



DUBLIN UNIVERSITY SWIMMING CLUB CONSTITUTION

EST 1897

Amendment History

1. Annual General Meeting 6 May 2005 - Article 7.1 amended and Article 13 inserted;
2. Extraordinary General Meeting May 2003 - Articles 9.1, 10.6.1, 10.6.2, 10.7, 10.8 and 10.9 amended;
3. Extraordinary General Meeting 9 November 2000 - Articles 9.2 and 9.4 amended

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1 **Name, Colours and Status**

1.1 The name of the club shall be Dublin University Swimming Club, hereinafter referred to as "the Club", and may be abbreviated to DUSC.

1.2 The colours of the Club shall be bottle-green, emerald green and silver.

1.3 The Club is a mixed male and female Club.

2 **Objectives**

2.1 The Club shall foster all aspects of swimming, water polo and water safety among its members.

2.2 The Club shall engage in all aspects of competitive swimming, water polo and water safety to the highest levels and to this end may transact, hold property and take any action in connection with its objectives, provided always that the Club shall obtain, where necessary for the purpose of carrying any of its objectives into effect, such permissions or authority as may be required.

3 **Affiliation**

3.1 The Club shall be affiliated to Dublin University Central Athletic Club (DUCAC), Swim Ireland, the Irish Water Polo Association (IWPA), the Leinster Branch of the Irish Water Polo Association (LBIWPA) and Irish University Swimming and Waterpolo Association (IUSWA).

3.2 The rules of DUCAC, Swim Ireland, the IWPA, the LBIWPA and the IUSWA shall be observed in all swimming, water polo and water safety competitions and in the general running of the Club.

3.3 Only affiliated and paid up members of the Club may compete for the Club.

3.4 All applicable codes of conduct, including Swim Ireland's child protection guidelines shall apply to members of the Club.

4 **Membership**

4.1 The governing body of the Club is the membership in General Meeting.

4.2 Ordinary membership of the Club shall be open to undergraduates and postgraduate students of Dublin University, on payment of the annual membership fee and completion of the Club's registration form.

4.3 Ordinary membership of the Club shall also be open to staff and graduates of Dublin University who are members of both the Trinity Sports Centre and DUCAC, on payment of the annual membership fee and completion of the Club's registration form.

4.4 A member of the Trinity Sport Centre may be granted membership of the Club if, both DUCAC and the Committee decide that the person would be of special value to the Club as a member. These members cannot take stand for election for any position on the Club's Committee.

- 4.5 Membership is conferred ex-officio on all employed Club coaches.
- 4.6 It is deemed that all members agree to abide by the Club's Constitution by virtue of their membership of the Club.
- 4.7 A member who ceases to be a member of the Club for any reason shall immediately return any Club property, including any perpetual trophies, in his / her possession to a member of the Committee.
- 4.8 Any member who wishes to join another swimming or water polo club shall obtain, upon request to the Club coach and either the Men's or Ladies' Captain as appropriate, a letter of release, to be signed by the Men's or Ladies' Captain and one other Club officer, provided that there is no outstanding financial liability due to the Club by that member. A form of letter of release is included in Appendix A.
- 4.9 Each member shall be entitled to receive a copy of the Club's Constitution upon written request to the Secretary.
- 4.10 Any member of the Club who infringes the rules of the Club, including rules applicable by virtue of the Club's affiliation to DUCAC, Swim Ireland, the IWPA, the LBIWPA and the IUSWA, or who brings the good name of the Club into disrepute shall be answerable to the Committee and to the membership and may be liable for expulsion from the Club, forfeiting all membership fees following a 75 % majority vote of the membership in General Meeting.
- 4.11 Any member who has a complaint relating to the Club shall put this complaint in writing to the Secretary. The Committee shall discuss all complaints received in writing and shall respond in writing within a reasonable period of time.
- 4.12 In this Constitution, or in the course of the day-to-day running of the Club, where the members are required to be notified of any matter relating to the Club emailing the current Club membership list (which is maintained by the Secretary) in a timely manner shall be deemed as sufficient notification.

