

2024-25

Constitution of Students' Union UCL

UCL Men's Hockey Club

1. Name

- 1.1. The name of the club shall be Students' Union UCL Men's Hockey Club ("the Club").
- 1.2. The Club shall be affiliated to Students' Union UCL ("the Union").

2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the Club 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 stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that Club regulations pertaining to membership of the Club or election to the Club shall not contravene this policy.
- 2.3. The Club further stresses its duty to ensure the existence of an open and inclusive culture, where all members, regardless of their identity, are treated equally and have the same quality of experience for the entirety of their membership period.
 - 2.3.1.1 All students, upon confirmation of their membership to the Club, are required to adhere to this policy for the period of their membership.
 - 2.3.1.2 Any member, who does not adhere to this policy, will be subject to internal disciplinary proceedings and may be referred to the Union.
 - 2.3.1.3 It is the responsibility of the committee to enact any necessary action to fulfil this obligation.
[moved to 3.42.1]
 - 2.3.1.4 This includes a "Zero Tolerance" policy to any instance of bullying, harassment or discrimination against any of the protected characteristics defined below:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- (in employment only)
- Pregnancy and maternity
- Sex
- Sexual orientation
- Religion or belief
- Race
 - Culture
 - Immigration status
 - Hair

2.4. The Club and Society Regulations can be found on the following webpage:

<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3. Committee

3.1. President

3.1.1. The President's primary role is laid out in section 5.7 of the Club and Society Regulations.

3.1.2. The President shall represent the club and shall be responsible for making sure that the Club is run according to its constitution, the Students' Union UCL Club and Society regulations, Good Practice Guidelines, and Standing Orders of Students' Union UCL.

3.1.3. 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.

3.1.4. The President shall be the primary point of communication between the Union and club members. Therefore, it is required that they attend the relevant Union Committees.

3.2. Treasurer

3.2.1. The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

3.2.2. The Treasurer shall carry out the daily financial duties of the Club and is responsible to the Union for reimbursements to the membership.

3.2.3. The Treasurer shall keep up-to-date and accurate financial information. The Treasurer is responsible for all financial transactions of the club and ensure that these are made through the Union Finance Department. Only the Treasurer, or in his absence the President, may authorise withdrawals or expenditure from the club accounts.

3.2.4. The Treasurer shall maintain a club account book.

3.3. Welfare & Inclusivity Officer

- 3.3.1. The Welfare & Inclusivity Officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.3.2. The Welfare & Inclusivity Officer shall be knowledgeable on the advice and support available to students, and signpost this to them throughout the year.
 - 3.3.3. The Welfare and Inclusivity Officer should encourage participation in and host activities for students from underrepresented backgrounds in the Club.
- 3.4. Chairman
- 3.4.1. The Chairman is responsible for organising the annual summer tour, as well as any other trip the Club may decide to take during his tenure.
 - 3.4.2. The Chairman is responsible for ensuring that election processes are run in a fair and democratic way, and that they abide by Union policies.
 - 3.4.3. Shall take minutes for committee meetings, and any other general meeting.
 - 3.4.4. Shall assist the President and Treasurer with the day-to-day running of the Club as required.
- 3.5. Team Captains
- 3.5.1. 1st XI Captain
 - 3.5.2. 2nd XI Captain
 - 3.5.3. 3rd XI Captain
 - 3.5.4. Mixed XI Captain
 - 3.5.5. Captains, alongside their respective coaches, are responsible for organising weekly training sessions, and squads for any forthcoming matches.
 - 3.5.6. They will ensure to pick their squads in an unbiased manner and create an open and inclusive culture within their teams.
 - 3.5.7. Captains will remain in constant communication with each other throughout the year to ensure players move up and down within teams fairly.
- 3.6. Social Secretaries I & II
- 3.6.1. The Social Secretaries will be responsible for organising and hosting weekly Wednesday socials, as well as any balls the Club may put on.
 - 3.6.2. Shall ensure socials are run in an inclusive way.
 - 3.6.3. This includes, but is not limited to, organising:

