

UCC CLUBS

CONSTITUTION



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DEFINITIONS

In this UCC CLUBS Constitution the following means:

Academic Year: Generally, from 1st September to 31st August of the following calendar year

Affiliated Club: an individual club for a particular sport, recognised as an affiliated club by the Clubs' Executive, a member of the Council and where relevant a member of the recognised NGB for that sport.

Affiliated Club Committee: the management committee of Affiliated Clubs, as established by its constitution.

Appeal Group: A group established for the purposes of hearing appeals, as outlined in the Delegation Framework and consisting of the DPR (or nominee), the S.U. President (or nominee sabbatical officer if the President is conflicted or unavailable), a nominee of the Students' Union President (drawn from the sabbatical officers of the Students' Union Executive) and another University Leadership Team member with an academic or student facing role such as a Head of College.

Chairperson/Captain of an Affiliated Club (or equivalent title) is the senior club representative elected by the respective Affiliated Club members at the Affiliated Club's annual general meeting ("AGM").

Core Clubs: Those Affiliated Clubs designated by DSPA as having scale and profile which require additional support and services.

Council Operational Year: term from 1st June to 31st May of the following year (the "Operational Year")

DPR: Deputy President and Registrar

DSPA: Department of Sport and Physical Activity

HSPA: Head of the DSPA

NGB: National Governing Body, recognised by Sport Ireland or by any organisation which is a successor to Sport Ireland

OCLA: The Office of Corporate and Legal Affairs, UCC

Officers: The officers of the Executive Committee

Standing Orders: The written rules formulated, agreed and codified by the Clubs' Executive to regulate the conduct, proceedings and business of the Executive Committee.

SU: UCC Students' Union

The Delegation Framework: The Governance and Delegation Framework for UCC Clubs 2024, as published by the Office of Student Experience, University College Cork.

UCC CLUBS: the overall collective name for the Council, Clubs' Executive and all Affiliated Clubs.

UCC Clubs Council (“the Council”): the assembly of all existing Affiliated Clubs in UCC. The affairs of the Council are managed by the Clubs’ Executive in accordance with this Constitution and the Delegation Framework.

UCC CLUBS Constitution (the “Constitution”): This document which sets out the rules governing the affairs of the Council, the Executive Committee and the Finance Committee and how they are managed in accordance with the Delegation Framework.

UCC Clubs Executive Committee (the “Clubs’ Executive”) is the management committee of the Council. The Clubs’ Executive manages the business of UCC CLUBS in accordance with its role set out in this Constitution, in line with the Delegation Framework and in accordance with the Standing Orders.

UCC Clubs Finance Committee (the “Finance Committee”) is a subcommittee of the Clubs’ Executive which advises and supports on the appropriate financial management of all Affiliated Clubs.

UCC Clubs President: is a registered student of UCC, elected by the Council to act as President of UCC CLUBS, who undertakes a full-time sabbatical role for one Operational Year and acts as chair of all meetings of the Council, the Clubs’ Executive and the Finance Committee.

UCC: the University/University College Cork

DELEGATION FRAMEWORK FOR UCC CLUBS

Following review, it was recommended and approved that UCC CLUBS will be recognised as a Department within the DPR, under the Office of the Director of Student Experience, and will operate under the University's governance framework. The Governing Body decision delegates authority, responsibility, and accountability for the operating of UCC CLUBS to the Director of Student Experience via the DPR. In line with that decision, and with due regard to the functional implementation of the decision, the Director of Student Experience is empowered to delegate operational authority and responsibility. The Director of Student Experience remains accountable for the activities, function, and management of student clubs in University College Cork. In summary:

- The Director of Student Experience is responsible and accountable to the DPR.
- The Director of Student Experience delegates the responsibility for the operational management of Clubs to the HSPA.
- The HSPA is accountable to the Director of Student Experience.
- The HSPA has the authority to further delegate implementation of clubs' activities.
- The clubs elect the Club's President, who leads the Clubs' Executive and works in collaboration with the HSPA.
- The Club Captains/Chairpersons are operationally accountable to their clubs. The clubs must comply with the policies of UCC, the Clubs' Executive and the DSPA. The clubs are operated by their committees in line with the Delegation framework.
- The Club Captains/Chairpersons are responsible for the day-to-day activities associated with the running of their clubs.

