CLUB CONSTITUTION

TABLE OF CONTENTS

1

PAGE

1. [Name of the Organisation 1](#_TOC_250013)
2. [Affiliations 1](#_TOC_250012)
3. [Club Name / Colours 1](#_TOC_250011)
4. [Aims and Mission 1](#_TOC_250010)
5. [Codes of Conduct 1](#_TOC_250009)
6. [Membership 2](#_TOC_250008)
7. [Annual General Meeting: 3](#_TOC_250007)
8. [Extraordinary General Meeting 4](#_TOC_250006)
9. [Management of the Club 5](#_TOC_250005)
10. [Roles & Responsibilities 6](#_TOC_250004)
11. [Finance and Accounts 7](#_TOC_250003)
12. [Investigatory Process 8](#_TOC_250002)
13. [Establishment 10](#_TOC_250001)
14. [Dissolution 10](#_TOC_250000)

# Name of the Organisation

1

The name of the club is “Ace Athletic Club” and may be referred to where necessary as “Ace A.C.” All references hereinafter in this document to ‘the Club’ shall mean Ace Athletic Club.

# Affiliations

The Club will affiliate annually with the Athletic Association of Ireland (AAI), Athletics Leinster and Athletics Louth or their successor(s). All members agree to be bound by the rules, for the time of being, of the AAI and the International Association of Athletics Federations (IAAF).

# Club Name / Colours

The Club colours are Green and Grey with Club name, which shall be worn in all competitions where members are representing the Club.

# Aims and Mission

* 1. The aim of the Club is to encourage and promote the participation and enjoyment of athletics of all standards in Drogheda and the surrounding area.
	2. The Club shall also promote the pursuit of sporting excellence within its members so that all members may fully reach and achieve their athletic potential.
	3. The Club shall aim to provide services to all its members in a way that is fair to everyone regardless of ability. It is the policy of the Club to promote equalopportunities for all people regardless of their ability, disability, race, sexualorientation,nationality, colour,ethnicity, or creed. The Club shall not knowingly act in any way that is an infringement of a member’s human rights.

# Codes of Conduct

* 1. Sport should be safe, fun and conducted in a spirit of fair play.
	2. All Members, coaches, and parents/guardians of Junior Members should act, at all times, in accordance with the relevant Guidelines and Codes of Conduct set out in Athletics Ireland’s Code of Ethics and Good Practice for Children’s Sports.

<http://www.athleticsireland.ie/downloads/other/Athletics_Ireland_Code_of_Conduct_> for\_Children.pdf

# Membership

2

* 1. The Club’s members must be at least 7 years of age in the year their membership commences. Otherwise, membership is open to all who complete a membership form and pay the relevant subscription fee.
	2. Membership will begin as soon as the membership form is filled in and the subscription fee is received. Once the subscription fee and membership form are received, the member will be registered with the Athletics Association of Ireland by the Club Registrar.
	3. The Club may provide a maximum of 4 training sessions to potential new members, after which full membership/subscription will be required.
	4. The Club or its management and/or members, shall not be liable for, nor shall they accept responsibility for any injury, loss or damage howsoever sustained by

any person or persons who are not members of the Club whether direct or indirect and including consequential losses arising out of any of the activities of the Club or in any way whatsoever which does not arise from any negligent act or omission of the Club, its management and/or members.

* 1. There will be an annual subscription fee, payable by all members. Any changes to

the annual subscription fee will be agreed at the Annual General Meeting to take effect the following year. This subscription fee will cover the 12 months from 1st January

to 31st December inclusive. Members joining during the Club year shall be liable for the full annual subscription fee unless otherwise determined by the Management Committee.

* 1. An up to date list of members’ names, current addresses, dates of birth and contact phone numbers (the “Membership List”) will be kept by the Club Registrar. The Membership List is covered by the Data Protection legislation in force at any given time.
	2. Registered Members may resign at any time in writing to the Club Registrar. Any member whose subscription fee is outstanding for more than one year will be deemed to have resigned.
	3. Any member may request a transfer from the Club to another athletic club by notifying the General Secretary in writing two weeks before the April/September County

Board Meetings. Transfers take place currently in the months of April and September

at the County Board Meeting.Any such request shall be accepted and processed by the Management Committee ina timely manner, unless the member is in any way financially indebted to the Club.

* 1. Registered and fully paid-up Club members under 16 years of age are referred to throughout this Constitution as “Junior Members” and those 16 years of age or over are referred to throughout this Constitution as “Senior Members”.

