

# CLUB CONSTITUTION

## Name

The club will be called Camross Runners Athletics Club "Camross Runners A.C" (or named as "the club" in the following document) and will be affiliated to the Athletic Association of Ireland (AAI).

All club members including committee members, coaches and volunteers shall register annually and pay the appropriate fess with the Athletic Association of Ireland and will be subject to the rules and regulations of the AAI.

## Club Colours

The club shall register club colours of Black and Amber with the AAI.

## Aims and Objectives

The aims and objectives of the club will be:

- To participate and compete in the sport of Athletics including track and field, cross country, road running and race walking.
- To offer coaching and competitive opportunities in Athletics.
- To foster an interest in and promote the activity of running in the community
- To develop and promote the participation in athletics within Camross and surrounding areas.
- To assist each member of the club to reach their full potential.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair and ethical to everyone.
- To ensure that all present and future members receive fair and equal treatment.
- 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.

## Membership

Membership should consist of all officers , coaches, volunteers 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.

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 Camross Runners A.C

## **Membership fees**

Membership fees will be set annually and agreed by the management committee or determined at the Annual General Meeting. Appropriate fees will be paid annually by every member within the club.

This fee will cover a period of twelve months from 1st January, and should ordinarily be paid by 1st December in the preceding year. Members may join at any stage during the year, however, subscriptions will not be pro-rated for members joining late in the year.

## **Officers of Camross Runners A.C**

The management positions in Camross Runners A.C will be :

Chairperson

Vice Chairperson

Secretary

Treasurer

Registrar

Public Relations Officer

Welfare Officer

Child welfare officers (if juveniles (under 18s) join the club)

With no more than 10 "general committee members" for the first year focusing on a quick and fair setup.

Officers will be elected annually at the Annual General Meeting and must be paid up members of Camross Runners A.C.

All officers will retire at the AGM each year but will be eligible to stand for re-election. No position can be held longer than 4 years ; unless extenuating circumstances mean that the position will not be filled ie. no nominations.

Any member wishing to resign must do so in writing to the Secretary. The resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering.

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.

The above listed management positions will continue year to year.

### ***Treasurer***

The Treasurer is responsible for maintaining financial records of all club incoming and outgoing expenditure 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.

All purchases are to be signed off jointly by two approved signatures from the following : chairperson, secretary and treasurer.

### ***Registrar***

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

The Registrar is responsible for administering the process of members being registered with Athletics Ireland.

### ***Public Relations Officer***

The Public Relations Officer is responsible for managing the clubs public image, reputation and relationship with all media and public. This will include social media, coverage of club events and activities. The PRO will **solely** be responsible for representing the club as a spokesperson to ensure positive visibility (unless otherwise instructed by the club chairperson)

### ***Secretary***

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.

## ***Welfare Officer***

The welfare officer will be a point of contact for issues relating to the wellbeing of all members, with the aim of fostering positive experiences and relationships within the club.

They will be responsible for acting as a voice for safeguarding within Camross Runners A.C working with the committee to ensure best practice is followed and to coordinate actions within the club, should a safeguarding concern or referral arise.

## ***Juveniles (under 18 years of age):***

In the event of opening to juvenile members (this will be at the discretion of the committee), then two club Child Welfare Officers, one male and one female will be appointed. They will be responsible for ensuring that all members are fully aware of, and compliant with, all aspects of Child Welfare laws, rules, regulations and procedures.

All relevant child welfare certification and checks will be undertaken and relevant vetting completed as needed before any juveniles are accepted into the club. 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.

## ***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.

Club Captains shall be re-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.

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.

### **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 as a family member only. 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 which will include record keeping of all complaints put to the club.

### **Finances**

The annual membership fee and any subsequent funding received will be used for the day to day funding of the club. The club financial year ends on 31st December 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 Camross Runners AC and are held by the Secretary in trust. An outgoing Secretary must hand these over to an incoming Secretary within 15 days of an AGM.
3. All financial records remain the property of Camross Runners 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.