

UCC Clubs' Executive Constitution



11th April 2018

UCC Clubs' Executive

The UCC Clubs' Executive is an autonomous committee made up of students and staff of University College Cork to govern all the sports clubs in the university, allocating funds whilst also acting as a support network

Contents

1. Objective of the UCC Clubs' Executive
2. Governance of UCC Clubs
3. Membership of UCC Clubs
 - 3.1. Clubs in UCC
 - 3.2. Membership within clubs
4. Officers of the UCC Clubs' Executive
 - 4.1. Roles and Responsibilities of the Officers
 - 4.2. Election Process
5. Organisation of UCC Clubs
 - 5.1. General Committee
 - 5.2. Executive Committee
 - 5.3. Finance Committee
6. UCC Clubs Administration
 - 6.1. Governance of UCC Clubs
 - 6.2. Disciplinary Procedures and Appeals
 - 6.2.1. Disciplinary Procedures
 - 6.2.2. Appeals
 - 6.3. Club Administration
 - 6.3.1. Roles of Club Officers
 - 6.3.2. Election of Club Officers

1. Objective of the UCC Clubs' Executive

There shall be a committee called the Clubs' Executive in the University. The objective of the UCC Clubs' Executive shall be

- i. To act as the governing body for all Clubs in UCC
- ii. To allocate funding to Clubs in a fair manner
- iii. To devise and monitor policies and procedures around UCC Clubs, in addition to monitoring whether Clubs are adhering to wider University policies
- iv. To promote sport and physical activity in the student body
- v. Promote discussion on matters relating to sport and physical activity
- vi. To make recommendations to the Academic Council Committee for Student Experience (ACSE) concerning proposed or existing clubs
- vii. To act as the resolving body at first instance of disciplinary matters relating to UCC Clubs

2. Governance of UCC Clubs

- 2.1 The UCC Clubs Executive is the governing body for all clubs in UCC.
- 2.2 The UCC Clubs Executive is an autonomous committee that reports to the Academic Council for Student Experience, and may not be mandated by the Student's Union, or any other authority in the college.

3. Membership of UCC Clubs

- 3.1 *"UCC Clubs" shall include all affiliated clubs.*
 - i. Additional clubs may be affiliated to UCC Clubs if there is
 - a. No club that already caters for the sport
 - b. A National Governing Body for the sport as recognised by Sport Ireland
 - c. A reasonable level of interest in the setting up of the club
 - d. A reasonable expectation that facilities and resources can be provided for the club and that safety standards, as outlined by the National Governing Body, can be met

- ii. All new clubs must submit a Club Constitution and Safety Statement which will then be submitted to the Academic Council Committee for Student Experience for approval.
 - iii. Newly affiliated clubs shall have a two-year probationary membership, followed by permanent membership if granted by Academic Council Committee for the Student Experience on the recommendation of the Clubs' Executive Committee.
 - iv. The affiliation of any Club which is not active for a minimum period of two academic years shall be considered to have lapsed and this club will go into provisional status for an additional one-year period and then shall be deemed defunct if not reactivated at this time.
 - v. The affiliation of any Club may be suspended or withdrawn at any time by the Clubs Executive Committee if the club is deemed not to be adhering to Clubs Executive or University policies. This must be a majority decision by the Clubs Executive. The Club in question may appeal this decision to the Clubs Executive within two weeks of notice being given to the club, who will arrange to hear the appeal. If the decision remains, the Club may appeal to the Academic Council for Student Experience within two weeks of notice of the result of the appeal. If the Club would like to appeal to the Academic Council for Student Experience, the Club must collect signatures from at least 20% of Club Captains stating that they believe the appeal should be heard. This will be the final appeal route for the Club in question.
- 3.2 *Membership within the clubs is open to:*
- i. All registered full-time students in the University, including Students' Union Officers, Clubs Executive Officers and Societies Guild Officers on sabbatical leave.
 - ii. Members of UCC staff, graduates of UCC, and students from other third-level institutions in Cork providing that the Club and the Executive approve the member in question, and that they pay the Affiliation Fee as fixed by the Clubs' Executive and approved by the ACSE.
 - iii. A member of a club may be suspended or, in extreme cases, permanently expelled from a club if he/she has breached the Code of Conduct. This must be a