UCC CLUBS CONSTITUTION

1. TITLE

1.1 The title of this Constitution shall be the **UCC CLUBS Constitution**.

2. OBJECTIVES OF UCC CLUBS

2.1 The objectives of **UCC CLUBS** shall be to:

- a) Promote and develop affiliated club sport within UCC
- b) Operate and ensure compliance with the Delegation Framework

3. STRUCTURE OF UCC CLUBS

3.1 UCC CLUBS is comprised of the Council, the Executive Committee and the Finance Committee.

3.2 The Council is comprised of the Affiliated Clubs.

4. AFFILIATED CLUBS

4.1 Membership of Affiliated Clubs shall be open to:

- a) Registered students of UCC
- b) Associate members who are registered by the Affiliated Club, who apply on the members behalf specifically to the Clubs Executive Committee for approval of the membership
- c) Non-playing members who are approved for membership of the club on application to their committee, and with the authority of the Clubs' Executive in accordance with section 8.12 of the Delegation Framework, and in accordance with UCC policies and rules applicable to Affiliated Clubs (including without limitation, the standards of conduct set out in the UCC Student Rules).

4.2 Prospective members of an Affiliated Club shall apply for membership to the club, in line with the procedures and policies as approved by the Clubs' Executive and the DSPA.

4.3 Prospective members of an Affiliated Club shall use the approved registration systems in membership applications. Clubs shall provide details of all memberships to the Clubs' Executive, on request.

4.4 All current Affiliated Clubs affiliated by the policies in existence prior to the coming in force of this Constitution shall be recognised as an Affiliated Clubs.

4.5 **DSPA Staff and Core Clubs.** There is recognition that some Affiliated Clubs are designated as Core Clubs by the DSPA as having scale and profile which require additional support and service. Such clubs have designated staff of the DSPA working with them who play a key role in the management, operation and activities of the Core Club, working with the Club Committees and Club Officers. The roles and responsibilities of these DSPA staff are agreed between HSPA and the Core Clubs. The HSPA shall determine the

classification (and where relevant, the reclassification) of Clubs as Core Clubs or otherwise, in consultation with the Clubs' Executive.

5. UCC CLUBS COUNCIL

5.1 The Council shall hold at least two (2) meetings annually. One meeting will be a General Meeting (GM) held in semester one and an Annual General Meeting (AGM) held in semester two of the Academic Year respectively.

5.2 The Clubs President shall be the chairperson of the Council.

5.3 Functions of the Council:

- (i) The Council shall be the forum for voting on motions from the Affiliated Clubs and/or the Clubs' Executive.
- (ii) The Council shall elect the Officers (including the Clubs President) of the Clubs' Executive at the AGM of the Council (as detailed in section 6.1(a) and section 9.10 of this Constitution).
- (iii) The Council shall act as a deliberative forum for current issues of concern from Affiliated Clubs.
- (iv) The Council shall decide on motions of no confidence of Officer(s) of the Clubs' Executive and can vote to recall the Clubs' Executive.
- (v) The Council may amend the Constitution in accordance with section 18 below.
- (vi) The Council shall approve the annual financial reports / financial statements from the Clubs Executive Treasurer.

6. UCC CLUBS' EXECUTIVE COMMITTEE

6.1 The Clubs' Executive shall consist of:

- a) The nine (9) *elected Officers (*nomination criteria for Clubs President and all other Officers, see section 9.10.3 and 9.11 respectively):
 - The Clubs President;
 - Clubs Vice President;
 - Clubs Secretary;
 - Clubs Treasurer;
 - Clubs Public Relations Officer;
 - Clubs Welfare Officer and;
 - Three ordinary officer committee members
- b) The Students' Union sabbatical officer representative and
- c) The HSPA, the Deputy Head of Sport and Physical Activity and the Sports Administrator.

6.2 The term of office for the officers of the Clubs' Executive runs for one Operational Year.

- 6.3 The elected Officers must be full-time registered students of UCC with the exception of the Clubs President who undertakes a full-time sabbatical role during their term of office.
- 6.4 The Clubs President shall be the chairperson of the Clubs' Executive, the Finance Committee (and the chairperson of the Council as per section 5.2 above).
- 6.5 The role and functions of the Clubs President and the other Officers are set out in Appendix 1 below.
- 6.6 The Clubs' Executive shall conduct the business of the Council between the meetings (AGM, GMs, EGMS) of the Council and implement the resolutions passed in the Council meetings.

