

DUCAC CONSTITUTION

REVISED AT E.G.M. HELD ON 19th April, 2010

- 1. Club name and Emblem** There shall be a club entitled Dublin University Central Athletic Club (DUCAC). Its emblem shall be the gold four- leaf clover.
- 2. Objects of the DUCAC** To promote sports recognised by DUCAC and to supervise sports clubs ratified by and affiliated to DUCAC.
- 3. President and Vice Presidents** The Club shall have a President and up to four Vice-Presidents who shall be appointed by the Executive Committee. The President shall be appointed for a five-year term.
- 4. Membership** There shall be Sport Club, Non-Sport Club, Pavilion, Life and Honorary members of DUCAC.

 - a) Students of the University who have paid the appropriate University fee and who are members in good standing of affiliated Sports Clubs shall be Sport Club Members of DUCAC.
 - b) Students of the University who have paid the appropriate University fee, but who are not members of an affiliated Sport Club, shall be Non-Sport Club Members of DUCAC.
 - c) Alumni of the University of Dublin, Oxford and Cambridge and Staff of the University of Dublin are eligible to become Pavilion members of DUCAC on payment of an annual membership fee approved at the Annual General Meeting.
 - d) Current Life Members of DUCAC shall retain that membership.
 - e) An eminent sportsperson or a person who has done service to sport, DUCAC or otherwise may have Honorary Membership conferred on her/him by the Executive Committee.
- 5. Election of Annual Sport Club Members** A Sport Club may apply to the Executive Committee to elect Annual Sport Club Members. The Sport Club shall demonstrate to the Executive Committee the necessity of such a member to the competitiveness of that club. The Executive Committee shall have the power to elect such an Annual Sport Club Member.

An Annual Sport Club Member shall have no voting rights but otherwise shall be regarded as a Sports Club member of DUCAC.

An Annual Sport Club Member shall be subject to this Constitution and Rules.

6. Subscriptions

- a) Each affiliated Sport Club shall pay a subscription to DUCAC in respect of each member of that club. The fee shall be fixed annually at the AGM for the next academic year.
- b) A Pavilion Member, who is not a student, shall pay a subscription to DUCAC which shall be fixed annually at the AGM for the next academic year.

6. The Management of DUCAC

The business affairs of DUCAC shall be under the management of the Executive Committee. The following shall be Sub-Committees of the Executive Committee and any decisions taken by such Sub-Committees, with the exception of the authority of the Captains' Committee to award pinks, shall be subject to the approval of the Executive Committee.

- a) The Captains' Committee
- b) The Pavilion Bar Committee
- c) The Pavilion Members' Committee
- d) Such other Sub-Committees as the Executive Committee may from time to time see fit to appoint.

8. Voting

- a) General Meetings
Sports Club Members of DUCAC and Pavilion Members who are members of a DUCAC affiliated Sport Club, who are present, are entitled to vote at General Meetings.
- b) Executive Committee
Each Member of the Executive Committee, other than an *ex officio* member, is entitled to vote at meetings. The Chairman shall have a casting vote where appropriate.

9. The Executive Committee

No Member of the Executive Committee or of any Sub-Committee of the Club and no manager or employee of the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sale.

The Executive Committee shall be elected at the Annual General Meeting.

- a) Eligibility: Members of DUCAC who are members of Sports Clubs, Alumni of the University of Dublin, Oxford and Cambridge and Staff of the University of Dublin are eligible for election as Officers and Committee Members.
- b) Nominations for Officers (excluding the Honorary Secretary of the Captains' Committee) or Committee Members, duly proposed and seconded and signed by the nominee, proposer and seconder, shall be submitted to the Secretary of DUCAC by the close of business on the Friday prior to the

Annual General Meeting. Such nominations shall be placed on public display as received.

**9. The Executive
Committee
(continued)**

- c) Officers
 - i) Chairman
 - ii) Vice-Chairman
 - iii) Senior Honorary Treasurer
 - iv) Honorary Treasurer
 - v) Honorary Secretary
 - vi) Chairman of the Pavilion Bar Committee
 - vii) Chairman of the Pavilion Members' Committee
 - viii) Secretary of the Captains' Committee.

For election to any Officer position, a candidate must receive more than 50 percent of the votes cast at an AGM. Where there are more than 2 candidates and a candidate does not receive more than 50 percent of the votes cast, the candidate with the lowest number of votes shall be eliminated and another round of voting shall take place. Where a tie occurs for an Officer position, the outcome shall be decided by lot.

d) Committee Members

- i) Eight representatives from Sports Clubs affiliated to DUCAC. Only one member of a particular club may serve as a non-officer committee member at a time.

