



CONSTITUTION

FOR THE ESSEX

BLADES

ULTIMATE

FRISBEE CLUB

Last Amended: 2018

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1. NAME

1.1. The Club shall be called the Essex Blades Ultimate Frisbee Club.

2. AIMS

2.1. The Essex Blades Ultimate Frisbee Club aims to provide a fun, new sporting opportunity to all students and staff at the University of Essex. We aim to provide training and tournaments to all players, at all levels. We also aim to provide a range of social activities for all members, as well as volunteering and fundraising events within the wider community. We maintain a high performing standard in all competitions and matches played and aim to develop players new to the sport to the same level.

3. OBJECTIVES

3.1. To increase our overall membership, specifically players.

3.2. To achieve better spirit scores at competitions.

3.3. To increase the number of female membership with the hope of having enough players to compete at Women's competitions.

3.4. To place well at tournaments having played to our highest ability.

3.5. To improve our contacts with other Ultimate Frisbee teams so that friendly fixtures can be arranged regularly.

3.6. To improve our relations with other Essex Blades Clubs at university.

3.7. To achieve Gold Standard and be shortlisted for Club of the Year and Social Club of the Year.

4. MEMBERSHIP

4.1. Full membership of the Club shall only be permitted to current University of Essex students. Staff members are associate members and therefore they cannot compete at BUCS competitions.

4.1.1. All members of the Club must purchase Essex Blades and Ultimate Frisbee membership on the University of Essex Students' Union website.

4.2. The Club shall be open to all persons, and all members shall be treated fairly and equally in accordance with the Students' Union Equal Opportunities Policy.

4.3. The individual members of the COMMITTEE are to be current students at the University of Essex.

4.3.1. With exception are the roles of Alumni and Welfare, which may be occupied by non-students. However, the persons holding these roles must be registered with the University of Essex Students' Union.

5. THE COMMITTEE

5.1. The Committee shall consist of:

5.1.1. The President

5.1.2. The Vice-President

5.1.3. The Treasurer

5.1.4. The Secretary

5.1.5. The Captain

5.1.6. The Vice-Captain

5.1.7. The Women's Captain

5.1.8. The Social Secretary

5.1.9. The Junior Social Secretary

5.1.10. The Events Officer

5.1.11. The Welfare Officer

5.1.12. The Alumni Officer

5.1.13. The Communications Officer

5.1.14. The Coach

5.2. The Committee shall be elected annually under the terms of appendix A to this constitution.

5.3. The Committee shall be responsible to the members of the Club and for the day to day running of the Club.

5.4. This shall not be an exhaustive list of the committee and the 'COMMITTEE' shall have the power to create roles as necessary.

6. DUTIES OF COMMITTEE MEMBERS

6.1. All committee members have the responsibility to act in the best interests of the members of the Club as their elected officers. Committee meetings are to occur on a weekly basis. Representatives are also required for every Blades GM.

6.2. The PRESIDENT shall be responsible for the general day-to-day running of the Club and shall be entitled to represent the Club at all times in matters affecting its interests. This includes scheduling regular meetings of the committee and the Club and communicating with relevant organisations. They are entitled to take the Chair at all meetings of the Club of which they are present.

6.2.1. They will ensure that all committee members fulfil their role requirements and make appropriate arrangements if this is no longer the case.

6.2.2. They will be the key contact with South East University Ultimate Frisbee (BUCS) and the University of Essex Students' Union.

6.2.3. They will ensure that all tournament players are appropriately registered with UK Ultimate (UKU) – the national governing body for the sport.

- 6.2.4. They will submit applications for awards or grants with the help of fellow committee members.
- 6.2.5. They will oversee the Club's spending and fundraising along with the Treasurer.
- 6.2.6. They will organise coaching qualifications for suitable members.
- 6.2.7. They will create a Development Plan for the Club.
- 6.2.8. They may also be informally known as the 'SUPREME LEADER'.
- 6.2.9. And any other roles that the committee agrees are necessary.
- 6.3. The VICE PRESIDENT will be responsible for supporting all other committee positions in their roles when required.
 - 6.3.1. They will be responsible for taking on the presidential duties if the President is absent for any reason.
 - 6.3.2. They will ensure that all team members have kit, and are responsible for collecting kit before and after tournaments.
 - 6.3.3. They will keep up to date records of Club activities to help end of year Club award applications.
 - 6.3.4. And any other roles deemed appropriate by the committee.
- 6.4. The TREASURER shall be responsible to the Committee for the entire Club's expenditure. They shall be responsible for the Club's petty cash and shall prepare regular reports and estimates of expenditure under the general direction of the Committee, at such times as shall be required by the Students' Union VP Student Activities. They shall be responsible for signing off expenses on behalf of the Club.
 - 6.4.1. They will be responsible for communication between SU finance office and tournament directors for the payment of tournament fees.
 - 6.4.2. They will oversee all fundraising events.

