



# **Maynooth University**

## **Ultimate Frisbee**

### **Club**

### **Constitution**

**Date Passed: 5 / 12 / 2017**

**1. Name of Club:**

1. The name of the Club shall be the “Maynooth University Ultimate Frisbee Club”, hereafter referred as “the Club”.

**2. Aims and Objectives:**

The aims and objectives of the Club shall be as follows:

- 2.1 To promote participation in the sport of Ultimate Frisbee
- 2.2 To cater for all interests, skill levels and abilities with the aim of ensuring members play to the best of their abilities.
- 2.3 To contribute actively in Ultimate Frisbee leagues and tournaments as organised by the Irish Flying Disc Association
- 2.4 To encourage a spirit of friendship and sportsmanship amongst all members of the university community
- 2.5 To promote sport and fitness as part of a healthy lifestyle

**3. Membership:**

- 3.1 Full membership of the Club shall be open to all registered students of the National University of Ireland, Maynooth (MAYNOOTH UNIVERSITY); St.Patrick’s College, Maynooth (SPCM); the Pontifical University and National Seminary of Ireland upon payment of a subscription fee as set by the Governing Executive Committee of the Club and in accordance with the guidelines set out by the Capitation Committee.

- 3.2 Full members of the Club shall be:

- i) Entitled to attend and speak at all general meetings of the Club
- ii) Eligible for election to the Club’s Governing Executive Committee

- 3.3** The Club recognises the importance that staff and graduates of MAYNOOTH UNIVERSITY and SPCM can play in the development and long term success of a Club. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the Club.
- 3.4** To this end the Governing Executive Committee of the Club shall be empowered to create a class of “Associate Member” of the Club.
- 3.5** Associate Membership shall be open to all staff and alumni of MAYNOOTH UNIVERSITY and SPCM upon payment of a subscription fee as set by the Governing Executive Committee of the Club and in accordance with the guidelines set out by the Capitation Committee. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- 3.6** Associate Members shall be entitled to attend all general meetings of the Club. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the Club.
- 3.7** Associate Members shall be ineligible for election to the Club’s Governing Executive Committee.
- 3.8** Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Club.
- 3.9** The rights of an Associate Member shall not exceed those of an ordinary member of the Club.
- 3.10** All members shall be bound by this constitution.

#### **4. Governing Executive Committee**

- 4.1** The Club shall have a Governing Executive Committee (hereafter referred to as the “the committee”) which shall be elected annually by the membership.
- 4.2** The committee shall run and direct the ongoing activities of the Club on behalf of its members and in accordance with the aims and objectives.
- 4.3** Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.

- 4.4** A quorum for committee meetings shall be two thirds of committee members.
- 4.5** The Committee shall consist of :
- i) President
  - ii) Vice President/Secretary
  - iii) Open Captain
  - iv) Open Vice Captain
  - v) Two Women's Co Captains
  - vi) Developmental/Beginner Coaches
  - vii) Treasurer
  - viii) Health, Safety and Welfare Officer
  - ix) Public Relations Officer
  - x) Events Officer
  - xi) First year Rep
- 4.6** Assistant positions shall be filled by co-option by the committee as the need arises.
- 4.7** Sub-committees may be co-opted where the need arises and at the discretion of the committee.
- 4.8** The Term of Office of these elected officers shall be one year running from 1<sup>st</sup> July until the 30<sup>th</sup> June of the following year.
- 4.9** A person shall not hold the same office for more than 2 successive years.

## **5. Election of the Governing Executive Committee**

- 5.1** The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-Ordinary General Meeting (EGM) of the Club.
- 5.2** Club AGM's and committee elections, where possible, should be held before the end of semester 2 of a given academic year in accordance with Capitation Committee rules.
- 5.3** To seek election to the committee, each candidate must have 2 nominations by current members of the Club.