The eight candidates for whom the most votes were cast will be elected. Where two candidates for Committee Member positions receive an equal number of votes for the final-vacancy on the Executive Committee, that vacancy shall be determined by lot between the two candidates at the first Executive Committee Meeting

- ii) The Executive Committee may nominate six Pavilion Members.

e) Ex Officio: DUCAC Administrator and the Head of Sport and Recreation

- f) The Executive Committee shall hold office for one year but shall be eligible in whole or in part for annual re-election except for the Chairman, Senior Honorary Treasurer and the Chairman of the Pavilion Bar Committee as follows;

- i) Chairman who shall hold office for three years but shall be eligible for re-election for two further consecutive terms.
- ii) Senior Honorary Treasurer shall hold office for three years but shall be eligible for re-election. The Senior Honorary Treasurer first appointed under this Constitution shall hold office for a two-year term. Each appointee thereafter shall hold office for a three-year term.

**9. The Executive
Committee
(continued)**

- iii) Where a Chairman or Senior Honorary Treasurer does not complete their term of office, their replacement shall serve out the balance of that term and be eligible for re-election.
- iv) Chairman of the Pavilion Bar Committee shall hold office for three years but shall be eligible for re-election.
- g) Where the AGM fails to fill a position on the Executive Committee, the Executive Committee at its first meeting may co-opt a member of DUCAC to the Executive Committee. Such co-optee shall have full voting rights.
- h) Where a vacancy occurs during the year, the Executive Committee may co-opt a member of DUCAC to the Executive Committee. Such co-optee shall have full voting rights.
- i) The Executive Committee shall hold not less than five meetings per year and shall hold at least two meetings in each teaching term.
- j) Eight members shall form a quorum at meetings of the Executive Committee.
- k) Notice of all matters to be considered at meetings of the Executive Committee shall be given to the Honorary Secretary at least three working days before the meetings, and no subject shall be discussed unless such notice has been given, except by the consent of the Chairman.
- l) The Executive Committee of DUCAC shall have power to make rules and regulations which shall be binding on all Members and Sports Clubs affiliated to DUCAC.

10. Sub Committees

- a) The Captains' Committee
 - i) This Committee shall:
 - a. consist of the Chairman of DUCAC, who shall be, *ex officio*, the Chairman of the Captains' Committee, and the Captains of the affiliated Sports Clubs
 - b. approve the criteria for and the award of University Pinks for each Club
 - c. make submissions on any matters relating to sport in the University
 - d. meet not less than twice in each academic year
 - e. The Captains shall elect, from within their number, an Honorary Secretary of the Captains' Committee at their first meeting in the academic year and before the DUCAC AGM.
 - ii) The Secretary of this Committee shall be the Captains' Representative on the Executive Committee
 - iii) Sixteen Members shall form a quorum.
- b) The Pavilion Bar Committee
 - i) This Committee shall

**10. Sub Committees
(continued)**

- a. consist of the Chairman of the Pavilion Bar Committee, the Honorary Secretary of DUCAC and two Representatives from and appointed by the Executive Committee and, *ex officio*, the Pavilion Manager and the Head of Sport and Recreation.
 - b. have the power to co-opt other persons from amongst the Members of DUCAC at the discretion of this Committee.
 - c. supervise and organise the administration and management of the Pavilion Bar.
 - d. prepare an annual Statement of Income and Expenditure relating to the Pavilion Bar and shall submit such Statement to the Executive Committee not later than the first meeting of Executive Committee in the new academic year.
- ii) Three Members shall form a quorum.
 - iii) The Committee shall pay an agreed amount from the Pavilion Bar's net profit to DUCAC each year through the Senior Honorary Treasurer. The Committee may retain not more than 35% of net profit to ensure the future maintenance and development of the Pavilion Bar.
 - iv) Notwithstanding sub-article (iii), the Executive Committee may direct the Pavilion Bar Committee to transfer all or any portion of net profits to meet extraordinary exigencies.
- c) Pavilion Members' Committee
- i) This Committee shall
 - a. consist of the Chairman of the Pavilion Members Committee, the Honorary Secretary of DUCAC, two Pavilion Members to be nominated by the Executive Committee and, *ex officio*, the Head of Sport and Recreation.
 - b. represent the interests of the Pavilion Members.
 - c. have the power to co-opt other persons from amongst the Members of DUCAC at the discretion of this Committee.
 - ii) Three Members shall form a quorum.

11. Finance

- a) No Sport Club affiliated to DUCAC shall establish or operate an account in any Financial Institution except with the approval of the Senior Honorary Treasurer of DUCAC. No such Sport Club member shall establish or operate any such account to the benefit of or on behalf of any such Sport Club.
- b) Club accounts may be subject to review by the Senior Honorary Treasurer at any time.
- c) Each Sport Club affiliated to DUCAC shall be accountable to the Senior Honorary Treasurer of DUCAC for all monies received by such Club from subscriptions, social functions and from all other sources.

