

# **CONSTITUTION OF INISHOWEN ATHLETICS CLUB**

## **Introduction/Interpretation:**

The name of the Club will be the Inishowen Athletics Club ('hereinafter 'the Club'). The Club shall be affiliated to Athletics Association of Ireland. This Constitution consists of the following Articles and shall be adopted as such by the Club to ensure that each and every member of the club (hereinafter "Member") is aware of his or her rights and obligations. The Constitution shall not be altered except by way of the passing of a Special Resolution at the Annual General Meeting or General Meeting of the Club where such Resolution is passed by a majority of 75% of the Members who have attained the age of 18 years.

## **Article 1.**

### **Definitions.**

- 1.1 Member: Any person who has paid the Subscription to become a member of the Club.
- 1.2 Subscription: The annual fee to be paid to the Club become a Member of the Club.
- 1.3 Juvenile Member: (hereinafter "Juvenile Member") any such Member who has not yet attained the age of eighteen years.

## **Article 2.**

### **Club Policy Statement.**

The Club is committed to safeguarding the wellbeing of its Members. Every Member shall at all times respect and understand Members' rights, safety and welfare and shall conduct himself or herself in a way that conforms with the objectives of the Club and the guidelines contained in the *Code of Ethics and Good practice for Children's Sport*

## **Article 3.**

### **Objects.**

The objects of the Club are:

- (a) To promote, encourage and to provide for the coaching and development of athletics;
- (b) To facilitate and assist all Members in reaching their full potential with regard to athletics generally;
- (c) To do all such things incidental to the main objects;
- (d) To devise rules and policies for the Club;
- (e) To promote and market the Club to reach its full potential.

## **Article 4**

### **Executive Committee**

The Club shall be administered by an Executive Committee (hereinafter ‘the Committee’) whose Officers (‘the Officers’) shall be elected by Members not being Juvenile Members voting at the Annual General Meeting. All Officers shall be Members who have attained the age of 18 years. The Committee shall be responsible for the management of the business and day to day affairs of the Club.

The Committee shall be authorised to create sub committees as and when required. All sub committees shall keep minutes of their meetings which shall be available on request to the Committee.

The Committee shall

- (a) be responsible for formulating policy for the development and direction of the Club in all its activities and for the putting forward of proposals in relation thereto for the approval of Members at AGM or EGM.
- (b) enter into contracts only where the Members or Officers are not personally responsible for the performance thereof.
- (c) be responsible for maintaining and formulating a marketing policy and plan for the Club’s fundraising and other activities and shall at all times promote the Club.
- (d) plan, organize and review the activities of the Club on an ongoing basis.
- (e) arrange the Committee’s monthly meetings and AGMs and call EGMs if necessary
- (f) examine any proposal from any Members received in accordance with this Constitution
- (g) settle any dispute that may arise between Members in accordance with this Constitution.
- (h) Recommend the imposition of sanctions on Members where appropriate.
- (i) co-opt members of the Committee should the need arise during the tenure of the Committee.
- (j) Outline and enforce the duties of the Officers.

## **Article 5**

### **Election Procedure**

- 5.1.1 The Officers of the Committee shall be elected by the Members not being juvenile members at the Annual General Meeting.
- 5.1.2 All Members not being juvenile members shall be eligible for election as Officers.

- 5.1.3 Any such Member not being a juvenile member seeking election to the Committee shall be proposed and seconded by separate Member not being a juvenile member at the AGM.
- 5.1.4 The Officers shall retire annually but shall be available for re-election.
- 5.1.5 An Officer may vacate his or her office by resigning or by ceasing to be a Member of the Club.
- 5.1.6 An Officer may be deposed by the sanction of a majority of the Members not being juvenile members voting at an EGM called for that purpose.
- 5.1.7 The Executive Committee must fill any such vacancy as soon as possible.
- 5.1.8 Any Member not being a juvenile member thus appointed shall hold office until the next Annual General Meeting.
- 5.1.9 Should an Officer resign during his/her period of office, the Committee may operate notwithstanding that such a vacancy exists.

## **Article 6**

### **Meetings of the Executive Committee**

- 6.1 The Committee shall meet at least four times during its tenure.
- 6.2 Voting on proposals at meetings of the Committee shall be by majority of the Committee then present and the Chair shall have a casting vote.
- 6.3 The Committee shall not be deemed to be in session until such time as three members thereof shall be in attendance at any such meeting.

## **Article 7**

### **Membership**

- 7.1 An individual shall be described as a Member of the Club when his or her membership form has been completed and furnished to the Registrar and the subscription has been paid in full and accepted by the Registrar. A Member's name shall be entered on the list of Members of the Club by the Registrar and sent to the AAI.
- 7.2 All Members not being juvenile members are eligible to propose Motions to be adopted at general meetings.
- 7.3 All Members not being juvenile members shall be entitled to attend and vote on all matters appearing on the Agenda of any General Meetings of the Club.
- 7.4 Subscriptions shall be determined from time to time by a majority of the Members not being juvenile members at the Annual General Meeting or EGM and shall become due on the 1<sup>st</sup> day of January of each year.
- 7.5 The registration year runs from the 1<sup>st</sup> January to the 31<sup>st</sup> December of each year.

