



SLANEY OLYMPIC AC

Rules and Constitution

NAME: The Club shall be known as Slaney Olympic AC (and hereinafter referred to as the Club). The Club will have its headquarters in Enniscorthy, Co. Wexford. The Club will affiliate annually with the Athletics Association of Ireland (AAI) or its successor.

AIMS & OBJECTIVES:

- To promote the Club, its activities and the sport of running in the Wexford area.
- To offer coaching and competitive opportunities in road and cross country running.
- To promote the ethos of participation by all adults in running irrespective of ability or gender.
- To develop and support initiatives aimed at increasing the participation of adult men and women in running.
- To facilitate and support an active and healthy lifestyle for adults through regular participation in running.
- 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.

COLOURS: The Club colours shall be that of the County Wexford colours, purple & yellow (said colours may be/& are commonly referred to as "purple & gold"). The Enniscorthy Town crest will, where possible, also be worn as the Club logo on its vest/singlet and any other items of Club clothing/merchandising.

ADMINISTRATION: The Club year will commence on the 1st January and end on the 31st December.

Committee:

1. *The activities and affairs of the Club will be managed by a Committee, consisting of eight officers, a Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, and Public Relations Officer (PRO). The Officers must be members of the Club. In addition, up to four additional members may be elected to serve on Committee. The two club captains will also be members of the committee and will have full voting rights.*

2. The Committee shall have the power to co-opt individuals from the Club membership, from time-to-time, for specific projects but co-opted members shall **not** have a Committee vote. The Committee shall have the power to fill vacancies if and when they arise. A Committee member missing 3 meetings in succession without

adequate reason will be deemed to have resigned from the Committee.

3. Further, non-voting administrative and honorary positions e.g. President, may be created, subject to a majority vote of the Committee.

4. Elected officers will hold office on an annual basis and will be subject to re-election at the *Annual General Meeting (AGM)*. Should a vacancy arise during the club year the committee may appoint another club member to fill the vacancy. No officer post will be held by the same person for more than three consecutive years.

Annual General Meeting

1. The AGM will be held at the most opportune date in the period between the last two weeks of November and the first two weeks of December in each year.

2. All members will be given a notice of 28 days for the scheduling of the AGM.

3. **Nominations** for Committee posts must be provided, in writing, to the Secretary at least 14 days prior to the AGM. Nominations must be proposed and seconded by a current club member.

4. **Election of Officers/Committee Members** will take place at the AGM. If only one candidate is proposed, he/she is considered elected. If there are two or more candidates a vote will be held. The vote will be by secret ballot.

If no nomination has been received for one or more of the posts of chairperson, secretary or treasurer an EGM will be called before the end of January of the following year to elect the new officer(s). In the interim the sitting officer(s) shall remain in office. Nominations for the vacant positions will be accepted by the secretary up to ten days before the EGM. Other officer posts for which no nomination has been received can be filled by the incoming committee. All appointed officers must be members of the club. Failure to fill the necessary positions may result in the dissolution of the club.

5. A **quorum** for the AGM shall be 12 members or 10% of the membership, whichever is the larger.

6. **Motions** to be discussed at the AGM must be submitted in writing to the Secretary at least 14 days before the meeting. The names of the proposer and seconder of a motion must be submitted with the motion, and one of these must be present to speak at the AGM.

7. The agenda of The AGM and the wording of motions shall be made available to all members at least seven days before the meeting.

8. Every member aged 18 years and over shall be entitled to one vote at the AGM provided the membership fee for the current year has been paid 60 days before the date of the AGM. No proxy votes will be accepted.

9. The **Agenda** for an AGM shall contain the following items of business as well as any other matters deemed appropriate by the committee:

- Apologies
- Adoption of Standing Orders
- Minutes of previous AGM
- Chairperson's report

- Secretary's report
- Treasurer's report
- Motions
- Election of Committee

10. The AGM is not a public meeting. Attendance at the AGM is by invitation only and is restricted to
- Any member whose membership is paid in full 60 days before the date of the AGM
 - Any guest invited to attend by the committee.

STANDING ORDERS for AGM

Order of Business: -

An Agenda shall be prepared by the Secretary and be made available to all members 7 days before the AGM or EGM. All items thereon shall take precedence over all other business.

