Southampton University Ultimate (Frisbee) Club

CONSTITUTION

Amended constitution on 24/07/2019 by:

Freya Elliott (President)

Paige Latham (Secretary)

Barnaby Greenfield (Treasurer)

James Willis (Club Captain)

Oliver Pattinson (Men's 1st Team Captain)

Kai Yun (Women’s 1st Team Captain)

Robert Henry (Kit Secretary)

Ramu Vettath (Social Secretary)

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# Club Name

* The official name of the club is: University of Southampton Ultimate (Frisbee)
* The club shall be known as: Skunks Ultimate
* Accounts are held on the name of: SU Frisbee

# Classification

* Southampton University
	+ Students Union (SUSU)
		- Athletic Union (AU)
			* Team Sport

# Objectives/Aims

The objects/aims of the Society shall be:

* To play Indoor Ultimate.
* To play Outdoor Ultimate.
* The encouragement of “Spirit of the Game”.
* The promotion of Ultimate amongst members of the University.
* To cater for players of all levels
	+ Train less experienced players enabling them to then compete at higher levels.
	+ Additional coaching to further develop more experienced players at a higher level, with the provision of a regular competitive session
* To have a first squad competing at a national level in all divisions.
* To regularly attend a wide range of tournaments to cater for all members.
* To host tournaments.
* To provide regular social events suitable for all members

# Membership

* All players attending more than 3 sessions or wishing to attend a tournament require club membership.
* Membership costs will be determined each year by the current committee.
* Full membership is open to any registered student upon payment of the membership fee as set by the Society's committee.

## SPOrt and wellbeing membership

* All members who use Sport and Wellbeing facilities (Team Southampton sports hall, Jubilee sports hall, Jubilee gym, Wide Lane) require valid sport and wellbeing membership
* Players without this membership will be turned away from these sessions, but may attend other sessions, including external bookings and Southampton Common.

## Membership lists

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

# Committee

## Roles & responsibilities

The officers of the Society shall be:

### President

* The President is the figurehead of the Club. They are responsible for the overseeing of the running of the club. This includes completing any tasks that do not come under the jurisdiction of other committee members (see below). The president must arrange and chair, committee meetings at appropriate intervals. The President is the Tournament Director of all tournaments run by Skunks Ultimate.

### Treasurer

* The Treasurer shall maintain the accounts of the club, which must be available for examination at the AGM, and shall be available for examination on request at any other time. Any funds spent by the Club must follow Union regulations (as set out in the current version of Grant Aid) and be authorised by the Treasurer and one other committee member. Spending of funds can also be authorised by a majority committee vote. The Treasurer must ensure that all financially related aspects of the club’s activities adhere to the rules and regulations in Grant Aid. The Treasurer must complete the budget application form ahead of the deadline each year; this form must be checked by the committee and submitted prior to the deadline. The treasurer must transfer signatures on the club bank account within one calendar month of the AGM.

### Secretary

* The Secretary shall keep minutes of meetings; these will be made available to the committee within 48 hours after each meeting. The minutes will also be made available to members of the club and to the AU Office. It is the responsibility of the Secretary to deal with all external communications on behalf of the club and its committee. The secretary shall produce and maintain a list of all members, including up to date contact details, which shall be available to the committee. The secretary is responsible for all paperwork for the AU and Sport and Wellbeing not otherwise allocated to another committee member in this document. The secretary will book training slots at least 6 months in advance. They will work closely with the coaches to submit any BUCS paperwork, book training venues, organize tournament entry and organize transport and accommodation for all tournaments.

### Social Secretary

* The Social Secretary is responsible for organising and running all the club’s social events, including but not limited to:
	+ Regular club socials
	+ Women’s socials
	+ Men's socials
	+ One non-alcoholic social per semester
	+ Tournament socials
	+ Trips abroad
	+ Winchester & Isle of Wight pub crawls
	+ Handover social
* The Social Secretary should make every effort to attend all socials.

### Kit Secretary

* The Kit Secretary is responsible for the design, ordering, storage, stock control and distribution of all club equipment and merchandise. They should complete the AU Capital Equipment form. They should keep the committee informed of stock levels at each committee meeting and also on request at any other time.
* The Kit Secretary will make a kit order for existing members during the summer holidays, and a second order for fresher's before Christmas.
* The Kit Secretary is responsible for ensuring that refills for the 3 first aid kits (club, men's and women's) are ordered.
* The Kit Secretary is responsible for looking after stocks of kit (including cones, discs, etc.), keeping track of where all kit is, and purchasing replacement kit on behalf of the club should kit be lost or need replenishing for any other reason.
* Should any club member lose kit loaned to them or fail to produce it upon request by the Kit Secretary, the Kit Secretary reserves the right to charge that member up to the full cost of replacement kit.