- 6.4.3. They will organise and collect tournament entry fees from all players.
 - 6.4.4. They will keep thorough and up to date accounts with all Club incomings and outgoings, recorded efficiently.
 - 6.4.5. They will help other Ultimate Frisbee members with SU claims i.e. for petrol.
 - 6.4.6. And any other duties as agreed by the committee.
- 6.5. The SECRETARY is responsible for the administrative duties of the Club.
- 6.5.1. They are to schedule the date and time for meetings, as well as the room. They are the designated minute taker.
 - 6.5.2. They are to maintain a current list of active playing and social members, and to take attendance at trainings and sessions.
 - 6.5.3. They are to ensure each Club member that plays competitively possesses the relevant United Kingdom Ultimate membership.
 - 6.5.4. They are responsible for kit management, including creating an up to date inventory to be submitted to the SU Sports Office.
 - 6.5.5. They are to assist the President with organisational duties.
 - 6.5.6. And any other duties as agreed by the committee.
- 6.6. The CAPTAIN is responsible for training and leading the team at any and all games. They will run the general training and BUCS training sessions.
- 6.6.1. They are required to keep to the risk assessment information as guidelines for games, training and other events where deemed necessary.
 - 6.6.2. They are required to fill out BUCS Captain's Packs in full.
 - 6.6.3. They are required to obtain a coaching qualification and a first aid qualification.
 - 6.6.4. And any other duties as agreed by the committee.
- 6.7. The VICE-CAPTAIN is to assist the Captain in all capacities.

- 6.7.1. They will lead any second teams at tournaments.
- 6.7.2. They are required to obtain a coaching qualification and a first aid qualification.
- 6.7.3. And any other duties as agreed by the committee.
- 6.8. The WOMEN'S CAPTAIN is responsible for the training of the Women's team.
 - 6.8.1. They are also to assist the captain with general training.
 - 6.8.2. They are required to obtain a coaching qualification and a first aid qualification.
 - 6.8.3. And any other duties as agreed by the committee.
- 6.9. The SOCIAL SECRETARY will be responsible for social events throughout the year.
 - 6.9.1. They will be in charge of weekly social events for the entire club.
 - 6.9.2. They will organise non-alcoholic socials and trips.
 - 6.9.3. They will be in charge of arranging the Christmas and End of Year socials.
 - 6.9.4. They will organise Tour.
 - 6.9.5. They will co-ordinate with the Events Officer(s) for large events.
 - 6.9.6. They will organise joint socials with other Clubs.
 - 6.9.7. And any other duties as agreed by the Committee.
- 6.10. The JUNIOR SOCIAL SECRETARY is responsible for assisting the Social Secretary in all duties.
 - 6.10.1. They are to be elected at the end of First Term.
 - 6.10.2. They will also perform any other duties as agreed by the Committee.
- 6.11. The EVENTS OFFICER is responsible for arranging all charity and fundraising events, alongside all volunteering events.

- 6.11.1. They are to organise and run at least two fundraising events a term. Their target is a minimum of £800 to be raised throughout the year.
- 6.11.2. They are to organise at least five volunteering events throughout the year.
- 6.11.3. And any other duties as agreed by the Committee.
- 6.12. The WELFARE OFFICER is responsible for looking after the individual welfare of every member, and providing support and guidance where necessary.
- 6.12.1. They are required to obtain a first aid qualification.
- 6.12.2. And any other duties as agreed by the Committee.
- 6.13. The ALUMNI OFFICER is responsible for maintaining contact with the Alumni of the Club.
- 6.13.1. They are to organise an Alumni weekend each term, and invite Alumni to any and all events.
- 6.13.2. This role can be performed by an Alumnus.
- 6.13.3. And any other duties as agreed by the Committee.
- 6.14. The COMMUNICATIONS OFFICER is responsible for maintaining the Club's professional image.
- 6.14.1. They are required to maintain the Club's website and keep it up to date.
- 6.14.2. They are to provide communications for the Club, both internally and externally.
- 6.14.3. They are to advertise all Club events to both members and non-members.
- 6.14.4. They are to maintain all Club social media accounts.
- 6.14.5. And any other duties as agreed by the Committee.
- 6.15. The COACH is responsible for providing additional training to the Club.
- 6.15.1. They are required to obtain a coaching qualification and a first aid qualification.