majority decision by the Clubs' Executive Committee. An expelled member wishing to appeal this decision may appeal this decision to the Clubs Executive who will arrange to hear the appeal. If the decision remains, the Club may appeal to the Academic Council for Student Experience. This will be the final appeal route for the member in question.

4. Officers of the UCC Clubs' Executive

The Officers of the UCC Clubs' Executive shall be:

- i. President;
- ii. Vice President;
- iii. Secretary;
- iv. Treasurer;
- v. Public Relations Officer;
- vi. Health, Safety & Welfare Officer;
- vii. Three Ordinary Committee Members.

These nine officers must be full time registered students, with the exception of the President who undertakes a full-time sabbatical role during their year of term. Other student members of the Clubs' Executive may apply for a non-paid sabbatical position through the Students' Union. This must be approved by the Clubs' Executive and the Students' Union. The term of the elected Clubs Executive runs from 1st June until the 31st May the following year.

The other officers making up the Clubs' Executive Committee are:

- i. the Students' Union sabbatical officer representative;
- ii. the Director of Sport & Physical Activity;
- iii. the Deputy Director of Sport & Physical Activity;
- iv. the Sport & Physical Activity Officer; and
- v. the Administrative Officer of the Students' Union.

4.1 *Roles and Responsibilities of the Officers*

4.1.1 President

- i. The President of the Clubs' Executive holds a position of responsibility in UCC Clubs' affairs. The duties of the President are as follows:*
- a. To provide leadership and direction to the Clubs Executive's organisation; ensuring that the other officers on the Clubs' Executive fulfil their duties roles and any additional responsibilities assigned by the President
 - b. To understand and adhere to the Clubs' Executive constitution
 - c. To acts as chairperson at Clubs' Executive meetings and oversees the activities of the executive committee
 - d. To coordinate club activities through the executive committee and Department of Sport and Physical Activity
 - e. To establish short- and long-term objectives and goals in conjunction with the executive committee
 - f. To structure the UCC Clubs organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored
 - g. To organise and run Captains' training, or arrange for another committee member to carry out the training on their behalf, to train all Club Captains to carry out their duties
 - h. To represent UCC Clubs and students both internally and externally
 - i. To involve all UCC students by planning activities that appeal to a wide spectrum of interests
 - j. To have overall financial responsibility for the club
 - k. To approve all Clubs' Executive communications
 - l. To ensure the completion of the annual report each year by a given deadline.
- ii. The president will act as a spokesperson for UCC Clubs on the various committees on which the Clubs' Executive has representation on. In particular, the Clubs' President will sit on the following committees:*
- a. Academic Council for Student Experience;

- b. The Students' Union Executive Committee;
 - c. The UCC Health Matters Steering Committee, and
 - d. Other committees that the Clubs' Executive is invited to that the executive committee feel are important to Clubs.
- iii. Individuals seeking nomination for the role of President must:*
- a. Be a student at the time of the Clubs' Executive AGM
 - b. Have previously held a committee position on a UCC club or the Clubs Executive
 - c. Receive five nominations from five separate clubs, including their own club
 - d. Submit these nominations at least three days prior to the AGM
 - e. Submit a manifesto at least three days prior to the AGM for circulation amongst all the Clubs
 - f. Not take up a position on a Club committee during their term as Club President
- iv. Payment of the Clubs President*
- a. 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, notwithstanding the power of an EGM or AGM of the Clubs Executive to change this amount. 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's budget. Any sabbatical leave is subject to approval from the relevant academic discipline and/or college.
- v. Early removal of the Clubs' President*
- a. In the event that the President of the Clubs' Executive is seen to be failing in their position, a vote of no confidence may be taken by the Clubs' Executive committee with a two-thirds majority

required to pass. In this scenario, the Vice President will assume the daily responsibilities of running the Clubs' Executive until a new President can be elected at an EGM.

