



CONSTITUTION OF NAAS AC NAAS ATHLETIC CLUB



NAAS ATHLETIC CLUB CONSTITUTION

Author: Naas AC Committee
Approved: May 2026
Review Date: May 2029

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1 Name

The Club shall be known as **Naas Athletic Club**, hereinafter referred to as "Naas AC".

Naas AC is based at the Caragh Road Sports Centre, Old Caragh Road, Naas, Co. Kildare. W91 TE29

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

2 Affiliation

1. The Club shall be affiliated with **Athletics Ireland** or its successor.
2. The Club shall adhere to all rules and regulations of its affiliated bodies.

3 Mission Statement

The mission of Naas Athletic Club is to promote, develop, and deliver athletics in line with the values and strategic objectives of Athletics Ireland, by providing a safe, inclusive, and supportive environment that enables participants of all abilities to enjoy athletics, develop their potential, and achieve personal excellence, while fostering community engagement, integrity, and respect.

4 Objectives

The objectives of the Club shall be:

- To promote athletics and related sporting activities in Naas and the surrounding area.
- To provide coaching, training facilities, and competitive opportunities for athletes of all ages and abilities.
- To provide coach education and technical development.
- To foster community participation, teamwork, and sportsmanship.
- To organise competitions, social events, and educational activities for members.
- To encourage inclusivity, fair play, and personal development through athletics.

5 Non-Profit Status

Naas Athletic Club is a non-profit organisation.

The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club as set out in this Constitution.

- i. No portion of the Club's income or property shall be paid or transferred, directly or indirectly, to any member of the Club.
- ii. Members may be reimbursed in good faith for legitimate expenses incurred on behalf of the Club or for services rendered to the Club.



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6 Membership

Membership of the Club shall be open to all persons subject to the rules of the Club and Athletics Ireland.

6.1 *Membership Classes*

The Club shall recognise the following classes of membership:

- Senior Member: Any person who is aged 19 or over on 31 December of the membership year.
- Juvenile Member: Any person who is under 19 on 31 December of the membership year.
- Associate Member: A person who supports the objectives of Naas Athletic Club but does not compete in athletics on behalf of the club.
- Student Member: A person in full-time education.
- Honorary / Life Member: A person elected by the Club in recognition of exceptional service.

6.2 *Membership Fees*

- Determined annually at the AGM.
- Fees are non-refundable except at the Committee's discretion.

6.3 *Rights and obligations of members*

- Rights and obligations to attend appropriate and applicable club events.
- Obligation to abide by the Club's constitution, rules, and Code of Conduct.

6.4 *Termination of membership*

- Members may resign in writing.
- Membership may be terminated for breach of rules, misconduct, or non-payment of fees, following a fair disciplinary process.
- Members who have not registered in the previous two years will be considered to have resigned.

6.5 *Members shall*

- Abide by this Constitution, Club Rules, and Codes of Conduct.
- Act in a manner that upholds the reputation and values of the Club.

The Committee shall have the authority to refuse or terminate membership in accordance with fair procedures and Club disciplinary processes.

7 Equality and Inclusion

Naas Athletic Club is committed to providing an environment that is inclusive and respectful.

Membership and participation in the Club shall be open to all persons regardless of gender, age, disability, race, religion, sexual orientation, or socio-economic background, subject to the rules of the Club and Athletics Ireland.



8 Safeguarding and Child Protection

The Club shall appoint Child Welfare Officers in accordance with Athletics Ireland guidelines.

The Club shall adopt and implement safeguarding and child protection policies in accordance with the requirements of Athletics Ireland, Sport Ireland, and relevant legislation.

All members, coaches, volunteers, and officials shall comply with these policies as a condition of membership or involvement with the Club.

9 Governance

The affairs of the Club shall be managed by a Committee elected at the Annual General Meeting.

The Committee shall consist of the following Officers:

- President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Registrar / Membership Secretary
- Public Relations Officer (PRO)
- Competition Secretary
- Child Welfare Officers
- Designated Person
- Women in Sport Officer
- Club Captains
- Such additional officers as deemed necessary by the Club.

10 Roles and Responsibilities

10.1 President

The President is the senior figurehead of Naas Athletic Club, serving in a ceremonial, strategic, and advisory capacity. While not typically involved in day-to-day operations, the President provides leadership, upholds the club's values and vision, and represents the club in formal settings.

