

Appendix

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## AUC Constitution

# CONSTITUTION OF THE UCD ATHLETIC UNION COUNCIL

## 1. TITLE

1.1 The title shall be the University College Dublin Athletic Union Council (hereinafter referred to as the "AUC").

## 2. OBJECTIVES

2.1 The objectives of the AUC shall be to;

- a) Promote and develop affiliated club sport within University College Dublin;
- b) Allocate finance from University College Dublin to member Clubs affiliated to the AUC;
- c) Award Colours to students who fulfil the stipulated requirements;
- d) Ensure arbitration and disciplinary services are available to all UCD Clubs when required;
- e) Provide a support and advisory function to Club committees, covering governance issues including management training, organizational matters, event management, sponsorship, finance, safety, disciplinary issues and any other matter relevant to Club activities;
- f) Manage and organise promotional and recruitment activities and events for Clubs;
- g) Provide a support point of contact for all interested parties;
- h) Act as a regulator ensuring that all Clubs operate in accordance with the policies and procedures of the AUC, the University, National Governing Bodies of sport and the Statutory Agencies;
- i) Act as a lobby group on behalf of Clubs to maximize available resources.

## 3. AFFILIATED SPORTS CLUBS

3.1 The AUC shall consist of the representatives of the affiliated sports Clubs in the University and in addition the Director of Sport & Executive Secretary.

3.2 The AUC shall have the right to confer the status of affiliated sports Club upon such terms as the Executive Committee shall deem fit and may withdraw such status at any time upon due notice in writing. Such terms for affiliation will include the completion of the annual grant application process

3.3 All Clubs affiliated by the procedures in existence prior to the coming in force of this constitution shall be recognised as clubs.

3.4 Where a Club fails to complete the annual affiliation process it shall be deemed to be defunct.

## 4. MEMBERSHIP OF AFFILIATED CLUBS

4.1 Membership of affiliated Clubs shall be open to:

- a) registered students of the University,
- b) members of the UCD staff (academic and administrative),
- c) graduates of the University as approved by the AUC.

4.2 Members of affiliated Clubs shall pay a membership fee to be determined annually by the committee of Management of the Club. Such membership fee shall be at least equal to the minimum club membership fee set by the AUC.

## 5. COLOURS

5.1 The playing Colours of the AUC and its affiliated Clubs shall be when practicable the official University Colours, St. Patrick's Blue and Saffron.

## **6. COMPOSITION OF THE ATHLETIC UNION COUNCIL**

- 6.1 The AUC shall consist of the Honorary Officers, the Director of Sport, an Executive Secretary (who is the Sports Development Manager) and two members of each affiliated Club, hereafter referred to as "representatives". One of these two representatives shall be a graduate of the University or staff member of the University and the other representative shall be a registered student.
- 6.2 The Officers shall consist of a President, two Vice Presidents, (one a student, the other a graduate or staff member), Hon. Secretary and Hon. Treasurer all of whom shall be elected at the Annual General Meeting and must hold current membership of an AUC club.
- 6.3 Nominations for the officers of the AUC shall be submitted to the Executive Secretary of the AUC one week prior to the Annual General Meeting for circulation to all club secretaries. The Vice President (student) must be a student member of an affiliated sports club and he/she shall be nominated by the Executive Committee of that club of which he/she is a member or by a member of the AUC Executive committee. The Student Vice President may be re-elected for a maximum of one further term. Other Officers shall be elected for a term of two years and they may be re-elected for a maximum of two further terms.
- 6.4 Should a vacancy arise on the Executive Committee during the year, the Executive Committee shall have the power to make appointments to fill vacancies.
- 6.5 The Executive Committee shall seek to achieve gender balance in its composition. Each nominating body will be asked to consider gender balance in making nominations to the Executive Committee.

## **7. OFFICERS**

- 7.1 The President shall preside at all Meetings of the AUC. In the absence of the President, one of the Vice Presidents shall preside and if neither are present, a chairperson shall be appointed by the Executive Committee.
- 7.2 The Hon. Secretary shall record the minutes of all the meetings, shall convene all meetings and shall make an Annual Report to the Annual General Meeting.
- 7.3 The Hon. Treasurer shall deal with all financial matters and shall keep records of all income and expenditure. The Hon. Treasurer shall present a financial report and a balance sheet to the Annual General Meeting.
- 7.4 The Student Vice president shall represent the AUC on the University Management Committee - Student Experience Group, the Student Activities Committee and any other University Committee that requires a student representative from the AUC.
- 7.5 The Executive Secretary shall deal with correspondence and matters arising on a day to day basis in consultation with the relevant Officer (s).