6.7 Functions and Powers of the Clubs' Executive

- 6.7.1 The functions of the Clubs' Executive shall be to:
- (a) Ensure the effective running of all Affiliated Clubs and promotion of sport to all students
 - (b) Work in collaboration with the DSPA to agree on policies and procedures relevant to the operation of Affiliated Clubs;
 - (c) Draft / review relevant governance and operational policies and procedures, in consultation with OCLA where necessary;
 - (d) Ensure that all Affiliated Clubs operate in accordance with the policies and procedures of the Council, the University, National Governing Bodies of sport and statutory agencies;
 - (e) Implement disciplinary procedures in line with the Delegation Framework;
- 6.7.2 (i) Powers of the Clubs' Executive shall be to:
- a. Set the date and convene the AGM, the GMs and any EGMS of the Council;
 - b. Convene the AGM, GMs and EGMS (of the Council) where requested by the Clubs' Executive;
 - c. Approve the allocation of UCC block grant funding and allocation of monies, to Affiliated Clubs, based on the recommendation of the Finance Committee;
 - d. Approve new Affiliated Clubs;
 - e. Approve the disbandment of any Affiliated Club;
 - f. Approve any amendments to the constitution of existing Affiliated Clubs;
 - g. Organise events to promote sport at UCC and provide training to Affiliated Club Committees;
 - h. Implement other matters assigned to the Clubs' Executive from time to time by the Council, the DSPA and the University and
 - i. Liaise with the Students' Unions and UCC Societies Executive Committee.

6.7.2 (ii) In accordance with the Delegation Framework, the Clubs' Executive has the power to ensure that Affiliated Clubs adhere to the governance and operational policies of the Clubs' Executive, the DSPA and the policies of the University the following areas:

- a. Planning, management and operation of clubs
- b. Financial management and control
- c. Health and safety
- d. Student Rules
- e. Child Protection & Garda Vetting
- f. Data Protection
- g. Social Media
- h. University policies applicable to the activities of the Affiliated Clubs

6.8 The Clubs' Executive will meet every 2 weeks or as necessary during semesters one and two of the Academic Year. The Clubs Secretary will send out a notice of meetings and agenda at least two (2) days prior to the meeting. The quorum for holding a meeting of the Committee is 7 members.

6.9 The Clubs' Executive will operate according to its Standing Orders, which will be approved at the first meeting of the Operational Year.

6.10 For the avoidance of doubt, all members of the Clubs' Executive have equal voting rights in meetings of the Clubs' Executive.

6.11 **Resignation.** If an Officer of the Clubs' Executive should resign from their role before the end of the Operational Year, they must write of their intention to do so to the Clubs President and/or the Clubs Secretary. The resignation will be effective immediately. The Clubs' Executive will appoint an interim replacement for that Officer, until an election for that post can be held at the next meeting (GM, EGM or AGM) of the Council.

6.12 Any member of the Clubs' Executive who fails to attend four consecutive meetings, without due reason and/or without apologies accepted by the Clubs' Executive as a whole, shall be deemed to have resigned their place on the Clubs' Executive.

7. UCC CLUBS FINANCE COMMITTEE

7.1 The Finance Committee shall consist of:

- a) The Clubs President,
- b) Clubs Vice President,
- c) Clubs Treasurer,
- d) HSPA,
- e) Deputy Head of Sport & Physical Activity and
- f) an Independent Expert, appointed by Director of Student Experience

7.2 The Finance Committee is a subcommittee of the Clubs' Executive. In collaboration with the DSPA, it provides advice and support on the appropriate financial management of the Council and the Clubs' Executive. It oversees all Affiliated Clubs finances, in line with University, DSPA and Clubs' Executive financial policies.

7.3 Functions of the Finance Committee.

It will work with the Department of Sport & Physical Activity to carry out the below activities, in line with approved financial policies:

- a) The creation of an annual plan for allocation of UCC funds to clubs;
- b) The review and approval of clubs proposed annual budgets;
- c) Advising on compliance of Affiliated Clubs with the financial policies of the University in place;
- d) Prepare an annual account of UCC CLUBS spending for presentation and approval by the Council at the AGM, and for the Director of Student Experience and other University officers/stakeholders who may require such financial reporting;
- e) Provide financial management training to treasurers of Affiliated Clubs.