- 3.6.3.1. At least one social per term that is not centred around the consumption of alcohol.
 - 3.6.3.2. At least one social per term that is not on a Wednesday.
 - 3.6.3.3. At least one social in the academic year with another TeamUCL Club.
 - 3.6.3.4. At least one social per term in the academic year with an underrepresented cultural society
- 3.7. Volunteering and Community Outreach Secretary
- 3.7.1. The Volunteering and Community Outreach Secretary will organise at least one major fundraising event per term.
 - 3.7.1.1. One of these events must be in support of a local organisation
- 3.8. Kit & Sustainability Secretary
- 3.8.1. The Kit & Sustainability Secretary will design, order, and distribute all club kit and stash.
 - 3.8.2. The Kit & Sustainability Secretary will write a sustainability plan, alongside the Club's Development Plan, at the beginning of the year with clear aims and expected outcomes.
- 3.9. Fixtures Secretary
- 3.9.1. The Fixtures secretary will work with the President to organize facility hire for all matches and training sessions.
 - 3.9.2. The Fixtures secretary will work with Team Captains to ensure every home game has 2 umpires at least one week before the fixture is due to be played.
- 3.10. Marketing Secretary
- 3.10.1. The Marketing Secretary is responsible for managing and maintaining all the Club's social media accounts and website.
 - 3.10.2. Shall work with the President and Treasurer to acquire sponsorship.
 - 3.10.3. Shall work with the Treasurer to put on events and advertise for Club sponsors, as well as fulfil any other contractual obligations the Club has to a sponsor.
- 3.11. Fitness Secretary
- 3.11.1. The Fitness Secretary is responsible for planning, organising and delivering a programme to improve fitness for all club members during the year.

- 3.11.2. The Fitness Secretary should organise an online or in-person session at least once every fortnight.
- 3.12. Management of the Club shall be vested in the Club committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate Club, activities.
- 3.13. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.14. Committee members are elected to represent the interests and well-being of Club members and are accountable to their members. 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 the Students' Union UCL Club and Society Regulations.
- 3.15. Office shall be held from the day after the last day of Term 3 to the last day of Term 3 of the following academic year
- 3.16. All committee must be members of the club 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.
- 3.17. No committee member shall hold more than one post during each academic year.
- 3.18. An outgoing member may be eligible for re-election should they remain a member of the club
- 3.19. The entire elected committee will undergo the following training by the start of Term 1:
 - 3.19.1.1. Online Sexual Consent Training (Moodle Module)
 - 3.19.1.2. Active Bystander Training
 - 3.19.1.3. Tackling Sexual Violence Training

4. Terms, Aims and Objectives

- 4.1. The Club shall hold the following as its aims and objectives.
- 4.2. The Club 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 shall be:
 - 4.3.1. To provide its members with regular competitive and non-competitive hockey matches as well as training for people of all sporting ability, regardless of their identity.
 - 4.3.2. The main activities shall include matches and training every week of term.
 - 4.3.3. The playing colours of the club shall be sky blue and purple.

- 4.3.4. There shall be weekly social events, including after matches and training.
 - 4.3.5. There will be one formal 'Ball' during the year.
 - 4.3.6. The Club will aim to organise a summer tour.
- 4.4. In addition, the Club shall also strive to organise other activities for its members where possible.

5. The Annual General Meeting

- 5.1. The Annual General Meeting ("the AGM") shall be held during 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 year.
- 5.2. An agenda giving notice of the AGM must be circulated to all club members at least a week in advance.
- 5.3. Nominations for club officers must be posted at least a week in advance of the AGM and closed before the meeting.
 - 5.3.1. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
 - 5.3.2. An individual member may only nominate themselves for a maximum of three committee positions at or before the AGM.
- 5.4. 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.
- 5.5. The meeting should be chaired by the President of the club or by any person that the meeting sees fit, provided that they are a member of the club, and a full member of the Union.
- 5.6. In the event that no person is voted into a post or of resignation from a position, the President will undertake the duties until such time as the post is filled.

6. Resignations

- 6.1. If any the club’s principal officers choose 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 principal officer must sign, if applicable, an acting President/Treasurers contract and attend a brief training session with the Student Activities Officer.
- 6.3. If another committee member wishes to resign, an EGM must be held, and a new member elected.

7. Health and Safety

- 7.1. The Club acknowledges its duty of care to its members and will abide by Students’ Union UCL Health and Safety policy.

8. The Constitution

- 8.1. This constitution shall be binding on the Club officers and shall only be altered by consent of two-thirds majority of the full members present at a Club general meeting. The Activities Executive shall approve any such alterations.
- 8.2. This constitution has been approved and accepted as the Constitution for the Students’ Union UCL Men’s Hockey 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: Finn Baqai
	Signature: Finn Baqai
	Date: 9/7/2024
Treasurer	Name: Jonty Todd-Stewart
	Signature: Jonty Todd-Stewart
	Date: 9/7/2024