5 Conduct of Annual and Extraordinary General Meetings

- 5.1 General Meetings of the Club may be either annual or extraordinary and shall be held during the college academic year.
- 5.2 Where an alteration to the Constitution is approved in the Annual General Meeting or in an Extraordinary General Meeting, the amended Constitution shall be immediately effective and a copy of the new Constitution shall be made available to any member within twenty one days upon written request to the Secretary.
- 5.3 Motions without due notice shall not be discussed or voted on in an annual or extraordinary General Meeting.
- 5.4 Each member present and entitled to vote shall have one vote on every motion presented at an annual or extraordinary General Meeting.
- 5.5 All General Meetings of the Club shall be chaired by a Committee Member. At the start of each General Meeting, the chair for that meeting shall be agreed upon by a simple majority of the Committee Members present.

- 5.6 Where there is an equality of votes, the chairperson of the meeting shall have the casting vote.
- 5.7 Motions to alter the Constitution of the Club require a two thirds majority of those present and entitled to vote.
- 5.8 All motions, except those for which express provision is made, shall be passed by a simple majority of those present and entitled to vote.
- 5.9 Votes on motions shall be taken by a show of hands, but any member entitled to vote may demand a written ballot when tellers shall be appointed.
- 5.10 All motions passed in accordance with these rules shall take immediate effect unless otherwise stated.
- 5.11 The Club shall not be dissolved unless by a specific General Meeting where two thirds of the members present and eligible to vote so wish.
- 5.12 At dissolution of the Club, all funds and trophies shall be donated to DUCAC, unless an amalgamation with another Club takes place.
- 5.13 A draft copy of the minutes of all General Meetings of the Club shall be made available to any member within twenty one days upon written request to the Secretary.

6 Attendance and Voting Rights at Annual and Extraordinary General Meetings

- 6.1 The following Club members (who have paid their annual Club membership fees) shall be eligible to attend, nominate, propose, second and vote at annual and extraordinary General Meetings:
- 6.1.1 current undergraduate or postgraduate students of Dublin University;
 - 6.1.2 graduates of Dublin University;and
 - 6.1.3 members of the Trinity Sport Centre who have been granted membership of the Club, with the approval of the Club and DUCAC.
- 6.2 Club coaches shall be eligible to attend, nominate, propose, second and vote by right of their office at annual and extraordinary General Meetings.
- 6.3 The Secretary shall keep an attendance list for voting purposes of all members at annual and extraordinary General Meetings.

7 Annual General Meeting

- 7.1 The Club's Annual General Meeting shall be held during the final three weeks of Hillary Term, as per the Dublin University academic calendar.
- 7.2 The quorum for the Annual General Meeting shall be twenty Club members, of which a minimum of five must be Committee Members.
- 7.3 Members shall receive a minimum of ten calendar days notice of the Annual General Meeting. At this meeting, the annual report shall be presented which shall consist of the

Men's Captain report, Ladies' Captain report, Secretary's report, Treasurer's report and Honorary President's report.

- 7.4 Notices of motion must be received by the Secretary seven days before the date of the Annual General Meeting with the names of the proposer and seconder.
- 7.5 The Secretary shall circulate the agenda and motions proposed for the Annual General Meeting five calendar days before the Annual General Meeting.
- 7.6 The order of business to be transacted at the Annual General Meeting shall be :
 - 7.6.1 Apologies
 - 7.6.2 Adoption of Standing Orders (how the Annual General Meeting will be conducted), Minutes of the last Annual General Meeting and matters arising
 - 7.6.3 Minutes of any Extraordinary General Meeting and matters arising
 - 7.6.4 Annual Reports
 - 7.6.5 Notices of Motion
 - 7.6.6 Election of Committee
 - 7.6.7 Awarding of Club ties and scarves and any other awards
 - 7.6.8 Any other business
- 7.7 Guests may be invited by a member to attend the Annual General Meeting with the prior approval of the Committee.

8 Extraordinary General Meeting

- 8.1 An Extraordinary General Meeting may be called at the discretion of the Committee.
- 8.2 An Extraordinary General Meeting shall be called by the Committee upon the written request of ten voting members of the Club.
- 8.3 Members shall receive ten calendar days notice of an Extraordinary General Meeting.
- 8.4 The membership shall receive five calendar days notice of the motions and agenda of the Extraordinary General Meeting with the named proposers and seconders of the specific motions.
- 8.5 The quorum for an Extraordinary General Meeting shall be twenty Club members, of which a minimum of five must be Committee Members.
- 8.6 An Extraordinary General Meeting shall discuss only the business for which it is convened and no other business shall be transacted.
- 8.7 Guests may be invited by a member to attend the Extraordinary General Meeting with the prior approval of the Committee.