Suspension of Standing Orders: - In the event of any matter of emergency, the Chair may accept a motion for the suspension of standing orders. The member moving such suspension must clearly state the nature and urgency of his business. No suspension shall take place except by a two-thirds majority vote of the Club members present.

Minutes: - The Secretary shall read the minutes of the last meeting but no motion or discussion shall be allowed on the minutes except in regard to their accuracy. After confirmation of the minutes, they shall be signed by the Chair. Club members shall then be at liberty to ask any question with regard to the matters arising out of the minutes. Such questions shall be allowed for purposes of information only and no debate on policy outlined in the minutes shall take place.

Selection of Speaker: - Members wishing to speak shall raise their hand. The Chair shall, should there be more than one member wishing to speak, select the speaker, with others following in succession.

Ruling of the Chair: - If the Chair calls a member to order, or for any other purpose connected with the proceedings, the member speaking shall be suspended until order is obtained by the Chair. The ruling of the Chair on any question under standing orders or on points of order or information shall be final, unless challenged by no less than 10 members and unless two-thirds of the member's present vote to the contrary.

Interruption: - If any member interrupts another whilst addressing the meeting, or uses abusive or profane language, or causes disturbance at any of the meetings and refuses to obey the Chair, when called to order, they shall be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.

Points of Order: - Members wishing to raise points of order or explanation must first obtain the permission of the Chair.

Motions & Amendments: - The first proposition on any subject shall be known as the original motion and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed and wherever possible should be presented in writing. When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of.

Substantive Motions: - If an amendment is carried, it displaces the original motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, providing it is consistent with the business and has not been covered by an amendment or motion which has previously been rejected. After the vote on each succeeding amendment has been taken, the surviving proposition will be put to the vote as the main question, and if carried shall then become the resolution of the meeting.

Right of Reply: - The mover of the original motion shall, if no amendment be moved, have the right of reply at the close of the debate upon such motion. The question shall then be put to the vote immediately and under no circumstances shall any further discussion be allowed, once the question has been put from the Chair. The mover of the amendment shall not be entitled to reply, unless the amendment has become the substantive motion.

Voting: In the case of the election of officers and members of the committee voting shall be by secret ballot. In all other cases voting shall be by show of hands. The Chair will appoint two members to act as tellers. The Chair shall not vote on any question, unless there are an equal number of votes, when the Chair shall have the casting vote.

Rescinding a Resolution: No resolution shall be rescinded or amended at the same meeting at which it is passed.

Other Meetings

Extraordinary General Meeting (EGM) may be called by the Committee or by the members where said members are dissatisfied with the actions or decisions of the Committee. Specifically, in order for members to call an EGM a minimum of 12 paid up members with 60 days unbroken paid up membership must petition the Secretary in writing. The Secretary must then arrange the EGM within 4 weeks of the written petition. Voting rights, attendance rights and quorum will be as specified for AGM's. Any decision/motion is passed by two thirds majority of the attending members with voting rights. Notice of 21 days shall be given of any such EGM. No proxy votes will be accepted.

No rule or part of the constitution can be made, amended, added to or rescinded except at an AGM or EGM called for the purpose. Notice of any proposed amendment to the constitution must be provided in writing to the Secretary at least 21 days prior to the AGM or an EGM called for that purpose.

The Committee is empowered to make any decision they consider to be in the best interests of the Club, if it is not covered by the provisions of the Club

Regular Committee Meetings shall be called through the Chair, with seven days, verbal or written, notice being given to all Committee members. If matters of a critical nature arise the chair may call an emergency committee meeting at shorter notice. The committee is responsible for the day to day running of the club. *Any and all decisions pertaining to the Club's activities will be undertaken by the Committee only.* All decisions taken must be at quorate meetings of not less than seven Committee members. Proposals will be carried by a simple majority of any quorate meeting (*quorate: meeting attended by at least the minimum number of members that the rules state are needed in order for business to be conducted*). The confidentiality of committee meetings shall be respected by all committee members.

