

Constitution

1. Name

The name of the Club shall be ATU Mayo Caving Club hereinafter referred to as the Club.

2. Objectives

The “Club” is established to promote Caving through demonstrations, tuition and participation.

3. Committee

a) The Club will be under the management of the committee, the officers of which shall be elected by majority vote at the annual general meeting.

b) The officers of the committee shall consist of :-

1. The Chairman.

2. The Secretary.

3. The Treasurer.

4. The Equipment Officer/PRO Ordinary member or other roles as relevant

5. Ordinary member or other roles as relevant

c) The committee shall meet at its discretion, but must meet at least four times annually.

d) The Chairman of the Club shall be an ex-officio member of any sub-committees set up by the Club.

e) The committee are under management of the ATU Mayo Sports office

4. Meetings

a) Meetings of the committee shall be as per the Constitution. Minutes of all meetings be made and retained by the Secretary. A quorum for a committee meeting shall be two thirds of its members. All committee members are required to attend at least four times a year.

- b) The committee shall convene one Annual General Meeting of all members within each calendar year. AGM must take place before the end of college term 2 at a place and time which in their opinion is most acceptable to the general membership.
- c) The purpose of the Annual General Meeting shall be to review the activities and performance of the Club over the previous year and to set targets for the following year and to elect a new committee.
- d) Nominations for posts on the committee must be received by the existing committee at least three weeks before the Annual General Meeting.
- e) Changes to the Constitution can only be effected at an Annual General Meeting and then only by two thirds majority of voting members. All changes to the constitution must be reviewed by the sports office.
- f) Resolutions on any matter pertaining to the Club for consideration by the Annual General Meeting, shall be in writing and received three weeks before the meeting.
- g) The committee shall inform all its members of the date and venue of the Annual General Meeting at least one month before the meeting.
- h) An Extraordinary General Meeting can be called for by the members on submission of a notice of agenda to the committee which has been signed by at least two thirds of the members. The meeting to be called by the committee within one month of receipt of notice.

5. Elections

Except where otherwise stipulated by the Constitution all elections within the Club will be decided by majority vote and each candidate will require one nominator and one seconder.

6. Membership

- a) Membership is open to all registered students of ATU Mayo

7. Safety

All courtesy and safety rules shall apply in accordance with **NATIONAL GOVERNING BODY** and ATU Sport Mayo procedures. Any member who breaks these rules will be reported to the sports office for investigation.

9. Discipline

The committee shall dismiss any member who in their opinion has misconducted themselves or has brought the Club or the Sport into disrepute. The sports office must be informed of such and may intervene.

10. Duties of Officers

Chairperson To chair all meetings. To allow equal time for debate and discussion. To advise secretary on meetings agenda's. Have casting vote in the event of a tie. To pursue resolutions passed at meetings – making sure people do their job.

Treasurer Responsible for all monies in the club and to keep account of all transactions. Submit to the committee a yearly report. To be chairman of all fund raising activities.

Secretary Responsible for:- keeping an up to date minute book with an attendance record. For making out the agenda with the chairman for all meetings. All correspondence to and from the Club. Membership records. Informing members of coming events and supplying them with yearly event sheets. Informing the relative bodies of his/her postal address. Update the sports officer of club activities.

Equipment Officer Responsible for:- the care and maintenance of all club equipment.