10.2 Chairperson

The Chairperson provides leadership to Naas Athletic Club, ensuring the club is well governed, operates effectively, and remains true to its constitution, values, and the regulations of Athletics Ireland. The Chairperson supports the Executive Committee in promoting the sustainable development of the club for the benefit of its members and the wider community.

10.3 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.



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10.4 Secretary

The Secretary is responsible for the effective administration and communication of Naas Athletic Club. The role ensures that the club operates efficiently, transparently, and in accordance with its constitution and the regulations of Athletics Ireland.

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.

10.5 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.

The Treasurer shall maintain all receipts, invoices, and records of expenditure.

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

10.6 Registrar / Membership Secretary

The Registrar is responsible for maintaining a register of club members. The register can be accessed online via the Athletics Ireland website and shall also be available 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.

This should be immediately actioned once a club accepts a membership fee.

The Registrar must verify proof of age for all juvenile members and ensure that all entries on the on-line system are accurate to avoid problems at a later stage.

10.7 Public Relations Officer (PRO)

The Public Relations Officer (PRO) is responsible for managing the public image, communications, and media presence of the club. The PRO ensures that the club's achievements, events, and updates are effectively shared with members, stakeholders, and the wider public.

10.8 Competition Secretary

The Competition Secretary coordinates the club's participation in athletic competitions, managing entries, athlete eligibility, schedules, and communication with governing bodies and event organisers. This role ensures athletes are properly registered, prepared, and informed for competitions throughout the season.



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10.9 Child Welfare Officers

The Child Welfare Officers (CWO's) are responsible for promoting and safeguarding the welfare of children within the club. S/He must ensure that the club focuses on creating a child-centred club environment, overseeing recruitment, vetting, safeguarding training, and acting as a support resource.

Provides a safe, inclusive, and supportive environment for all juvenile members and that child protection policies are implemented and followed.

Report any data breaches to the Designated Person and the Club Committee.

The Child Welfare Officers is not elected at the AGM but 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.

10.10 Designated Person

Holds responsibility for reporting child welfare concerns and working with the CWO to manage concerns at committee level.

The DP acts as a resource for club volunteers, coaches, and parents who may have concerns about a child's welfare.

Advise the club on GDPR compliance.

Report any data breaches to the Club Committee, and if serious, to the Data Protection Commission (DPC).

10.11 Women in Sport Officer

The Women in Sport Officer shall promote, support, and develop female participation and involvement in Naas Athletic Club at all levels, and shall assist the Club in fostering an inclusive, equitable, and supportive environment for women and girls in athletics.

10.12 Committee Members

Committee Members support the leadership and decision-making processes of the club. They contribute their skills, ideas, and time to ensure the smooth running, growth, and governance of the club.

While not holding executive titles (like Chair, Treasurer, or Secretary), they play a vital role in guiding the club's direction and supporting specific areas of operation.

The Club Committee shall be required to meet at least 8 times in the club year.

10.13 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.



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11 Management of the Club

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

11.1 Powers of the Committee

The Committee shall:

- Manage the day-to-day affairs of the Club
- Approve membership applications
- Organise competitions and events
- Maintain the Club's assets and finances
- Make recommendations to the AGM

11.2 Committee Tenure

The Officers and Committee shall serve for a term of one year.

No Officer shall hold the same office for more than four consecutive years unless there is no alternative candidate and the extension beyond four years is approved by the members at the AGM.

11.3 Casual Vacancies

In the event of a casual vacancy, the Committee may co-opt a member to fill the vacancy until the next AGM.

11.4 Sub-Committees

The Committee may establish sub-committees as deemed necessary to support the effective management of the Club.

Each sub-committee shall operate under the authority of the Committee and shall report regularly to it. The Committee retains overall responsibility for all decisions and actions of any sub-committee.



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12 Meetings

12.1 Annual General Meeting (AGM)

The AGM shall be held once in each calendar year. 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 AGM shall:

- Receive reports from the Committee and Officers
- Consider the annual financial report
- Elect Officers and Committee members
- Consider motions and constitutional amendments

A quorum for AGM shall be ten (10) members, including at least two Officers.

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.

12.2 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, if 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.



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12.3 General and Committee Meetings

General Meetings and Committee Meetings may be held in person, electronically, or in a hybrid format, provided that all participants are able to communicate effectively and exercise their voting rights. A quorum for Committee Meetings shall be six (6) Committee members, including at least one Officer.

