

# DUBLIN CITY UNIVERSITY: CANOE CLUB CONSITUTION

## 1. Name of Club:

1. The name of the Club shall be DCU Canoe.

## 2. Aims & Objectives:

The aims and objectives of the Club are as follows:

- 2.1 To facilitate the playing and practice of Canoeing and Kayaking in all its forms.
- 2.2 The promotion of Kayaking, Canoeing and Paddling in all its forms.
- 2.3 To foster the development of members as players, coaches, referees and individuals.
- 2.4 To provide a forum for members to interact and socialize through playing and non-playing activities.
- 2.5 To assist Club members to represent the Club at a higher level.

## 3. Members:

- 3.1 Membership of the Club shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 3.3 The Club recognizes the importance that graduates and former students endeavour to maintain contact with such former members as wish to retain their connection with the Club.
- 3.4 To this end the Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.

- 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 give by Dublin City University
- Associate Members shall pay an annual membership fee to the Club. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the Club. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- Associate Members shall be ineligible for election to the club's governing committee
- Associate Members shall be entitled to attend all general meetings of the club. Voting rights of associate members at general meetings

shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the club.

- Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Club
- The rights of an Associate Member shall not exceed those of an ordinary member of the club

3.5 All members shall be bound by this constitution

#### 4. **Governing Executive Committee:**

4.1 The Club shall have a Governing Executive Committee (The Committee).

4.2 The Committee shall run the club of behalf of its members and in accordance with the aims and objectives.

4.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.

4.4 A quorum shall be  $\frac{2}{3}$  of committee members.

4.5 The Committee shall consist of:

- Captain/Chairperson
- Secretary/ Vice-Chairperson
- Treasurer
- Public Relations (i.e. promotions) Officer (PRO)
- Equipment Officer
- Events/Trips Office
- Safety Officer
- Disciplines Officer
- Webmaster (optional)
- Ordinary Member(s) (2 max)
- 1<sup>st</sup> Year Liaison Office

4.6 The Term of Office of these elected officers shall be one academic year.

4.7 A person shall not hold the same office for more than 2 successive years.

#### 5. **Election of the Governing Executive Committee:**

5.1 The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).

5.2 To seek election to the Committee, each candidate must have 2 nominations by current members of the club (nominator and seconder).

6. **Duties of the Governing Executive Committee:**

- 6.1 The Captain/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.
- 6.2 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.
- 6.3 The Secretary/Vice-Chair (VC) shall assist the Chairperson in all their duties.
- 6.4 The VC shall assume the duties of the Captain (unless otherwise directed by a general meeting of the club) in the event that the Captain is absent or is unable to perform their duties.
- 6.5 The Secretary's function shall be to deal with all correspondence and records of the club.
- 6.6 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.
- 6.7 The Secretary shall give notice to all members of the club's meetings, events, and functions.
- 6.8 The Secretary shall assist the PRO to organize fund raising events and sponsorship where necessary.
- 6.9 The Secretary along with the Treasurer may keep a record of authorization of expenditure.
- 6.10 The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.
- 6.11 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the delegations set down by the Club Life Committee of DCU.
- 6.12 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.
- 6.13 The Treasure shall sign all cheques and withdrawal forms for the Club's bank account.
- 6.14 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.
- 6.15 The Equipment Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Sports Club Committee.
- 6.16 The 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.
- 6.17 The PRO (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.
- 6.18 The PRO (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.

- 6.19 The Safety Officer shall be responsible for the safety protocols of the club.
- 6.20 The Safety Officer shall ensure all events are carried out to the required level of safety.
- 6.21 The Disciplines Officer shall ensure that each of the kayaking disciplines is given fair representation in the club.
- 6.22 The Disciplines Officer shall bring to light under or over representation of a discipline as necessary.
- 6.23 The Webmaster shall be in charge of the running and maintaining of the website.
- 6.24 The Webmaster (along with the Secretary and PRO) shall update the website as necessary to send out information and updates.
- 6.25 Club Ordinary Member(s) shall carry out tasks as agreed by the committee and Captain.
- 6.26 The 1<sup>st</sup> Year Liaison Officer shall represent new members of the club so that the committee may gauge their opinions and requirements.

7. **Dismissal and Resignation of Committee Members:**

- 7.1 No 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.
- 7.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 7.3 A committee member wishing to resign must 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.

8. **Meetings:**

- 8.1 There shall be an Annual General Meeting (AGM) held each year.
- 8.2 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).
- 8.3 Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4 A quorum of the meeting shall be 2 Governing Executive Committee members and 10% of the ordinary membership.
- 8.5 The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing

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

- 8.6 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.
- 8.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8 Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.
- 8.9 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.
- 8.10 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).
- 8.11 No resolution may contravene DCU policy or Sports Club Committee.

9. **General:**

- 9.1 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.
- 9.2 The membership fee for the Club shall be in compliance with the conditions set down by the Club Life Committee.
- 9.3 Each member of the Club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4 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 Club Life Committee at all times.
- 9.5 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), Club Life Committee shall rule on the matter and its decision is final.

10. **Amendments to this Constitution:**

- 10.1 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.
- 10.2 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.