

# **DUBLIN CITY UNIVERSITY: ROWING CLUB CONSTITUTION**

## **1. Name of club:**

The name of the club shall be **DCU Rowing**

## **2. Aims & Objectives:**

The aims and objectives of the club are as follows:

**2.1** To facilitate the practice of rowing in all its forms.

**2.2** To promote the sport of rowing in all its forms.

**2.3** To foster the development of members as rowers, coaches, coxswains and individuals.

**2.4** To provide a forum for members to interact and socialise through rowing and non-rowing activities.

**2.5** To assist club members in representing the club at a higher level.

## **3. Members:**

**3.1** Membership of the club shall be open to all students 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 emphasises the importance that graduates and former students endeavour to maintain contact with such former members as they wish to retain their connection with the club.

**3.4** 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 on 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 made by majority voting.

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

**4.5** The Committee shall consist of positions, including, but not limited to:

- Chairperson
- Vice-Chairperson

- Secretary
- Treasurer
- Public Relations Officer
- Team Captain
- Events Officer
- 1st Year Representative

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

**4.7** A person shall not hold the same title, office, or primary responsibilities as a committee member for more than 2 consecutive years. They are permitted to be re-elected in another committee position if they wish to continue to serve on the Governing Executive Committee.

## **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 Extraordinary General Meeting (EGM).

**5.2** To seek election to the Committee, each candidate must have 2 nominations by current members of the club.

**5.3** Members of the club (whom have paid membership through clubs and societies page) are entitled to vote for their preferred candidate.

**5.4** Any full member may nominate themselves or be nominated (with their consent) for a committee position. They must be eligible for the criteria specified in that role and the role is open to be filled.

**5.5** Each nominee must confirm their willingness to stand.

**5.6** Successful candidates shall assume their positions immediately following the conclusion of the meeting and serve until the next AGM (or until they resign, are removed, or are otherwise unable to fulfill their duties).

**5.7** Voting must take place publicly or witnessed by all standing committee members.

**5.8** Committee elections shall be made by majority voting.

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

**6.1** 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.

**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, they shall have

the casting vote.

**6.3** The Vice-Chairperson shall assist the Chairperson in all their duties.

**6.4** The Vice-Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the club) if the Chairperson 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 in relation to the business of the club when requested by the committee.

**6.7** The Secretary may keep a record of authorisation of expenditure.

**6.8** The Secretary shall give notice to all members of the club's meetings, events, and functions.

**6.9** The Secretary shall assist the Public Relations Officer (PRO) in organising fundraising events and sponsorship where necessary.

**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 regulations set down by the club Life Committee of DCU.

**6.12** The Treasurer shall keep full records of income and expenditure of the club. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

**6.13** The Treasurer shall sign all cheques and withdrawal forms for the club's bank account.

**6.14** Where the Treasurer is decreed unavailable, another designated person may sign cheques and withdrawal forms for the club in consultation with the club Life Committee.

**6.15** DCU Captain must liaise with Neptune Rowing Club and coaches for appropriate training times and use of equipment.

**6.17** Team Captain is responsible for the registration of DCU club in races and regattas.

**6.16** The Team Captain shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the club Life Committee.

**6.17** The Team Captain 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.

**6.18** The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.

**6.19** The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contributions outside bodies have made to the club, and shall notify all members of these contributions.

**6.20** The Events Officer shall plan and organise events for the club (room booking, buy drinks and snacks when needed, activities)

**6.21** The Events Officer shall liaise with the PRO and Secretary with any public promotion or planned event activities.

## **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 before a general meeting at which such a resolution shall be debated.
- <sup>2</sup>/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 intent to resign to the Secretary, who will immediately inform the entire committee. 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).

**8.2** Elections for the offices of the Governing Executive Committee shall take place at this meeting.

**8.3** A quorum of the meeting shall be 2 Governing Executive Committee members and 10% of the ordinary membership.

**8.4** The business of the AGM shall include elections of relevant Executive Governing Committee members as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the club).

**8.5** 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.

**8.6** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).

**8.7** Notice of all meetings shall be given to the membership at least 3 working days before the date of the meeting.

**8.8** 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 failed.

**8.9** In the event that the Chairperson's resolution (8.8) 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).

**8.10** No resolution may contravene DCU or Club Life Committee policy

## **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 club Life Committee.

**9.2** The membership fee for the club shall comply with the conditions set down by the club's 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, which is subject to the 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 member(s), the 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.