

THE ULTIMATE FRISBEE CLUB

CONSTITUTION

1. Membership

- 1.1. Membership of the Club is open to any individual who is a student, staff member or graduate of Dublin City University and who has paid the required subscription fee.
- 1.2. The required fee shall be determined annually by the CLC.
- 1.3. Membership subsists for the duration of the academic year.
- 1.4. In the event of separation into two sub-clubs (see Article 3) membership to each sub-club shall be separate. Members of one may join the other sub-club but a separate membership and membership fee will apply.

2. General

- 2.1. Each member of the Club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 2.2. In the event of a clash with the Club Life Committee Constitution, the Club Life Committee Constitution shall take precedence above this Constitution and is subject to the Club Life Committee at all times. This Constitution also subceeds policies and the Constitutions of affiliated governing bodies.
- 2.3. 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), Club Life Committee shall rule on the matter and its decision is final.

3. Expanding the Club

- 3.1 The sport of Ultimate operates in three divisions; Open, Ladies and Mixed. At times it may be beneficial for the club to operate these divisions as separate clubs in the eyes of Dublin City University, the Club Life Committee and the respective governing bodies.
- 3.2 Should such a situation occur:
 - 3.2.1 A separation into the separate sub-clubs can only occur at an AGM or EGM, and proposed in the same format as any other motion (4.9) and a decision on separation shall be decided by a majority vote taking the form of a secret ballot.
 - 3.2.2 During separation the sub-clubs shall operate under the names of “DCU Open Ultimate” and “DCU Ladies Ultimate”.
 - 3.2.3 Committees for the sub-clubs shall be elected at the AGM or EGM that the separation was proposed in accordance with article 6 of this constitution, with the exception of the removal of Women’s Captain from the Open sub-club committee and the removal of the Men’s Captain from the Ladies sub-club committee.
 - 3.2.4 Both sub-clubs shall operate separate from each other, including the operation of separate bank accounts and email addresses.
 - 3.2.5 Both sub-clubs shall adhere to this constitution.
- 3.3 Joint meetings between the two sub-clubs shall be held at the convenience of the Chairpersons and organised by them. The quorum for these meetings shall be set at six members with a minimum of three members from each committee.
- 3.4 For Mixed division events, the team shall be organised by both the Women's Captain and the Men’s Captain together. Transport and accommodation may be organized by any member of either sub-club for the team after gaining approval of both committees.
- 3.5 In the event of the disbandment of one of the sub-clubs:
 - 3.5.1 An EGM shall be called after giving the members of both sub-clubs two weeks’ notice.
 - 3.5.2 The members of each sub-club may vote to revert to the previous “DCU Ultimate Frisbee” Club.
 - 3.5.3 The committee of the non-disbanded sub-club shall assume the positions of the committee of the “DCU Ultimate Frisbee” Club until the AGM is held.

4. Annual/extraordinary general meetings

- 4.1.** There shall be an Annual General Meeting held each calendar year. The gap between Annual General Meetings shall be no less than nine months and no more than fifteen months.
- 4.2.** An Extraordinary General Meeting shall be convened if requested in writing by 10 percent of the voting membership or at the request of the Committee.
- 4.3.** No business shall be transacted at the meeting other than that specified in the notice for the meeting assuming proper notice was given.
- 4.4.** Quorum for any General Meeting is set at 15 percent of the voting membership.
- 4.5.** The quorum for any Extraordinary General Meeting is set at 10% of the voting membership
- 4.6.** Notice of any General Meeting shall be given to all members at least fourteen days in advance of said meeting.
- 4.7.** The Chairperson shall chair all general meetings. In the event of unavoidable absence, the meeting shall be chaired by the Secretary (or the Treasurer in the absence of both Chairperson and Secretary). Should all three be absent another Club member shall chair the meeting as decided by a majority vote by those present.
- 4.8.** The business of the Annual General Meeting shall be:
 - 4.8.1.** Confirmation of the minutes of the previous Annual General Meeting
 - 4.8.2.** Report of the Chairperson
 - 4.8.3.** Presentation of the accounts and report of the Treasurer
 - 4.8.4.** Motions and amendments
 - 4.8.5.** Election of Committee Members
- 4.9.** Motions for discussion at meetings must be proposed at least seven days in advance for inclusion in the agenda.
- 4.10.** The agenda shall be circulated by the Secretary a minimum of three days in advance of the meeting.
- 4.11.** Committee positions may only be created or removed at an AGM or an EGM