4.1.2 Vice President

- i. The Vice President's main role is to deputise for the President when necessary
- ii. The Vice President may be assigned other responsibilities by the President

4.1.3 Secretary

- i. The Secretary's main role is to organise dates and venues for the Clubs' Executive meetings, and to take and distribute minutes from the meetings.
- iii. The Secretary may be assigned other responsibilities by the President

4.1.4 Treasurer

- i. The Treasurer's main role is to work as part of the Finance Committee in allocating money between clubs.
- ii. The Treasurer will organise and run Treasurer training at the beginning of the academic training, or arrange for another committee member to carry out the training on his/her behalf, in order to train the Club treasurers to carry out their duties.
- iv. The Treasurer may be assigned other responsibilities by the President.

4.1.5 Public Relations Officer

- i. The Public Relations Officer's main role is to manage the content on the UCC Sport website and social media platforms.
- ii. The Public Relations Officer also monitors the content posted on the club websites and social media accounts to ensure policies such as the UCC Student Alcohol Policy, Social Media Policy and policies as laid out in the Clubs Executive Policies Document are adhered to.
- iii. The Public Relations Officer will organise and run a PRO training at the beginning of the academic training, or arrange for another committee

member to carry out the training on his/her behalf, in order to train the Clubs Public Relation Officers to carry out their duties.

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

4.1.6 Health, Safety and Welfare Officer

- i. The Health, Safety and Welfare Officer will be responsible for bringing to the attention of the Clubs Executive Committee any issues regarding Club member's welfare. The Health, Safety & Welfare Officer will be the point of contact for Clubs or individuals who want to raise issues with regard to the welfare of club members.
- iv. The Health Safety & Welfare Officer will be responsible for working alongside the Department of Sport to develop and implement initiatives and policies around health and safety.
- v. The Health Safety & Welfare Officer may be assigned other responsibilities by the President.

4.1.7 Ordinary Committee Member

- i. The Ordinary Committee Members work on a variety of roles during the year, including but not limited to gear, health promotion, events, training and development.
- ii. The Ordinary Committee Members may be assigned a specific role for the year or may work collectively in the different areas.

4.2 Suspension and Resignation of Clubs Executive Members

- a. The Clubs Executive Committee has the power to suspend any members of the Clubs Executive for such a time as it thinks proper on grounds which it thinks sufficient, provided that it has the support of at least 2/3 of the members of the Clubs Executive Committee. The member faced with such suspensions has the right to plead his case in the first instance to the Clubs Executive and, in the case that the decision remains, to the Academic Council for Student Experience.

- b. In the event of a member of the Clubs Executive Committee failing to attend three consecutive meetings without satisfactory explanation of their absence, they shall be deemed to have resigned.
- c. If a member of the Clubs Executive Committee would like to resign from their role before the end of the year, they must write of their intention to do so to the Clubs Executive President. The resignation will be effective immediately, unless arranged otherwise.

4.3 *Election process:*

- i. Individuals seeking nomination to the Clubs Executive must:
 - a. Be a student at the time of the Clubs Executive AGM;
 - b. Be a student during the next academic year other than in the case of an individual applying for the role of Clubs' President intending on taking up a sabbatical position. A student taking up one of the other positions may also apply for a sabbatical position through the Students Union. However, this must be approved by the Clubs' Executive, and the Students Union.
 - c. Have previously held a committee position on a UCC Club or the Clubs Executive;
 - d. Receive five nominations for the role of President from five separate clubs including their own club, or three nominations for all other roles on the Executive Committee
 - e. Submit these nominations, and in the case of President a manifesto, three days prior to the AGM
- ii. Successfully nominated candidates must:
 - a. Be elected in the order of President, Vice President, Secretary, Treasurer, Public Relations Officer, Health Safety and Welfare Officer and Ordinary Committee Members.
 - b. Give a three-minute speech at the Clubs Executive AGM, or five-minutes in the case of President, after which questions may be asked by the audience but must be addressed to all candidates
 - c. 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 Ordinary Committee Member regardless of the number of candidates running