Club members, who wish to bring an issue forward for consideration by the Committee, may do so by submitting details of said issue in writing to the Club Secretary. The issue will then be considered by the

Committee at the next Committee meeting whereupon any and all decisions regarding same will be made by the Committee. Issues for consideration must be received no less than 7 days before the next Committee meeting. Failure to comply with the required notification period will result in the matter being postponed for consideration by the Committee until the following Committee meeting. The Committee (via the Club secretary) may also request the member forwarding any such issue for consideration, to attend that 'part of' any future Committee meeting to further discuss same. ***In these matters, all and final decision(s) rest with the Committee.***

General Club meetings may be called during the year by the Committee. Any member of the club may attend a general Club meeting. Such meetings may be arranged for no specific purpose other than to provide a forum for members to air their views and to network together. The committee reserves the right to invite guests to attend such meetings at its discretion.

Duties of Officers

The Chairperson shall

- Provide direction for the club by effective leadership and management.
- Chair and control meetings of the Club committee.
- Act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- Represent the club at external meetings when required.
- Be involved, where appropriate, in the co-ordination of club activities.
- Manage and oversee the work of officers and other club personnel.
- Expect the full support of the officers in executing his/her duties. This support includes full disclosure in all aspects of the officer's role and any work carried out for or on behalf of the club.
- Present the club's annual report, in association with the club secretary.
- Present the club's annual accounts, in association with the club treasurer.
- Determine the content and agenda for club meetings, in association with club secretary.
- Ensure that club statutory documents and other returns are administered and filed on time.
- Advise the treasurer on the use and investment of club funds.

The Secretary/Assistant Secretary shall

- 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 if requested.
- Be responsible for internal Club communication.
- In the absence of the registrar, fulfill the duties of the registrar

The Treasurer shall

- Deal with all financial issues relating to the club.
- Reconcile bank statements.
- Ensure all expenditure is in accordance with club objectives.
- Assist in the completion of grant applications.

- Prepare annual accounts for review prior to presentation at the AGM.
- Maintain adequate financial records, which shall be audited and presented to the registered members at the AGM.
- Provide details of income and expenditure at every regular committee meeting for the period since the previous regular committee meeting.
- Have available for inspection at every regular committee meeting the most recent bank statement and cheque books.
- Supply the chairperson with up to date financial accounts at any time when requested to do so.

The Public Relations Officer shall

- Prepare press releases for print media, radio etc to promote/advertise the Club, its aims/objectives and events.
- Provide photographic material for media organizations to increase awareness of the Club, its aims/objectives and events.
- Liaise with local, Regional & National media to promote the Club, its aims/objectives and events.
- Update the Club website, whenever appropriate.
- Build relationships with the media.
- Keep a portfolio of media coverage received (e.g. newspaper cuttings).
- Liaise with other Committee officers to ensure that material intended for media purposes complies with agreed Committee decisions/policies.

The Registrar shall

- Maintain a register of club members
- Be responsible for promptly registering members with the Athletic Association of Ireland (AAI)
- Post AAI membership cards to members

The Captain's shall

- Attend all meetings
- Be involved in course selections for Co. races that we are hosting
- Know when races are coming up and inform & encourage everyone to take part
- Get the list of names for those competing in the Co. Races
- Work with the coaches
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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.

Slaney Olympic AC invites membership applications from all adults interested in running, regardless of gender, ability, ethnicity, nationality, religion or orientation provided they are eligible to apply.

A non-member may apply for membership of Slaney Olympic AC by submitting a club membership application form, together with any other required form and the relevant membership fee to the club secretary. The secretary will submit the application for consideration by the committee. The applicant will be notified of the outcome of their application within seven days of the committee's decision. Where an applicant is unsuccessful the membership application fee will be returned.

Members will pay an annual membership fee, set by the Committee. The annual membership fee and any discretionary rates (e.g. for students) are entirely a matter for the Club Committee and must be decided upon, for the forthcoming year, by the outgoing committee at the last committee meeting before the AGM. A reduced membership fee of 50% of the normal fee, or an amount sufficient to cover AAI registration + 20%, whichever is the greater, can be applied for by long standing club members who, through reasons of injury or otherwise, are no longer in training but who help out at club events. The committee shall decide on the eligibility for reduced fees on a case by case basis.

The renewal of Club membership falls due on January 1st each year. Payment of the membership fee in full by January 31st each year will be regarded as unbroken membership. Payment of the following year's membership can be made from the date of the AGM after the fees are notified.