## **8. ORDINARY COUNCIL MEETINGS**

- 8.1 The AUC shall hold Ordinary Council Meeting at least once during each Semester. The Ordinary Council meeting in Semester 1 shall also include mandatory Club Officer Training and the election of constituency representatives. Representatives from at least ten affiliated Sports Clubs and at least two officers shall constitute a quorum.

## **9. EXECUTIVE COMMITTEE**

- 9.1 The Annual General Meeting of the AUC shall appoint an Executive Committee consisting of the Officers, the Director of Sport, the Executive Secretary and a maximum of 11 representatives of affiliated Clubs, who shall hereafter be referred to as "constituency representatives". In line with University policy, the AUC will take steps to achieve gender balance on the Executive Committee. Outcomes will be reviewed on an annual basis and further action taken as necessary.
- 9.2 The Executive Committee shall conduct the business of the AUC between Ordinary Meetings of the Council. The Executive Committee shall decide on the allocation of grants to Clubs on an annual basis. At least two Officers and at least five constituency representatives shall constitute a quorum for an

## Executive Committee Meetings.

- 9.3 The constituency representatives of the affiliated clubs shall be elected to the Executive Committee on a constituency basis, each with the mandate of representing the interests of their constituency. There will be 11 constituencies, of the following composition;
- 1) Men's Gaelic Football, Ladies Gaelic Football, Camogie, Hurling & Handball.
  - 2) Table Tennis, Badminton, Squash, Tennis, Golf.
  - 3) Aikido, Judo, Karate, Ninjutsu, Lau Gar Kickboxing, Shaolin, Boxing, Tae Kwan Do, Capoeira, Sepak Takraw.
  - 4) Fencing, Rifle, Trampoline, Archery, Pool & Snooker.
  - 5) Ladies' & Men's Hockey, Cycling, Equestrian, Athletics.
  - 6) Ladies' & Men's Basketball, Volleyball, Olympic Handball, Netball.
  - 7) Swimming and Waterpolo, Boat, Ladies' Boat, Sailing.
  - 8) Rugby, Women's Rugby, Soccer, Women's Soccer.
  - 9) Mountaineering, Orienteering, Caving and Potholing, Snowsports.
  - 10) Kite Surfing, Surfing, Sub Aqua, Canoe, Windsurfing.
  - 11) American Football, Lacrosse, Ultimate Frisbee, Cricket, Softball.
- 9.4 Constituency representatives must be members of affiliated clubs. Nominees for the position of constituency representative must be nominated by their Club one week prior to the AUC Ordinary General Meeting in Semester 1, for circulation by the Executive Secretary within the constituency.
- 9.5 Constituency representatives are elected at the Ordinary General Meeting in Semester 1 from within their constituency on the basis of whosoever has the most votes, with each club having a maximum of two votes, (one student and one graduate/staff member).
- 9.6 A constituency representative may be re-elected, serving a maximum of 3 terms. A constituency representative who wishes to stand for re-election must be nominated by their Club one week prior to the AUC Ordinary General Meeting in Semester 1, for circulation by the Executive Secretary within the constituency.
- 9.7 At the end of a constituency representatives tenure, the Club which the constituency representative is a member of is not permitted to nominate another representative for one term, the exceptions being where there are no other nominations forthcoming or the incumbent is seeking re-election. In the case of no other nominations forthcoming from other clubs within the constituency, the Club may nominate a representative at the Ordinary General Meeting in Semester 1.

## 10. NOTIFICATION OF MEETINGS

- 10.1 Ordinary General Meetings shall be convened at the discretion of the President. The Hon. Secretary shall send notices of meetings to the Secretary of each affiliated Club and each member of the Executive Committee at least seven days in advance of the meeting. With this notification, the minutes of all AUC Executive Committee meetings which took place since the last Ordinary General meeting shall be circulated, alongside the meeting agenda. Alterations to the agenda can be made on written request by AUC representatives/ delegates to the Hon. Secretary. Such requests must be received at least five days prior to the meeting and approved by the President.
- 10.2 The Executive Committee shall meet as necessary but no fewer than once per Semester. The Hon. Secretary shall send notices of the meetings to the Secretary of each affiliated Club with the agenda and each member of the Executive Committee at least seven days in advance of the meeting. The agenda of the upcoming meeting shall be circulated to the Secretary of each Club. It shall be at the discretion of the President as to when the Executive Committee shall meet, however a meeting may be convened

within 21 days on written request by four delegates to the President, or at the request of one of the Vice Presidents.

- 10.3 In the case of extenuating circumstances, constituency representatives may nominate another AUC representative, to represent their constituency on their behalf for the course of the meeting. Such substitution shall be subject to; two days written notice to the Hon. Secretary, and the approval of the President.

