
Constitution of Dublin City University Club Life Committee (DCU CLC)

1) AIMS AND OBJECTIVES

The aims and objectives of the CLC are as follows:

- 1.1 To promote, foster and develop clubs in DCU.
- 1.2 To allocate funds to recognised clubs in a fair, democratic, consistent and transparent manner.
- 1.3 To enforce good governance of clubs and ensure compliance with relevant policies and procedures.
- 1.4 To oversee the auditing of clubs accounts and ensure that clubs are operating prudently.
- 1.5 To oversee the strategic development and training of DCU clubs.
- 1.6 To represent the clubs of DCU both internally and externally.
- 1.7 To facilitate the creation and growth of new clubs and to advise them on their needs.
- 1.8 To promote recognised clubs and their activities.

2) MEMBERSHIP OF THE CLC

- 2.1 DCU CLC is the governing body of all DCU Clubs and is a Sub-Committee of the Office of Student Life (OSL).
- 2.2 The CLC shall have a Council and an Executive Committee.
- 2.3 The CLC council is a General Meeting of the delegates to the CLC, which is the supreme decision making body of the CLC, therefore it can approve or reject any decision of the Executive Committee.

- 2.4 All recognised clubs, as defined in article 9 herein, are deemed to be members of the CLC and are bound by its constitution, rules, regulations, guidelines and decisions.
- 2.5 In order for clubs or their members to represent the University, the club must be affiliated to the SCC and agree to be bound to the SCC, its constitution, rules, regulations, guidelines and decisions .
- 2.6 The club Treasurer shall represent their club at CLC council proceedings. A club can nominate an officer other than the treasurer to represent them and cast votes on the society's behalf.
- 2.7 When the CLC Council is not in session, an Executive Committee shall tend to the affairs of the CLC in accordance with the aims/objectives of the CLC and directions of the Council.

3) THE EXECUTIVE COMMITTEE AND EXECUTIVE COMMITTEE FUNCTIONS

- 3.1 The Executive Committee shall operate on behalf of its constituent clubs in accordance with the aims and objectives of the CLC.
- 3.2 A simple majority of the Executive Committee must be present in order for a meeting to be deemed quorate.
- 3.3 Where necessary, Executive Committee decisions shall be decided by a simple majority vote. The vote shall be preceded by discussion / debate on the topic.
- 3.4 The Executive Committee shall endeavour to meet on a weekly basis where practical during each Semester.
- 3.5 The Executive Committee shall consist of the following elected members
 - 3.5.1 Chair
 - 3.5.2 Secretary
 - 3.5.3 Public Relations Officer (PRO)
 - 3.5.4 3 Ordinary Members

- 3.6 and the following ex-officio members
 - 3.6.1 Treasurer, who shall be the Director- Office of Student Life.
 - 3.6.2 The Office of Student Life Head of Clubs and Societies.
 - 3.6.3 DCU Senior Sports Development Officer.
 - 3.6.4 DCU Students' Union's (DCU SU) Clubs Officer.

- 3.7 The term of office of elected officers shall be from July 1st following the AGM until June 30th the following year.

4 ELECTION OF THE EXECUTIVE COMMITTEE

- 4.1 The members of the Executive Committee, save those that are ex-officio, shall be democratically elected at a General Meeting of the CLC Council.

- 4.2 The CLC election Working Group, consisting of the Head of Clubs and Societies, CLC Chair and the OSL Head of Leadership and Student Engagement, shall oversee the election process. In the event of the Chair seeking re-election, an alternative member of the CLC Executive Committee shall be appointed in their place.

- 4.3 The Election working group shall be responsible for deciding and publishing election guidelines, dates and results, as approved by the CLC Executive Committee.

- 4.4 Any club member may seek election to the CLC Executive Committee in line with the election regulations laid down by the Election Committee.

- 4.5 All elections are conducted using the Proportional Representation Single Transferable Vote System (PR STV), each club and each member of the executive committee has one vote for all positions. All contested elections are conducted by secret ballot.

- 4.6 A person may not hold the same office for more than two successive years and may not hold electable roles on the Executive Committee for more than three years.

5 Responsibilities of the Executive Committee

- 5.1 The members of the Executive Committee shall execute their responsibilities in a fair and independent manner at all times.

- 5.2 The Chair has the following responsibilities.
 - 5.2.1 They shall represent the interests of DCU clubs in all relevant forums.
 - 5.2.2 The Chair shall uphold and enforce the provisions of the constitution.
 - 5.2.3 They shall chair all meetings of the CLC Executive Committee and CLC Council and be responsible for maintaining order, due process and decorum.