6.15.2. They may be an external Coach, or a member of the Club.

6.15.3. They are to assist the Captains with running training sessions.

6.15.4. And any other duties as agreed by the Committee.

6.16. The Committee may allocate to members such duties as it sees fit, but retain overall responsibility and accountability for the conduct of the Club.

6.17. The Committee shall be responsible for representing the Club at any necessary meetings of the Essex Blades. This shall be the primary responsibility of the President, and shall pass down through the order of the committee until an available representative is found. If there is no available Committee member, apologies shall be sent to the VP Student Activities by 5pm the day prior to the meeting being held.

7. FINANCE

7.1. The finances of the Club shall be conducted in accordance with the relevant sections of the Constitution of the Essex Blades and with the Union Constitution and with any other instructions laid down from time to time by the Essex Blades.

7.2. The Club's accounts shall be available for inspection at all times by the VP Student Activities or persons appointed by the VP Student Activities.

7.3. The Union's Essex Blades Finance Committee can only allocate funds to Clubs, upon receipt of a supplementary budget request form, whose constitution has been ratified by the Union's Sports Federation and who have a membership equal to or greater than fifteen.

7.4. The President and/or Treasurer shall be responsible for the finances of the Club and shall be held to account by the membership of the Club and the Essex Blades.

7.5. All relevant Club expenses must be claimed within a month of the expense being made.

8. MEETINGS

8.1. Meetings shall be conducted in accordance with Appendix B to this constitution.

9. RIGHT OF APPEAL

9.1. Any member may have the right to draw to the attention of the Union's Essex Blades Exec any irregularities in the running of the Club and ask the Blades Exec to investigate the matter.

9.2. The Club may accept the decision of the Blades Exec or else appeal to Essex Sports Board Clubs and Participation Advisory Group within 7 days of the decision of the Blades being received.

9.2.1. The decision of the Essex Sports Board BUCS and participation Advisory Group shall be binding on the Club.

10. AMENDMENTS

10.1. This Constitution and Appendices may be amended at a General Meeting of the Club providing that two thirds of the members present or quoracy as per Appendix A 4. voting agree and provided that the notice to call the meeting contains a statement of the proposed amendment.

10.2. Any full member of the Club may propose amendments to this constitution. Proposed amendments should be received by the PRESIDENT a minimum of 5 working days before the meeting at which the amendments will be discussed.

11. THE UNION CONSITUTION

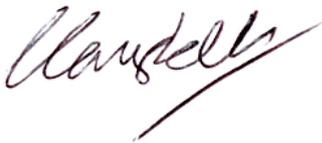
11.1. This constitution, however it shall be amended, shall at all times comply with the relevant sections of the Union's Essex Blades Constitution and its Appendices, moreover, no section of this constitution which conflicts with it shall be valid.

12. SAFEKEEPING OF CONSITUTION

- 12.1. One copy of this Constitution and its Appendices, howsoever amended, shall be kept by the President and shall be available for consultation by any members of the Club at reasonable time.
- 12.2. One copy of this constitution and its Appendices, howsoever amended, shall be deposited with the Union's VP Student Activities.
- 12.3. In the case of dispute, the copy of the Constitution and its Appendices described under section 12.2 above shall be deemed to be the authoritative version.

13. DECLARATION

- 13.1. As President, I confirm that I have read and understood the Ultimate Frisbee Constitution and that I accept responsibility for and on behalf of the Executive Committee for ensuring that any and all activities on the part of the Club will at all times comply with the provisions of the Constitution.