7.4 The Finance Committee recommends to the Clubs' Executive amounts to be allocated in the form of the main club grant, clubs capital capitation grants and extra funding that is requested during the year.

7.5 The Finance Committee shall meet at the start of the Operational Year and on an ad hoc basis. The quorum of the Finance Committee shall be 50% of the total members, plus one.

7.6 The Finance Committee shall prepare an annual statement of accounts to the Clubs' Executive for submission to the AGM.

8. NOTICE OF MEETINGS OF THE COUNCIL (AGM, GM, EGM)

8.1 All Affiliated Clubs must be notified by email, two (2) weeks in advance of the AGM, GM and EGM date.

8.2 Submissions and motions for the AGM, GM or EGM must be submitted to the Clubs' Executive for circulating to Affiliated Clubs at least 10 (ten) days prior to the meeting.

8.3 The agenda for the AGM, GM or EGM including submissions and motions is to be circulated to Affiliated Clubs five (5) days in advance of the meeting.

9. COUNCIL ANNUAL GENERAL MEETING (AGM) AND GENERAL MEETING (GM)

9.1 The Council shall hold an AGM in semester two, before the 30th of April each year; and a GM in semester one, before the 30th of November.

9.2 The Council may hold other GMs as required throughout the year.

9.3 The Agenda for the Council AGM and GM shall include:

- a) Notice to meetings

- b) Minutes of the previous AGM/GM
- c) President's Report
- d) Secretary's Report
- e) Treasurer's Financial Report
- f) DSPA Report
- g) Election of new Officers of the Clubs' Executive (at the AGM or if a replacement Officer needs to be subsequently voted in, at the next GM or EGM of the Council)
- h) Any Other Business (A.O.B.)

9.4 **Quorum.** The quorum for the holding of the Council AGM and GM shall be 50% of the total number of Affiliated Clubs rounded up, plus one. An Affiliated Club shall be deemed to be represented if it has at least one club member present.

9.5 If within 15 minutes after the time appointed for the meeting a quorum is not present, the:

- a) The meeting shall stand adjourned to the same day in the next week, at the same time and place or to such other day and at such other time and place as the Council members may determine; and
- b) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the members present shall be a quorum.
- c) The members of the Clubs' Executive can attend the meetings but do not form part of the quorum and do not have a vote, save that in the event of a tied vote, the Clubs President (or Chair of the meeting) shall have a casting vote.

9.6 Motions and resolutions must be passed by a simple majority of the quorate meeting.

9.7 **Voting.** Each Affiliated Club can have a maximum of three (3) voting delegates, who are entitled to one vote each at the meetings of the Council (AGM and GMs). Only those present at the meeting may cast a vote.

9.8 Members of the Clubs' Executive cannot be a voting delegate of an Affiliated Club.

9.9 No delegate proxies are allowed. If a club is unable to send any delegate to attend, they must notify the Clubs Secretary at least two days before the meeting is due to take place.

9.10 **Election of the Officers to the Clubs' Executive at the AGM:**

9.10.1 The Council AGM will elect Officers to the Clubs' Executive. The election of the officers of the Clubs' Executive shall be by simple majority vote of those members present and entitled to vote at the meeting.

9.10.2 The order for electing officers is President, Vice President, Secretary, Treasurer, Public Relations Officer, Welfare Officer and ordinary committee members.

9.10.3 Individuals seeking nomination for the role of UCC Clubs President must:

- a) Be a registered student of UCC at the time of the Council AGM

- b) Have previously held a committee position on an Affiliated Club
- c) Receive five nominations from five separate Affiliated Clubs. They must receive a nomination from the club on which they held a committee position previously. Each nomination must be proposed and seconded by two separate officers of the Affiliated Club.
- d) Submit these nominations to the Clubs Secretary, along with a manifesto, seven (7) days in advance of AGM
- e) Not take up a position on an Affiliated Club Committee during their term as Clubs President.
- f) Follow election procedures as set out by the Clubs' Executive.

9.11 Individuals seeking nomination to the Clubs' Executive, for roles other than that of President, must:

- a) Be a full-time registered UCC student at the time of the Council AGM.
- b) Confirm that they will be a full-time registered UCC student during the Academic Year of their term as Clubs' Executive Officer.
- c) Have previously held a committee position in an Affiliated Club.
- d) Receive three nominations from three separate clubs. They must include a nomination from the club on which they held a committee position previously. Each nomination must be proposed and seconded by two separate officers of the Affiliated Club.
- e) Have submitted these nominations to the Clubs Secretary seven (7) days in advance of AGM.
- f) Follow election procedures as set out by the Clubs' Executive.