- 5.3 The Treasurer is the Chief Financial Officer of the CLC and shall be responsible for
 - 5.3.1 Maintaining records of grant applications and allocations from/to the recognised societies.
 - 5.3.2 Maintenance of proper books of account to record the income and expenditure of CLC and present the executive committee and/or Council with an accurate financial position.
 - 5.3.3 The presentation of annual budgets and accounts for review by the AGM of the CLC Council.
 - 5.3.4 The preparation and presentation of budgets and accounts to the auditors and Office of Student Life and liaison with those bodies.

- 5.4 The Secretary shall be responsible for all correspondence pertaining to the CLC and all non-financial records of the CLC. The secretary shall assume the duties of Chair, in their absence. The secretary shall be responsible for the maintenance of minutes of the CLC Executive Committee and CLC Council Meetings.

- 5.5 The Public Relations Officer (PRO) shall be responsible for the promotion of all CLC activities using all forms of media that are deemed appropriate, effective and feasible by the Executive Committee.
- 5.6 The function of the Students' Union Clubs Officer is to liaise between the CLC and the Students' Union.
- 5.7 Executive Committee members shall at all times act in the best interests of DCU clubs.
- 5.8 Executive Committee members may have their duties amended from time to time and subject to operational necessity may be required to take on extra responsibilities as agreed by the Executive Committee.
- 5.9 Executive Committee members can only be dismissed from office by a General Meeting of the CLC Council at which two thirds of delegates present, vote in favour of the motion of no confidence. The motion and General meeting are convened and valid subject to Section 6.
- 5.10 An Executive Committee member must tender their resignation in writing to the CLC Chair. The Chair shall tender their resignation to the Director – Office of Student Life and to the CLC Secretary. The Executive Committee and clubs shall be informed at the earliest possible opportunity.
- 5.11 Any member of the Executive Committee who misses either
 - 5.11.1 Three consecutive Executive Committee Meetings or
 - 5.11.2 50% of the meetings in a semester without presenting a valid reason to the Executive Committee shall be deemed to have resigned their position on the Executive Committee.
- 5.12 The Executive Committee has two methods by which it can recruit a replacement.
 - 5.12.1 The Executive Committee can convene an Extraordinary General Meeting (EGM) of the CLC Council to elect a replacement in accordance with the provisions on elections.

5.12.2 The Executive Committee may co-opt a replacement person following a selection process open to all students who are a member of a recognised club and officially supported by the committee of said recognised society. Only two vacancies during the term of office of the Executive Committee year may be filled using external candidates in this manner. When the executive committee agrees to promote an existing member of the executive committee into another role on the executive committee then this is not deemed to be using an available co-option.

5.13 The Executive Committee may delegate the responsibilities of vacant positions to another member(s) of the Executive Committee. If it is not possible to co-opt a replacement for a vacant position on the Executive Committee, then the issue shall be referred to the Election Committee for resolution.

6 GENERAL MEETINGS

6.1 Notice of all General Meetings shall be given to the membership at least seven days in advance.

6.2 At a General Meeting of the CLC Council each recognised club holds one vote which it vests in its delegate to the CLC Council. Each member of the Executive Committee also holds one vote

6.3 There shall be an Annual General Meeting (AGM) held each year,

6.4 The quorum for a general meeting shall be 50% +1 plus one of the Executive Committee members and delegates from 50% +1 of the recognised clubs.

6.5 The business of the AGM shall include an annual report delivered by the CLC Executive Committee led by the Chair and Treasurer.

6.6 A General meeting of the CLC Council is the only body which can amend this constitution. Any such amendments must be approved by the Board of the OSL following ratification.

- 6.7 Constitutional amendments shall not come into force until after the conclusion of the General Meeting which ratified them.
- 6.8 Constitutional amendments must be passed by a two thirds majority.
- 6.9 The following documents must be circulated a week in advance of the AGM
 - 6.9.1 Proposed Agenda for AGM.
 - 6.9.2 Minutes of previous General Meeting.
 - 6.9.3 The Audited Accounts & Financial Report of the CLC pertaining to the previous financial year.
 - 6.9.4 The Annual Report of the Chair
- 6.10 Motions for a General Meeting pertaining to a
 - 6.10.1 constitutional amendment
 - 6.10.2 A no-confidence vote in an elected member of the Executive Committee
 - 6.10.3 Financial Policy of the CLC

must be submitted to the Executive Committee 10 days in advance by a recognised member club. Proposed constitutional amendments will also be submitted to the Constitutional review committee per section 10.
- 6.11 Prior to voting on the motion, the proposer and/or seconder have the right to address the meeting and the chair must invite comments and/or opposer(s). The time allotted for debate/discussion is at the discretion of the Chair.
- 6.12 A vote will take place on each motion with a simple majority required for a motion to be carried.
- 6.13 An Extraordinary General Meeting (EGM) shall be convened if either
 - 6.13.1 The Executive Committee deems one appropriate or
 - 6.13.2 Delegates representing 20% of the recognised clubs sign a motion calling for an EGM, the proposed business of the EGM must be stated in the motion.