- d. For the position of Ordinary Committee Member, there will be one vote for all three places.
 - e. If there are no nominations (or not enough in the case of Ordinary Committee Members) received for a particular position in advance of the AGM, nominations will re-open to the floor.
- iii. Voting regulations:
- a. Votes may be cast by club committee members present at the AGM, up to a maximum of three votes per club;
 - b. There must be an option to "re-open nominations (RON)" on the ballot paper;
 - c. The candidate with the highest number of votes will be deemed elected;
 - d. If RON receives the highest number of votes in the case of Club President, then a second vote will be called no sooner than two weeks after the first AGM. In all other cases, the officer will be elected at an EGM held in September/October of the same year.
 - e. In the case of more than two candidates running for the same position, voters may mark order of preference for their second and subsequent preferred candidates, the votes for which will then be allocated on the second round of the count if their preferred candidate has the least total number of votes.
 - f. Quorum for the AGM shall be 33 1/3% of affiliated clubs.

5. Organisation of UCC Clubs

5.1 General Committee

- a. The General Committee shall consist of the Executive Committee of the UCC Clubs and three representatives of each Club.
- b. The President of the Executive Committee of the UCC Clubs shall be chairperson of the General Committee.

- c. The General Committee shall meet at least twice per academic year. There must be at least one representative from each club present at these meetings. If a club is unable to attend, they must notify the Clubs' Executive President or Secretary at least two days before the meeting is due to take place. Failure to attend or provide a valid written explanation, may result in financial or other disciplinary sanctions against the club.
- d. A meeting of the members of the UCC Clubs shall be known as a General Meeting.
- e. The quorum of a General Meeting shall be 33 1/3% of the General Committee.
- f. A General Meeting shall:
 - i. Include reports from the President and Treasurer of the Executive Committee.
 - ii. Include a vote on any constitutional changes to be made to the Clubs Executive Constitution. Each club is entitled to three votes; however, the club must have a representative present in order to use each vote.
- g. One General Meeting shall be known as the Annual General Meeting (AGM) where the General Committee shall elect the Clubs' Executive Committee. The AGM shall take place during the second half of the second term. Notice of the AGM shall be posted at least 14 days prior to the date set for the meeting. Each club gets three votes per position up for election; however, the club must have representatives present in order to use each vote. The protocol for running for positions is outlined in section 4.2.
- h. An Extraordinary General Meeting (EGM) may be held in the case of an officer of the Clubs Executive resigning from his/her position; at the call of twenty voting members, presented in writing to the UCC Clubs'

Executive President; or at the call of the UCC Clubs' Executive Committee.

- i. The General Committee shall have the power to amend the Constitution of the Executive Committee if proposed amendments secure a 2/3 majority of a quorum at general meeting.

5.2 The Clubs Executive

The Executive Committee shall consist of the officers listed in section 3.

The Executive Committee shall:

- a. Promote UCC Clubs to students in UCC
- b. Organise sports-oriented events with the intention of promoting sport at UCC, facilitating recruitment by UCC Clubs and engaging students in extracurricular activities.
- c. Consider and approve new Clubs
- d. Enforce UCC and UCC Clubs policies
- e. Liaise with the University authorities
- f. Liaise with the Students' Union and the Societies Executive
- g. Meet at least once every two weeks
- h. Set the date for the AGM
- i. Specify the allocation of all UCC Clubs funds
- j. Approve all revenue sources of the UCC Clubs
- k. Review all accounts annually

5.3 The Finance committee

There shall be a Finance Committee which will recommend to the Clubs' Executive Committee amounts to be allocated in the form of the main clubs grant, clubs capital capitation grants and extra funding that is requested during the year. It will also make recommendations to the Sponsorship Committee on how it would like to see the sponsorship funds allocated and is the ratifying authority on the allocation of these funds.