## **6. Duties of Governing Executive Committee**

- 6.1.1** The President shall be the chief officer of the Club whose functions include chairing all meetings of the committee and officiating at meetings of the Club.
- 6.1.2** The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the Club. In the event of a tied vote on any matter they shall have the casting vote.
- 6.2.1** The Vice President/ Secretary shall assist the President in all their duties.
- 6.2.2** The Vice President/ Secretary shall assume the duties of the President (unless otherwise directed by a general meeting of the Club) in the event that the President is absent or is unable to perform their duties.
- 6.2.3** The Vice President/Secretary's function shall be to deal with all correspondence and records of the Club.
- 6.2.4** The Vice President/Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the Club when requested by the committee.
- 6.2.5** The Vice President/Secretary may keep a record of authorisation of expenditure.
- 6.2.6** The Vice President/Secretary shall be in charge of the organisation of accommodation and transport for trips away where needed.
- 6.2.7** The Vice President/Secretary shall give notice to all members of the Club's meetings, events and functions.
- 6.2.8** The Vice President/Secretary shall assist the Events Officer to organise fund raising events and sponsorship where necessary.
- 6.3.1** The Open Captain's function shall be to deal with all matters on field and off field with regard to the Open team.
- 6.3.2** The Open Captain shall have responsibility of organising and running trainings for the Open team unless an outside coach has been nominated.
- 6.3.3** The Open Captain shall be responsible for entering any Open teams into Inter-Varsities or any other tournaments that arise.
- 6.3.4** The Open Captain shall share responsibility with the Women's Co-Captains for entering any Mixed teams into Inter-Varsities or any other tournaments that arise.
- 6.3.5** The Open Captain shall share responsibility for the choosing of Open teams with the Open Vice Captain, and the Women's Co Captains should the need arise.
- 6.3.6** The Open Captain shall share responsibility for the choosing of Mixed teams with the Open Vice Captain, and the Women's Co Captains.
- 6.3.7** The Open Captain will share responsibility with all other Captains and Coaches to take care of and maintain a record of all fixed and current assets belonging to the Club and will report an inventory list to the committee at the start and end of the academic year.

- 6.4.1** The Open Vice Captain shall assist the Open Captain in all their duties.
- 6.4.2** The Open Vice Captain shall assume the duties of the Open Captain (unless otherwise directed by a general meeting of the Club) in the event that the Open Captain is absent or is unable to perform their duties.
- 6.5.1** The Women's Co-Captains function shall be to deal with all matters on field and off field with regard to the Women's team.
- 6.5.2** The Women's Co-Captains shall share the responsibility of organising and running trainings for the Women's team unless an outside coach has been nominated.
- 6.5.3** The Women's Co-Captains shall share the responsibility of entering any Women's teams into Inter-Varsities or any other tournaments that arise.
- 6.5.4** The Women's Co-Captains shall share responsibility with the Open Captain for entering any Mixed teams into Inter-Varsities or any other tournaments that arise.
- 6.5.5** The Women's Co-Captains shall share responsibility for the choosing of Women's teams.
- 6.5.6** The Women's Co-Captains shall share responsibility for the choosing of Mixed teams with the Open Captain and Vice-Captain.
- 6.5.7** The Women's Co-Captains will share responsibility with all other Captains and Coaches to take care of and maintain a record of all fixed and current assets belonging to the Club and will report an inventory list to the committee at the start and end of the academic year.
- 6.6.1** The Beginner/Development Coaches' function is to assist new members in learning the basic skills of Frisbee and bring them from beginner to developmental level.
- 6.6.2** The Beginner/Development Coaches shall be responsible for organising and running beginner and developmental trainings.
- 6.6.3** The Beginner/Development Coaches shall share responsibility for welcoming new members into the club, including recruitment at the beginning of the year.
- 6.6.4** The Beginner/Development Coaches shall be responsible for entering teams into any beginner tournaments and Developmental Inter-Varsities.
- 6.6.5** The Beginner/Development Coaches will share responsibility with the Captains to take care of and maintain a record of all fixed and current assets belonging to the Club and will report an inventory list to the committee at the start and end of the academic year.
- 6.7.1** The Treasurer's function shall be to administer the funds of the Club and to maintain accounts and budgets.
- 6.7.2** The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- 6.7.3** The Treasurer shall keep full records of income and expenditure of the Club. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

