Lusk Athletic Club

e-mail: Luskacpro@gmail.com



Lusk Athletic

Constitution

Contents

[1. Name of the Organisation 3](#_Toc408258696)

[2. Objective 3](#_Toc408258697)

[3. Club Colours 3](#_Toc408258698)

[4. Management of the Club 3](#_Toc408258699)

[1. Chairperson 3](#_Toc408258700)

[2. Deputy Chairperson 3](#_Toc408258701)

[3. Secretary 3](#_Toc408258702)

[4. Treasurer 3](#_Toc408258703)

[5. Registration 3](#_Toc408258704)

[6. Child Welfare Officer 3](#_Toc408258705)

[7. Development Officer 3](#_Toc408258706)

[8. Public Relations Officer 3](#_Toc408258707)

[9. Athletes Representative 3](#_Toc408258708)

[10. Director of Training - Coaches Representative 3](#_Toc408258709)

[11. Competition Secretary 3](#_Toc408258710)

[5. Annual General Meeting 5](#_Toc408258711)

[6. Extraordinary General Meeting 6](#_Toc408258712)

[7. Membership of Lusk Athletic Club 6](#_Toc408258713)

[8. Role of Officers Defined 7](#_Toc408258714)

[8.1 Chairperson: 7](#_Toc408258715)

[8.2 Deputy Chairperson: 7](#_Toc408258716)

[8.3 Secretary: 7](#_Toc408258717)

[8.4. Treasurer: 8](#_Toc408258718)

[8.5 Registrar: 9](#_Toc408258719)

[8.6 Child Welfare Officer 9](#_Toc408258720)

[8.7 Development Officer 9](#_Toc408258721)

[8.8 Public Relations Officer: 9](#_Toc408258722)

[8.9 Athlete Representative: 10](#_Toc408258723)

[8.10 Director of Training: 10](#_Toc408258724)

[*8.11 Competition Secretary* 10](#_Toc408258725)

[9. Sub-Committees 10](#_Toc408258726)

[10. Funding of Lusk Athletic Club 10](#_Toc408258727)

[11. The Dissolution of Lusk Athletic Club 11](#_Toc408258728)

[12. Board of Trustees 11](#_Toc408258729)

[13. Amendments to the constitution 11](#_Toc408258730)

[14. Declaration 11](#_Toc408258731)

# Name of the Organisation

1. The name of the club is “Lusk Athletic Club” and may be referred to where necessary as “Lusk AC”. All references hereinafter in this document to “the club” shall mean Lusk Athletic Club.
2. The Club will have its headquarters in Lusk
3. The Club will be non-political and non-sectarian.
4. The Club will affiliate annually with the Athletics Association of Ireland or its successor. All members agree to be bound by the rules, for the time of being, of the AAI and the International Association of Athletics Federations (IAAF).

# Objective

The aim of Lusk Athletic Club is to encourage and promote the participation and enjoyment of athletics of all standards in Lusk and the surrounding area.

The club shall also promote the pursuit of sporting excellence within its members so that all members may fully reach and achieve their athletic potential.

The club shall aim to provide services to all its members in a way that is fair to everyone regardless of ability. It is the policy of the club to promote equal opportunities for all people regardless of their ability, disability, race, nationality, colour, ethnicity, or creed. The club shall not knowingly act in any way that is an infringement of a member’s human rights.

# Club Colours

The Club colour is White and blue or White Club Crested Top and royal blue Shorts. However, black shorts or white shorts are acceptable as per guidelines from the AAI, which shall be worn in all competitions where members are representing the club.

# Management of the Club

4.1 A management Committee will manage the Club on a day-to-day basis. The management committee should comprise of at least five elected members in accordance with Section 4.4 of the constitution. The club shall elect from its members the following officers

### 1. Chairperson

### 2. Deputy Chairperson

### 3. Secretary

### 4. Treasurer

### 5. Registration

### 6. Child Welfare Officer

### 7. Development Officer

### 8. Public Relations Officer

### 9. Athletes Representative

### 10. Director of Training - Coaches Representative

### 11. Competition Secretary

4.2 Only registered members of the club at the time of the AGM or their representative can seek election to the Management Committee. A person must be:

1. 18 years or over on the day of the nomination.

2. A registered member of Lusk Athletic Club for a period of one year prior to the nomination.

3. A registered member of Lusk Athletic Club at the time of the nomination.

4.3 Any Member of the Committee may seek re-election to the Committee and to any post.

4.4 The Management Committee will have the power to appoint different sub-committees and to approve membership of each sub-committee.