## **Article 8**

### **Finance**

- 8.1 The Treasurer shall keep proper books of account and in particular shall retain records of all receipts and payments
- 8.2 A monthly Bank Reconciliation shall be prepared and submitted to the Committee each month.
- 8.3 The proposed Annual Accounts of the Club shall be prepared by the Treasurer in advance of the AGM and furnished to each member in advance of the holding of the AGM.
- 8.4 The annual accounts shall be approved by the Senior and Associate Members at the AGM.
- 8.5 The Committee is hereby authorised to open Bank Accounts in the name of the Club.
- 8.6 The Treasurer and one other Officer together shall be mandated to write cheques or sign direct debits.
- 8.7 The Treasurer shall receive all money paid to the Club and shall ensure that all such funds are lodged to the Club's Bank Account as soon as practicable.
- 8.8 No Member of the Club shall have any personal interest in the Club except in the normal course of the Club's business.
- 8.9 The Committee shall have power to borrow for the purposes of the Club.
- 8.10 The Committee shall not have the power to pledge the personal liability of any Member of the Club for the repayment of any sums borrowed.

## **Article 9**

### **Annual General Meetings (AGM)**

- 9.1.1 Annual General meetings shall be convened within a period of fifteen months from the last AGM.
- 9.1.2 All Members not being juvenile members shall be invited to attend the AGM by written notice sent by the Secretary at least 21 days before the date of the AGM.
- 9.1.3 The Committee shall lay before the AGM for approval by the Senior and Associate Members the Financial Reports of the Committee.
- 9.1.4 The Members not being juvenile members at AGM shall elect the Officers of the Committee for a tenure of one year.
- 9.1.5 Any Member not being a juvenile member is entitled to submit any proposal by way of a Motion regarding by sending a copy of same to the Secretary at least 7 days before the holding of the AGM or EGM
- 9.1.6 The outgoing Committee shall resign at the AGM.
- 9.1.7 Each Officer at the AGM shall present a report dealing with his/her responsibilities during the preceding year.

## **Article 10**

### **Extraordinary General Meetings**

- 10.1 An Extraordinary General Meeting (EGM) may be called by the Committee or by written Requisition to the Secretary signed by at least 10% of the Members not being juvenile members.

## **Article 11**

### **Complaints, Suspension and Expulsion.**

11. Any complaints relating to the conduct of a Member or of the Committee must be made to the Secretary in writing who will submit same to the Committee for consideration and decision.
- 11.2.1 Any such complaint shall be referred by the Committee to a disciplinary sub committee of the Committee comprising of at least three members of the Committee.
- 11.2.2 The Committee shall forthwith make available in writing the nature of the complaint to the Member concerned and shall afford such Member an opportunity to address any such complaint and shall have regard at all times for fair procedures during the course of any decision relating to the complaint.
- 11.2.3 Any Member subject to such complaint shall have the right to be accompanied by any person of his or her choosing to any meeting enquiring into any such complaint.
- 11.2.4 The sub Committee shall after proper and careful enquiry and after affording the concerned Member proper and fair procedures make a recommendation regarding such complaint to the Club by way of motion to an EGM of the Club.
- 11.2.5 An Appeal shall lie against any such recommendation to the Committee.
- 11.2.6 The Committee sitting with at least five officers not being members of the said sub committee shall commence a fresh enquiry into the said complaint affording at all times the concerned Member fair procedures.
- 11.2.7 The Committee shall have the power to recommend to an EGM any appropriate sanction against any Member for any misconduct and the sanction for proven gross misconduct may include the sanction of suspension or expulsion.

## **Article 12**

### **Data Protection**

Pursuant to the provisions of the Data Protection Act, 1988-2003, members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data) solely for club purposes, either on its computer or in its manual filing system, and consent to the use of all such data, including its disclosure to third parties for the proper and effective management of the Club.

## **Article 13**

### **Income and property**

27. The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the Members. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However, nothing shall prevent any payment in good faith by the Club of

- (a) reasonable and proper remuneration to any Member (not being an Officer) for any services rendered to the body;
- (b) reasonable and proper rent for premises demised and let by any Member (including any Officer) to the Club;
- (c) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;

## **Article 14**

### **Winding-up**

14. If upon the winding up or the dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the Members. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as it imposed on the body under or by virtue of Article 14 hereof. Members not being juvenile members shall select the relevant institution or institutions at or before the time of dissolution, and if so far as effect cannot be given to such provisions, the property shall be given or transferred to some charitable object.