

# **CONSTITUTION OF NAAS ATHLETIC CLUB**

## **Introduction**

The name of the club is Naas Athletic Club, hereinafter referred to as Naas AC, and the club is based at the Caragh Road Sports Centre, Naas.

The club will be affiliated to Athletics Ireland, or its successor.

The AAI registered club colours are black singlet with black and yellow crest.

## **Objectives**

The primary objectives of the club shall be –

1. To develop and promote the participation in athletics within Naas and surrounding areas.  
The word athletics is taken to mean all World Athletics (formerly IAAF) promoted events.
2. To assist each member of the club to reach their full potential.
3. To provide facilities for the pursuit of these activities.

The achievement of these objectives is to be done by all club members in an atmosphere of friendship, co-operation, fairness and equality in all aspects.

## **Members**

All club members are required to register annually with Athletics Ireland and will be subject to the rules and regulations of Athletics Ireland and to the rules and regulations of Naas AC.

The process of registration with Athletics Ireland will be managed by the Club Registrar.

## **Officers of the Club**

### ***Chairperson***

The Chairperson's responsibility is to chair meetings in an independent manner. If a vote on any matter is tied then the Chairperson will have a deciding vote, which will be the Chairperson's only vote.

### ***Vice Chairperson***

The Vice Chairperson takes over in a meeting in the absence of the Chairperson, or if the Chairperson position is vacated, or if the Chairperson has a potential conflict of interest in a matter which may require the Chairperson to step outside a meeting.

### ***Secretary***

The Secretary is responsible for

- Administering all club correspondence,
- Agreeing, preparing and distributing agendas for Club Committee meetings and AGM or EGM,
- Scheduling of Club Committee meetings,
- Scheduling of AGM or EGM in accordance with club rules,
- Taking minutes of Club Committee meetings and AGM or EGM,
- Having a copy of the Club Constitution available at Club Committee meetings and at AGM or EGM.

***Treasurer***

The Treasurer is responsible for maintaining financial records of all club incoming and outgoing monies in accordance with normal accounting practices.

The Treasurer is responsible for presenting an Income and Expenditure account and Balance Sheet to the AGM and will also report at all Club Committee meetings on all income and expenditure since the last report to the Club Committee.

All receipts, invoices and records of expenditure shall be maintained by the Treasurer.

The Treasurer is also responsible for maintaining appropriate insurance cover for the club.

***Registrar***

The Registrar is responsible for maintaining a register of club members. This register is available for all to see on request, and shall also be present at any AGM or EGM.

The Registrar is responsible for the collection of the annual club membership fee from members and administering the process of members being registered with Athletics Ireland.

***Public Relations Officer***

The Public Relations Officer is responsible for obtaining media coverage, including social media, of club events and activities.

***Competition Secretary***

The Competition Secretary is responsible for entering athletes into Athletics Ireland affiliated championship events at County, Provincial and National level.

***President***

The President will represent the club on occasions as required by the club committee.

***Vice President***

The members, at AGM, may confer the honorary title of Vice President on members who have made a significant contribution to the club. Recipients may be asked to represent the club on ceremonial occasions from time to time.

***Child Welfare Officer***

There shall be two club Child Welfare Officers, one male and one female, and they are responsible for ensuring that all members are fully aware of, and compliant with, all aspects of Child Welfare laws, rules, regulations and procedures.

The Child Welfare Officers are not elected at the AGM, but are appointed by the Club Committee at its first meeting following the AGM. The Child Welfare Officers appointed at this meeting will hold office until the first Club Committee meeting following the next AGM.

All Officers of the club, excluding the Child Welfare Officer, shall be elected by vote at the AGM. If any Officer position requiring election is vacated before the AGM for any reason then that position can be filled by the club committee appointing a new Officer to hold that position until the next AGM.

No Officer holding the position of Chairperson, Treasurer or Secretary can hold office in the same position for more than 4 years.

An Officer can hold a maximum of two positions at any one time, but the positions of Chairperson, Treasurer and Secretary must be held by different people.

