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# The Constitution of Students’ Union UCL

# UCL Women’s Hockey club

### Name

#### The name of the club/society shall be Students’ Union UCL Women’s Hockey club.

#### The club/society shall be affiliated to Students’ Union UCL.

### Statement of Intent

#### 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](http://studentsunionucl.org/governing-documents), [Byelaws](http://studentsunionucl.org/governing-documents), [Club and Society Regulations](http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations) and the club and society procedures and guidance – laid out in the ‘[how to guides](https://studentsunionucl.org/how-to-guides)’.

#### 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.

#### The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

### The Society Committee

#### 3.1 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 full time or part time courses at UCL.

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

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

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

#### 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.

3.8 Any complaints concerning the activities of any individual member should be submitted to the Student Activities Officer who will direct it to the appropriate UCL Union Board

#### 3.9 President

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

3.9.2 It is the responsibility of the President to call General Meetings of the club and organize proper elections for the following year’s committee, in accordance with Club and Society Regulations.

3.9.3 Shall be the primary point of communication between the Union and the club members. It is therefore required that she attends the relevant Union Committees.

#### 3.10 Treasurer

#### 3.10.1 The treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.

Shall carry out the day to day financial duties of the club, and responsible to the union for club finances to the membership.

3.10.2 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 her absence the President may authorise withdrawals or expenditure from the club accounts.

3.10.3 Shall approach companies for sponsorship for events and act as the main point of contact with such companies.

3.10.4 Shall maintain a club account book.

#### 3.11 Welfare Officer

#### 3.11.1 The welfare officer’s primary role is laid out in section 5.9 of the Club and Society Regulations.

3.11.2 Act as a point of contact for anyone in the club who may have experienced discrimination or have been made to feel unsafe, within the club or outside it. Signpost effectively to advice and support services available.

3.11.3 Promote liberation and equality campaigns within the club and attend workshops and forums on issues pertaining to liberation and inclusivity. Encourage members to join and interact with the club at every level no matter the background, ability, requirements or beliefs of that individual

3.11.4 Act as LGBT+ Officer within club and adhere to the PRIDE in Sport and Transgender Inclusion policy. Provide support to any LGBT+ members and campaigning/raising awareness of issues through events and sessions.

3.11.5 Shall maintain links with alumni throughout the year and aim to hold

at least one event with current members and UCLWHC alumni. In particular with our alumni club, The London Academicals.

3.11.6 - Work alongside the president to promote the development and

#### diversification of club activities throughout the year, with events including This Girl Can & Project Active

#### 3.12 Team captains

3.12.1 Shall organize their team for any forthcoming matches. They are to ensure their team arrives promptly for matches, wears the appropriate kit and maintain a sportsman like attitude towards other clubs.

3.12.2 Are responsible for communicating with the sports administrator to arrange, confirm and produce results from matches.

3.12.3 Shall generate a strong sense of unity within their team and encourage team bonding and communications.

3.12.4 1st team Captain will also be responsible for liaising with RUMS 1st team Captain in organizing and fielding a team for the RUHC Saturday league team

3.13 Social secretaries

3.13.1 Shall arrange and organize all club social functions.

3.13.2 Provide the committee with a preliminary social calendar at the beginning of each academic year.

3.13.3 Shall encourage team and club integration ensuring that new members feel welcome.

3.13.4 Shall liaise with the captain of the team without a social sec, and help

them to appoint a social rep within that team.

3.14 Kit and Media Secretary

3.14.1 Shall act as the club administrator. This will include helping

committee members with any administrative points of contact.

3.14.2 Shall take minutes at committee meetings.

3.14.3 Shall approach companies for kit and act as the main point of contact with such companies.

3.14.4 Shall maintain and increase the clubs online presence in

accordance with the publicity contracts signed by the President and Treasurer at the start of their tenure.

3.14.5 Shall be responsible for increasing the presence of UCLUWHC in UCL media coverage, where appropriate, through for example Pi newspaper & The Buzz, as well as maintaining and updating Twitter accounts, Instagram, Facebook group, general website.

3.15 Fixtures secretary

3.15.1 Shall organize pitch bookings for all matches including those which are rearranged.

3.15.2 Shall liaise with other clubs to arrange friendly and mixed matches and tournament entry

3.16 Volunteering and community outreach Secretary

3.16.1 Shall act as volunteering coordinator and be primarily responsible for organizing at least 2 volunteering events Per Term.

3.16.2 Work with the other members of the Committee promoting and supporting fundraising events, particularly with the Social Secretaries.

3.16.3 Promote external volunteering and charity opportunities within UCL to club members.

3.17 Fitness Secretary

3.17.1 – Responsible for planning, organising and delivering a programme to

improve fitness for all club members during the year.