# Annual General Meeting:

3

* 1. The Annual General Meeting (A.G.M.) will be held in April of each year to cover the period from the 1st January to 31st December of the previous year.
	2. The A.G.M. Agenda will include:
		+ The Chairperson’s Opening Address
		+ Minutes of previous meeting
		+ Matters arising
		+ Chairperson’s Report
		+ Treasurer’s report
		+ Secretary’s report (if required)
		+ Motions submitted in advance of the meeting
		+ Election of members of the Management Committee
		+ Any other business
	3. A notice of the A.G.M., together with a provisional agenda, will be sent out at least

4 weeks in advance to all Eligible Participants. For the purposes of this Constitution, an “Eligible Participant” shall be a Senior Member who has been a member of the Club for a period of at least six months, or a parent/guardian of one or more Junior Members who have been members of the Club for a period of at least six months, at the relevant time.

* 1. Together with the notice of the A.G.M., Eligible Participants will be invited to submit motions for inclusion on the agenda and/or nominations for Management Committee posts to the General Secretary in writing at least 14 days before the date of the A.G.M..
	2. Only motions submitted in advance of the A.G.M. will be discussed at the A.G.M..
	3. All Senior Members who are Eligible Participants will have the right to vote at the

A.G.M. Eligible Participants who are the parents/guardians of Junior Members will be entitled to represent, and vote on behalf of, each such Junior Member.

* 1. Voting will be done on the basis of a secret vote.
	2. In the event of a tied vote, the Chairperson will have a casting vote.
	3. Any changes to the Constitution and any motion to dissolve the Club shall require

a 2/3 majority of the votes cast at the A.G.M. Any other motion shall require a simple majority of votes cast at the A.G.M..

* 1. The minutes of the A.G.M. will be taken by the outgoing General Secretary.
	2. All Club records (including financial records) remain the property of the Club, and must be handed over by any outgoing member of the Management Committee to the appropriate incoming member of the Management Committee at the A.G.M. All Club records should be held for a minimum of 6 years.

# Extraordinary General Meeting

4

* 1. An Extraordinary General Meeting (E.G.M.) can be called by any of the following:
1. Any five members of the Management Committee.
2. 15 Eligible Participants.
	1. Notwithstanding Clause 8.1 above, an E.G.M. must be called by the Management Committee:
3. if matters are drawn to its attention that could reasonably be expected to have a material detrimental effect to the welfare of the Club or its members, or to the reputation or financial standing of the Club; or
4. to replace a member of the Management Committee in accordance with Clause 9.16 below.
	1. A request for an E.G.M must be submitted in writing to the General Secretary and must include a detailed reason for such a request. The request must be signed by all persons concerned, in compliance with Clause 8.1 above.
	2. The Management Committee must facilitate the holding of an E.G.M. within 21 days of receipt of such a request.
	3. A notice of the E.G.M., together with a provisional agenda, will be sent out at least 10 days in advance to all Eligible Participants.
	4. If the Management Committee fails to facilitate the holding of an E.G.M. in accordance with the terms of this Constitution, those members of the Club who submitted the request for the E.G.M., shall be entitled to themselves convene the E.G.M., in accordance with the terms of this Constitution, within 21 days of notifying the General Secretary of their intention to do so. Any dispute over the legitimacy of the E.G.M. shall be determined by the Eligible Participants present at the E.G.M., prior to addressing the substantive motion(s) tabled.
	5. The procedural and voting rules applicable to an A.G.M (as set out in Clause 7 above) shall apply equally to an E.G.M.

# Management of the Club

* 1. The club shall be managed by a Management Committee, the members of which shall be elected at the A.G.M of the Club.
	2. The role of the Management Committee will be to oversee and co-ordinate the day-to- day running of the Club on behalf of the members of the Club.
	3. The Management Committee should at all times act in accordance with this Constitution and in the best interest of the Club and its members, and should maintain full transparency with the members of the Club with respect to any matter that could reasonably be expected to have a material detrimental effect to the welfare of the Club or its members, or to the reputation or financial standing of the Club.
	4. The Management Committee will consist of the following members (“committee members”):

5

* + - Chairperson
		- Vice Chairperson
		- General Secretary
		- Treasurer
		- Competition Secretary
		- Registrar
		- Child Protection/Welfare Officer
		- Public Relations Officer
		- Coaches Representative
		- Parents’ Representative
		- Fundraising Officer
	1. Each committee member, with the exception of the Parents’ Representative, must have been a Senior Member of the Club for a period of at least six months prior to nomination. The Parents’ Representative must, at the time of nomination, be a

parent/guardian of a Junior Member who has been a member of the Club for a period of at least six months.

