

The Constitution of Students' Union UCL

Women's Football Club

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Women's Football Club.
- 1.2 The club/society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[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 the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

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.

Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

Welfare Officer

- 3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

Additional Committee Members

Any additional committee positions you have should be outlined in your constitution below.

- 3.4 The committee shall consist of the following members:
 - President
 - Vice President
 - Treasurer
 - Social Secretary (2)
 - Team Captains – independent for first, second, third squads (2 captains per team)
 - Development Secretaries/4th Team Captains (2)
 - Sponsorship Secretary

- Media Secretary
- Volunteering Officer (3)
- Welfare Officer (2)

Where President, Treasurer, Vice President and Captains are principal officers.

All committee must be members of the club/society and therefore must pay the full membership fee at the start of the year. They must also be current students on a full or part time course at UCL.

No committee member shall hold more than one principal officer post during each academic year.

Office shall be held from August 1st to July 31st of each academic year.

An outgoing member may be eligible for re-election should they remain a member of the club.

Vice-President

Shall exist to support the Club President in any and all capacities as they are able and as the President requires. Shall run committee meetings in the President's absence. Shall aim to further the club's aims through their dedication to any and all roles placed upon them by the President. Whilst they primarily exist to support the President, shall make themselves available to aid other committee and club members if the need arises and they have the capacity. Shall send out regular emails to club members, content agreed upon in committee meetings. Shall organize the February international tournament such as Les Parisiennes.

Team Captains

- Shall ensure the allocated league schedules are adhered to, and rendezvous with opposition captains, or student union, three days prior to any match to ensure the game will go ahead.
- Shall assist the coach in team contact and selection for each upcoming game, and notify selected players of upcoming matches.
- Shall provide and maintain the condition of the club football kit, distributing to players as necessary, whilst retaining all spares, and keeping record to prevent kit loss through misplacement.
- Shall liaise with allocated league referees, at least three days prior to scheduled match day, and provide upfront payment of said officials.
- To ensure match facilities are available and suitable as a playing surface prior to all matches, including contact with relevant opposing captains and match officials to inform of the state of the playing field, and whether its condition will allow play to go ahead.
- Lead the team by example, whilst adhering to all AFA and league guidelines and regulations, acting as the point of contact to all officials, and both supporting and encouraging all players as the figure head of the team, within the club.

Sponsorship Secretary

Shall be responsible for the organization of obtaining funding for the club through sponsorship ready for the year following their post. Should be prepared to allocate time over the summer preceding the academic year of their tenure to organize sponsorship.

Media Secretary

Shall update news to the webpage, Facebook page, Twitter account and Instagram regularly and ensure that match results are posted on the day of the game in question. If they may be unable to do this on occasion, it is their responsibility to delegate to another committee member. They are also responsible in writing articles on any big events the club hold.

Social Secretary

It is the responsibility of the social secretary to organize social activities- such as group visits, trips, evenings out- at which members of all squads are welcome to attend. Shall attend weekly sports nights on Wednesday evenings and organize plans such as fancy dress/meeting times with plenty of notice. Are responsible for organizing larger one off events such as Christmas dinner, joint events with the men's team and end of year dinner. Shall organize club Summer Tour according to UCL Union regulations.

Volunteering Secretary

Are responsible for organizing charity fundraising events and possible club volunteering opportunities through UCL Union.

Development Secretary/4th Team Captains:

Responsible for organizing social football events in the club including kickabouts and friendlies (aim to have monthly matches). It is essential that they keep in contact with club members who aren't being selected to play for the top 3 teams. They will contact local clubs for friendlies in which they will organize pitch bookings, referees and transport. Shall provide and maintain the condition of the club football kit, distributing to players as necessary, whilst retaining all spares, and keeping record to prevent kit loss through misplacement.

Welfare Officer

Responsible for organizing welfare awareness events, and advertising themselves as a point of contact for all members. They will sign-post to possible professional contacts in the university where necessary, in addition to controlling welfare funds.

- 3.5 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.6 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.7 Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. 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.

4 Terms, Aims and Objectives

- 4.1 The club/society shall hold the following as its aims and objectives.
- 4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3 The core activities of the club/society shall be:
 - To run, and maintain, four team squads throughout the season representing UCL in recognized competitive football leagues and an added Development Squad who play regular friendlies.
 - To make football an accessible sport to women of all abilities, ages and experience, welcoming and encouraging players to embrace the sport, and develop their own skill, understanding and enjoyment within the game.
 - To provide the facilities and coaching for all members to train as a club, and play as many official competitive games as available throughout the upcoming season.
 - All games shall be played in the colours of the UCL Union, as on the certified provided strip, of purple and blue.
 - To provide training sessions on a regular weekly basis, with at least 3 coaches attending, on an all-weather or astro-turf pitch, accessible to all members of the club.
 - On a regular basis to provide social activities- such as group visits, trips, evenings out- at which members of all squads are free to attend, facilitating no hierarchical system of club interaction.
 - To strive to achieve the best possible playing standard from all players, without enforcing any undue commitment or restraints upon players, enabling the teams to competitively succeed to the best of their ability.
 - All Committee members should strive to encourage its members to help in the community through volunteering and charity events.

In addition, the club/society shall also strive to organise other activities for its members where possible. These activities include one off events like the Christmas Dinner, End of the Year Dinner and possibly inspiring talks as well as kickabouts on weekends where possible.

Membership

The following shall be eligible to become members of UCL Union Women's Football club:

- UCL Union Full Student Members

- UCL Union Associate Members

All members shall pay an annual subscription fee to join the club; the membership fee shall be decided by the club committee. There will also be a half year membership for all affiliates.

The Annual General Meeting

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

- The presentation of the Officers Reports for the past year, including all sporting and social aspects of the club- its success, failures and foundations to be built upon.
- The election of the Committee for the next session.
- An agenda, written by the president, giving notice of the AGM must be circulated to all club members at least a week in advance.
- Nominations for club officers must be posted at least a week in advance of the AGM and closed before the meeting. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM. Such nominations will involve the input of coaches, as to the best candidates for team captain, as frequent liaison between the two is fundamental.
- The quorum of the AGM shall be 30% of the full membership of the club. If this limit is not reached, no decision taken by the meeting will be official unless it has been ratified by Activities Board.
- The meeting should be chaired by the President of the club, and minutes taken keeping full record of all comments and conclusion.
- 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.

Resignations

If the President or Treasurer chooses to resign before the end of their term of office she will consult with the rest of the committee and then she must approach the Student Activities Officer for advice before she stands down.

An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurer's contract and attend a brief training session with the Student Activities Officer.

If a team captain feels she can no longer fulfill her duties, she must first approach the team coach, allowing ample time before resignation for a suitable replacement to be found, and then contact the Student Activities Officer for advice before standing down.

Finance



The club will hold an account with the Union and shall administer this in accordance with the UCL Union financial procedures. The club Treasurer will provide the Finance and Democracy Officer with a detailed budget for the following academic year during the first half of the second term of the academic year.

Budgets for all events shall be taken to the Finance & Democracy Officer in order to be approved.

Health and Safety

The Women's Football Club acknowledges its duty of care to its members and will abide by UCL Union's Health and Safety policy. Furthermore, the club will allow no player to partake in any match, in which the club is liable for all incident, if said player is not a registered club member, and thus covered by the insurance given.

- 4.4 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 club/society general meeting. The Activities Executive shall approve any such alterations.
- 4.5 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Women's Football Club. By signing this document the president and treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President name:	Grace Gadeke
President signature:	
Date:	19.06.23
Treasurer name:	Amber Bennett
Treasurer signature:	
Date:	19.06.23