9 **Committee**

- 9.1 Between General Meetings the Club shall be managed by a committee consisting of a President, Men's Captain, Ladies' Captain, Secretary, Treasurer, and four Ordinary Committee Members, herein collectively referred to as the Committee and each individual as Committee Member. The Committee are elected by the members to work together to promote the Club's objectives. At no time shall any Committee Member exclude any other Committee Member(s) from correspondence, information or discussions concerning the Club.
- 9.2 Any Club member being a undergraduate or postgraduate student attending Dublin University, Trinity College at the time of the Annual General Meeting may be elected on to and serve on the Committee in any capacity, with the exception of President. The President must be an alumnus of Dublin University.
- 9.3 Members standing for election as either the Men's or Ladies' Captain are required prior to holding a vote for election to this office to declare whether they require specific assistance with one of the Club's two principal sporting disciplines (namely swimming or water polo). If elected then there shall be a specific vote to elect a Men's Water Polo Coordinator, a Ladies; Water Polo Coordinator or a Swim Coordinator as appropriate. These Coordinators will be deemed Ordinary Committee Members.
- 9.4 There is no restriction on the number of times a Club member can be elected to the Committee, be it to the same or a different Committee position.
- 9.5 Any Club member, accepting nomination for a Committee position, must commit themselves to working actively for the Club both in their specific capacity as a Committee Member, and as representative of the Club by attending Club events, fundraisers and training sessions during his / her time as a Committee Member. This commitment must be made clear by the member at the General Meeting prior to standing for election to the Committee.
- 9.6 Any member standing wishing to put themselves forward for election for any position on the Committee must be present at the General Meeting and must be nominated and seconded by other members of the Club who are themselves present at the Annual General Meeting. In exceptional circumstances, should a member not be able to attend the Annual General Meeting but still wishes to be put forward for election they shall inform the Secretary of their wish to put themselves forward for election, the position they wish to run for election for and the reasons they cannot be present at the Annual General Meeting. The Secretary shall inform the members of such a request and read out the member's reasons for absence from the Annual General Meeting. The members present at the Annual General Meeting shall by two-thirds majority vote as to whether the member's reason for absence is deemed justified. If approved, the absentee member may be put forward for election by the Secretary. If there are hustings when running for a position a speech previously submitted to the Secretary by the absentee member may be read out by the chair of the Annual General Meeting but no other case for the absentee may be made.
- 9.7 The Committee elected at the General Meeting takes office immediately after the General Meeting.
- 9.8 The Committee elected at the General Meeting shall receive within seven days of the General Meeting all books, records and passwords of whatever type from the outgoing

Committee so as to facilitate the smooth running of the Club and the transfer of functions from the outgoing Committee to the newly elected Committee.

- 9.9 The Committee must notify the membership immediately of any vacancy arising on the Committee, for whatever reason, and thereafter a period of fourteen days shall have power by majority Committee vote to co-opt a maximum of two members to fill vacancies during the year with the exception of the offices of Men's Captain, Ladies' Captain, Secretary or Treasurer, for which an Extraordinary General Meeting must be called.
- 9.10 The Committee shall have power to appoint ad-hoc sub-committees to perform specific functions provided that at least one Committee Member shall serve on such sub-committee(s).
- 9.11 Each of the offices of the Committee are honorary and no salary or any other payment of any kind is payable to a Committee Member for the performance of their duties.
- 9.12 A Committee Member shall be reimbursed for any expense wholly, exclusively and necessarily incurred on behalf of the Club and incurred with the knowledge and approval of either the Men's or Ladies' Captain and the Treasurer.
- 9.13 Any Committee Member absenting himself / herself from three consecutive Committee meetings without reasonable explanation, shall be deemed to have resigned and a vacancy shall arise.
- 9.14 The Committee shall meet at least on a monthly basis, during college term, and shall conduct its affairs where possible by consensus fixing the date of the following Committee meeting as the last item of business.
- 9.15 All meetings of the Committee shall be chaired by a Committee Member. At the start of each meeting, the chair for that meeting shall be agreed upon by a simple majority of the Committee Members present.
- 9.16 The quorum for a Committee meeting shall be five Committee Members.
- 9.17 The Committee and each Committee Member is answerable to the membership in General Meeting, however the Committee shall keep the membership informed by timely communications on swimming, water polo and water safety related matters and any other matters affecting the Club.
- 9.18 The Committee shall uphold the Constitution and to take action as necessary to achieve this aim.
- 9.19 A Committee Member is elected for one term, i.e. until the next Annual General Meeting.
- 9.20 All decisions and recommendations taken by ad-hoc sub-committees shall be subject to the approval of the Committee.
- 9.21 Each Committee Member has one vote on any motion posed in a Committee meeting.
- 9.22 Where there is an equality of votes, the chair of that Committee meeting shall have a second or casting vote.