9.12 Candidates seeking election shall be permitted to give a three-minute speech at the Council AGM, or five-minutes in the case of the Clubs President, after which questions may be asked by the audience but must be addressed to all candidates.

9.13 Candidates unsuccessful in their election may run for other positions on the Clubs' Executive, if no nomination has yet been given for that position. However, they may run for the position of ordinary committee member regardless of numbers of candidates running.

9.14 If there are no nominations (or not enough in the case of ordinary committee members of the Clubs' Executive) received for a particular position in advance of the AGM, nominations will re-open to the floor.

9.15 There shall be an option to the Council to "re-open nominations (RON)" on all ballot papers. If RON receives the highest number of votes in the case of Clubs President, then an EGM will be called no sooner than two weeks after the first AGM. In all other cases, the Officer will be elected at a subsequent EGM or the following GM held no later than 30 November in semester one.

10. EXTRAORDINARY GENERAL MEETING (EGM) OF THE COUNCIL

- 10.1 An EGM may be called on receipt by the Clubs Secretary of a written petition, by 50% of the total number of Affiliated Clubs rounded up, plus one or by 50% plus one of the Clubs' Executive.
- 10.2 **Quorum.** A quorum of an EGM shall be 50% of total number of Affiliated Clubs rounded up, plus one. An Affiliated Club shall be deemed to be represented if it has at least one club member present.
- 10.3 **Voting.** Each Affiliated Club can have a maximum of three (3) voting delegates, who are entitled to one vote each at the Council EGM. Only those present at the meeting may cast a vote.
- 10.4 The members of the Clubs' Executive can attend the meetings but do not form part of the quorum and do not have a vote, save that in the event of a tied vote, the Clubs President (or Chair of the meeting) shall have a casting vote.
- 10.5 No other business other than that specified in the notification of the meeting may be transacted at the EGM.
- 10.6 In the event that any Council member/Affiliated Club or any Clubs' Executive member should lose confidence in any of the elected Officers, they may call an EGM in line with this section 10 to have a vote to have the Officer removed from office, Motions and resolutions in EGMS must be passed by a simple majority of the quorate meeting.

11. AFFILIATION OF NEW CLUBS

- 11.1 Newly formed clubs may seek affiliation to the Council if there is:
- a) No other affiliated club that already caters for the sport in UCC;
 - b) A NGB for the sport as recognised by Sport Ireland,
 - c) Proven eligibility for membership of the recognised NGB;
 - d) A demonstrated reasonable level of interest in the setting up of the club and
 - e) A reasonable expectation that facilities and resources can be provided for the club and that safety standards, as outlined by the NGB and by the University, can be met.
- 11.2 Students wishing to seek affiliation of the new club shall submit an application to the Clubs' Executive including the following information:
- a) Demonstration that the NGB is recognised by Sport Ireland
 - b) A UCC CLUBS "New Affiliated Club Application Form."
 - c) The listing of founding members (all of which founding members must be registered UCC students).
 - d) The proposed Affiliated Club Committee personnel.
 - e) A draft club constitution.
- 11.3 The Clubs President or nominee will conduct an initial review of the new affiliated club

application (including completing eligibility checks) and shall consult with the HSPA at this stage of the process to consider the new club application. The HSPA's recommendation on the new affiliated club application shall be furnished to the Clubs' Executive prior to its consideration of the application.

- 11.4 The Clubs' Executive shall determine the outcome of the new affiliated club application.
- 11.5 A decision of the Clubs' Executive to recognise a club as an affiliated club or not shall be subject to the appeals process outlined in section 8.13 of the Delegation Framework and section 14 below.

12. DISBANDMENT OF AN AFFILIATED CLUB

- 12.1 The Clubs' Executive shall have authority to disband an Affiliated Club where:
 - a) The affiliation of any club which is not active for a minimum period of two Operational Years shall be considered to have lapsed and this club will go into provisional status for an additional-year period and then shall be deemed defunct if not reactivated at this time or
 - b) The Affiliated Club is in a sport for which a NGB exists, and that NGB has ceased to recognise the club; or
 - c) The club has persistent breaches of policies applicable to UCC CLUBS or the Affiliated Club has a serious breach of UCC policies.
- 12.2 The club under consideration for disbandment shall have the opportunity to present its position on retention of its affiliated club status to the Clubs' Executive prior to any final decision is made. A decision of the Clubs' Executive to disband a Club shall be subject to the appeals process outlined in section 14 below.