- 6.7.4 The Treasurer shall sign all cheques and withdrawals forms from the Club's bank account.
- 6.7.5 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the Club on consultation with the Capitation Committee.
- 6.8.1 The Health, Safety and Welfare Officer's function is to assist in the emotional and physical well-being (both on and off the field) to the best of their abilities.
- 6.8.2 The Health, Safety and Welfare Officer shall deal with complaints as an impartial party, mindful to be sensitive and respectful of the anonymity of the complaint.
- 6.8.3 The Health, Safety and Welfare Officer shall ensure all players are insured with MSU Life prior to trips and excursions.
- 6.8.4 The Health, Safety and Welfare Officer shall be responsible for evaluating disputes and shall attempt to resolve these in haste with the wellbeing of both parties being prioritised.
- 6.8.5 The Health, Safety and Welfare Officer shall be responsible for making sure the club's bullying policy (Section 7) is upheld.
- 6.8.6 The Health, Safety and Welfare Officer should be aware of and deal with situations of hostility on their own initiative, even if no complaints have been brought forward.
- 6.9.2 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the Club through all means possible.
- 6.9.1 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the Club and to give notice to all members of these contributions.
- 6.9.2 The Public Relations Officer shall be responsible for the entering of any league table submissions throughout the year.
- 6.10.1 The Events Officer shall be responsible for the organisation of fund raising events and sponsorship where necessary.
- 6.10.2 The Events Officer shall be responsible for organising a number of social events for the members through the year.
- 6.11.1 The First year rep must be in their first year of their undergraduate degree in Maynooth University.
- 6.11.2 The First year rep shall be responsible for bridging the gap between new and existing players, and bringing any of their questions or concerns to the committee.

## **7. Bullying Policy**

As a delicate matter in all situations, it is important to be mindful that when dealing with the accused party most cases are of no malicious intent. For this reason it is encouraged that these matters be dealt with as a learning curb unless the situation is obviously to the contrary. All matters of bullying and their resolution shall be dealt with by the Health, Safety and Welfare Officer.

- 7.1** Bullying is defined as treating others in a disrespectful and demeaning manner, by means of exclusion, commentary or manipulation of events to the accused's benefit. It can be noted that not all member's will be compatible though, despite this, respect and civility are required between all members regardless.
- 7.2** The abuse of power by a committee member is to be taken seriously and to be dealt with swiftly. Two verbal warnings are to be issued, and if the matter persists a written statement 4 working days prior to the next committee meeting in which there shall be a vote held regarding the member's future on the committee.
- 7.3** For someone who holds no position on the committee, two verbal warnings are to be issued. Upon a third complaint arising, the President and Vice President shall be informed on the issue and, along with the Welfare Officer shall vote as to whether the accused will be allowed remain in the club.

## **8. Dismissal and Resignation of Committee Members**

- 8.1** No member of the committee shall be dismissed from office unless:
- i) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the Club is received 4 working days prior to a committee meeting at which such a resolution shall be debated.
  - ii) Two thirds of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.
  - iii) Two verbal warnings and one written warning are issued by the Health, Safety and Welfare Officer, 4 working days prior to the next committee meeting to debate the dismissal of another committee member.
- 8.2** A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 8.3** A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Vice President/Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can held to re-elect a new person to the position.

## **9. Meetings**

- 9.1** There shall be an Annual General Meeting (AGM) held each year.



- 9.2** The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- 9.3** Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 9.4** A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership
- 9.5** The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the Club).
- 9.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the ordinary membership of the Club request such a meeting in writing.
  - ii) A quorum of the Governing Executive Committee requests such a meeting in writing.
  - iii) A vacancy on the current committee occurs and there is a need to elect a replacement.
- 9.7** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 9.8** Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
- 9.9** At a meeting, a member may propose a resolution relating to the business of the Club. The resolution shall be voted on by a show of hands and a declaration of the President that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- 9.10** In the event that the President's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the President or the Vice-President (where requested by the general meeting).
- 9.11** No resolution may contravene Maynooth University policy or Capitation Committee policy.

## **10. General**

- 10.1** There shall be a Honorary President of the Club who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 10.2** The membership fee for the Club shall be in compliance with the conditions set down by the Capitation Committee
- 10.3** Each member of the Club shall be entitled to receive a copy of this Constitution, on demand, free of charge.

- 10.4** In the event of a clash with the Capitation Committee rule and regulations, the Capitation Committee rules and regulations shall take precedence above this constitution and is subject to Capitation Committee Policy at all times.
- 10.5** In joining the Club, members agree to be bound by the rules and regulations of the Club as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and it's decision shall be final.

## **11. Amendments to this Constitution**

- 11.1** Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered
- 11.2** A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.