

## Constitution of University College Dublin Snowsports Club

### **1. Title**

- 1.1. The title of the Club shall be University College Dublin Snowsports Club (hereinafter referred to as the Club)

### **2. Objectives**

- 2.1. The objectives of the Club shall be:
  - 2.1.1. To promote and develop snowsports within the University.
  - 2.1.2. To achieve success at the highest level of competition.
  - 2.1.3. To facilitate competition by UCD students in the name of the Club and University both at home and abroad.
  - 2.1.4. To facilitate & train beginners who are new to snowsports.
  - 2.1.5. To organise official UCD Snowsports Trips, with the approval of the Athletic Union Council.

### **3. Funds**

- 3.1. The funds of the Club shall only be applied for the purpose of furthering the objectives above.
- 3.2. None of the funds of the Club shall be used to contribute towards the cost of any person partaking in any trip outside of Ireland that is not solely for the purpose of competition and/or intensive training, unless the funds have been acquired directly from members partaking in said trip for the purpose of defraying the costs of the trip.
- 3.3. Members of the Committee shall be required to pay the Club the same sum of money as any ordinary Member would for participation in any Club activities (except as allowed by 3.4).
- 3.4. Committee members who are obliged to turn up to training, lessons or practice for organisational purposes may, at the discretion of the Captain, be allowed a discount on the cost of participation. This does not apply to trips abroad.
- 3.5. If the Captain or any member of the Committee of Management goes on a skiing or snowboarding holiday with the club without paying, they shall either immediately pay the cost of the holiday or resign.
- 3.6. Any "free places" offered by tour operators to the Club when booking holidays shall be divided equally amongst all participants on the trip.

### **4. Affiliation**

- 4.1. The Club is affiliated with the Athletic Union Council, who allocates finances to the Club for the purpose of promoting the College's sports profile.

- 4.2. The Club must furnish the Athletic Union Council with a set of Annual Accounts & receipts that serve to prove that items 3.1, 3.2 and 3.3 of the constitution have been upheld.
- 4.3. The Club may affiliate itself with other bodies for the promotion of snowsports as necessary to further the objectives of the Club.

## 5. Membership

- 5.1. Membership of the Club shall be open to:
  - 5.1.1. Registered students of the University
  - 5.1.2. Members of the Academic Staff
  - 5.1.3. Recent graduates of the University as approved by the AUC
- 5.2. Members shall pay an appropriate fee to be determined annually by the Committee of Management of the Club, this fee may not be less than the prescribed AUC minimum membership fee. Members shall also sign the membership book. The Club shall supply all its paid up members with a membership card for the current year.

## 6. Committee

- 6.1. All committee members shall be elected at the Annual General Meeting of the Club towards the end of the academic year. The incoming Captain's term of office shall be from the beginning of the new academic year and shall be for a period of twelve months. The outgoing captain shall remain as a joint captain during the summer period between academic years.
- 6.2. The Committee shall consist of:
  - 6.2.1. Captain
  - 6.2.2. Secretary
  - 6.2.3. Junior Treasurer
- 6.3. The Committee shall also include at least one, but no more than three of the following positions:
  - 6.3.1. Freestyle Officer
  - 6.3.2. Race Officer
  - 6.3.3. Beginners Officer
  - 6.3.4. Public Relations Officer
- 6.4. Which of these positions shall be open for election shall be at the discretion of the outgoing Committee.
- 6.5. **Captain**
  - 6.5.1. The Captain has the chief position in the Club, and is entitled to preside at all meetings of the Committee. At Committee meetings the Captain shall have a casting vote.
  - 6.5.2. The Captain can if he/she deems appropriate, seek the resignation of a Committee member with the approval of the majority of the Committee.

- 6.6. **Secretary** The duties of the Secretary shall include:
- 6.6.1. Recording the minutes of the Club and its Committee
  - 6.6.2. Undertaking the correspondence of the Club as directed by the Captain and the Committee.
  - 6.6.3. Keeping the records, other than financial, of the Club.
  - 6.6.4. Giving due notice of all the meetings of the Club and of its Committee.
  - 6.6.5. Keeping the Club Notice board up to date.
- 6.7. **Junior Treasurer** The duties of the Junior Treasurer shall include:
- 6.7.1. Managing the financial affairs of the Club
  - 6.7.2. Operating any bank transactions in conjunction with the Senior Treasurer.
  - 6.7.3. Reporting at each Committee meeting the state of the Club's finances.
  - 6.7.4. Presenting an Annual Financial Report at the Annual General Meeting.
  - 6.7.5. Preparing, in conjunction with the rest of the committee, a set of Annual Accounts for presentation to the Athletic Union Council.
- 6.8. **Freestyle Officer** The duties of Freestyle Officer shall include:
- 6.8.1. Organising practice times and selection criteria for freestyle teams.
  - 6.8.2. Presenting freestyle teams & athletes to the Committee for allocation of funds.
  - 6.8.3. Entering teams & athletes in freestyle events.
  - 6.8.4. Organising the logistics associated with teams & athletes competing in events.
- 6.9. **Race Officer** The duties of Race Officer shall include:
- 6.9.1. Organising practice times and selection criteria for Race teams.
  - 6.9.2. Presenting Race teams & athletes to the Committee for allocation of funds.
  - 6.9.3. Entering teams & athletes in race events.
  - 6.9.4. Organising the logistics associated with teams & athletes competing in events.
- 6.10. **Beginners Officer** The duties of the Beginners Captain shall include:
- 6.10.1. Organising beginner's training and coaching
  - 6.10.2. Ensuring that new members are included in Club activities
- 6.11. **Public Relations Officer** The duties of the Public Relations Officer, if appointed, shall include:
- 6.11.1. Publicising the Club's activities
  - 6.11.2. Keeping the Sport's Office abreast of developments and activities within the Club