* 1. The Management Committee shall hold office from the conclusion of the A.G.M. at which it is elected.
	2. Committee members shall be elected for a term of one-year, to be re-elected or replaced at the next A.G.M. Committee members will only be permitted to serve in the same role on the Management Committee for a maximum of two consecutive terms.
	3. Management Committee meetings shall take place, insofar as possible, on a monthly basis, or according to the needs of the Club.
	4. The General Secretary must give reasonable notice to all committee members of a forthcoming meeting.
	5. For a meeting to be held, a quorum of 8 committee members must be present.
	6. All decisions of the Management Committee will be by majority vote of those committee members present.
	7. The Management Committee will have the power to appoint different sub-committees, and to approve membership of each such sub-committee.
	8. A committee member will represent the club at the monthly Louth Athletics County Board meetings and report back on all matters pertinent to the club at the next Management Committee meeting.
	9. A committee member wishing to resign from the Management Committee must notify the Management Committee in writing at least 6 weeks in advance of his or her resignation.

6

* 1. The Management Committee will have the right to remove a member from the Management Committee who has been absent from 3 consecutive committee meetings without due notice and/or good reason and/or if they consider it in the best interests of the Club.
	2. Where a committee member resigns or is removed from the Management Committee, the Management Committee must call an E.G.M., in accordance with Clause 8 above, to provide all Eligible Participants the opportunity to elect a replacement.

# Roles & Responsibilities

* 1. The Chairperson – The Chairperson shall preside over all Management Committee meetings, A.G.M.’s and E.G.M.’s.
	2. The Vice Chairperson – The Vice Chairperson will act as deputy to the Chairperson in all duties of the role of Chairperson.
	3. The General Secretary – The General Secretary will be responsible for issuing notices of, attending and taking minutes of the proceedings of all

Management Committee meetings, A.G.M.’s and E.G.M.’s He or she will also conduct such correspondence as may be necessary on behalf of the Club.

* 1. The Treasurer – The Treasurer will receive monies and make payments on behalf of the Club; maintain such records as may be necessary for the proper control of the Club finances; report on monies received and paid out to the meetings of the Management Committee; and provide a report on the finances of the Club to the A.G.M.
	2. The Competition Secretary – The Competition Secretary will organize the entry of Club teams into all AAI events.
	3. The Registrar – The Registrar will be responsible for registering all members of the Club with the AAI and shall do so in a timely manner. He or she will receive all applications from prospective members of the Club and will ensure all contact details are present and correct. He or she will also be responsible for keeping an up-to-date database of all current members of the Club along with their contact details.
	4. The Child Protection/Welfare Officer – The Child Protection/Welfare Officer must be aware of his or her responsibilities as outlined by the AAI Child Protection guidelines and will act in accordance with these at all times.
	5. The Public Relations Officer – The Public Relations Officer will be responsible for promoting the Club, its members and events. He or she will seek as much

positive publicity as possible for the Club and its members and will be responsible for communicating with members, by use of the Ace A.C. Facebook page, text messaging and/or other such means as appropriate. He or she will also prepare articles for inclusion in local and other publications on Club activities and events.

* 1. The Coaches Representative - The Coaches Representative will be responsible for representing the views of active coaches in the Club at Management Committee meetings. He or she should be appointed by a simple majority of votes cast at the

7

A.G.M. by Eligible Participants who are active coaches in the Club.

* 1. The Parents’ Representative – The Parents’ Representative will be responsible for representing the views of the parents and guardians of Junior Members of the Club at Management Committee meetings. He or she should be appointed by a simple majority of votes cast at the A.G.M. by Eligible Participants who are parents/ guardians of Junior Members of the Club.
	2. The Fundraising Officer – The Fundraising Officer will be responsible for co- ordinating the fundraising activities of the Club.

# Finance and Accounts

* 1. The Management Committee will endeavour to secure all sources of funding for the Club available locally or nationally.
	2. Control of income and expenditure and future budgeting of the Club will be the responsibility of the Treasurer. The Treasurer will advise the Management Committee of the financial situation of the Club at Management Committee meetings.
	3. All income must be passed to the Treasurer or paid into the Club accounts without delay.
	4. All expenditure must receive prior approval by the Management Committee with the exception of expenditure below €250 which can be incurred with the Treasurer’s consent but must be receipted and reported on at the following Management Committee meeting.
	5. The club will not have borrowings, overdrafts or a combination of both where their total exceeds €2000 without first obtaining the approval of a majority of Eligible Participants at an A.G.M. or E.G.M. When seeking approval for such borrowings or overdrafts the Eligible Participants must be given full details of

the reasons for their necessity together with details of repayments and time span for the repayments.

