

# **Slyne Head Athletics Club Constitution**

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# **Slyne Head Athletics Club Constitution**

## **1.Name**

The club will be called Slyne Head Athletics Club and will be affiliated to the Athletic Association of Ireland (AAI).

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

The club shall register club colours with the AAI, which shall confirm with IAAF/AAI rules.

The club shall be in affiliation with its appropriate County Board and Provincial Council of the Athletic Association of Ireland

## **2. 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, ultra running, mountain running and race walking.
- To offer coaching and competitive opportunities in Athletics.
- To promote Athletics within the local community.
- 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.

## **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.

All members will be registered with Athletics Ireland.

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## **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 and /by weekly subscription.

## **5. Officers of the club**

The officers of the club will be:

- Chairperson: Bernie Dowd
- Secretary: Terri Nee
- Vice Secretary: Katelynn Mullen
- Treasurer: Maeve Mullen
- Vice Treasurer: Mary O Malley
- Registrar: Priscilla McNamara
- Vice Registrar: Sinead O Sullivan
- Child Welfare Officer: Silvana Katsarska
- Public Relations Officer: Mihaela Katsarska
- Designated Person: Priscilla Diamond

Officers will be elected annually at the Annual General Meeting. All officers will retire at the AGM each year but will be eligible to stand for re-election.

## **6. Committee**

The club will be managed by the Management Committee (also often called the Executive Committee) consisting of elected members. Only these posts will have the right to vote at meetings of the Management Committee. The club committee shall meet at least eight times a year, where all decisions and records will be minuted and circulated to all committee members.

The quorum required for business will be agreed by the management committee.

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

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fulfil its business. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution in line with the AAI Disciplinary Process. 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 Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on the 31st of December.

An audited 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 one other officer.

## **8. Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary.

Not less than 14 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 one vote at the AGM.

Parents can represent their children and vote on their behalf by proxy in addition to their own vote if they are a paid-up member also. The chairperson has the casting vote in the event of a tie.

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.

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## **9. Disciplinary procedure and appeals**

**9.1** Complaint is received by the secretary or children's officer.

**9.2** Member against whom the complaint is made should be informed of the nature of the complaint being made against them within 1 working day of the complaint being received by the club.

**9.3** A disciplinary committee should be formed consisting of a club committee member, the children's officer, and an ordinary member of the club. This committee should meet and review the complaint and discuss separately with the complainant and the accused member. This should be done within 10 working days.

**9.4** The disciplinary committee should notify the member of any sanction being imposed or not. The notification should be made in writing setting out the reasons.

**9.5** The member has a right to appeal any decisions to an appeals committee independent of a disciplinary committee. Any appeal should be made in writing within 10 working days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the club management committee along with two other ordinary members, neither of whom

has participated on the disciplinary committee leading to the appeal. The club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.

## **10. Dissolution**

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

## **11. Amendments to the constitution**

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

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## **12. Code of Ethics and Good Practice for Children's Sport**

No member of the club shall be discriminated against based on age, gender, class, or creed.

The Athletic Association of Ireland is fully committed to safeguarding the wellbeing of all its registered members. Every individual in the association should at all times show respect and understanding for registered Members' rights, consider the safety and welfare of each athlete and conduct himself or herself in a manner that reflects the principles of the association and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the Child Protection Guidelines in Ireland.

## **13. Declaration**

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

SIGNED: *Bernie Dowd*

DATE: 06/06/2025

NAME: Bernie Dowd

POSITION: Club Chairperson

SIGNED: *Terri Nee*

DATE: 06/06/2025

NAME: Terri Nee

POSITION: Club Secretary

## **13. Annual General Meetings (AGM)**

Every club must hold an AGM. It is the most important meeting of the year and clubs should do their utmost to ensure that the AGM is organised in strict accordance with the rules as laid out in the club constitution. The AGM's purpose is to:

- Review the work of the previous year.
- Review financial statements and auditor reports.
- Elect officers and management (or executive) committee members.
- Get member views on club and association policy.
- Consider club constitution, policy and revise or endorse.

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## **1. Setting the Date:**

The Executive Committee set the date and location for each AGM.

## **2. Notice of AGM to members:**

The secretary shall give at least 14 days' notice in writing.

The secretary must then circulate the following documentation:

- Copy of the agenda
- Details of nominations for election to the Executive/Management Committee
- Copies of previous AGM minutes

## **3. The AGM Agenda:**

It is a key part of the planning process for a meeting. It helps to inform those to

attend the scope of the topics to be covered. The business of the Club AGM and the

Agenda is set out as follows:

- The Chairman's address.
- Adoption of Standing Orders.
- Minutes of Previous AGM.
- Consideration of the Financial Statements.
- Management committee officer's reports.
- Motions.
- Election of officers and members of the management (i.e. executive) committee.
- Any Other Business.

## **14. Disciplinary Procedures**

The committee shall have the power to make rules governing the conduct of the club.

Such rules shall be binding on membership. All complaints will be investigated and dealt with by the management committee. Anyone representing the club in competition must be a registered member of the association. The club and all its members will follow the rules and guidelines outlined by the Athletic Association of Ireland. The club is agreed to all the principles set out in code of conduct as detailed in the code of ethics.

There should be an adequate disciplinary, complaints and appeals procedures (policy) in each club as set out by the Athletics Association disciplinary process detailed below.

The Athletic Association of Ireland is governed by the following principles.

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## **Memorandum & Articles of Association.**

1. Article 24, Code of Ethics and Good Practice for Children's Sport.
2. Article 25, Disciplinary matters.
3. Article 26, Dispute resolution.
4. Article 21, Anti-doping.

### **Athletic Association of Ireland Bye Laws 2012**

- All child welfare concerns are governed by the Code of Ethics and Good Practice for Children's sports as detailed in article 24 of the Memorandum and Articles of Association of the Athletic Association of Ireland.
- All anti-doping concerns are governed by article 21 of the Memorandum and Articles of Association of the Athletic Association of Ireland.

The Memorandum and Articles of Association of the Athletic Association of Ireland (article 24) requires all members to accept and abide by the Code of Ethics and Good Practice for Children's sports. Recommended processes outlined on page 13 of the Code of Ethics detail complaints/appeals procedures that shall be adopted by the club.

The principal steps outlined in the Code of Ethics are as follows:

- 1.** Complaint is received by the secretary or children's officer.
- 2.** Member against whom the complaint is made should be informed of the nature of the complaint being made against them within 1 working day of the complaint being received by the club.
- 3.** A disciplinary committee should be formed consisting of a club committee member, the children's officer and an ordinary member of the club. This committee should meet and review the complaint and discuss separately with the complainant and the accused member. This should be done within 10 working days.
- 4.** The disciplinary committee should notify the member of any sanction being imposed or not. The notification should be made in writing setting out the reasons.



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**5.** The member has a right to appeal any decisions to an appeals committee

independent of a disciplinary committee. Any appeal should be made in writing within 10 working days of the decision of the disciplinary committee.

The chairperson of the appeals committee should be a member of the club management committee along with two other ordinary members, neither of whom has participated on the disciplinary committee leading to the appeal.

The club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.

## **Dispute escalation procedure**

### **1. Refer to the County Board**

If any party is not satisfied with the outcome at club level the matter shall be referred to the county board for consideration. “(The County Board) Shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).

### **2. Refer to the Provincial Council**

If at the County Board level, the party is not satisfied with the outcome the matter shall be referred to the Provincial Council for consideration. “(The Provincial Council) shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).

### **3. Refer to the National Governing Body**

If at the Provincial Council level, the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland. All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules. All costs associated with Just Sport Ireland will be

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the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.