

| To be completed by the AU Officer    | Date | AU Officer signature |
|--------------------------------------|------|----------------------|
| Constitution submitted to AU Officer |      |                      |
| Approved to pass into 3 month rule   |      |                      |
| Rejected by AU Committee             |      |                      |
| Club affiliated to AU                |      |                      |

Southampton University Athletic Union

Southampton University Canoe Polo Club Constitution

Name: The name of the Club shall be University of Southampton Canoe Polo Club.

Hereinafter referred to as the Club.

1. **Sport type:** Water

(Categories: Team / Outdoor / Water/ Extreme / Racket / Individual / Martial Arts)

2. **Objects/Aims:**

The objects / aims of the Club shall be:

To promote and make available the sport of canoe polo to the student community.

To provide progressive training for all members of the Club with the aim of achieving maximum success in all leagues at the main BUCS event.

To instil an ethos of sportsmanship and fair play at all levels and at all events and club sessions.

To create a friendly and safe environment for all members.

The Club must make every effort to comply with all Union Health and Safety policies.

The Club must ensure that it complies with all safety procedures which the British Canoe Union (BCU) prescribes where applicable.

### **3. Membership:**

The members of the Athletic Union (AU) shall, in accordance with Grant Aid, section B, meet all the following requirements:

- a. all registered full-time students of the University;
- b. such registered part-time students of the University as the Union in accordance with its Laws may admit to full membership;
- c. all other registered part-time students of the University wishing to become associate members on payment of the appropriate membership fee;
- d. all members of staff of the University wishing to become associate members on payment of the appropriate membership fee;
- e. such persons as the Union in accordance with its Laws may admit to either life or temporary membership on payment of the appropriate life or temporary membership fee;
- f. such persons as the Union in accordance with its Laws may elect as honorary members;
- g. such persons who already members of Students Unions in other institutions of Higher or Further Education as the Union in accordance with its Laws may elect as external members.
- h. Members who through association to the Club as coaches or instructors bring a high degree of experience to Club activities.
- i. All members must purchase Sportrec.

The AU admin must always be provided with an up to date copy of all member names and corresponding student numbers.

### **4. Officers:**

All Clubs must have a minimum of three committee members, all of which must be full time students unless otherwise agreed by the Athletic Union Committee (AUC). The officers of the Club shall be:

#### **a) President:**

The President/ Club Captain is responsible for the day to day running of the Club and shall be the Club's primary representative to the AU, the general public and any NGBs.

b.) Secretary:

The Secretary shall keep minutes of Club meetings which shall be available to the AU. The Secretary shall produce and maintain a list of all members, including up to date contact details, which shall be available to the Club's committee and the AU on their request. The Secretary will oversee the health and safety requirements of the club ensuring up to date risk assessments are completed for each activity.

c.) Treasurer:

The Treasurer shall maintain the accounts of the Club, which shall be available for examination at the Annual General Meeting (AGM). Any funds spent by the Club must follow Union regulations (as set out in the Constitution and Grant Aid) and be authorised by the Treasurer and the President/ Club Captain.

Additional Club Officers

d.) Tournament Secretary

It shall be the role of the Tournament Secretary to organise all friendly matches and competitive matches including BUCS which will involve liaising with the AU administrator. This will include organising transport, entry and accommodation as well as liaising with both the secretary and treasurer to ensure a risk assessment and budget has been completed. They will not be responsible for organising entry into non university out of term tournaments such as London International.

e.) Team Captains

The Team Captains shall encourage the sporting development of the Club and captain their team at training and matches. Individual Team Captains shall be responsible for the satisfactory conduct of all matches. The Team Captains are to liaise with the President to report any individual concerns from members of their team but are not required to attend committee meetings.

f.) Kit Secretary

The Kit Secretary shall liaise with the President to ensure that all required kit is available. The Kit Secretary shall organise all orders of Club kit, and liaise with the Treasurer concerning their finance. They will be responsible for organising the maintenance of the equipment ensuring it is safe and in a tournament legal condition. They will keep an up to date list of club owned kit for insurance purposes.

#### g.) Social Secretary

The Social Secretary shall work with all members of the committee to plan and carry out an enjoyable and effective social calendar for the academic year. The Social Secretary shall organise at least 4 non-alcoholic socials a year; one every term and an additional one in the first 4 weeks of the new academic year. The Social Secretary will submit a report on all non-alcoholic socials to the AU Officer. It is optional for this committee member to attend committee meetings.