## 11. ANNUAL GENERAL MEETING

- 11.1 The Annual General Meeting shall be held before November 30<sup>th</sup> of each year. The business of the meeting shall be:
- a) notice to Meetings;
  - b) to consider the Minutes of the previous years Annual General Meeting;
  - c) to receive the Annual Report of the Athletic Union Council;
  - d) to receive the Hon. Treasurers Annual Report;
  - e) to elect the President, two Vice Presidents, Hon. Secretary, Hon. Treasurer;
  - f) to note the election of the constituency representatives; to consider any amendments to the Constitution of the AUC;
  - g) any other business.
- 11.2 At least two of the Officers and representatives from at least ten affiliated Clubs shall constitute a quorum. Each Club is entitled to have two Club members represent them at the meeting one being a student and the other a graduate or staff member.
- 11.3 The Hon. Secretary shall give seven days written notice of the date of the Meeting.
- 11.4 Motions to amend the Constitution must be submitted in writing to the Hon. Secretary of the AUC by an affiliated sports Club at least 14 days in advance of the date of the Meeting. A two-thirds majority of those present and eligible to vote shall be required to alter the Constitution.

## 12. EXTRAORDINARY GENERAL MEETING

- 12.1 An Extraordinary General Meeting may be convened at the discretion of the Officers. Alternatively, an Extraordinary General Meeting may be convened, within 21 days, on receipt by the Hon. Secretary of a written petition signed by at least twenty affiliated Sports Clubs. At least seven days written notice of the date of the meeting must be given by the Hon. Secretary
- 12.2 No other business other than that specified in the Notice of Meeting may be transacted at the Extraordinary General Meeting. At least two of the Officers and representatives from at least ten affiliated Clubs shall constitute a quorum. A two-thirds majority of those present and eligible to vote shall be required to pass any motion proposed.

## 13. AFFILIATION OF NEW CLUBS

- 13.1 Newly formed groups seeking affiliation as a Club must submit, in writing, to the Hon. Secretary a copy of their proposed Constitution, their list of proposed members and a list of their proposed officers.

Applications for affiliation by new clubs will be considered by the AUC Executive Committee on the following basis -

- **Uniqueness:** the activity must not be offered by an existing club in UCD.
- **Recognition of the activity by Sport Ireland:** the activity must be recognised as a sport by Sport Ireland, the statutory body for sport in Ireland.
- **Sustainable:** the group must be able to demonstrate that their activity, if approved, can be delivered in a sustainable way.
- **Insurable:** the AUC must be able to put in place relevant insurance as required by the University for the activity concerned. Where the AUC is unable to get said insurance or the

cost of insuring the activity increases the AUC's premium costs by more than 10 percent, affiliation will not be granted.

- **Reputation:** the group must commit to the principle that their activity will be carried out in a manner that will enhance the reputation of the University.

Where an application is approved by the AUC Executive Committee, the Constitution shall be submitted to the Student Activities Committee for approval and the Club shall then be placed on probation for a two-year period, at the end of which full affiliation may be confirmed by the AUC Executive Committee.

Where an application for affiliation has been rejected, it shall not be considered again by the AUC Executive Committee during the same academic session, unless a conciliation/appeals process has been initiated under article 19 of the Constitution of the AUC.

13.2 Clubs which are on probation may be represented at Ordinary General meetings, but shall not have voting rights. Voting rights shall be afforded to the club upon; confirmation of full affiliation, and placement within a constituency of the AUC by the AUC Executive Committee.

13.3 Article 9.3 of the constitution of the AUC shall be altered by simple majority by the AUC Executive Committee to reflect any change in constituencies upon affiliation/ disaffiliation of a club.

#### **14. FINANCE OF THE AUC**

14.1 The AUC shall have the right to retain a maximum of 10% of the total grant allocated to it by the University authorities, in order to fund the administration of the AUC.

14.2 At least two of the following shall be empowered to act as signatories on all cheques issued by the AUC; the Officers of the AUC, the Director of Sport/ or the Executive Secretary and a nominee from the Bursars Office. However one of the signatories must be either an Officer of the AUC or the Director of Sport / the Executive Secretary.

14.3 The AUC shall not authorise the payment of any grant to an affiliated Club unless the grant application process for the current year has been completed in full including submission of the previous years accounts of that Club.

14.4 The Senior Treasurer of each affiliated Club must be a member of staff of the University or a graduate of the University of at least two years.

#### **15. CLUB MEMBERSHIP**

15.1 Each affiliated Club shall submit to the Council, a list of all its paid up member's. Submission of its members details shall be via the on-line Infohub system.