This committee shall be comprised of:

- a. The UCC Clubs' Executive President (Chairperson of the Committee)

- b. Vice President of the UCC Clubs' Executive
- c. Treasurer of the UCC Clubs' Executive
- d. The Director of Sport and Physical Activity
- e. The Deputy Director of Sport and Physical Activity (Secretary of the Committee)

The committee will meet every two weeks, before the Clubs' Executive Committee meeting and put forward recommendations of amounts of UCC Clubs funding to each individual club.

The quorum of the finance committee shall be 50% of the total members.

6. UCC Clubs Administration

6.1 Governance of UCC Clubs

6.1.1 All students, coaches, and affiliate members must comply with the policies and procedures laid out by UCC, the Clubs' Executive and the DSPA. These include, but are not limited to, the UCC Student Rules, Student Charter, Duty of Respect and Right to Dignity, UCC Student Alcohol Policy, UCC Visual Identity Policy, UCC Social Media Policy, UCC Clubs Code of Conduct and Disciplinary Procedures and UCC Clubs' Executive Policy document. Failure to comply with the same may result in disciplinary procedures being brought against the individual in accordance with the procedures outlined in section 6.2.

6.1.2 Changes to UCC Clubs' Policies and Procedures will be presented to the Academic Council Committee for the Student Experience (ACSE). Changes in ~~its~~ the Clubs Executive constitution, or that of a club, will be put for approval to the ACSE. The UCC Clubs' Executive shall also submit an Annual Report on club activity to the ACSE.

6.2 Disciplinary Procedures and Appeals

6.2.1 Disciplinary Procedures

- i. The Clubs Executive Committee has the power to suspend any members of the Clubs Executive for such a time as it thinks proper on grounds which it thinks sufficient, provided that it has the support of at least 2/3 of the members of the Clubs Executive Committee. The member faced with such suspensions has the right to plead his case.

- ii. The Clubs Executive Committee has the power to fine affiliated clubs or withhold finance on grounds which it considers sufficient. The club in question has the right to plead its case.
- iii. The Clubs Executive Committee has the power to suspend any club from being affiliated with UCC Clubs on grounds which it thinks sufficient and it has the support of at least 2/3 of the members of the Clubs Executive. The club in question has the right to plead its case.
- iv. In the event of a member of the Clubs Executive Committee failing to attend three consecutive meetings without satisfactory explanation of his/her absence, he/she shall be deemed to have resigned. The member in question has the right to appeal their case.
- v. In all cases there is a right of appeal according to the processes listed in 6.2.2.

6.2.2 Appeals Process

- i. In the case of an appeal being brought against the Clubs Executive regarding a decision made about the affiliation or status of a club, the Club in question may appeal this decision to the Clubs Executive within two weeks of notice being given to the club, who will arrange to hear the appeal. If the decision remains, the Club may appeal to the Academic Council for Student Experience within two weeks of notice of the result of the appeal. If the Club would like to appeal to the Academic Council for Student Experience, the Club must collect signatures from at least 20% of Club Captains stating that they believe the appeal should be heard. This will be the final appeal route for the Club in question.
- ii. In the case of an appeal being brought against the Clubs Executive regarding a decision made about a finance decision made, the Club in question may appeal this decision to the Clubs Executive within two weeks of notice being given to the club. There is no higher body than the Clubs Executive for funding decisions.
- iii. In the case of an appeal being brought by a Clubs Executive member against the Clubs Executive regarding their suspension/resignation

from the Clubs Executive, the member in question may appeal this decision to the Clubs Executive within two weeks of notice being given to the club, who will arrange to hear the appeal. This will be the final appeal route for the individual in question.