- 9.23 The Men's and Ladies' Captains, with the Secretary or Treasurer, signing in the presence of each other, have the power to sign contracts on behalf of the Club.
- 9.24 The Committee, in consultation with the relevant coach(es), shall ensure that on trips or at competitions, there are suitable adults responsible in *loco parentis* if any Club member on the trip or at the competition is under 18 years old.
- 9.25 Where it is proposed following a vote of the Committee at a Committee meeting that the appointment of any coach be discontinued, the matter shall be referred to a vote of the membership in General Meeting.

10 **Standing Alumni Sub-Committee and Club Patrons**

10.1 **Alumni Sub-Committee**

- 10.1.1 The Alumni Sub-Committee shall manage the alumni engagement of the Club and act as a forum for discussion of matters brought up by Club Patrons.
- 10.1.2 The Alumni Sub-Committee shall provide assistance to the President and Alumni Co-ordinator with alumni engagement activities.
- 10.1.3 The Alumni Sub-Committee shall consist of: the President (ex-officio), Alumni Co-ordinator (ex-officio), and 3-8 ordinary members.
- 10.1.4 A new Alumni Sub-Committee shall be created within fourteen days of the Club's Annual General Meeting.
- 10.1.5 The Alumni Sub-Committee shall elect an Honorary Chairperson and Honorary Treasurer of the Alumni Sub-Committee on annual basis at the first Alumni Sub-Committee following the Club Annual General Meeting.
- 10.1.6 The Alumni Sub-Committee may by majority vote adopt and amend its own working rules provided that its rules do not conflict with the Club's Constitution. Any working rule that conflicts with the Constitution shall have no effect.
- 10.1.7 The Club President, the Honorary Chairperson of the Alumni Sub-Committee and the Honorary Treasurer of Alumni Sub-Committee shall be the signatories on Alumni bank account. Authorisation of any two of these signatories shall be required in respect of all transactions relating to the Alumni Sub-Committee.
- 10.1.8 The President, in consultation with the Committee, shall appoint the Alumni Sub-Committee ordinary members from amongst available Club Patrons for a 1 year term.
- 10.1.9 To preserve the minimum of 3 ordinary member of the Alumni Sub-Committee, additional ordinary members of the Alumni Sub-Committee up to a maximum of 8 ordinary members may be appointed during a year to serve the remainder of that term.
- 10.1.10 All positions on the Alumni Sub-Committee are honorary and no payment of any kind shall be due to any member of the Alumni Sub-Committee for the performance of the duties of their office.

- 10.1.11 The Alumni Sub-Committee shall operate its own bank account and shall at its absolute discretion be responsible for the allocation, to the Club Committee, of funds raised through alumni engagement activities and alumni donations.
- 10.1.12 The Alumni Sub-Committee shall meet at least twice yearly, and shall conduct its affairs where possible by consensus fixing the date of the following meeting as the last item of business.
- 10.1.13 All meetings of the Alumni Sub-Committee shall be chaired by the President or, in their absence, the Alumni Co-Ordinator.
- 10.1.14 The quorum for Alumni Sub-Committee meetings shall be four, including the President and/or the Alumni Co-Ordinator.
- 10.1.15 The Alumni Sub-Committee in managing its affairs shall be answerable to the Club membership in General Meeting, however the Alumni Sub-Committee shall keep the Club Committee and membership informed by timely communications or newsletters of matters relating to the alumni affairs of the Club.
- 10.1.16 Each Alumni Sub-Committee member has one vote on any matter raised in an Alumni Sub-Committee meeting.
- 10.1.17 Where there is an equality of votes, the Chair shall have a second or casting vote.
- 10.2 **Club Patrons**
- 10.2.1 Club Patrons shall be appointed by the Committee on recommendation of the Alumni Sub-Committee for a 5 year term and shall be announced at the Club's Annual General Meeting.
- 10.2.2 Club Patrons can be re-appointed for multiple terms without restriction.
- 10.2.3 Club Patrons are not required to be current members of the Club or DUCAC, but must have previously held membership of either.
- 10.2.4 Club Patrons are required to encourage other alumni, especially those from their own era, to support the alumni activities of the Club and where possible to personally support them.
- 10.2.5 Club Patrons shall be eligible to be ordinary members of the Alumni Sub-Committee.
- 10.2.6 The Club may also appoint any person as an Honorary Club Patron for a 5 year term, by a motion at a General Meeting. Honorary Club Patron are not required to be past or current members of the Club or DUCAC.
- 10.2.7 Club Patrons and Honorary Club Patrons shall respect the traditions and position of the Club in all sporting matters and shall abide by the Club's Constitution.
- 10.2.8 Club Patrons and Honorary Club Patrons may be requested by the Committee to provide advice on strategic matters from time to time.

