



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. Main Object

The main object of the club shall be to promote the sport of Athletics.

Subsidiary Objects

In furtherance of exclusively of the foregoing main object the Club shall have the following subsidiary objects:

- 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 1st of January to the 31st 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
- (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.

Keeping of Accounts

Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

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.

Winding Up

If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other 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 their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

11. Income and Property

The income and property of the Club shall be applied solely towards the promotion of the main object(s) 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 members of the Club. 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 Club. However, nothing shall prevent any payment in good faith by the Club of:

- a) reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
- c) reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
- d) reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

12. Additions, alterations or amendments

No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

13. Amendments to the constitution

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

14. Declaration

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

SIGNED:  DATE: 25th July 2019

NAME: Eamonn Kelsey

POSITION: Club Chairperson

SIGNED:  DATE: 25th July 2019

NAME: David Denieffe

POSITION: Club Secretary

SIGNED:  DATE: 25th July 2019

NAME: Loraine Carroll

POSITION: Club Treasurer

Adopted at Club AGM 28th June 2019

Endorsed by Club Committee following Revenue Approval 25th July 2019

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

- 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.