* 1. When a payment is made on behalf of the Club, a properly completed receipt must be obtained from the payee. Receipts must be forwarded to the Treasurer for recording and filing.
	2. All Club monies will be banked in an account held in the name of the Club.
	3. The financial records and accounts of the Club will be kept in accordance with recognised accounting practice. Prior to the A.G.M., these records must be certified by auditors appointed by the Management Committee. The accounts must

then be presented to the A.G.M. for approval by the Eligible Participants. Details of all

records, receipts and accounts for the year should be available at the A.G.M., in case there is any item in the accounts that needs clarifying or explaining.

8

* 1. The financial year of the Club will end on the 31st of December.
	2. Only the Chairperson, General Secretary and Treasurer will have authority to withdraw funds from the Club bank account.
	3. Any cheques drawn by the Club must be signed by two of the following: Chairperson, General Secretary, and Treasurer.
	4. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

# Investigatory Process

* 1. In the event of a complaint by a member within the Club, the following process will be conducted. This process does not cover any Child Welfare concerns or anti- doping concerns. All child welfare concerns are governed by the Code of Ethics

and Good Practice for Children’s Sports as detailed in article 24 of the Memorandum and Articles of Association of the Athletic Association of Ireland. All anti-doping concerns are governed by article 21 of the Memorandum and Articles of Association of the Athletic Association of Ireland.

1. A complaint should be sent in writing to the General Secretary or Child Protection/ Welfare Officer.
2. An Investigative Committee should be formed consisting of the Child Protection/ Welfare Officer, a committee member (assigned by the Chairperson), and an ordinary Senior Member of the Club (assigned by the Investigative Committee). This Investigative Committee should meet and review the complaint and discuss it separately with the complainant and the accused member. This should be done within 10 working days.
3. The member against whom the complaint is made should be informed, by a member of the Investigatory Committee, of the nature of the complaint being made against them within 1 working day of the complaint being received by the Club.
4. The member against whom the complaint is made has the right to be assumed innocent until the investigatory and appeals process has concluded and should be treated accordingly. Both the complainant and the accused member should be kept fully informed as the investigatory and complaints process progresses.
5. The Investigatory Committee should conclude its proceedings within 4 weeks and must notify the member of any sanction (up to and including expulsion) being imposed or not. The notification should be made in writing setting out the reasons.
6. The member has a right to appeal any decisions to an Appeals Committee independent of the Investigatory Committee. Any appeal should be made in writing within 10 working days of the decision of the Investigatory Committee. The Appeals Committee

should consist of a committee member and two other ordinary Senior Members, appointed by the Management Committee and neither of whom has participated on the Investigatory Committee leading to the appeal.

9

1. The Appeals Committee has the power to confirm, set aside, or change any sanction imposed by the Investigatory Committee. The Appeals Committee should conclude its proceedings within 4 weeks of receiving the notice of appeal and must notify the member of its decision. The notification should be made in writing setting out the reasons.
	1. Following the decision of the Appeals Committee, the dispute escalation procedure is as follows:
2. Refer to the County Board

If any party is not satisfied with the outcome at club level the matter shall be referred to the county board for consideration. “(The County Board) Shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).

1. Refer to the Provincial Council

If at the County Board level the party is not satisfied with the outcome the matter shall be referred to the Provincial Council for consideration. “(The Provincial Council) Shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).

1. Refer to the National Governing Body

If at the Provincial Council level the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland.

All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules. All costs associated with Just Sport Ireland will be the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.

# Establishment

10

Not withstanding the provisions of this Constitution, to assist with the establishment of the Club, in the calendar year 2019, all Senior Members of the Club and all parents/guardians of Junior Members of the Club will be entitled to call for, submit motions with respect to, receive notice of, attend, and vote (in the case of parents/guardians of Junior Members, on behalf of each such Junior Member) at, all A.G.M.’s and E.G.M.’s, and shall be eligible for appointment to the Management Committee, to hold such position until duly re-elected or replaced at the next A.G.M.

# Dissolution

Should the Club no longer be viable and the Club accounts need to be wound up, then any residual funds, after all creditors have been satisfied, shall be donated to a club or organisation with similar aims and objectives.