13. DISCIPLINE

- 13.1 Student disciplinary matters and sanctions for Affiliated Clubs are dealt with in accordance with the relevant policies set out in The Delegation Framework and/or other relevant University policies.

14. APPEALS

- 14.1 Where any of the HSPA, the Clubs President or a club directly affected by a decision of the Clubs' Executive or the DSPA, disagrees with a decision reached by the Clubs' Executive or DSPA such individual/Club may refer the decision to the Director of Student Experience for an informal resolution. If an informal resolution cannot be reached within a reasonable period of time, any party may appeal that decision to an Appeal Group, established by the DPR. In the event of a tied vote on any matter under decision with the Appeal Group, the DPR or his/her nominee as Chair of the Appeal Group shall have a casting vote. The decision of this Appeal Group will be final.

15. POWERS OF THE HSPA: Urgent Decisions on Matters of Serious Concern.

- 15.1 The HSPA shall have authority to immediately intervene where the HSPA has a serious concern about: student safety (e.g. the running of an event in severe weather), risk of fraud or illegality, a significant breach of a UCC policy or the necessity to suspend a coach club or individual by reason of a breach of a UCC policy or rule by such groups or individual. These decisions can be appealed by the Clubs' Executive or the Club/or individual to the Appeal Group however, the HSPA's decision takes effect until such appeal is heard and it is acknowledged that an appeal may not be possible in some circumstances (e.g. if the date of the severe weather event has already passed).

16. DATA PROTECTION

- 15.1 Data must be kept for the Council, the Clubs' Executive and the Finance Committee purposes and used only for the effective management of all Affiliated Clubs, subject to the Data Protection Acts 1988- 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679). The Clubs' Executive hereby adopts the UCC Data Protection Policy found here <https://www.ucc.ie/en/ocla/comp/data/dataprotection/>

17. CONFLICT

- 17.1 Each Affiliated Club has its own constitution. This Constitution governs the relations between the Council, the Clubs' Executive and the Affiliated Clubs and it does not affect the internal governance of each Affiliated Club.
- 17.2 In the event of a conflict between an Affiliated Club constitution and this Constitution, the latter shall take precedence above any club constitution.

18. AMENDING THE UCC CLUBS CONSTITUTION

- 18.1 Any and all such motions for constitutional change need to be submitted 3 (three) weeks in advance to the Clubs Secretary. The Clubs Secretary shall give two (2) weeks written notice to the Affiliated Clubs of the upcoming EGM in accordance with section 8.1 above.
- 18.2 The Constitution may only be changed with a two-thirds majority at a quorate meeting of the Council.

APPENDIX 1: CLUBS' EXECUTIVE OFFICERS

A1. UCC CLUBS PRESIDENT

1.1 The role of the President is as follows:

- a) To provide leadership and direction to the Council and the Clubs' Executive; ensuring that the other Officers fulfil their duties, and any additional responsibility assigned to them by the President.
- b) To understand and adhere to this Constitution.
- c) To act as chairperson at the Council and Clubs' Executive meetings and oversee the activities of the Clubs' Executive.
- d) To co-ordinate activities for UCC CLUBS, through the Clubs' Executive, working in collaboration with the Affiliated Clubs and the DSPA.
- e) To establish annual goals for the Clubs' Executive in conjunction with the Clubs' Executive.
- f) To provide opportunities for new leaders to develop and be mentored.
- g) To organise clubs officer training in conjunction with the DSPA, the Clubs' Executive and the Affiliated Clubs.
- h) To support diversity and inclusion in sport by facilitating activities that appeal to a wide spectrum of interests and experience levels.
- i) To approve Clubs' Executive communications

1.2 The President will represent UCC CLUBS on the various committees on which UCC CLUBS has representation on. In particular, the Clubs President will sit on the following committees:

- a) The Students' Union Executive Committee
- b) The Mardyke Arena Board of Directors
- c) The Restaurant Committee
- d) Healthy Campus Committee
- e) Green Campus Committee
- f) The Sports Leadership Steering Group
- g) The Student Commission of Student Sport Ireland
- h) Other committees that UCC CLUBS is invited to that they feel are important and relevant to Affiliated Clubs.