Only club members of at least age 18, are eligible for election or appointment to an Officer position.

## **Club Captains**

There may be two club captains, one male and one female, who will be responsible for representing senior athletes on the club committee, making representations on any matters relevant to training or AAI competitions, and support coaches in selection of athletes for county, provincial and national events. The club captains should be either a senior athlete who has represented the club in county, provincial or national competition or a coach of such an athlete.

Club Captains shall be nominated by club members at the AGM. If more than two club captains are nominated then a vote at the AGM of senior athletes and coaches of senior athletes eligible to vote at the AGM shall determine the appointees.

## **Management of the Club**

The Club Committee shall be responsible for the running of the day to day administration affairs of the club.

The Club Committee shall consist of –

1. All Officers that require to be elected at the AGM – namely Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar, Public Relations Officer, Competition Secretary and President.
2. Two Child Welfare Officers.
3. Two Club Captains.
4. Club members that put their name forward for inclusion on the Club Committee at the most recent AGM. The number putting their name forward under this category 4 cannot bring the total number of people on the Committee above 15. If the number putting their name forward under this category 4 would cause the total to exceed 15 then a vote of those attending and entitled to vote at the AGM will decide those elected under this category 4 so as to restrict the overall total to 15.

Only club members are eligible to sit on the Club Committee.

The AGM appointed club auditor shall be entitled to attend any AGM, but not vote on any matter.

The Club Committee shall be required to meet at least 8 times in the club year, and for a meeting to be considered held and valid that meeting must have a quorum of at least 6 present. Virtual meetings will be valid if so required to comply with Government public health requirements.

Anyone on the club committee must attend at least 4 meetings in the club year or will not be eligible for election to a position or appointment to the club committee the following year. An exception to this may be made by those attending the AGM if absences in the previous year were due to exceptional circumstances.

The Secretary will send out an agenda for each club committee meeting at least 2 days before any meeting.

Any significant matter requiring a vote at a Club Committee meeting must be sent to the Secretary at least 4 days before a Committee Meeting to be included on that meeting's agenda. The person putting forward the matter for vote must be present at the meeting.

At matters requiring a vote at a Club Committee meeting, only those present at the meeting shall be entitled to vote.

Borrowings, of up to a €5,000 maximum outstanding at any time, may be approved by the Club Committee, and any amounts exceeding this must be approved by the membership at an AGM or EGM.

No expenditure greater than €1,000 can be spent without specific approval at a Club Committee meeting.

The Club Committee can appoint Sub-Committees from time to time to report and to make recommendations to the Club Committee on specific issues. The Club Committee shall not be bound to accept any recommendations made. The members of a Sub-Committees do not need to be on the Club Committee, but the Chairman of the sub-committee is required to be on the Club Committee.

## **Annual General Meeting**

The Secretary will schedule the AGM of the club which is to be held within 3 months of the club's 30<sup>th</sup> September financial year end.

All paid up members are entitled to attend the AGM, juveniles must be accompanied by or represented by a parent or guardian, and each member present or a juvenile being represented shall have one vote on all matters being voted on. Only those present, or a juvenile being represented, shall be entitled to vote on any matter requiring a vote at the AGM. For the purposes of clarity, a parent of a member will have their own vote, as long as they are a member, and a vote for each juvenile they are accompanied by or representing.

Members shall receive at least 21 days notice of the AGM date and the agenda is to be circulated to all members at least 7 days before the AGM date. The agenda circulated should include all proposed amendments to the Constitution, General Motions, and nominees that have been proposed for positions requiring election.

The agenda shall include as a minimum –

1. Minutes of last AGM
2. Matters arising from last minutes
3. Report of Secretary
4. Report of Treasurer
5. Report of Chairperson
6. Approval of Income and Expenditure Account and Balance Sheet
7. Motions regarding amendments to the Constitution
8. Motions regarding membership fees
9. General motions
10. Election of Officers
11. Election of President

12. Election of Club Captains
13. Election of Members to Club Committee
14. Appointment of County Delegates
15. Appointment of Club Auditor

Any registered member, or in the case of a juvenile their parent or guardian, may propose an amendment to the Constitution or a General Motion. The amendment/motion should be notified in writing to the Secretary at least 10 days before the AGM date.