11 **Functions of Committee Members**

11.1 **President**

- 11.1.1 The President shall be the honorary head of the Club.
- 11.1.2 The President shall use his / her office to promote the interests of the Club at all times, and to provide leadership in fostering unity and harmony within the Club.
- 11.1.3 The President may advise the rest of the Committee on any matter and shall be available for approach by the rest of the Committee if his / her views are required. Any advice given shall not be binding on the Committee.
- 11.1.4 The President shall serve as an alternative signatory on the Club's Alumni bank account.

11.2 **Men's Captain**

- 11.2.1 The Men's Captain shall share with the Ladies' Captain joint responsibility for all Club activities.
- 11.2.2 The Men's Captain shall share with the Ladies' Captain and the Treasurer responsibility for the Club's financial affairs.
- 11.2.3 The Men's Captain, in conjunction with the head coach(es), shall draw up lists of men's teams for forthcoming swimming, water polo and water safety competitions / events.
- 11.2.4 The Men's Captain shall himself be the team captain for each competitive team he is selected onto, and shall appoint other team captain's as appropriate for competitive teams he is not part of.
- 11.2.5 The Men's Captain shall keep male members of the Club informed of upcoming swimming, water polo and water safety competitions.
- 11.2.6 The Men's Captain shall be responsible for ensuring that the Club fulfils all its obligations with regard to fixtures imposed by the IWPA and the LBIWPA for the mens team.
- 11.2.7 The Men's Captain shall submit to the Annual General Meeting an annual report of the achievements of the Club's male members during the previous year.
- 11.2.8 The Men's Captain shall act as an alternate signatory for the Club's bank accounts with the exception of the Alumni bank account.

11.3 **Ladies' Captain**

- 11.3.1 The Ladies' Captain shall share with the Men's Captain joint responsibility for all Club activities.
- 11.3.2 The Ladies' Captain shall share with the Men's Captain and the Treasurer responsibility for the Club's financial affairs.
- 11.3.3 The Ladies' Captain, in conjunction with the head coach(es), shall draw up lists of ladies teams for forthcoming swimming, water polo and water safety competitions / events.

- 11.3.4 The Ladies' Captain shall herself be the team captain for each competitive team she is selected onto, and shall appoint other team captain's as appropriate for competitive teams she is not part of.
- 11.3.5 The Ladies' Captain shall keep female members of the Club informed of upcoming swimming, water polo and water safety competitions.
- 11.3.6 The Ladies' Captain shall be responsible for ensuring that the Club fulfils all its obligations with regard to fixtures imposed by the IWPA and the LBIWPA for the ladies team.
- 11.3.7 The Ladies' Captain shall submit to the Annual General Meeting an annual report of the achievements of the Club's female members during the previous year.
- 11.3.8 The Ladies' Captain shall act as an alternate signatory of the Club's bank accounts with the exception of the Alumni bank account.
- 11.4 **Secretary**
- 11.4.1 The Secretary shall be responsible for the completion of the Annual Report and preparing any necessary documentation for any Extraordinary General Meeting or the Annual General Meeting.
- 11.4.2 The Secretary shall be the official spokesperson for the Club to all third parties.
- 11.4.3 The Secretary shall notify all Committee Members of all forthcoming Committee meetings.
- 11.4.4 The Secretary shall carry on all correspondence on behalf of the Club or pass relevant items of correspondence on to the relevant Committee Member(s) who in turn shall deal with them.
- 11.4.5 The Secretary shall take minutes of all Committee meetings and General Meetings and distribute the minutes promptly by email following the meeting.
- 11.4.6 The Secretary shall maintain an accurate register of all Club members including their email addresses.
- 11.4.7 The Secretary shall prepare a yearly report for the Annual General Meeting.
- 11.4.8 The Secretary in consultation with the Men's and Ladies' Captain shall prepare and circulate the agenda for the monthly Committee meetings.
- 11.4.9 The Secretary shall place on the agenda of the monthly Committee meeting any item so requested by a Club Member and shall report back to the membership the decision of the Committee.
- 11.4.10 The Secretary shall ensure the attendance of the appropriate number of members at any meeting of the associations which the Club is affiliated to. These members shall report back to the Committee.
- 11.4.11 The Secretary shall have responsibility for liaison with DUCAC, Swim Ireland, the IWPA and the IUSWA in respect of the affiliation of Club members and their proper insurance.
- 11.4.12 The Secretary shall act as an alternate signatory for the Club's bank account with the exception of the Alumni bank account.