#### **16. ANNUAL FINANCIAL ACCOUNTS**

16.1 The annual report of the Hon. Treasurer of the AUC shall be externally verified by a qualified accountant and his /her report shall be attached to the Hon. Treasurers report which shall be available to members and Clubs' representatives at the Annual General Meeting.

#### **17. ANNUAL REPORT**

17.1 The President or his nominee shall forward a copy of the Honorary Secretary's annual report and the Honorary Treasurer's annual report to the AUC at Annual General Meeting to the Student Activities Committee. A copy of both reports will also be sent to the nominee of the UCD President.

#### **18. DECISION MAKING**

18.1 With regards to Ordinary General Meetings of the AUC and Executive Committee Meetings of the AUC, the presiding President or Vice President of the AUC shall seek consensus on issues prior to adoption of proposals which have been made and seconded. Where consensus cannot be achieved the presiding chairperson may initiate a vote by simple majority of members present.

18.2 Members of the AUC who represent the AUC on committees outside of the AUC, shall report and stand accountable to the AUC Executive Committee. The regularity of this reporting shall be at the President's discretion, but shall not be less than once per term of office.

- 18.3 The Executive Secretary of the AUC shall oversee the day to day work of the AUC, in consultation with the relevant officers of the AUC.

## **19. APPEALS AND CONCILIATION PROCEDURE**

- 19.1 If a member of the AUC, representative, or officer have a reasonable disagreement against a decision made by the AUC Officers or Executive Committee, a conciliation process shall be initiated.

In the first instance the party concerned shall be required to make a written submission to the Hon. Secretary outlining their disagreement against a decision made by the AUC Officers or Executive Committee. Upon receipt of the written submission, the Hon. Secretary or his / her nominee, will respond directly to the party concerned in writing, within seven days. outlining the rationale underpinning the decision of the AUC Officers or Executive Committee.

- 19.2 Where the party remains aggrieved, a formal appeal to the AUC Executive Committee may be initiated; whereby a vote on the matter may be called for at the next AUC Executive Committee meeting. The appellant shall make a written request to the Hon. Secretary no less than seven days in advance of the next Executive Committee meeting, where the appellant shall have speaking rights on the subject prior to a vote by simple majority of members present.
- 19.3 Where local resolution has failed, further appeals of decisions made by AUC Officers or AUC Executive Committee can be made to the Student Activities Committee, a subcommittee of the UCD Student Experience Group. The appellant may nominate a delegate, or an officer to aid in the navigation of this appeals process.
- 19.4 The UCD Student Complaint's process can be used to make complaints regarding the decision making processes of the AUC.

## **20. DISCIPLINARY MATTERS**

- 20.1 Without prejudice to the rights of the University or of individual students in relation to proceedings against individual students or members of the University under the terms of the Student Code or such other University codes and policies, including but not limited to the University's policy on Dignity and Respect, a club, its officers, club employees, club volunteers or club members may be charged with conduct which infringes on the rights of members of the University or which brings the University into disrepute, or with failing to abide by the provisions of its constitution, the operations of a club as outlined in the AUC Club Operations Manual and /or the constitution of the AUC.
- 20.1 The AUC shall regulate and apply its own procedures in accordance with the principles of natural justice. Such policies will be outlined in the AUC Club Operations Manual.
- 20.3 Any member of the Executive committee who fails to attend four consecutive meetings shall be deemed to have resigned their place on the Executive Committee.

## **21. AMMENDMENTS TO THIS CONSTITUTION**

- 21.1 Only Article 9.3 of the constitution of the AUC shall be altered by simple majority by the AUC Executive Committee to reflect any change in constituencies upon affiliation/ disaffiliation of a club.
- 21.2 Changes to other Articles of the Constitution require a motion to ammend the Constitution being moved by the Executive Committee or a submission of a Motion in writing by at least 20 Sports Clubs. Where such motion has been moved by the Executive Committee or submitted to the Hon Secretary, the said Hon. Secretary shall convene an Extraordinary General Meeting within 21 days. At least seven days written notice of the date of the meeting must be given by the Hon. Secretary With the exception of Article 9.3 with respect to changing the membership of a constituency upon the affiliation/disaffiliation of a club, all other changes to Articles of the Constitution must be approved by the Student Activities Committee.

Approved at the AGM 24th November 2016.

Articles 21.2, 19.3, 19.4, 9.1, 6.3 were changed at the AUC Executive Committee meeting 3/4/17.

Article 6.5 added at the AUC Executive Committee meeting 3/4/17.

Approved by UMT SEG 29/5/17.