13 Finance

All monies shall be lodged in the name of Naas Athletic Club and shall be used solely for the furtherance of the Club's objectives.

The Treasurer shall maintain proper accounts and present an annual financial report to the AGM.

The club financial year ends on 30th September in each year.

Expenditure approval of €20,000 or more must be approved at an AGM /EGM.

No expenditure greater than €5,000, outside the normal day to day expenditure of the club, can be spent without specific approval at a Club Committee meeting.

The Club may apply for grants, sponsorship, or fundraising activities in line with its objectives.

The accounts shall be subject to independent examination or audit as determined by the Committee or required by law.

14 Code of Conduct

Members, coaches, and officials are expected to:

- Uphold the highest standards of behaviour.
- Respect fellow members, officials, and competitors.
- Abide by Athletics Ireland rules and code of conduct.

15 Complaints

- Naas Athletic Club shall operate a Complaints & Disciplinary Procedure, aligned with Athletics Ireland guidelines.
- Complaints and Disciplinary procedure shall operate in a clear and structured manner.
- The club committee shall be responsible for implementing and maintaining a formal complaints and disciplinary process.

16 Discipline and Appeals

The Committee shall have the authority to investigate and address breaches of this Constitution, Club Rules, or Codes of Conduct in accordance with the Complaints and Disciplinary procedure.

Any member subject to disciplinary action shall be afforded fair procedures, including:

- Notification of the complaint
- An opportunity to respond

A member may appeal any disciplinary decision in accordance with procedures set out by the Committee and consistent with Athletics Ireland regulations.

17 Amendments to the Constitution

This Constitution may be amended at an AGM/EGM if notice of the proposed amendment has been given to members at least twenty-one (21) days in advance.

A resolution to amend the Constitution shall require a two-thirds (2/3) majority of those members present and voting.



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18 Dissolution of the Club

The Club may be dissolved only by a resolution passed at a duly convened General Meeting (Annual or Extraordinary) of the members of the Club. A motion for dissolution shall require the support of not less than two-thirds (2/3) of those members present and entitled to vote. Notice of such motion shall be given to all members in accordance with this Constitution and shall clearly state the intention to propose the dissolution of the Club.

18.1 Settlement of Liabilities

In the event of dissolution, the Committee shall ensure that all debts and liabilities of the Club are fully discharged and satisfied from the Club's assets.

18.2 Disposal of Assets

Following the satisfaction of all debts and liabilities, any remaining assets whatsoever shall not be paid to or distributed among the members of the Club.

18.3 Transfer of Remaining Assets

Any remaining assets shall be transferred to one or more non-profit organisations, clubs, or associations:

- having objectives like those of the Club, and
- preferably operating within the local community or affiliated to a recognised governing body of sport in Ireland.

The recipient organisation(s) shall be agreed by the members at the General Meeting at which the dissolution is approved.

18.4 Fallback Provision

If no suitable organisation can be identified, the remaining assets shall be transferred to Athletics Ireland, or such successor body, for the development and promotion of athletics.

18.5 Final Authority and Record

The decision regarding the disposal of assets shall be final, shall comply with any applicable legal or governing body requirements, and shall be properly recorded in the minutes of the meeting at which the dissolution is approved.

In the event of the dissolution of the Club, any remaining assets, after the satisfaction of all debts and liabilities, shall be transferred to Athletics Ireland or to another organisation with similar objectives, as determined by the members at a General Meeting.



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19 General Matters

- For the purposes of clarity, Email shall satisfy any requirement for communication in writing.
- All meeting minutes and correspondence remain the property of Naas Athletic Club 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.
- All financial records remain the property of Naas Athletic Club 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.
- References to member include the parent/guardian of a juvenile member.

20 Review

The Constitution shall be reviewed:

- At least every 5 years, and
- Immediately whenever significant legal, governance, or operational changes occur.

If the constitution is causing uncertainty or disputes, that is a strong indication that a formal review should be undertaken without waiting for the next scheduled review.

Any proposed amendments arising from a review shall be submitted to the members for consideration and approval at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) convened for that purpose.

21 Adoption

This constitution was adopted at the Naas Athletic Club on 25-05-2026

Signed:

Chairperson: _

Secretary: _

Date: 25-05-2026