11.5 **Treasurer**

- 11.5.1 The Treasurer shall keep proper books of account for the Club.
- 11.5.2 The Treasurer shall ensure the prompt payment to the Club of membership fees and any other monies to be collected from the members of the Club from time to time.
- 11.5.3 The Treasurer shall be responsible for the forwarding of affiliation and other fees to DUCAC, Swim Ireland, the IWPA, the IUSWA and any other relevant body.
- 11.5.4 The Treasurer shall receive, account for and deposit all cheques and monies in suitable current or deposit accounts, managing to best effect the finances of the Club.
- 11.5.5 The Treasurer shall act as an alternate signatory for the Club's bank account with the exception of the Alumni bank account.
- 11.5.6 Upon the general or specific authorisation of the Committee, the Treasurer shall draw and countersign cheques in payment of the Club's items of expenditure.
- 11.5.7 The Treasurer shall report the current financial position of the Club at each Committee meeting and periodically forecast the Club's income and expenditure.
- 11.5.8 The Treasurer shall account to the Committee for the purchase, sale and control of the assets of the Club.
- 11.5.9 The Treasurer shall present a complete statement of the accounts of the Club at the Annual General Meeting.
- 11.5.10 The Treasurer is responsible, with the approval of the Committee and DUCAC, for the financial negotiation of all fees including overheads and coaching fees.
- 11.5.11 The Treasurer shall be responsible for all financial dealings between the Club and DUCAC.
- 11.5.12 The Club's financial year shall be from the 1st May to the 30th April.

11.6 **Ordinary Committee Members**

- 11.6.1 The four Ordinary Committee Members shall assist the other Committee Members in their duties and the general running of the Club.
- 11.6.2 The Ordinary Committee Members shall carry out such tasks assign to him / her by the Committee at it's meetings including but not limited to the following:
 - 11.6.2.1 promoting the Club's events and schedules to Club members and alumni and where applicable, to Dublin University, Trinity College staff & students in general.
 - 11.6.2.2 raising the Club's profile within the College.
 - 11.6.2.3 working with the rest of the Committee to organise fundraising events to raise money for the Club.
 - 11.6.2.4 seeking sponsorship from third parties for the Club.

- 11.6.3 Up to two Ordinary Committee Member, may be elected by the members at the Annual General Meeting, as either the Men's Water Polo Coordinator, the Ladies' Water Polo Coordinator or the Swim Coordinator, as applicable. The relevant Coordinator(s) shall assist the Men's and / or the Ladies' Captains as requested.
- 11.7 One Ordinary Committee Member shall be elected as the Alumni Co-ordinator. The Alumni Co-ordinator shall be a member of the Committee and Alumni Sub-Committee and shall be accountable to the Committee and membership for the decisions of the Alumni Sub-Committee. The Alumni Co-ordinator shall be responsible for ordering merchandise related to Club Awards and shall assist with organising the Club's annual reunion.
- 11.7.1 One Ordinary Committee Member, may be designated by majority vote of the Committee as the Club Publicity Co-ordinator and will carry out such communication and publicity tasks as assigned to him / her by the Committee.

