated, repeated until a winner is found. If a tie remains with 2 candidates, the committee will cast the deciding vote on a simple majority basis for all matters. They will consider what is best for the Club.

## **6 Resignations**

- 6.1 If a Club President or Treasurer chooses to resign before the end of their term of office they should consult with the rest of the committee and then they must approach the Student Activities Officer for advice before they stand down.
- 6.2 An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/ Treasurer must sign the required President/Treasurers contracts and attend a brief training session with the relevant Union Officer.
- 6.3 Upon the resignation of any other member of the Club Committee, the remaining members of the Committee may make a new appointment on a simple majority basis. Any member of the Club Committee may refer the appointment to and EGM, as long as such a referral is made before the vote on a new member of the Club Committee.

## **7 Finance**

- 7.1 The Club will hold an account with the Union and shall administer this in accordance with the Student's Union UCL financial procedures.
- 7.2 The Club Treasurer will provide the relevant Union Officer with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 7.3 Budgets for all events shall be taken to the relevant Union Officer in order to be approved.

## **8 Health and Safety**

- 8.1 The Club acknowledges its duty of care to its members and will abide by Student's Union UCL's Health and Safety policy.

## **9 Terms, Aims and Objectives**

- 9.1 The club/society shall hold the following as its aims and objectives:
  - 9.1.1 There shall be weekly social events.
  - 9.1.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
  - 9.1.3 The objectives of the Club shall be to train new members, create greater awareness of Lacrosse, and continue development of players with past experience.
  - 9.1.4 The Club shall collaborate with University College London Union Men's Lacrosse Club for the arrangement and participation in London Universities Sports League (LUSL) Mixed Lacrosse fixtures.
  - 9.1.5 The main activities shall include British Universities and Colleges Sport Leagues (BUCS) matches for Women's Lacrosse teams and/or training at least 2 times a week and an annual tour.

9.2 This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations.

9.3 This constitution has been approved and accepted as the Constitution for the Students' Union UCL **UCL Lacrosse**. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Clubs and Societies Regulations.

President name: **Rebecca Phillips**

Treasurer name: **Fern Pannell**

President signature: 

Treasurer signature: 