#### h.) General Member

The General Member shall be an additional officer to assist with the running of the club but does not have a specific role. This is a position primarily for freshers to gain experience of how the club runs before taking a role of greater responsibility.

5. **Committee:**

The administration and management of the Club shall be the responsibility of its committee. The committee shall consist of the officers of the Club. The committee has no maximum number but must have a minimum of three people. The committee must be elected at the AGM. All members of the committee must be full time students unless otherwise agreed by AUC. Where possible, the President will have had a role in the committee the previous year and so has experience of running the club.
6. **Club hand-over:**

Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following the elections. The responsibilities of each outgoing officer are:

  - a) President. The President must ensure that the e-mail list, computing file store and mailing list are transferred to the new owner. The President/ Club Captain is responsible for the transfer of all vital information needed for the effective management and running of the Club.
7. Treasurer. The Treasurer must ensure that the Club's accounts are up to date and that the new officer has all bank account details transferred to him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is drafted to be submitted when required.

8.

## **Meetings:**

### a.) Annual General Meeting (AGM)

- i. The Club AGM shall be held after the major BUCS tournament
- ii. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Club members.
- iii. Officers of the Club and committee members shall be elected at the AGM. The Secretary shall invite nominations at least 7 days before the meeting.
- iv. Nominations must be given to the Secretary before the start of the meeting.
- v. Each member of the committee may be invited by the Chairperson to make a short speech concerning his or her activities during the previous year. This speech is compulsory for the Treasurer, who must also present the year's accounts for examination if requested.
- vi. Minutes of the AGM shall be made available no longer than 2 weeks after the meeting.

### c) Extraordinary General Meetings (EGM)

- i. An EGM can be called by the President or by written application to the President of at least 6 members of the Club, together with a written statement of the objects for which the meeting is being called.
- ii. At the EGM no business other than that specified in the written statement shall be discussed.
- iii. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the President/ Club Captain.
- iv. The AU President shall be informed of the meeting and the reason for it being called, before it is held.

### d) Conduct of meetings

- i. Voting: Every full member of the Club present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose.

- ii. Quorum: The quorum at all meetings shall be set down by individual Clubs.
- iii. Minutes: The Secretary of the Club shall keep minutes of all Club meetings, which shall be available to the AU President and the AUC.

**9. Elections:**

- a) Elections for Club Officers and committee members shall be held at the AGM. The committee shall invite nominations at least 7 days before the meeting. Nominations must be given to the Secretary before the meeting.
- b) The elections will be advertised to all Club members.
- c) The elections shall be carried out by show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chairperson may vote in favour of one of the candidates or may declare the post unfilled.
- d) If a full committee is not elected for any reason, the President will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
- e) Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the AU within 14 days of the election via a change of Club contacts form.

**10. Financial matters**

- a) The Treasurer of the Club shall be responsible for maintaining the accounts of the Club, which shall be available to the AU President and the AUC.
- b) An annual statement of the Club accounts must be presented to the AGM by the Club Treasurer.
- c) The officers of the Club are jointly liable for the proper management of the Club's finances and ensuring that the Athletic Union's Grant Aid regulations are applied.

**11. Expulsion of members:**

- a) The Committee shall have the power to expel any member from the Club, after discussion with the AU President, on the grounds of misconduct, or for conduct of a nature opposed to the objects of the Club, the AU and the Students' Union.

- b) Where any member of the Club is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Club.
- c) Students who are expelled from any Club have the right of appeal to the AUC.
- d) Students who are expelled will forfeit the right to any money they have given to the club including membership and any fees for tournaments which they were due to attend unless a replacement can be found.

**12. Constitution Amendments:**

- a) The Club committee at the AGM or any committee meeting shall first approve amendments to the constitution. These changes will be advised
- b) The committee shall hold a vote to pass any constitutional changes. This shall be done by ballot or a show of hands, at the discretion of the meeting. Should there be a tie, the Chairperson may vote.
- c) Amendments to this constitution shall be submitted to the AU President in writing, for consideration and approval by the AUC.
- d) The Secretary of the Club and the AU shall both keep a copy of the constitution.

A General meeting of the Club approved the above constitution on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ President/Club Captain

\_\_\_\_\_ Secretary