12 **Fees**

- 12.1 Annual fees payable by members shall be set by the Committee.
- 12.2 Fees shall be payable to the Club in such manner as the Committee may determine.
- 12.3 The Committee shall set the costs and fees for both competing and non-competing members so that all operating costs of the Club are covered.
- 12.4 The Committee shall have the power to suspend on the advice of the Treasurer any member whose fees or portion thereof are not paid within three months of the date due.

13 **Sponsorship, Fundraising and Subsidies**

- 13.1 Any Committee Member, with the full approval of the Committee, shall have the power to negotiate sponsorship contacts on behalf of the Club.
- 13.2 The Committee shall have the power to disburse sponsorship monies at its discretion.
- 13.3 The competing members shall wear or display such insignia or attire as may be directed by the Committee relative to such sponsorship.
- 13.4 The Committee may from time to time engage in fundraising activities and shall have the full support of all members in their endeavours.
- 13.5 All monies accruing from such fundraising activities shall be disbursed at the discretion of the Committee.
- 13.6 Monies raised by fundraising or sponsorship may be used by the Committee for specifically stated activities, sponsorship, events, member subsidy or Club development.
- 13.7 The Committee shall have the power to allocate financial subsidies to members or teams of members selected by the Club or other associations to compete at home or abroad representing the Club, Leinster or Ireland.
- 13.8 Such subsidies are paid solely at the discretion of the Committee.

14 **Club Awards**

14.1 **Award process**

14.1.1 Prior to the Annual General Meeting the Committee shall decide on and inform Club members who are eligible for a Club Award.

14.1.2 It shall be the sole responsibility of those eligible for Club Awards to purchase their award. The Committee will provide necessary information with regards to how to purchase the Club Awards.

14.2 **Club Awards**

14.2.1 The Club Awards consist of:

14.2.2 the Men's Club Tie with diagonal stripes in the Club colours; and

14.2.3 the Ladies' Club Neck Tie with diagonal stripes in the Club colours; and

14.2.4 the Club Scarf

14.3 **Qualification standards for Club Awards**

14.3.1 In order to be eligible to be awarded a Men's Club Tie and Ladies' Club Neck Tie a Club member must have been active Club member for a minimum of two years and have participated in one varsities and colours, or in two varsities, subject to approval by the Committee.

14.3.2 In order to be eligible to be awarded a Club Scarf a member must be an active member of the Club for a minimum of two years and have served as either President, Men's Captain, Ladies Captain, Treasures or Secretary of the Club for at least one year, subject to approval by the President on recommendation by the Committee.

15 **Interpretation**

15.1 If, at any time, circumstances arise for which there is no provision in this Constitution, the Committee shall take such action as seems reasonable and necessary.

15.2 Such action shall be deemed valid until reviewed at an Extraordinary General Meeting or Annual General Meeting.

15.3 The Committee shall inform members of and implement any changes or new rules which Swim Ireland or the IWPA introduce between General Meetings.

16 **Indemnity**

16.1 Every Committee Member, Alumni Sub-Committee member, officer or servant of the Club shall be indemnified by the Club against all claims, and it shall be the duty of the Club to pay all costs, losses and expenses which any such person shall properly incur, or become liable to, by reason of any contract properly entered into or thing done in discharge of duties in good faith duly authorised by the Committee.

16.2 The amount of which such indemnity is provided, shall, as far as funds of the Club allow, immediately attach as a lien on the property and assets of the Club, and have priority over all other claims.

17 **Appointment of Club Coaches**

17.1 The Committee, in conjunction with DUCAC, shall appoint / employ a head swimming coach, a head water polo coach and a head water safety coach to the Club for a specific period and appoint any other coach(es) in consultation with the relevant head coach of a specific discipline. Terms of employment shall be issued and signed by the employee, two members of the Committee and a DUCAC officer.

17.2 The Committee shall agree upon a child liaison officer, who shall have no direct connection to the Club. This external person shall, where possible, be a volunteering professional, whose role is to be contactable by any Club member if needed and deal with any serious matters in a manner he / she finds appropriate.

ENDS

FORM OF LETTER OF RELEASE

[to be issued on DUSC headed paper]

[Insert date]

To whom it may concern,

A transfer release has been granted to [insert name] by Dublin University Swimming Club. [insert name] has no outstanding issues, financial or otherwise, with the club and is free to transfer to [insert name of club member is seeking transfer to].

We wish [him / her] every success with [his / her] new club.

Yours sincerely

[Men's Captain/ Ladies' Captain]

[Committee Member]