

# Dublin City University Caving Club (DCUCC) Constitution

## 1. Club Name:

1. The name of this club is the Dublin City University Caving Club, hereafter referred to in this document as “the club”.

## 2. Club Aim:

### 1. The aims of the club are:

1. To promote interest in both the science of speleology and the sport of caving within Dublin City University (DCU).
2. To encourage fellowship among cavers and those interested in caving.
3. To protect caves and their natural contents.
4. To support its member in the following of safe practice in caving.

## 3. Membership:

1. Membership is open to all registered students, staff and alumni of DCU.
2. External members shall be accepted at the discretion of the committee.
3. Honorary membership shall be awarded at the discretion of the committee.
4. Membership shall be obtained by paying the appropriate fee in compliance with the Sports Club Committee (SCC) of DCU’s guidelines.
5. The committee must ensure that there is a President of the club who must be a full staff member in compliance with SCC regulations.
6. The active membership of the club shall be defined as any full member who has attended at least two club trips in the preceding twelve months and is currently resident in Ireland.

## 4. Committee:

1. The committee shall consist of the following positions:

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|--------------------------------------|-------------------------------|
| 1. Chairperson                       | 6. Equipment Officer          |
| 2. Secretary                         | 7. Safety Officer             |
| 3. Treasurer                         | 8. Training Officer           |
| 4. Public Relations<br>Officer (PRO) | 9. Ordinary Member            |
| 5. Trips Officer                     | 10. First-Year Representative |

### Committee Decisions:

1. Committee decisions shall be made by a majority vote of all committee members present at a meeting.
2. In the event that the committee is evenly divided on a decision, members who have not voted for the majority outcomes will be offered the opportunity to vote again. If the committee is

still evenly divided the Chairperson has the deciding vote.

3. An individual committee member shall possess no more than one vote in all committee decisions.

**3. Committee Constraints:**

1. The Chairperson of the club must be a registered student in the year or the year immediately preceding her/his term of office.
2. A committee member may not hold the same position for more than two years in succession unless an alternative candidate cannot be found.
3. A member may not hold any more than two committee positions simultaneously.
4. No more than two postgraduate students may serve on the committee simultaneously.

**4. Provisions for Additional Roles:**

1. Committee positions may be amalgamated and alternate positions created (e.g. First Year Rep) as needed however voting officers on the committee must not exceed the maximum of ten as above.
2. The committee assign tasks to non-elected officers. These officers may attend committee meetings to which they are invited by the Chairperson but do not have committee voting rights.

**5. Committee Meetings**

- The club committee shall meet at least once a month during term time to decide matters of club business.
- All committee members must receive at least two days prior notice of a meeting taking place.
- Agenda items must be submitted to the secretary at least one day prior to a meeting taking place.
- The Chairperson or a committee member assigned by them to act as their proxy must chair the meeting.
- At least four members of the committee must be present to achieve a quorum.
- The secretary must record the minutes of the meeting and distribute them to committee members within three days of the meeting having taken place. In the event that the secretary is not present a substitute must be assigned to perform this task.

**6. General Meetings:**

1. Quorum for a general meeting shall be 10% of active members
2. Notice of one week must be given for any general meeting.
3. The Chairperson or a committee member designated to act as their proxy shall chair the general meeting.

**4. Annual General Meetings (AGM):**

1. There shall be an AGM convened once an academic year during the final semester where the committee for the following year shall be elected by the active members present.
2. Each of the members of the committee shall deliver a report on their area of responsibility or if they are not present the secretary shall read aloud a written report submitted by them.
3. The newly elected committee shall take custody of the club following the conclusion of the AGM.

**5. Extraordinary General Meetings (EGM):**

1. An EGM can be called at the request of two committee members and four active members, or by eight active members. Normal election rules apply at EGMs.
2. In the event that a committee position becomes vacant during an EGM, a replacement should be elected at that EGM.

**7. Election of Committee Members:**

1. The candidates for the committee must be registered students or alumni of DCU at the time of election and must be fully paid members of the club.
2. Nominations shall be taken at the time of the election by a candidate being nominated by two other active members of the club present at the time, followed by the candidate accepting the nomination.
3. Election of committee members shall be decided by the votes of active club members only.
4. Election shall be by a secret ballot. The count shall be carried out by the chair of the meeting and one other committee member.
5. In the event of a tied vote over a position, election to that position will be decided by vote of the members of the outgoing committee excluding any candidates for the position.
6. **The outgoing chairperson must provide each new committee member on election with a copy of :**
  1. The DCUCC Constitution
  2. The DCUCC Safety Statement
  3. The DCUCC Committee Members Guidelines
  4. Any documentation relevant to their new position held by the outgoing officer.
7. **Co-option of Committee Members:**
  1. In the event that a committee position becomes vacant and a replacement is not elected at an EGM a new committee member may be co-opted to the committee by vote of the committee.
  2. Co-opted committee members shall have the same rights as elected committee members while serving.

**8. Dismissals, Resignations and Disciplinary Action:**

**1. Resignation of Committee Members:**

1. Any committee member can resign for any reason at any time having notified the committee in writing one week in advance.
2. Resigning committee members are required to provide their replacement with the training necessary to take over their position in an orderly manner.
3. In the event of a resignation an EGM shall be called to allow a replacement to be elected by the active members of the club.

**2. Dismissal of Committee Members:**

1. Any member of the committee can be dismissed by the majority vote of active members at an

EGM.

**3. Disciplinary Action:**

1. Any member who is found by the committee to have acted in a manner which is contrary to the aims of the club (e.g. harassment, compromising safety, etc) may be subject to disciplinary action.
2. The appropriate action (e.g. suspension from club activities, expulsion) should be decided by the committee and approved by a majority of the full committee.
3. Members subject to disciplinary action may appeal the decision of the committee to the active membership of the club via an EGM that must be convened at the earliest possible opportunity.

**9. DCUCC Safety Statement and Committee Guidelines:**

**1. DCUCC Safety Statement:**

- The DCUCC Safety Statement shall be the code of practice to be followed by members while participating in club events (i.e. underground & in club training sessions).
- It is the responsibility of the committee to ensure that the safety statement contains information that is in keeping with current best practice in caving.
- Proposed changes to the safety statement must be agreed upon by the majority of the committee.

**2. DCUCC Committee Guidelines:**

1. The DCUCC Committee Guidelines shall be an instructional guide to allow committee members to better understand their roles within the club.

**10. Club Constitution:**

1. The constitution governs the practice of the club and its committee members in organisational matters, i.e. above ground.
2. Changes to the constitution can only be made at an AGM/EGM and can only be passed by a two thirds majority vote of the active membership of the club.
3. Proposed changes to the constitution should be given to the secretary and disseminated to members to allow evaluation by other members at least two days before an AGM/EGM.