Colin Campbell

30th July, 2018

APPENDIX A

ELECTIONS

1. The Committee positions detailed above shall be elected during the first two weeks of February and shall take office from the 1st July until 30th June, or until they are removed from office under Appendix A 11 below, or until such time as they are no longer registered students at the University of Essex, with exception to the roles of Alumni and Welfare, whichever be the earliest.
2. Any other committee positions deemed necessary by the President (Committee), in line with 4.4 above, shall be elected as soon as reasonably possible in the new academic year and a member elected to fill such vacancy shall take office immediately and shall stay in office until June 30th of that academic year or until they are removed from office under Appendix A 11 below, or until such time as they are no longer registered students at the University of Essex, with exception to the roles of Alumni and Welfare, whichever be the earliest.
3. Members of the Committee must be regularly involved in Club activities.
4. All elections shall be held online through the Union's agreed election system. The quorum for the election shall be:

Membership	Quorum
20-30	10
31-50	15
51-75	20
76-100	25
101+	30

- 4.1. The President shall be responsible for the fair conduct of the elections.

5. Notice of elections shall be posted and sent by the secretary to all members at least ten days before the elections are due to start and shall contain;
 - 5.1. The date, time, place of the elections (online).
 - 5.2. The posts for which nominations are invited.
 - 5.3. The form nominations shall be received in (online).
 - 5.4. The closing date and time for nominations.
 - 5.5. The person(s) to whom nominations shall be delivered and the mode of delivery (online).
6. In the event that no nominations are received for a position for any particular position(s) then nominations will be reopened in a by-election.
7. Elections shall use the alternative vote, ranking candidates in order of preference. In the case of a tie a second vote shall be taken between the tying candidates. A second tie shall be resolved by a lot.
8. In all elections there shall be the option to vote for 'RON' or Re-Open Nominations. This serves as a 'none-of-the-above' option. If the candidate with the highest number of votes receives less votes than RON than that candidate shall not take up office and another election will be called for at the nearest available opportunity.
9. Only members of the Club shall be entitled to vote in Club elections, and there shall be no proxy voting.
10. Any committee member may be removed from office following a vote of no confidence.
 - 10.1. A motion to call for a vote of no confidence must be supported by two members of the Club and must be presented to the President of the Club. When the motion concerns the President of the Club, notification can be made to the Vice-President.

- 10.2. The vote shall take place at a General Meeting of the Club providing that two-thirds of the members present or quoracy as per Appendix A 4. and voting at the meeting agree and that the notice calling the meeting contains a statement of the motion to remove the member from the Committee.
- 10.3. Notification that the General Meeting shall contain a vote of no confidence must be made to the members of the Club at least seven days before the vote and notification must also be made to the VP Student Activities.
11. A Committee member may resign by sending a letter to the Secretary or President.
12. A by-election to fill a casual vacancy shall be held within three weeks of term of the post falling vacant.
13. Complaints about the conduct of elections or the actions of candidates or others which might be considered to be detrimental to the fair conduct of the election may be made by any member of the Club, in writing within seven days of the election to the VP Student Activities, who may order a re-election if they are satisfied that the conduct of any person was such that the results of the election may have been affected.
14. Additionally, a vacant position may be filled by a by-election held during an AGM. This requires a sufficient and proportional quorum, as detailed in Appendix A 4.

APPENDIX B

MEETINGS

1. Annual General Meetings, Extraordinary General Meetings, General Meetings and Committee Meetings shall be called by the Secretary on the instructions of the President except under 2. below.
2. The Secretary shall call an Extraordinary General Meeting on receipt of a request to hold one, signed by 'n' members of the Club ('n' being the number of members required to hold a quorate AGM) specifying business to be transacted at such a meeting.
3. All members shall be informed of the date, time and place of meetings three working days beforehand.
4. The President shall stand as an impartial Chairperson for any meetings (unless inappropriate), and shall be responsible for the conduct of the debate at said meetings. In an event where it is inappropriate for the President to Chair then the responsibility shall fall to the Secretary, and will again pass onwards, if it remains inappropriate, to the Treasurer. In the event that no suitably impartial chair is available (such as the entire above are either absent, running for re-election or election to another position or the position is vacant) then the President will appeal to the VP Student Activities to find an appropriate Chairperson.
5. At least one General Meeting of the Club's membership shall be held per term. The Club's committee shall be subject to the direction of these meetings. An Annual General Meeting must also be held during the Third Term.