### Club Coach

* The coach has overall responsibility for developing the on pitch aspects of the club. Primarily they should plan and run club training sessions. They may assist the Men's and Women's Coaches if asked.
* The coach will work with the Coaches when selecting and training teams for mixed events. This will be managed collaboratively as the three see best for any given event.
* The coach is responsible for storing the club kit bag (training discs, cones & first aid kit) and for ensuring it gets to all training sessions on time.
* The Coach will pick Captains for each team sent to a Mixed tournament with the Men’s and Women’s Coaches.
* The coach assumes the role of Mental Health & Well-Being Officer, and as such will:
	+ Make themselves open to every member of the club to discuss personal issues
	+ Be on the lookout for club members who may not be enjoying being part of the club as much as other members, and make efforts to remedy this
	+ Structure training sessions in such a way as to be mindful of the concerns of every member of the club
	+ Attend meetings and/or training sessions organised by the Student’s Union to prepare the coach for the role when instructed by the President

### Men’s Coach

* The Men's Coach is responsible for the selection and training of all men in the club. Note this does not mean they necessarily run training sessions of the men; they may train the men alongside the women in mixed training sessions or nominate promising players and/or external coaches to run sessions on their behalf. They are simply responsible that the men get trained to a high standard.
* They will select the men’s teams for tournaments, possibly assisted by the Club Coach, Women’s Coach, Secretary, and/or President, as deemed appropriate by the Men’s Coach.
* They will work with the Club Coach and Women's Coach to select teams for mixed tournaments.
* The Men’s Coach is responsible for storing the Men's kit bag (training discs, cones & first aid kit) and for ensuring it gets to all training sessions on time.
* The Men’s Coach will strive to provide match experience for all men in the club by promoting upcoming tournaments, advertising pick-up opportunities, and selecting fair and balanced teams for tournaments.
* The Men’s Coach will choose an on-pitch Captain for each men’s team sent to a tournament, who will act as a motivator and on-pitch voice for the Coach. The Men’s Coach may select themselves to be Captain or may choose an appropriate method for picking Captains. They will work with the Club Coach and Women’s Coach to select Captains for Mixed Tournaments, under the same rules.

### Women’s Coach

* The Women’s Coach is responsible for the selection and training of all women in the club. Note this does not mean they necessarily run training sessions of the women; they may train the women alongside the men in mixed training sessions or nominate promising players and/or external coaches to run sessions on their behalf. They are simply responsible that the women get trained to a high standard.
* They will select the men’s teams for tournaments, possibly assisted by the Club Coach, Men’s Coach, Secretary, and/or President, as deemed appropriate by the Women’s Coach.
* They will work with the Club Coach and Men’s Coach to select teams for mixed tournaments.
* The Women’s Coach is responsible for storing the Women's kit bag (training discs, cones & first aid kit) and for ensuring it gets to all training sessions on time.
* The Women’s Coach will strive to provide match experience for all women in the club by promoting upcoming tournaments, advertising pick-up opportunities, and selecting fair and balanced teams for tournaments.
* The Women’s Coach will choose an on-pitch Captain for each women’s team sent to a tournament, who will act as a motivator and on-pitch voice for the Coach. The Women’s Coach may select themselves to be Captain or may choose an appropriate method for picking Captains. They will work with the Club Coach and Men’s Coach to select Captains for Mixed Tournaments, under the same rules.

## Eligibility

* Only full members who are current students at Southampton University may hold committee positions.

## Management

* The administration and management of the club shall be the responsibility of its committee.
* Every committee member must understand the commitment required to successfully fulfil their role and be prepared to give additional time to help with the running of the club if required.
* Committee members should ensure that financial decisions are suited to both the current academic year and for future years which may need to rely on carried over funds.
* Every committee member will have access to, and is expected to check, the club email account (skunks@soton.ac.uk) and pass on information to the relevant position holders.
* Every member will have access to the club’s social media channels and may allow access to other members of the club if they wish. Social media channels are expected to be updated frequently with news and reports on tournaments, training sessions, socials, kit, etc.
* Committee members should each make it their personal responsibility to promote the growth of the club; such efforts should be coordinated by committee decisions.
* Committee members failing to fulfil their duties or who behave in a manner opposed to the objectives of the club will be required to resign.

## Attendance

* Committee members are required to make every possible effort to attend committee meetings, any absence should be notified in advance to the president who should try and ensure that the committee meetings are at the most convenient times for all committee members.
* Committee members are expected to attend training and socials regularly.
* Those holding on pitch positions should make every effort to attend all training sessions.

## Conduct

* Committee members should act and correspond in a professional manner.
* Committee members should clarify whether opinions are their own or the consensus of the committee, so as to not mislead members.

## Delegation

* All committee members should endeavour to complete all their tasks. In such cases this is not possible, the task should be delegated appropriately.
* The Coaches should ensure there is always someone available to run training sessions.
* Off-pitch tasks requiring delegation should ideally be delegated to other committee members, but where not feasible the delegation can be made to other club members.
* Delegations can be made individually but the whole committee must be aware of it and have the opportunity to air any objections.

