

IUSWA

Irish University Swimming & Waterpolo Association

Constitution

1. Name

The name of the association which shall be governed by this constitution shall be the, "Irish University Swimming and Water-polo Association", hereinafter referred to as "the IUSWA".

2. Functions of the IUSWA

The function of the IUSWA shall be to represent its members and promote, develop, represent and govern swimming, water polo and associated water disciplines at third level and in third level institutions in Ireland.

3. Fundamental Objectives

The objectives of the IUSWA shall be the promotion and furtherance of any matters of interest to the membership, in particular:

- A. To act as the recognised representative body, for affiliated Clubs and their interests.
- B. To govern the running of third level swimming, waterpolo and other swimming competitions, and to advise and aid the members in hosting of these competitions.
- C. To promote the unity of the organisation and contact between members through assisting affiliated Clubs.
- D. To encourage participation by students in Swimming and Waterpolo in 3rd level institutions.

4. Membership

- A. All third level Swimming and Water-polo Clubs shall, on payment of the affiliation fee become full members of the IUSWA.
- B. All members of above mentioned Swimming and Waterpolo Clubs must be currently registered students with their respective colleges and universities to compete in IUSWA competitions and activities. Students that have graduated / qualified from their respective colleges in the 12 months previous, are eligible to participate in IUSWA competitions and activities.

5. Management

The management of the association shall be vested in the following six officers, who will form the "Executive Committee" –

(a) The President – who shall chair all meetings of the Committee and Executive Committee and act as a representative of the Association at all official Functions. He/she shall also exercise a casting vote in the event of a voting tie.

(b) The Hon. Treasurer – who shall be responsible for the production of accounts, and also report on the accounts to be presented to the Annual General meeting of the committee. The Hon. Treasurer shall also report on the financial affairs of the Association as requested by the Executive Committee.

(c) The Hon. Secretary – who shall deal with all correspondence of the Association and carry out the instructions of the Committee and Executive Committee and shall be generally responsible for the good

and efficient management of the Association.

(d) Vice – Chairperson – who shall act in place of the Chairperson in his/her absence.

(e) Swimming Coordinator – Coordinate and correspond with host college of the swimming intervarsity event. Ensure correct running of event and adherence to rules. Organise Celtic nations swimming team.

(f) Water Polo Coordinator - Coordinate and correspond with host college of the water polo intervarsity event. Ensure correct running of event and adherence to rules. Organise Celtic nations water polo team.

(g) Lifesaving Coordinator - Coordinate and correspond with host college of the Lifesaving intervarsity event. Ensure correct running of event and adherence to rules.

(h) Swim Ireland Representative – who shall be elected by Swim Ireland and advise and report to the IUSWA Executive.

(i) Sports Leader – who shall be a sports officer in a member institution and shall be entitled to sit on the IUSWA Executive.

These officers shall represent the members at all times, carrying out its instructions and reporting on all their actions to the following meetings, other than the routine ones. The members shall elect these Officers at its Annual General Meeting (with the exception of (h)). Only members of affiliated Clubs may be elected as officers. The Committee may also elect persons to carry out specified functions or to assist the Executive Committee. Such appointments shall cease when they are resigned or terminated by the committee, and in any case at the following Annual General Meeting. A person holding office under (a), (b) or (c) or appointed by the Committee to carry out specified functions or to assist the executive Committee may not hold one of the other positions simultaneously.

- G. The Executive Committee shall be elected in accordance with Schedule I. An officer cannot hold two offices at once.
- H. The Executive Committee shall be responsible for the day to day running of the representational activities of the IUSWA.
- I. Executive Committee shall present audited accounts to each Annual General Meeting.
- J. The Executive Committee shall meet monthly to discuss matters arising of importance to members or, if required, more frequently.
- K. A decision made at an Extraordinary Executive Committee Meeting must be ratified by the next Executive Committee Meeting or be counted as being nullified ab initio.
- L. The Executive Committee shall be responsible for all detailed matters concerning the functioning of the IUSWA.

6. Structure

i. IUSWA

- A. The structure of the IUSWA shall be such that the officers shall exercise plenary powers between Executive meetings and shall on request present a report of work to these meetings and shall be subject to any decision made by the Executive.
- B. The IUSWA is affiliated to the SI and IWPA.
- C. The IUSWA is recognised by the Council of University Sports Administrators of Ireland and the Irish Student Sports Association, hereinafter “CUSAI” and “ISSA”.

ii. COMPETITION

The Committee shall make Rules and provide outlines for the hosting and running of the following Annual Competitions:

- (i) Men’s and Women’s Swimming, which shall be team and individual championships forming an intervarsity contest to decide the Champion College. Entry shall be limited to the male and female registered members of affiliated Clubs.
- (ii) Men’s and Women’s Waterpolo, which shall be team championships forming an intervarsity contest to decide the Champion College. Entry

- shall be limited to the male and female registered members of affiliated Clubs
- (iii) Such other intervarsity competitions for affiliated clubs, as the committee considers desirable.
- (iv) Such contests between teams representing the combined universities and colleges and other foreign teams, as the committee considers desirable.

7. Officers

- A. The Officers of the IUSWA shall be:
 - a. The Chairperson
 - b. The Vice-Chairperson
 - c. The Secretary
 - d. The Treasurer
 - e. Swimming Coordinator
 - f. Water polo Coordinator
 - g. Lifesaving Coordinator
 - h. The Swim Ireland Representative
 - i. The Sports Leader
- B. Officers of the IUSWA shall be elected in accordance with Schedule I of this constitution.
- C. The IUSWA Chairperson shall be responsible for the working and safeguarding of this constitution.

