



DUBLIN UNIVERSITY CENTRAL ATHLETIC CLUB

DUCAC CONSTITUTION

Amended at an EGM held on 23rd June 2021

- 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 sports person 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 via an annual online election.

a) Eligibility: Current students who are members of DUCAC, are eligible for election as Student Officer Committee Members. 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 shall be eligible to run as Committee Members.

b) Officers:

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

1. 1) Student Officers;
 - i) Chair
 - ii) Vice-Chair
 - iii) Honorary Secretary
 - iv) Honorary Treasurer
 - v) Secretary of the Captains' Committee
2. 2) General Officers;
 - i) Senior Honorary Treasurer
 - ii) Chair of the Pavilion Bar Committee
 - iii) Chair of the Pavilion Members' 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.

c) 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.

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

e) The Executive Committee shall hold office for one year but shall be eligible in whole or in part for annual re-election for a consecutive term except for the Student Officers and General Officer positions;

i) Student Officers shall hold office for one year, but shall be eligible for annual re-election for one further term which can occur consecutively for each position held.

ii) General Officers shall hold office for one year, but shall be eligible for annual re-election for a further 4 consecutive terms for each position held

iii) Where a Student Officer or General Officer does not complete their term of office, their replacement shall serve out the balance of that term and be eligible for re-election.

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

f) Where the annual online election 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. 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.

g) The Executive Committee shall hold not less than five meetings per year and shall hold at least two meetings in each teaching term.

h) Eight members shall form a quorum at meetings of the Executive Committee.

i) 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.

j) 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
 - 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.

**10. Sub Committees
(continued)**

- 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.

d) The Elections committee

- i) This committee shall
 - a. consist of the Vice-Chair, Secretary, one ex-officio member, and two representatives from and appointed by the executive committee, of which one must be a student executive member
 - b. have the power to co-opt other persons from amongst the members of DUCAC at the discretion of this committee
 - c. organise and conduct the proceedings of the annual online election including the process of applications to be sent to the DUCAC Executive to be ratified and proceed to nomination
 - d. have the power to set the dates of nominations deadlines and election dates
- 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.
- d) Sponsorship of Sports Clubs from external sponsors shall be subject to approval by DUCAC

11. Finance

(continued)

- 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) any special matter not included in the above which the Chairman may consider proper to be discussed.
- v) the announcement of the election results and the new committee for the following year.

- 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.

17. Annual Election

All officer and club committee member positions in the DUCAC executive shall be elected via an annual online election. All those running for an officer position must fulfil the requirements outlined in 9a) eligibility.

- i) This election will take place over a 24 hour period.
- ii) Candidates may nominate themselves
- iii) Candidates must be announced at least one week prior to the online election by the executive committee.
- iv) All applications for review by the elections committee must be received by the closing date set for that year. The timeline for the election process will be set by the election committee on the first meeting of the Executive in Hilary Term. (The timeline will include Application deadline, review of applications, shortlisting and then interviews, recommendations of nominees by election committee to Executive committee, announcement of nominations and election.
- v) All nominations received must be ratified unanimously by the Election committee one week prior to the elections to ensure that all nominees are eligible for application and in good standing with DUCAC or any of their affiliated clubs.
- vi) The online election process will begin on the first week of April, however the nominations sub-committee shall have the power to change this date if they deem it necessary
- vii) Subject to the adoption of this article into the constitution, an online election will take place by the Third week of September to elect the incoming Executive committee. All following elections will take place in Hilary-term as outlined by the elections committee.
- viii) Only current members of DUCAC who are registered members of sports clubs with the DUCAC Office by 1 week prior to the election date via the annual registration system, and current DUCAC executive members who are eligible to vote at executive meetings are eligible to vote in the elections with every member receiving one vote.