5. Voting

- 5.1. All members of the Club are entitled to vote on motions at General and Extraordinary meetings.
- 5.2. Each person will have one non-transferable vote. There shall be no voting by proxy or postal voting.
- 5.3. Votes shall be determined by simple majority except where defined under the terms of this Constitution.
- 5.4. The Chairperson shall have the casting vote where necessary.
- 5.5. Voting for Committee positions shall take place as a secret ballot.

6. The Committee & elections

- 6.1. The business of the Club between AGMS shall be governed by the Committee.
- 6.2. The Committee shall be composed of :
 - 6.2.1. Chairperson
 - 6.2.2. Secretary
 - 6.2.3. Treasurer
 - 6.2.4. Men's Captain
 - 6.2.5. Women's Captain
 - 6.2.6. Public Relations Officer
 - 6.2.7. Health, Safety & Equipment Officer
 - 6.2.8. 1st Year Liaison Officer
 - 6.2.9. Up to 3 Ordinary Members
- 6.3. All Members of the Committee shall ordinarily be elected at the AGM or an EGM where appropriate.
- 6.4. Candidates shall be given the opportunity to speak at the meeting and answer any questions by members in relation to their ability to perform the job should they be elected.

- 6.5. A candidate must inform the quorum present if there will be significant obstacles with regards their college attendance next year.
- 6.6. Nominations may be proposed by any member and must be seconded by another member.
- 6.7. Unopposed nominees shall be decided by a yes or no vote.
- 6.8. A person not in attendance at a General Meeting may be nominated for a position, after expressing formal interest in said position prior to the meeting.
- 6.9. A person not in attendance may be considered in attendance if they are communicating using means of live communication.
- 6.10. The incoming Committee shall take office at close of the AGM and shall hold office until close of the following AGM.
- 6.11. All members of the Committee must be valid Club members as defined in section 1.
- 6.12. If an Extraordinary General Meeting passes a valid motion calling for the resignation of any Committee member, they shall be deemed to have resigned. The Committee member must have been given two prior warnings for unsatisfactory performance on the Committee. The Chairperson must represent the interests of the person under investigation at a meeting.
- 6.13. A Committee member may resign after giving two weeks' notice to the Committee.
- 6.14. Vacancies in the membership of the Committee arising from resignation or dismissal will be filled as appropriate by the Committee until an EGM can be convened to elect another member to the position.

7. Committee meetings

- 7.1. Committee meetings shall be convened at the request of the Chairperson, or any three other Committee members. The Chairperson shall chair all meetings, or shall delegate the chair to another member in the event of unavoidable absence.
- 7.2. Quorum for a Committee meeting shall be four Committee members.
- 7.3. Motions at meetings shall be decided by consensus. A motion will be deemed to have passed under the following conditions:

- 7.3.1. No more than 4 people raise minor objections
- 7.3.2. No more than 2 people raise major objections.
- 7.4. If minor objections are raised, the motion may be discussed, amended and re-proposed at the same meeting. If the motion does not pass 2 times due to minor objections it is at the Chairperson's discretion to deem the motion to have not passed.
- 7.5. If major objections are raised, the motion is deemed to have not passed and may not be re-proposed until the next meeting.
- 7.6. Members of the Club may attend Committee meetings at the invitation of the Committee but will have no voting powers at the meeting.
- 7.7. Committee meetings shall occur no more frequently than one per week and no less frequently than once a month.

