

DCU Rugby Club Constitution

CONSTITUTION AND RULES

1. The club shall be called Dublin City University Rugby Football Club (DCU RFC).
 2. The objects of the club shall be the playing, promotion and development of the game of rugby union football for 3rd Level.
 3. The colours of the club shall be Navy and Sky Blue i.e. Navy blue & Sky-Blue jerseys, White shorts and Navy-blue stockings.
 4. Membership of the club shall consist of the following classes:
 - a) Committee Members
 - b) Student/Ordinary members
 5. The Executive Committee shall elect all classes of members of the club.
 - a. Graduate Membership
Shall be open to former members of the club who are no longer students of Dublin City University. It shall not be a requirement of associate membership that such members should hold a degree, or any other academic award given by Dublin City University
 - b. Committee Membership:
Committee Membership of the club will be for a period of one year, Where the committee is elected subject to voting at the AGM from the previous year. They shall engage with Clubs and socs and all College bodies to run and organise the club.
 - c. Student Membership:
Student membership of the club shall be for a period of not less than one year and shall be open to all DCU students on payment of the prescribed subscription. They shall be entitled to vote at meetings of the club and engage in the management and control of the club in accordance with these rules.
- 5.1 All members shall be bound by this constitution

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6. Subscription:

The annual subscription in respect of each category of membership shall be fixed at each Annual General Meeting. All subscriptions shall be paid not later than the 31st day of October in each year. The committee shall remove from membership of the club any person whose subscription is in arrears after the 31st day of October in each year. On a subsequent payment of such subscription he/she may be re-admitted at the discretion of the committee.

7. Executive Committee:

The control and management of the club shall be vested in the Executive Committee.

7.1. The Committee shall consist of:

- Chairperson
- Vice Chair.
- Secretary
- Treasure
- Public Relations Officer
- Equipment Officer
- Events Officer
- Safety Officer
- Sponsorship Manager(s)
- Ordinary Members.

7.2 The Executive Committee shall do all things necessary for the proper management and control of the club in accordance with the rules thereof.

7.3 Election of the Governing Executive Committee:

1. The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).
2. To seek election to the Committee, each candidate must have 2 nominations by current members of the club.

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7.4 Duties of the Governing Executive Committee:

1. The Chairperson shall be the Chief Officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club.
2. The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club. In the event of a tied vote on any matter she/he shall have the casting vote.
3. The Secretary shall assist the Chairperson in all their duties.
4. The Secretary shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the club) in the event that the Chairperson is absent or is unable to perform their duties.
5. The Secretary's function shall be to deal with all correspondence and records of the club.
6. The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relation to the business of the club when requested by the committee.
7. The Secretary may keep a record of authorization of expenditure.
8. The Secretary shall give notice to all members of the club's meetings, events, and functions.
9. The Secretary shall assist the Public Relations Officer (PRO) to organize fund raising events and sponsorship where necessary.
10. The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.
11. The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the relegations set down by the Sports Club Committee of DCU.
12. The Treasure shall keep full records of income and expenditure of the club. The Treasure shall also keep a record of who authorized various expenditures and shall issue receipts.
13. The Treasure shall sign all cheques and withdrawal forms for the Club's bank account.
14. Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the club on consultation with the Sports Club Committee.
15. The Equipment Manager shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Sports Club Committee.
16. The Equipment Manager shall maintain a record of all fixed and current assets belonging to the club and will report an inventory list to the committee at the start and end of the academic year.
17. The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.
18. The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the club and to give notice of all members of these contributions.

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19. The events officer oversees the running and promotion (in conjunction with P.R.O and Media Representative) of club events and matches.
20. The Sponsorship managers will be in charge of organising club sponsors and maintaining relations with these throughout the year.
21. The safety officer will be in charge of carrying out safety checks and risk assessments.

8. Alterations to the Constitution:

Alterations to the Constitution shall be passed by a majority of two thirds of the votes entitled to be cast by the members entitled to vote present at the meeting. Voting at all meetings of the club shall be in person and not by proxy.

9. Dismissal and Resignation of Committee Members:

- A. member of the committee shall be dismissed from office unless:
 - Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the club is received 4 working days prior to a general meeting at which such a resolution shall be debated.
 - $\frac{2}{3}$ of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.
- B. A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- C. A committee member wishing to resigned much submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position.

10. Meetings:

- A. There shall be an Annual General Meeting (AGM) held each year.
- B. The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- C. Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- D. A quorum of the meting shall be 2 Governing Executive Committee members and 10% of the ordinary membership.
- E. The business of the AGAM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing

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Governing Executive Committee (which should include a Treasurer's report on the finances of the club).

- F. An Extra-ordinary General Meeting (EGM) shall be convened if:
- 10% of the ordinary membership of the club requests such a meeting in writing.
 - A quorum of the Governing Executive Committee requests such a meeting in writing.
 - A vacancy on the current committee occurs and there is a need to elect a replacement.
- G. Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- H. Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.
- I. At a meeting, a member may propose a resolution relating to the business of the Club. The resolution shall be voted on by a show of hands and a declaration of the Chairperson that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or ailed.
- J. In the event that the Chairperson's resolution (8.9) is challenged a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Vice-Chairperson (where requested by the general meeting).
- K. No resolution may contravene DCU policy or Sports Club Committee.

11. General:

1. There shall be a President of the Club who shall be a staff member in compliance with the regulations set down by the Sports Club Committee.
2. The membership fee for the Club shall be in compliance with the conditions set down by the Sports Club Committee.
3. Each member of the Club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
4. In the event of a clash with the Sports Club Committee Constitution, the Sports Club Committee Constitution shall take precedence above this constitution and is subject to Sports Clubs Committee at all times.
5. In joining the Club, members agree to be bound by the rules and regulations of the Club as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), Sports Club Committee shall rule on the matter and its decision is final.

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12. Amendments to this Constitution:

- A. Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered.
- B. A proposal to amend this Constitution must receive the approval of $\frac{2}{3}$ of the members present and entitled to vote at the relevant meeting.

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