- iv. In the case of an appeal being brought by a club member against a decision made by their club committee, the club will be the first port of call. If no solution can be reached within the club, the member in question may bring the issue to the Clubs Executive, who will arrange to hear the appeal. This will be the final appeal route for the individual in question.

6.3 Club Administration

6.3.1 Role of Club Officers

- i. Club Captain/Chairperson
 - a. The Club Captain/Chairperson is responsible for the overall running of the club.
 - b. He/she is responsible for making sure the committee members are carrying out their roles and delegating jobs to be carried out to the committee members.
 - c. He/she is responsible for organising committee meetings and chairing said meetings.
 - d. In the case of the Club not having a Safety Officer, the Club Captain is responsible for making sure that the Safety Statement is correctly filled out, submitted and followed.
 - e. The Club Captain must attend Captain's Training at the beginning of the academic year and liaise with the Clubs' Executive throughout the term.
- ii. Secretary
 - a. The Secretary of each club must submit a Committee list at the start of every year with all details correctly filled out

- b. The secretary must take minutes at all committee meetings and the AGM.
 - c. The secretary is responsible for the club correspondence, including the postal service in Ferry Lodge and the emails to the club email address.
 - d. The secretary is responsible for taking attendance at club trainings and events, or arranging for it to be taken in his/her absence. He/she must then make sure that this is entered onto the Clubs Portal system.
- iii. Treasurer
 - a. The Treasurer of each club must submit finance applications at the start of the year for both their clubs Main Grant and Capital Capitation to the finance committee before their first meeting of the year or else forfeit both grants for the year. An appeal may be made to the Clubs' Executive if genuine grounds are found why the club could not have the forms in on time.
 - b. The Treasurer of each club must lodge with the club's bank account, all monies accrued from functions, match gate receipts, etc. They must also post to the Clubs' Portal all receipts/invoices for any and all expenditure, including use of the credit card, bank transfers, and cheques they want written from their club account.
 - c. The Club Treasurer must attend Treasurer Training at the beginning of the academic year.
- iv. Public Relations Officer
 - a. The Public Relations Officer is responsible for the all club content on the club website and on the club social media platforms.
 - b. The Public Relations Officer must ensure that all content adheres to the UCC Student Alcohol Policy, the UCC Social

Media Policy and other policies as laid out by the University and the Clubs Executive Committee.

- c. The Public Relations Officer must attend PRO training at the beginning of the academic year.
- v. The Club may have other officers such as a Safety Officer, Events Officer, Competitions Officer, First Year Representatives or other officers as outlined in their Club Constitutions.

6.3.2 Election of Club Officers

- i. Each Club must hold an AGM in the second term of the Academic Year or within the first month of a new Academic Year, following two weeks' notice.
- ii. Any member who wishes to propose a motion may do so only if he/she has informed the current secretary in writing one week prior to an AGM.
- iii. The Agenda shall include Minutes of the most recent AGM, a Secretary's Report, Financial Report, Election of New Officers, any proposed motion/changes and Any Other Business (A.O.B).
- iv. The Constitution of the club may only be changed at an AGM with a two-thirds majority vote and is subject to approval by the Clubs' Executive Committee and the Academic Council of Student Experience (ACSE).
- v. Only those present at the AGM who have attended more than four club events (this can include trainings, competitions, etc.) may cast a vote.
- vi. In the case of a committee member resigning, an EGM must be held to elect his/her replacement. This will follow the same format as the AGM.
- vii. The Club Committee should inform all of the Club members of a scheduled AGM/EGM by announcing it at least two weeks in advance

- viii. All potential candidates should formally indicate their intention to run for a specific position by emailing the Club at least 48 hours before the start of the AGM/EGM.
- ix. In the case of positions not being elected at the AGM, the club must hold an EGM to elect these officers.