## Hand-over

* Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities for a minimum of 4 weeks following the elections.
* During this time, all current tasks should be jointly completed, and details of all future tasks should be made clear to the new committee members.
* Items of particular importance are:
	+ Change of signatures on bank account which needs to be coordinated by the treasurers and requires the other committee members who are-/are becoming- signatories on the club bank account.
	+ A new list of committee position holders along with contact details and their signatures needs to be submitted to the AU Office by the secretaries.
* A meeting must be held to conclude the joint running period. All outgoing members should confirm that they have handed over all relevant documents and information; all incoming position holders should confirm they have received such.

## Resignations

* Committee members are entitled to resign for any reason at any time; however, they are requested to give as much notice as possible to the remainder of the committee.
* An election for a replacement will be held as soon as possible, with at least 48 hours’ notice to all members; nominations and voting for a replacement will follow the rules used for such at the AGM (see below).
* Persons resigning from a position will be expected to hand over any documentation to their replacement and ensure they tell them what needs doing in the near future so as to minimise disruption to the running of the club.

# Meetings

## Ordinary Committee Meetings

### Organisation

* Meetings shall be held no less frequently than twice per semester.
* All meetings are to be arranged by the President.
* Non-committee members may attend committee meetings but will have no say in any matter (unless invited to speak by the President) and no eligibility to vote.

### Voting

* The president does not initially have a vote.
* Each other committee member gets one vote per position held but may abstain.
* In the event of a tie, the president makes the deciding vote.
* Any majority stands.

## Extraordinary General Meetings (EGM)

* An EGM can be called by the President or Secretary of the club, or by written application to the President of at least six members of the club, together with a written statement of the objects for which the meeting is being called. At least 24 hours’ notice of an EGM shall be given. The meeting must be held within seven days of the request being given to the club President. Any member may attend, give their opinion and vote.
* At an EGM the agenda shall include no business other than that specified in the written statement requesting the meeting.

## Minutes

* Minutes are taken by the secretary at all meetings.
* The secretary will distribute minutes to all committee members within 48 hours of the meeting, committee members may then submit any corrections / clarifications required.
* Minutes should be made available by the secretary to all club members within seven days of the meeting.
* A copy of minutes should be retained by the Secretary; this will be handed over during committee change and also made available on request.

# Annual General Meeting (AGM)

## Schedule

* The AGM is to be held within the first 2 weeks of the summer term or the last week of the spring term, unless otherwise specified by the AU/SU.
* The date, time and location of the AGM must be made available to all members at least 3 weeks prior to the AGM. All organisation of the AGM is the responsibility of the President.

## Nominations

* Anyone wishing to run for a position **must** nominate themselves by declaring their intention to run to the club and **should** provide a manifesto.
* The President will start accepting nominations once the AGM is announced.
* Nominations are open until the start of voting for the position concerned.
* Only those who will be registered students at Southampton University during the following academic year may run for a position.

## Voting

* The president will determine the order of voting prior to the AGM; attempts will be made to accommodate members who have a preference for a position but would like to stand for an alternative position if initially unsuccessful.
* All nominees must make a speech clarifying their suitability for the position. Nominees will have to answer any questions asked to them by the voters.
* Once all nominee speeches have been made for a position, the nominees will leave the room while a vote is cast.
* Only full members who are currently students at Southampton University, and who are present at the AGM are eligible to vote; proxy votes will only be accepted in extenuating circumstances.
* Each eligible member, excluding the President, gets one vote for each position. Members may abstain from any vote and may also vote to reopen nominations. In the event of a tie, the President may either declare the post unfilled, or cast a deciding vote.
* If any position remains unfilled then at least a President, Secretary, and Treasurer must be elected; a new election shall be held for unfilled positions at a later date.

## Other Business

* The Treasurer must give an account of the financial position of the club and any major changes which occurred to such during their time as Treasurer.
* Any other outgoing committee members must make a speech of their activities on request by the President; members may suggest such a request to the president ahead of the AGM.

## Minutes

* The outgoing secretary will take minutes, which will include the list of nominees and results for each position and a brief account of any items of interest. These minutes will be published to members within three days of the AGM.

# Expulsion of Members

* The Committee shall have the power to expel any member from the club on the grounds of misconduct, or for conduct of a nature opposed to the objects of the club.
* Where any member of the club is expelled by the Committee, a report of the matter **shall** be made available to members.
* Students who are expelled from the club have the right of appeal to the Athletic Union Committee.

# Affiliations

* The club may affiliate to any external organisation which is in line with the aims of the club and which provides a direct benefit to its members. All external affiliations must be reported to the AU Office.

# Constitution Amendments

* The committee shall first approve amendments to the constitution at a meeting. The committee shall hold a vote to pass any constitutional changes in accordance with usual voting procedures.
* Amendments to this constitution shall be submitted to the AU Office in writing, for consideration and approval by the Athletic Union Committee.