6.13.3 The quorum for an EGM will be 66% of those entitled to vote at General Meetings

7 Equipment

- 7.1 The CLC shall keep an inventory of all equipment which has been purchased by Clubs and retains the right to audit this equipment at any time. This may be operationalised by OSL staff.
- 7.2 The CLC shall take whatever action is deemed necessary to recover any equipment which is borrowed/stolen.

8 Finance

- 8.1 At the start of the academic year, the Executive Committee invites clubs to submit a budget and a financial grant request for the year. The Executive Committee processes the grant application by formulating a standard policy to be applied for the year. The policy and budgets for all Clubs must be agreed upon by an EGM. The policy recommended by the Executive Committee must be published at the same time as the EGM is called. Clubs wishing to contest the policy must submit a motion 10 academic days prior to EGM.
- 8.2 The CLC treasurer will present the policy and individual club budgets and once ratified by the EGM, they shall be available for distribution to the clubs.
- 8.3 The financial Year of Clubs and the CLC shall be in line with the financial year of the Office of Student Life.
- 8.4 The Executive Committee may employ punitive measures including suspension of grant and financial fines on clubs who do not comply with its directives.
- 8.5 The CLC must submit its audited accounts to the OSL auditors for ratification.

- 8.6 The procedure for payment of funds to clubs is in line with best practice, to include appropriate systems and technology. This procedure shall be approved by the CLC Executive Committee and operationalised by OSL staff.
- 8.7 The Executive Committee may, if it deems it to be prudent, re-allocate money from a club if the club does not spend it according to plan/budget.
- 8.8 Clubs are expected to raise supplementary finance themselves; the grant is intended as a subsidy and is not designed to be the sole source of finance to a club.
- 8.9 At the end of each semester, Clubs are required to submit accounts outlining their financial activity for the semester just finished to the Executive Committee.
- 8.10 The CLC is entitled to examine the finances of its constituent clubs.
- 8.11 Clubs are prohibited from taking out loans except loans organised by the Executive Committee
- 8.12 All financial instructions on a club account must contain two signatures.
- 8.13 The mandate form instructing the bank to change the list of authorised signatories of a club must be signed by the CLC Treasurer or their nominated person.

9 Recognition of Clubs

- 9.1 Clubs seeking recognition by the CLC must apply to the Executive Committee.
- 9.2 No club which is deemed to be discriminatory shall be recognised.
- 9.3 A club may be deemed defunct and have its recognition removed or suspended if it is inactive for more than three consecutive semesters.

- 9.4 The application for recognition to the CLC must contain the following.
- 9.4.1 A written constitution, which follows an approved format, stating the aims, objectives and structure of the club.
 - 9.4.2 A proposed committee and officers, which must include a Treasurer.
 - 9.4.3 A list of twenty proposed members, with names and student ID numbers.
 - 9.4.4 Any other requirements of the Executive Committee

10 General

- 10.1 The CLC shall affiliate to any internal or external body which is deemed appropriate and is beneficial to DCU clubs.
- 10.2 The CLC is a constituent organisation of the Office of Student Life and is bound by its constitution, rules, regulations and decisions.
- 10.3 A review of this Constitution, if necessary, shall take place no more than once every three years. A decision on any such review shall be made by a two thirds majority of the CLC executive committee and shall be conducted by a review committee representing all stakeholders, including but not limited to CLC Executive Committee, representatives from CLC Council, OSL staff and OSL Board members. This Committee shall consult with legal or professional advisors as required.
- 10.4 The Membership charged by clubs shall be in compliance with the conditions set by the Office of Student Life.
- 10.5 At the end of every semester clubs are required to submit an Activity Report for the semester just finished to the University's Senior Sports Development Officer, who will then make this available to the Executive Committee.
- 10.6 Clubs must file a copy of their constitution with the Executive Committee and no changes to their constitution may be made without ratification by the Executive Committee.

10.7 The CLC Representative to a club is an ex-officio member of that club's committee.

This constitution was adopted by the CLC AGM on ????

The Office of Student Life ratified this constitution on ??????