8. Duties of Committee members.

- 8.1. 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.
- 8.2. 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.
- 8.3. The Secretary's function shall be to deal with all correspondence and records of the Club.
- 8.4. The Secretary keeps minutes of all Committee meetings, of all general meetings, of the annual general meeting or any other meetings relating to the business of the Club when requested by the Committee.
- 8.5. The Secretary may keep a record of authorization of expenditure.
- 8.6. The Secretary shall give notice to all members of the Club's meetings, events, and functions.
- 8.7. The Secretary shall assist the Public Relations Officer (PRO) to organize fundraising events and sponsorship where necessary.
- 8.8. The Secretary shall be responsible for booking accommodation and transport.

- 8.9. The Treasurer's function shall be to administer the funds of the Club and to maintain accounts and budgets.
- 8.10. The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the Committee in compliance with the regulations set down by the Club Life Committee of DCU.
- 8.11. The Treasurer shall keep full records of income and expenditure of the Club. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.
- 8.12. In relation to signing cheques and withdrawal forms
- 8.12.1. The Treasurer, along with one of the two other signatories as required by the Club's bank account, shall sign all cheques and withdrawal forms.
- 8.12.2. The other two signatories should be both the chairperson and the secretary. In a situation where this is deemed unsuitable the signatories of the Club's account shall be decided by a majority vote among the members of the committee
- 8.13. In the case of the absence of signees
- 8.13.1. Where the Treasurer is present but the both other signatories are decreed as unavailable, the Treasurer may be the sole signee on cheques and withdrawal forms for the Club on consultation with the Club Life Committee.
- 8.13.2. Where the Treasurer is decreed as unavailable, the other two signatories may sign cheques and withdrawal forms for the Club in consultation with the Club Life Committee.
- 8.13.3. The Club Life Committee may supersede the signatories of the Club's account in event arising where neither the Treasurer nor the other two signatories are present and payments must be made immediately
- 8.14. The Treasurer must provide a full financial report including a balance sheet, income and expenditure accounts which shall be made available for inspection by all members no less than one week in advance of the AGM.

- 8.15. The Men's Captain and Women's Captain shall arrange all training plans, carry out training sessions and arrange for the hiring of a coach (if desired). They shall liaise between each other for mixed team events.
- 8.16. The Captains are for liaising between the Sports Office and the Club in relation to training times, dates and places.
- 8.17. The Captains shall also be responsible for liaising with participants and club members in relation to all tournaments, matches and games.
- 8.18. The Health, Safety & Equipment Officer shall be responsible for the fixed and current assets of the Club in compliance with the regulations set down by the Club Life Committee.
- 8.19. The Health, Safety & Equipment Officer 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.
- 8.20. The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the Club through all means possible.
- 8.21. 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 to all members of these contributions.
- 8.22. The Health, Safety & Equipment Officer shall take charge of the safety documents for the year and ensure they are up to date.
- 8.23. The Health, Safety & Equipment Officer is also responsible for the first aid kits and should have them at all training and events. They should also ensure that it is fully stocked and ready for use.
- 8.24. The 1st Year Liaison Officer shall deal with all 1st year queries and questions and ensure that all 1st years are felt welcome and enjoy themselves always.
- 8.25. Ordinary Members shall take up a position on the Committee and help other Committee Members. They also have the right to propose and suggest things to the Committee.

9. Representation

9.1. All members of the Club have an equal right to be considered for inclusion in the squad, subject to regulations on eligibility.

10. Doping control

10.1. The Club and its members are bound by the anti-doping program of the Irish Sports Council and relevant regulations of the domestic and international governing bodies for Flying Disc Sports.

11. Governing bodies

11.1. The Club recognizes The Irish Flying Disc Association (IFDA) as the governing body for Flying Disc Sports in Ireland.

11.2. The Club also recognizes The World Flying Disc Federation (WFDF) as the international governing body for Flying Disc Sports.

12. Amendments to the Constitution

12.1. The articles of this Constitution may not be amended except by a motion duly proposed and seconded at an annual or extraordinary general meeting. Such a motion shall require a two thirds majority for passage.