8. Indemnity

Every officer of the IUSWA shall be entitled to be indemnified out of the assets of the IUSWA against all losses or liability which s/he may sustain or incur in or about the execution of his or her office or otherwise in the relation thereto and no officer shall be liable for any loss, damage or misfortune, which may happen to or be incurred by the IUSWA in the execution of the duties of his or her office or in relation thereto. Provided that nothing in this clause shall affect their liability for the consequences of any negligent act on their part.

9. General Meetings

- A. There shall be two kinds of General Meeting:
 - i. An "Annual General Meeting" and
 - ii. An "Extraordinary General Meeting"
- B. An Annual General Meeting shall be called at least once per college year (September – June). The Annual General Meeting shall be held after Swimming/Polo Intersivity after Christmas with at least fifteen college days ' (hereinafter "college days" referred to are Mon-Fri during semester) notice given.
If an Annual General Meeting cannot be held at this time, then an alternative date should be arranged no later than four weeks into the second semester with the agreement of the general committee.
- C. An Extraordinary General Meeting must be convened within ten college days of receipt of request, with at least five college days' notice given.
- D. The Secretary shall call an Extraordinary General Meeting, upon receipt of a written request. It may be from any of the following:
The Executive Committee
Or SI, IWPA, CUSAI

Or Special Meetings - which shall be convened within ten college days of receiving written notice from any of the affiliated Clubs which is endorsed with the signatures of officers of at least two other affiliated Clubs, requesting such a meeting or a decision by the executive Committee to call a Special Meeting. In either case, the same notice as required for an A.G.M. must be given to each affiliated Club and the reason for the calling of this Special Meeting and the business to be discussed must also be notified to the Clubs. The A.G.M. shall be held at any place convenient for delegates of the Clubs competing in the Championships. Should the Hon. Secretary neglect to convene a Committee meeting within the times specified, any affiliated club may do so. Any Extraordinary General Meeting shall discuss only the business for which it was called, and this business must be specified in the written request.

- E. Notices for all general meetings shall be placed on the IUSWA website and emailed to each affiliated Club. Notices of motion shall be submitted to the Secretary of the IUSWA not less than five college days before the General Meeting at which they are to be discussed. The final agenda shall be placed on the IUSWA website and emailed to each affiliated Club three college days before the General Meeting.
- F. All affiliated clubs shall appoint two delegates to attend, speak and vote at all general meetings.
- G. The quorum for an Annual and Extraordinary General Meeting shall be 50% + 1 member of the affiliated clubs. In the event of a successful quorum challenge at any point in the proceedings, no further decisions shall be reached at that meeting, but the tablers of the remaining items on the agenda shall have the right to table those items at the next Annual General Meeting. Voting shall be determined by simple majority. However fundamental issues such as changes to the constitution, etc. shall require 75% of the votership.

10. Elections

The members of the Executive Committee shall be elected by and from the full members of the IUSWA in accordance with Schedule I.

11. Removal of an officer

Any officer may be removed by a 75% majority of a quorum of affiliated members.

12. Minutes

At all General and Executive meetings, minutes shall be taken by the Secretary which shall be distributed at the next appropriate meeting. A copy of the draft minutes of each meeting shall, as soon as possible after the meeting, be made available to members. Confirmed minutes shall be similarly made available as soon as possible after confirmation. All minutes after confirmation, shall be filed in the appropriate minute book.

13. Interpretation of the Constitution

In the event of a dispute as to the interpretation of any part of the Constitution and its Schedules, the ruling of the Executive Committee shall be sought. The ruling of the Executive shall stand unless and until it is successfully challenged at a duly constituted General Meeting, on a simple majority. However any action taken under the ruling of the Executive before such a successful challenge shall not be invalidated thereby.

14. Interpretation of Minutes and Motions of all IUSWA Meetings

The Executive Committee shall rule on disputes as to interpretation of minutes and motions of meetings of the IUSWA having regard to members of the Committee from which the dispute arises. In the case of conflict between the text of the motion, the language in which the Secretary took notes of the meeting shall prevail.

15. Revocation

All previous constitutions are hereby revoked. However, elections adopted under the previous Constitution are not invalidated or made inoperable as a result of this revocation until subsequent annual elections are held.

ADDITIONAL SCHEDULES

SCHEDULE I: ELECTIONS

Section A:

The election of the officers of the Executive of the IUSWA

1. The term of office of the Officers shall be from election at each Annual General Meeting
2.
 - A. Only full members (those referred to above) of the IUSWA may be nominated as candidates for any elective post under this section.
 - B. A candidate's nomination must clearly specify the post for which s/he is being nominated. The candidate must be nominated and seconded by the member club who must have obtained the nominees consent or approval. All nominators must also be full members of the IUSWA.
 - C. The nominee must accept the position before the election is ratified.
3. Voting shall take place at the Annual General Meeting of the IUSWA.
4. Each affiliated Club of the IUSWA shall have two votes.
5. If there is only one candidate for any Executive position, that person shall be elected automatically.

Section B:

By-elections of Executive Officers of the IUSWA. If any of the above posts falls vacant, a by-election shall be held according to the following procedure:

1.
 - A. Upon the occurrence of a vacancy, the Secretary or Chairperson of the IUSWA shall, within 10 college days, call a meeting of the Executive at which the committee shall be entitled to appoint a person to occupy the vacancy on an interim basis until the holding of a General Meeting of the IUSWA at which the vacancy shall be occupied.
 - B. Within five further college days, the Executive Committee shall cause to have the vacancy advertised on the IUSWA website and through email shall give notice of the by-election. Nominations must remain open for five college days.
 - C. An Extraordinary General Meeting must be called to elect the new member to the Executive position open.
2. Save as provided in paragraphs 1, 2 and 3 Section A, the procedure set out in Section B above will apply to by-elections held under this section.