Failure to renew membership, as stipulated by the Committee, will result in forfeit of Club membership, invalidate AAI insurance and prohibit members from representing the Club in all competitions, including County, Provincial and National events.

The Officers of the club have the right to confer honorary life membership.

Membership may be refused or withdrawn, if in the opinion of the Committee, the member/prospective member is thought likely to, or has brought the Club into disrepute.

The Club, by order of the Committee, may permit the involvement of 'guest' participant(s)/non-member(s) at club training nights/events for a trial period of 28 days (maximum). Any 28-day trial period (i.e. 28 consecutive days) commences from the date of first attendance and non-attendance in said period will not allow for extension of this period. Following this period 'guest' participant(s)/non-member(s) will be required to undertake Club membership in order to continue to participate in Club activities and, where applicable, represent the Club in competition.

International Recognition

Members selected for international competition will have said achievement acknowledged, by the Club, only on the occasion of their international debut by way of presentation of a suitable memento. No financial award from the Club, to the individual concerned, will be made in these circumstances

Expenses

No financial award will be made by the Club to assist with the expenses incurred by individuals selected for international competition.

Entry fees for Club teams where registration is required in advance of a particular competition will be borne by the Club only when approved in advance by the Committee.

Discipline & Appeals

All complaints regarding the behaviour of members should be made according to the *Complaints and Disciplinary Policy*.

Resignations

Any member wishing to resign must do so in writing, addressed to the Club Chair or Secretary. The resignation request will be considered by the Committee within one calendar month of receipt of same and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club and acceptance will be withheld until the debt has been discharged.

Finances

All cheques and payment instructions from the Club's bank accounts must be authorised by the Treasurer and one of two other nominated committee signatories. The secretary shall not be a signatory. The address for correspondence in relation to the club bank accounts shall be that of the secretary. Any decisions taken that require or have required expenditure of Club monies must be reported to the Committee at the next Committee meeting. The committee can involve the club in expenditure up to €5,000 on any single purchase. Purchases that require expenditure in excess of this amount should be brought before an AGM/EGM.

The Club Chairperson, Secretary and Treasurer may jointly involve the Club in expenditure up to €400. Any such decisions must be reported to the Committee at the next Committee meeting.

Intellectual Property

All inward or outward communications received or sent, by any Slaney Olympic AC member in the name of the club shall be deemed the intellectual property of the club.

The authority for making outward communications on behalf of the club rests with the secretary on behalf of the committee. The committee may from time to time appoint others to make communications on its behalf and such communications will be made only with the prior approval of the committee.

Any communication or document composed by a member of the club in the name of the club is the intellectual property of the club. Any such document cannot be withheld from the Chairperson under any circumstances.

The committee is responsible through the Chairperson for representing the views and opinions of the club in all matters. No other member is authorised to represent the views of the club unless with the explicit consent of the committee.

The club will maintain an internet website. The published content on this website is the intellectual property of the club. Any contributions published on the website by members or others are deemed the property of the club.

The club may maintain various portals on internet social networks. Whereas the club may not own the electronic infrastructure upon which information is published, any such information published on any social networking portal operated by the club is deemed the property of the club. Members will undertake not to publish any information

that is inaccurate, offensive to others, or confidential to the club. The use of such portals operated by the club is deemed to be a member's acceptance of these criteria.

Members Protection Policy.

Verbal or Physical Assault and Harassment Policy

Where a member believes that they are a victim of an Assault or Harassment as defined under Section 2 and Section 10 respectively of the 'Non-Fatal Offences Against the Person Act, 1997', they can make a complaint to the Chairperson or An Garda Síochána. The Chairperson may accompany the injured party to report the matter to An Garda Síochána unless it can be resolved to the satisfaction of the injured party beforehand. At all times the injured party reserves the right to report the matter to An Garda Síochána.

Sexual Harassment can be defined as "any unwelcome physical or verbal advance, sexually discriminatory statements, remarks or jokes made by someone that is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation or interferes with their performance".

In any case where an allegation of an assault or harassment is of a sexual nature, the matter will be reported to An Garda Síochána.

Dissolution

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

In the event of dissolution of the club any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the club, but shall be given or transferred to one or more of the following approved or charitable bodies:

- i) Enniscorthy Athletic Club
- ii) A registered charity/charities