

Club Constitution

All clubs affiliated to or wishing to affiliate to the AUC must submit a Constitution, which is subject to the approval of the AUC. This is a very important document that sets out the terms of reference and rules by which the club is governed. A copy of the club constitution should be present at all committee meetings and all members should be educated as to its contents. Committee members must also read and sign the AUC Code of Conduct for Sports Club Committee Members (Appendix 10).

The Constitution will not cover all contingencies and the power of discretion will normally lie with the Executive Committee of the Club. The Constitution should detail the committee positions that your Club holds alongside how the Club is to be governed, in line with the University and AUC policies and procedures.

It is good practice that a committee reviews and re-signs their Club Constitution on an annual basis. When compiling or updating your Constitution you are also advised to consult with your National Governing Body regarding items which they may require you to have in your Constitution. A full list of governing bodies can be found at www.sportireland.ie.

If you want to change a role within your Club then your members must agree to it by voting to accept a new Constitution with the changes included in it; this can only happen at a club Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Before a club adopts any new/amended Constitution it should be sent to the AUC (suzanne.bailey@ucd.ie) for approval.

Usual headings in your Constitution would include the following (a sample template can be found in appendix 13), please note your Club is not limited to these contents:

1. Club Details

1.1. Name of Club

1.2. Club Colours

1.3. Club Motto

1.4. Club Address

1.5. Club Affiliations

- Outline any affiliations the club may have (e.g. to the AUC, to a National Governing Body such as the IRFU, VI, HI, FAI etc.)
- Outline how an affiliation may affect the running of the club (e.g. abide by the rules of the University/AUC/NGB.).

2. Aims And Objectives

- Outline what the aims and objectives of the club are, for example; to promote and develop..., provide opportunities..., for the purpose of leisure and competition..., through the provision of coaching..., for all levels and abilities..., in the spirit of fairplay and sportsmanship etc.

3. Membership

3.1. Membership Types

- Clearly state the type of memberships the club has e.g. UCD Student, UCD Staff, UCD Graduate, Honorary Membership. (see **note No. 1**). Outline any specific eligibility criteria for each type. Is there a restriction on the number of years a graduate may hold membership?

3.2. Membership Application Process

- Describe the membership application process for each membership type. (fees payable, application form, identification required, membership deadlines, who the application is to be made to etc.).

3.3. Membership Entitlements

- Outline what the membership entitles the member to e.g. coaching, competition, facility use, attend trips, start and end date for membership, can members attend meetings, voting rights, is graduate membership restricted (in terms of playing rights) etc.

3.4. Membership Rules

- Outline how the rules of the club are communicated to its members. State how often these rules are updated.
- State:
 - » **Acceptance of membership of the Club implies acceptance of this Constitution, the policies and procedures of the University and the Athletic Union Council and any standing rules of the Club that may be passed by the Committee from time to time.**

3.5. Termination of Membership

- Outline the process by which membership can be terminated. Outline the reasons why membership may be terminated. Outline the appeal process.
- Outline the process by which a member can cancel their membership.

Note 1: Membership of clubs affiliated to the AUC is open to UCD Students and staff and recent graduates of the University as approved by the AUC. To ensure student representation graduate playing membership is usually restricted to a 3 year period. Graduates are welcome to remain as members of a Club beyond the 3 year period as non-playing members in a coaching or administrative capacity. Honorary membership, if available, should only be for non-playing members who fulfill the UCD Student, Staff and recent graduate criteria. Such Honorary members should be those who have formerly held membership in the Club and are no longer playing the sport.

4. Subscriptions

4.1. Subscription Information

- Outline when the level of membership is agreed and by whom.
- Do all members pay the same fee or is a discounted fee available to first years? Is a more expensive fee applicable to staff and graduate members?
- Does the club issue a membership card?

5. Committee

5.1. Committee Roles & Responsibilities

- Firstly state the roles that make up the committee.
- State whether there is a minimum or maximum number of committee members that make up the committee.
- Ideally each person on the committee should only hold one position. However, in some cases the Children's Officer and New Member/Development Officer may be the same person.
- The constitution should clearly outline the responsibilities attached to each role (examples can be found in Section 5)
 - » Must have a:
 - ◊ Secretary
 - ◊ Captain
 - ◊ Senior Treasurer
 - ◊ New Member/Development Officer
 - ◊ Ordinary Members
 - ◊ Junior Treasurer
 - ◊ Children's Officer
 - ◊ Safety Coordinator
 - ◊ Public Relations Officer
 - » May have a:
 - ◊ President / Chairperson
 - ◊ Equipment Officer
 - ◊ Fixtures/Referees Secretary
 - ◊ Entertainment/Events Officer
 - ◊ Inclusion Officer
- The Constitution should also stipulate the number of ordinary members required on the committee. These are members of the Club who are not officers of the Club but represent the general membership on the committee.