3.17.2 They should aim to organize at least one session per month

### Terms, Aims and Objectives

#### The club/society shall hold the following as its aims and objectives.

4.1.1 The objects of the club/society shall be to compete within regular BUCS, LUSL leagues and cups to include friendly and mixed matches when possible. Tournaments and competitions shall also be considered as an integral part of the clubs playing season to promote and boost recognition. To put forward 8 players towards the RUHC Saturday league squad - a team consisting of the current 8 best players from RUMSWHC 1st XI and 8 players from UCLWHC 1st XI.

4.1.2 The main activities shall include regular matches, training sessions and participation in tournaments. Club social activities will occur at least three times a term to enhance team integration and ensure members feel comfortable and welcome within the club

4.1.3 The playing colours of the club shall be Purple, Sky Blue and White (Shirts, socks and either skort or shorts)

4.1.4 There shall be weekly training sessions throughout the season whether pitch or fitness to which all will be encouraged to attend for the benefit of team performance. Team members will be encouraged to participate within weekly socials after Wednesday afternoon matches to promote social integration. These will include team/club dinners, dressing up nights and arranged events throughout the season

4.1.5 The committee will aim to meet once a fortnight or when necessary to discuss forthcoming matches, events, problems or issues to ensure the running of the club remains smooth and successful. The committee will make any major decisions collectively.

#### The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

#### The core activities of the club/society shall be:

4.3.1 The objects of the club/society shall be to compete within regular BUCS, LUSL leagues and cups to include friendly and mixed matches when possible. Tournaments and competitions shall also be considered as an integral part of the clubs playing season to promote and boost recognition. To put forward 8 players towards the RUHC Saturday league squad - a team consisting of the current 8 best players from RUMSWHC 1st XI and 8 players from UCLWHC 1st XI.

4.3.2 The main activities shall include regular matches, training sessions and participation in tournaments. Club social activities will occur at least three times a term to enhance team integration and ensure members feel comfortable and welcome within the club.

4.3.3 There shall be weekly training sessions throughout the season whether pitch or fitness to which all will be encouraged to attend for the benefit of team performance. Team members will be encouraged to participate within weekly socials after Wednesday afternoon matches to promote social integration. These will include team/club dinners, dressing up nights and arranged events throughout the season.

5 Annual General Meeting

5.1 The AGM shall be held during the second term of the academic year and shall have 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.

5.2 An agenda giving notice of the AGM must be circulated to all club/society members at least 3 days in advance.

5.3 Nominations for club/society officers must be posted at least a week in

advance of the AGM and closed before the meeting commences. .

5.4 The quorum of the AGM shall be 15% of the full membership of the club/society. 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 she is a member of the club, and a full member of the Union.

5.6 To be elected as a member of an incoming committee a majority of more than two must be obtained by any one candidate, for the elected outcome to be valid. If a majority of more than two is not achieved, a secondary vote between the top two candidates (as identified by the first vote) for that position must be opened. In cases where only two candidates are contesting a single position AND in cases where following a secondary vote the top two candidates remain separated by a less than significant majority (one/two votes) – a one vote majority will be considered sufficient for election. In the event of a 50/50 equal split, the President holds the casting vote.

5.7 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 Membership

6.1 The following shall be eligible to become members of UCL Union Women’s Hockey club:

6.1.1 UCL Union Full Student Members

6.1.2 UCL Union Associate Members

6.2 All members shall pay an annual subscription to join the club; the membership fee shall be decided by the club/society committee.

7 Resignations

7.1 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.

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

8 Finance

8.1 The club will hold an account with the Union and shall administer this in accordance with the UCL Union financial procedures.

8.2 The club Treasurer will provide the Finance and Democracy Officer with a detailed budget for the following academic year during the second half of the second term of the academic year.

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

9 Health and Safety

9.1 The club/society acknowledges its duty of care to its members and will abide by UCL Union’s Health and Safety policy

10 The constitution

10.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. Activities Board and Governance Committee shall approve any such alterations.

10.2 The Constitution shall be binding on the club officers. This constitution has been approved and accepted as the constitution for the UCL Women’s Hockey Club.

#### 10.3 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 Zone shall approve any such alterations.

#### 10.4 This constitution has been approved and accepted as the Constitution for the Students’ Union UCL UCL Women’s Hockey. 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.

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| President name: | Anna Glaser |
| President signature: | Anna Glaser |
| Date: | 22/06/20 |
| Treasurer name: | Isabella Sportelli |
| Treasurer signature: | Isabella Sportelli |
| Date: | 22/06/20 |