11. Finance
(continued)

- d) Sponsorship of Sports Clubs from external sponsors shall be subject to approval by DUCAC
- e) Each Sport Club shall complete and submit to DUCAC an annual budget.
- f) A Sport Club affiliated to DUCAC may make an additional application for financial support to the Senior Honorary Treasurer during the club season in extenuating circumstances.
- g) No Sport Club affiliated to DUCAC shall authorise the use of the University's facilities to external clubs or charge for admission to the University's facilities or arrange for or permit internet, television or radio broadcasts without the permission of the DUCAC Executive.
- h) Accounts shall be kept by the Senior Honorary Treasurer of DUCAC. These accounts shall be audited by an Auditor appointed by the Executive Committee and submitted with a financial statement to the Annual General Meeting.

12. Affiliation of Sports Clubs

- a) No Sport Club in the University shall be affiliated to DUCAC unless such Club be approved by the Executive Committee and ratified at an Annual General Meeting. It is expected that any sport should be recognised by the Irish Sports Council prior to club ratification. Recognition by the Irish Sports Council does not obviate DUCAC's affiliation and ratification process. Nothing in this Article, however, shall invalidate the affiliation of any Sport Club already affiliated to DUCAC at the time of the adoption of this Constitution.
- b) The Executive Committee shall have the power to recommend that the ratification of a Sport Club be revoked. Notwithstanding this recommendation, the Club shall continue to be affiliated until such recommendation is passed at a general meeting. Where such a motion is passed at a general meeting, the Sport Club shall be disbanded and any assets shall be subsumed into DUCAC.
- c) Each Sport Club affiliated to DUCAC shall lodge with the Honorary Secretary a copy of the Rules of such Club and shall notify the Honorary Secretary without delay of any changes made to such rules and submit copy of same.
- d) Each Sport Club must notify DUCAC of incoming Officers and any changes in Officers during the academic year.
- e) The Executive Committee shall recommend to a general meeting the revocation of the ratification and affiliation of a Sports Club where any of the following circumstances occur in two consecutive academic years
 - i) Failure of the club to submit accounts which are not acceptable to the Senior Honorary Treasurer.
 - ii) Failure of the club to elect a committee.

- 13 Code of Conduct and Disciplinary Procedures** The Executive Committee shall have the power to make Rules and Regulations, as it deems necessary, to ensure the proper conduct of and disciplinary procedures for Sports Clubs and their Members.
- 14. General Meetings and Annual General Meetings**
- a) The following shall be the order of business at the Annual General Meeting:
 - i) the Minutes of the previous Annual General Meeting
 - ii) any matters arising out of the Minutes
 - iii) Honorary Secretary's Report; Senior Honorary Treasurer's Report with Financial Statements for the previous year duly audited; Reports from Sub-Committees and any other reports which the Chairman deems appropriate to receive.
 - iv) the election of the Honorary Officers of the Club as provided for in this Constitution.
 - v) the election of eight Representatives from the Sports Clubs and six Pavilion Members as provided for in this Constitution.
 - vi) any special matter not included in the above which the Chairman may consider proper to be discussed.
 - b) The Honorary Secretary shall call a general meeting of the Club whenever required so to do by the Executive Committee or on a Motion in writing of not less than 10 Sports Clubs.
 - c) The Annual General Meeting shall be held within the first three weeks of Michaelmas Lecture Term. Thirty Members shall form a quorum.
 - d) Notice of an Annual General Meeting or a general meeting shall be posted by the Honorary Secretary at the Front Gate of the College and published on the DUCAC website at least 14 days prior to such a Meeting.
 - e) Notice of intended business for an Annual General Meeting or for any general meeting, not being an amendment to the Constitution, shall be given to the Honorary Secretary at least 10 days prior to the Meeting concerned and shall be published by the Honorary Secretary at the Front Gate of the College and on the DUCAC website at least 7 days prior to such Meeting. All decisions of an Annual General Meeting or of a general meeting, other than a decision relating to an amendment of the Constitution, shall be by a simple majority of the Members present and voting.
- 15. Amendment of the Constitution**
- a) A Motion to amend the Constitution may be moved by the Executive Committee or on a Motion in writing of not less than 10 Sports Clubs.
 - b) Where such a motion has been submitted to the Honorary Secretary, the said Honorary Secretary shall call a general meeting which shall be held within 21 days of receipt of such motion.
 - c) Notice of such meetings shall state the terms of the proposed amendment to the Constitution

- d) An amendment to the Constitution requires a two-thirds majority of the Members present and voting.
- 15. Amendment of the Constitution
(Continued)**

The Executive Committee shall have power to alter or amend Articles of this Constitution for the purpose of complying with any existing or future legislation or Court decisions.

- 16. DUCAC/The Pavilion Bar**

The rules and regulations concerning the operation of the Pavilion Bar shall be reviewed annually by a legal advisor. Such rules shall be displayed in a prominent place in the Pavilion Bar and shall be notified to the Captains of Sports Clubs and such other bodies as DUCAC may determine from time to time. Those rules and regulations shall be stated in Appendix 1 of this Constitution and shall not be subject to the Rules for amending this Constitution, but shall be updated to comply with changes in legislation.