



## Gowran Athletic Club Club Constitution

### 1. Name

The club will be called Gowran Athletic Club (hereinafter referred to as Gowran AC) and will be affiliated to the Athletics Association of Ireland.

### 2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Athletics.
- To promote the club within the local community and Athletics.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

### 3. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Juvenile member
- Junior member
- Life Member

Membership runs from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December. Members must turn 7 or older in the year of membership.

#### 4. Membership fees

Membership fees will be set annually and agreed by the management Committee or determined at the Annual General Meeting. Fees will be paid annually.

#### 5. Officers of the club

The officers of the club will be:

- President
- Chair
- Secretary
- Juvenile Competitions Secretary
- Senior Competitions Secretary
- Treasurer
  - Assistant Treasurer
- Coaching Officer
- (Child) Welfare Officer
- Publicity & Social Media Officer
  - Assistant PRO

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

#### 6. Committee

The club will be managed through the Management Committee consisting of: elected members. Other members may be co-opted to the Management Committee with the approval of the Management Committee. Only members of the Management Committee will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than 4 times per year.

The quorum required for business to be agreed at Management. Is no less than four officers.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

All club monies will be banked in an account held in the name of the club.

The financial year of the club will end on: 31st December.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to one other officers.

## 8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 2 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 5 days of the Secretary receiving the appeal.

## 10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club will be dispersed by the dissolving AGM or EGM.

## 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 12. Declaration

Gowran AC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

### **Chairperson**

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds

### **Treasurer**

- Deal with all financial issues relating to the club
- Reconciliation of bank statements.
- Ensure all expenditure is in accordance with club objectives.
- Provide a monthly summary of financial position to the Committee.
- Assist in the completion of grant applications.
- Prepare annual accounts for review prior to presentation at the AGM
- Complete and submit annual registrations to AAI (if no Registrar)
- Maintain a Register of club members

### **Secretary/Assistant Secretary**

- Administer club correspondence/first point of contact.
- Agree, prepare and distribute agendas for Club Committee and AGM meetings.
- Liaise with chairperson on agenda and meetings.
- Take minutes from meetings and distribute to members.
- Book training facilities.

### **Children's Officer**

- Ensure that the club has a copy of AAI's 'Child Welfare & Protection in Sport'
- Ensure child protection procedures are understood and adhered to by all members.
- Establish and maintain the complaint procedures.

- Attend the Irish Sports Council 'Child Welfare & Protection in Sport Workshop Protection' (renewable every three years).
- Be familiar with current child protection legislation.
- Understand the NGB child protection procedures, rules and regulations.
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- In the event of a complaint, ensure that the complaints' procedures are met and followed through to the final decision.

### **Competition Secretaries**

- The principal role of the competition secretary will be to organise entries for competitions, in a timely and efficient manner.
- The competition secretary will also be expected to inform the club of all competitions that members may be interested in participating in and to seek further information as requested by members.
- At the chairperson's discretion and direction, the competition secretary will be expected to organise and to run internal and external competitions, with the assistance of other club members.
- The competitions secretary will record and report all competition performances by club members.
- As a summary the competition secretary will be responsible for all aspects of competitions with respect to club members.

### **Publicity & Social Media Officers**

- Develop a club promotion plan
- Regular updates as to club activity in local media
- Advertise for new members
- Ensure results of competitions are given to the local papers and radio
- Maintain own website and social media
- Keep the County Board informed of club activity
- Positive appropriate promotion regularly in every possible way
- Establish social media channels and monitor content

If unable to attend any executive committee meeting, report/ apologies should be sent to the secretary