## 7. Sub-Committee

- 7.1. The Committee may, at their discretion, appoint club members to or remove them from the sub-committee.
- 7.2. Members of the sub-committee shall have the following duties:
  - 7.2.1. Helping committee members in Fresher's Week activities
  - 7.2.2. Helping committee members run meetings for signing up to activities and paying money for activities
- 7.3. The sub-committee are not part of the committee of management
- 7.4. Although they may be invited to committee meetings by the Captain, members of the sub committee are not automatically entitled to attend Committee meetings and are not entitled to vote at these meetings.
- 7.5. There shall be no more than five members of the sub-committee at any one time.

## 8. Other Officers

There shall also be the non-executive position of Senior Treasurer and when there are members of the club under the age of 18, there shall also be the non-executive position of Child Liaison Officer.

### 8.1. Senior Treasurer

- 8.1.1. A member of staff of University College Dublin shall hold this position. Although not a member of the committee of management, all important financial decisions shall be sanctioned by the Senior Treasurer.
- 8.1.2. The Senior Treasurer shall be a signatory on all accounts held by the Club.

### 8.2. Child Liaison Officer

- 8.2.1. The duties of the Child Liaison Officer shall include caring for the needs of members of the Club who are under 18 years of age.

## 9. Elections

- 9.1. Elections to all offices and to general membership of the Committee shall take place at the Annual General Meeting.
- 9.2. Prior to the Annual General Meeting, the Committee shall appoint a returning officer who shall be responsible for the conduct of the elections. The Committee shall give notice of such appointment. The returning officer shall not be a candidate for any position or a member of the outgoing Committee.
- 9.3. Nominations for the position of Club Captain shall be signed by any four registered members of the Club and shall be given to the returning officer at least three days prior to the election.
- 9.4. Nominations for the other offices of the Committee shall be given to the returning officer at least 24 hours before the start of the AGM.

- 9.5. Voting shall be by secret ballot.
  - 9.5.1. Ballot papers shall be marked so as to be easily identifiable as genuine ballot papers
  - 9.5.2. Ballot papers shall be numbered
- 9.6. Only active members may vote in the elections for Committee positions.
  - 9.6.1. An active member shall be a registered member who has taken part in at least one sporting activity with the Club.
- 9.7. To be eligible to stand for election to the committee, a registered member must have skied or snowboarded in at least three domestic sporting activities.

## **10.Meetings**

- 10.1. The Club shall hold an Ordinary Meeting at least once during each Academic year. All committee members shall be present. The Club Captain shall, if present, preside at all Club meetings. In the absence of the Captain, the Club Secretary shall preside and if the Secretary is not present, the chairperson shall be appointed by the committee members present.

## **11.Notification of Meetings**

- 11.1. A notice shall be posted by email or on the Club Notice board or on the club website regarding all ordinary meetings at least five days in advance of any such meeting. It is the duty of the Club Secretary to ensure that this task is properly carried out.

## **12.Annual General Meetings**

- 12.1. The Annual General Meeting shall be held towards the end of the academic year. The main business of the AGM shall be:
  - 12.1.1.To receive the Treasurer's Annual Financial Report
  - 12.1.2.To review the activities and achievements of the Club and its Committee.
  - 12.1.3.To elect the new Committee for the forthcoming year.
  - 12.1.4.Any other issues brought up by the Club.

## **13.Extraordinary General Meetings**

- 13.1. An Extraordinary General Meeting may be convened at the discretion of the Committee if a matter affecting the Constitution of the Club is at issue.
- 13.2. Alternatively, an EGM may be convened on receipt by the captain or any member of the Committee of a written petition signed by at least 25% of registered members
- 13.3. No other business other than that specified in the Notice of Meeting may be transacted at the EGM.

- 13.4. A three-quarters majority of those present shall be required to pass any motion proposed.
- 13.5. The Club Secretary shall give at least 14 days notice of the meeting by means of the Notice board and either email or writing.