5.2. Election of Committee Members

- Outline how the officers are elected to the committee i.e. at the AGM (is the AGM in the first or second semester?) and what is the duration of the term of office.
- State which documents committee members must read before starting in their committee position e.g. AUC Club Operations Manual, UCD AUC Sports Club Safety Manual, Club Constitution, AUC Code of Conduct for Sports Clubs Committee Members etc.
- State whether all members are eligible to elect officers or is it just full members i.e. are honorary excluded? Any other eligibility criteria (e.g. to become club captain the person must be a member of the club for one year).
- The Senior Treasurer shall be elected in accordance with AUC rules, the election of any person to the Office of Senior Treasurer shall be subject to the approval of the AUC and notwithstanding the result of any election, no person may take up office as Honorary Treasurer until such approval has been obtained.
- The club Constitution should state that the person nominated must have agreed to the nomination.
- Is the election by a show of hands, secret ballot or a verbal vote? who is entitled to vote?
- Is there a minimum number of student members that must be in a position of office on the committee?
- How are people to be nominated and how far in advance of the AGM e.g. must be nominated in writing by 2 members at least 14 days in advance.
- If during a term of office a vacancy arises on the committee, how shall it be filled?

5.3. Dismissal or Resignation of a committee member

- State the process for the dismissal or resignation of a committee member.
- Outline the appeal process.
- State the procedure as to how the vacant position is filled.
- Is there a specified number of consecutive missed meetings before a member of the committee must cease in their position.

- Include:
 - » **The Committee shall have the power to suspend or take any other action which it may deem advisable with regard to any member whose conduct shall be considered prejudicial to the good and well-being of the club; such suspension must be notified to the UCD AUC in accordance with the constitution of the AUC.**

5.4. Sub-Committees

- State whether sub-committees are permitted.
- State how these are formed, what role do they play and if there is a max/min number of members required/allowed.

6. Coaching

- 6.1. All coaches of the UCD clubs must be selected and appointed in accordance with the AUC policies. Coaches must always act in compliance with the AUC policies.

7. Meetings

7.1. Ordinary Meetings

- How often shall the club hold ordinary meetings?
- Who should be present (is there a quorum)?
- Who is allowed to attend the meeting?
- Who should chair the meeting (and in their absence who will chair the meeting)?
- Who can call a meeting? How much notice must be given – how and who communicates the notice of the meeting?

7.2. A.G.M.

- Who shall set the date for the AGM and when should it be held?
- When should nominations and motions be forwarded to the Secretary? (Note that no other business may be transacted than that specified in the notice of meeting).
- Business to be conducted at AGM to be outlined e.g.
 - (a) Minutes of last AGM
 - (b) Secretary's Report
 - (c) Senior Treasurer's Report (Financial)
 - (d) Election of Officers and Members of the Executive Committee
 - (e) Notice of Motions

- (f) Any other business
- (g) Club Constitution Review
- What is the required quorum or number of members required to pass a motion?
- What percentage of votes must be reached to pass a motion?

7.3. E.G.M.

- Who may call one?
- How may one be called?
- Does a fee apply?
- Do you need a written petition, if so how many members need to sign it?

(All committee members must be familiar with the Proceedings at Committee Meetings as part of the AUC's Code of Conduct for Sports Club Committee Members (Appendix 10))

8. Finance And Accounts

- Outline when the financial year starts/ends.
- Include details of procedures for issuing cheques or withdrawing funds, making bank lodgements, cash handling, keeping up to date accounts, producing annual accounts.
- Has the club a policy on expenditure on social activities?
- Outline any information regarding the assets of the club.
- Has the club a policy on sponsorship or fundraising e.g. division of funds.
- Are there any specific areas where funding will not be provided by a club?

9. Complaint Procedures

- Outline the procedure by which a complaint is lodged and how a complaint is dealt with.

10. Disciplinary and Appeal Procedures

- Outline who within the committee is responsible for disciplinary issues.
- Has the club a disciplinary committee and who does this consist of.
- Is there a disciplinary hearing, must the member attend and outline what the consequences of non attendance are. State what notice is required for a disciplinary hearing.
- The Constitution may give examples of "conduct likely to bring the club or the University into disrepute" e.g. fraudulent or dishonest activity, failure to comply with the University's Consumption of Alcohol on Campus policy.
- What are the appeal procedures (deadline for appeal, how is an appeal made). If the appeal is rejected can the appeal be taken further?
- Please note the Disciplinary Procedures of the AUC in Section 16. Where the matter falls under the UCD Student Code and /or the UCD Policy on Dignity and Respect it should be referred immediately to the AUC Executive Secretary who will advise on how the matter is to be handled under the UCD processes.

11. Constitution Amendments

- Outline what the procedure is to make an amendment to a Constitution e.g. notice period prior to meeting, quota required to propose an amendment and quota required to pass an amendment. See Note 2.
- Once amended when and how does the amended Constitution come into effect.

(Note 2. Amendments to a constitution must be approved by the AUC in advance of any AGM or EGM)

12. Data Protection

- Data Protection - data must be kept for club purposes and used only for the effective management of the club, subject to the provisions of the Data Protection Act 2003.

Please be advised that in addition to the club Constitution, UCD clubs are bound by the Rules and Policies of the AUC (as outlined in this Operations Manual) and by the University's Policies and Procedures including the UCD Student Code of Conduct (a copy of which is available at www.ucd.ie/registry/academicsecretariat/pol_regs.htm) and the University's policy on Dignity and Respect.