Any registered member, or in the case of a juvenile their parent or guardian, may propose any member for any position requiring appointment at the AGM.

Anyone proposing any amendments, general motions or appointments must be present at the AGM, or the proposal will fail.

Motions regarding amendments to the Constitution shall require a majority exceeding two thirds of the valid votes cast. Motions regarding membership fees and General Motions shall require a simple majority of the valid votes cast. Votes on appointments shall require a simple majority of the valid votes cast.

The coaches on the Club Committee shall elect from themselves a Juvenile Athlete representative. This representative shall be responsible for acting as the primary link between the Club Committee and the juvenile Coaches. They may form and Chair a representative sub-committee if they consider it necessary.

### **Extraordinary General Meeting**

A request for an EGM can be called by any of the following –

1. Any 6 members of the Club Committee, or
2. Any 20 paid up members

A request for an EGM must be made to the Secretary in writing and must include reasons for such a request and the names of the 6 or 20 members from above that are supporting the call for the EGM.

The Secretary must call the EGM for a date within 45 days of receipt of such a request.

All paid up members are entitled to attend the EGM, juveniles must be accompanied by or represented by a parent or guardian, and each member present or a juvenile being represented shall have one vote on all matters being voted on. Only those present, or a juvenile being represented, shall be entitled to vote on any matter requiring a vote at the EGM. For the purposes of clarity, a parent of a member will have their own vote, as long as they are a member, and a vote for each juvenile they are accompanied by or representing.

Members shall receive at least 21 days notice of the EGM date, and the purpose of the EGM is to be circulated to all members at least 10 days before the EGM date and this should include any proposed amendments to the Constitution, General Motions, or nominees that have been proposed.

All 6 or 20 from the above proposing any amendments, general motions or appointments must be present at the EGM or the proposal will fail.

Motions at the EGM regarding amendments to the Constitution shall require a majority exceeding two thirds of the valid votes cast. Motions regarding membership fees and General Motions shall require a simple majority of the valid votes cast. Votes on appointments shall require a simple majority of the valid votes cast.

No matter shall be discussed at an EGM other than the matter for which the EGM was called.

## **Complaints**

The club committee shall be responsible for implementing and maintaining a formal complaints and disciplinary process.

## **Finances**

The annual membership fee will be used for the day to day funding of the club. The fee for competing members includes annual Athletics Ireland registration fee, any national/provincial/county athlete levy, as well as entry fee into the following Athletics Ireland events –

1. Kildare County Championship
2. Leinster Provincial Championship
3. Athletics Ireland National Championship
4. Athletics Ireland National Games

Payment of the membership fee should be made not later than 31<sup>st</sup> January, or within 20 days of first training session in respect of a new member. Alternative arrangements can be made with the Treasurer or Registrar – this circumstance is only intended to cover cases of genuine financial difficulty and is to be kept confidential between the Treasurer and Registrar.

The club financial year ends on 30<sup>th</sup> September in each year and the Treasurer shall put to the Club Committee and the AGM a Financial Statement consisting of –

1. An Income and Expenditure Account, and
2. A Balance Sheet

## **General matters**

For the purposes of clarity –

1. An email satisfies a requirement of any matter required to be communicated in writing.
2. All meeting minutes and correspondence remain the property of Naas AC and are held by the Secretary in trust. An outgoing Secretary must hand these over to an incoming Secretary within 30 days of an AGM.
3. All financial records remain the property of Naas AC and are held by the Treasurer in trust. An outgoing Treasurer must hand these over to an incoming Treasurer within 30 days of an AGM.
4. References to member include the parent/guardian of a juvenile member.
5. A juvenile member for the purpose of this constitution is a member under the age of 18.