1.3 The President must take a paid sabbatical year of leave from their academic studies during their term. The remuneration for this sabbatical year shall be the equivalent of the rate paid to full-time sabbatical officers of the UCC Students' Union.

1.4 The level of remuneration may not, however, be changed after the President commences their term. The funding for this paid sabbatical year shall be paid from the Clubs' Executive budget.

1.5 Any sabbatical leave is subject to approval from the relevant academic discipline and/or college.

A2. UCC CLUBS VICE PRESIDENT

2.1 The Vice President's main role is to deputise for the President when necessary.

2.2 The Vice President may be assigned other responsibilities by the President.

2.3 In the absence of the President, the Vice President will assume the daily responsibilities of running the Clubs' Executive until required.

A3. UCC CLUBS SECRETARY

3.1 The Secretary's main role is to organise dates and venues for the Council Meetings and Clubs' Executive meetings and to take and distribute minutes from the relevant meetings.

3.2 In line with sections 9.10 and 9.11 of this Constitution, the Clubs Secretary is responsible for administering the nominations process for the election of Officers at the AGM.

3.3 The Secretary may be assigned other responsibilities by the Clubs President.

A4. UCC CLUBS TREASURER

4.1 The Treasurer's main role is to work as part of the Finance Committee and in conjunction with the DSPA on:

- a) The creation of an annual plan for allocation of UCC funds to Affiliated Clubs.
- b) The allocation of UCC block grant funds to Affiliated Clubs.
- c) The approval of Affiliated Clubs proposed annual budgets.
- d) The approval of Affiliated Clubs spending throughout the year.
- e) Ensuring Affiliated Clubs adhere to the financial policies of the University in place from time to time.
- f) The Treasurer will organise and run Treasurer training, in collaboration with the DSPA at the beginning of the Academic Year or arrange for another Finance Committee member to carry out the training on his/her behalf, in order to train the Clubs treasurers to carry out their duties.

4.2 The Treasurer may be assigned other responsibilities by the President.

A5. UCC CLUBS PUBLIC RELATIONS OFFICER

5.1 The main roles of the Public Relations Officer are:

- a) Work with the DSPA to advise and support in the management of the content on the UCC CLUBS website and social media platforms.

- b) Work in collaboration with DSPA staff through a PR subcommittee to ensure content is regular and up to date.
- c) Monitors the content posted on the Affiliated Clubs' website pages and social media accounts to ensure policies such as the UCC Student Alcohol Policy, social media policy and policies of the Clubs' Executive.
- d) Organise PRO training, with the DSPA, at the beginning of the Academic Year or arrange for another committee member to carry out the training on his/her behalf, to train the Clubs Public Relation Officers to carry out their duties.
- e) Advise the Clubs' Executive and the DSPA on Gear Guidelines in place from time to time.

5.2 The Public Relations Officer may be assigned other responsibilities by the President.

A6. UCC CLUBS WELFARE OFFICER

6.1 The role of Welfare Officer on the Clubs' Executive is:

- a) To be a point of contact for issues relating to the wellbeing of Affiliated Club committees and members.
- b) To bring any issues regarding Affiliated Club Committee and member's welfare to the attention of the Clubs' Executive and the DSPA.
- c) To have a strong understanding of support services & resources available to all Affiliated Club members and to signpost these.
- d) To facilitate relevant welfare training, in conjunction with the DSPA, such as Safe Talks, Bystander Intervention and Active consent while endeavouring to undergo these trainings themselves.
- e) To act as a support in relating matters to Affiliated Club officers, especially those holding the Respect officer position.
- f) To provide advice to the Clubs President and DSPA in the production and modification of welfare and H&S policies.
- g) To be responsible for providing child safeguarding information to clubs and liaising with the DSPA on child protection policies
- h) To carry out other tasks that may be assigned to them by the President.

A7. ORDINARY COMMITTEE MEMBERS

7.1 The ordinary members work on a variety of roles during the Operational Year, including but not limited to UCC Club gear, health promotion, events, training and development.

7.2 The ordinary members may be assigned a specific role for the Operational Year or may work collectively in different areas.