4.5 Management meetings shall take place at least every 6 months to review progress, but may also be required following the County Board Meetings.

4.6 For a meeting to be held, a quorum of 4 Officers must attend.

4.7 The Chairperson will have a casting vote in addition to the Chairperson’s vote, where necessary.

4.8 If, for any reason, the Membership of the Committee falls below 4, the Management Committed is empowered to co-opt additional members on to the committee.

4.9 Failure to attend four consecutive Management Committee Meetings without substantive cause will result in cessation of membership of the Committee.

4.10 The Registration committee and Treasurer must ensure a register of current paid up members is maintained and is available for examination at any AGM or EGM.

4.11 The Management Committee may request a member to act on its behalf in any forum.

4.12 The Management Committee will endeavour to secure all sources of funding for Lusk Athletic Club available locally or nationally.

4.13 All expenditure must receive prior approval by the Management Committee with the exception of expenditure below €500 which can be incurred with the Treasurers consent but must be receipted and reported on at the following Management Committee meeting.

4.14 Borrowings for the club up to €2500 may be approved by the Management Committee but over this amount must be approved by the membership at an AGM or an EGM with detailed reasons given to the membership.

4.15 All Lusk Athletic Club cheques must have the signatures from two of the following: Chairperson, Secretary, or Treasurer.

4.16 No one person can hold more than three positions on the Management Committee simultaneously.

4.17 Management Committee will act in accordance with this Constitution. In carrying out their duties the members of the committee must always be mindful of any laws covering the safety, health and welfare of the members.

# 5. Annual General Meeting

5.1 AGM will be held annually and notification will be sent to all members.

5.2 Members will be notified at least 10 days before the AGM. The Agenda for an AGM should be circulated to all paid up members two weeks before the date convened.

5.3 The Agenda will include:

a) Welcoming address by the Chairperson

b) Scrutiny of Registered members

c) Minutes of the last AGM

d) Matters arising from them

e) Reports of Officers

f) Approval of Financial Statement and setting fees

g) Reports of any EGM held

h) Amendments to the Constitution

i) Motions for debate

j) Election of a Management Committee

k) Any other business

5.4 Any registered member or in the case of a juvenile their parent or guardian may propose an amendment of the constitution or a motion once the amendment/motion is seconded by another registered member. The amendment/motion should be notified in writing to the Secretary at least 10 days before the AGM to allow him/her circulate them to all registered members.

5.5 Any registered member or in the case of a juvenile their parent or guardian may propose or second another member for any post on the Management Committee, subject to section 3.4.

5.6 A person attending an AGM/EGM is entitled to one vote only. They must be registered member of the club at the time of the meeting or be a parent/guardian of a juvenile member (a juvenile member is a member under 18yrs).

5.7 In the case of a tied vote at an AGM/EGM the Chairperson has the casting vote.

5.8 All recordings related to meetings and correspondence remains the property of Lusk Athletic Club and should be held by the Secretary. An outgoing Secretary hands these over to the incoming Secretary at the AGM.

5.9 All financial records, similarly, remain the property of Lusk Athletic Club and are held by the Treasurer and outgoing Treasurer hands them over to an incoming Treasurer at the end of an AGM.

5.10 The outgoing Management Committee falls at the end of the AGM.

5.11 All Club records should be held for 2 years.

5.12 Notice of Motions – Will be required in writing or e-mail 6 weeks before the AGM so adequate time can be prepared if deemed a requirement.

5.13 Nominations – Nominations for positions on the Lusk AC Committee must be notified in writing four (4) weeks prior to the A.G.M.

Copies of the nominations shall be sent to club secretaries two (2) weeks before the A.G.M.

Officers of the committee will be elected and appointed at the AGM. All Elections can be by secret ballot if required.

In the case of a position not being filled, nominations will be invited on the night or at the next delegate meeting and following meetings until such position is filled. Vacant positions may be filled temporarily from within the Committee.

5.14 Any changes to the constitution shall require a 2/3 majority of the membership present. Any other motion, with the exception of a motion to dissolve the club, shall require a simple majority.

5.15 The Management Committee is empowered to deal with any matters not covered by the Constitution & Rules

# 6. Extraordinary General Meeting

6.1 An EGM can be called by any of the following:

A. Any four members of the Management Committee.

B. Any two members of the Board of Trustees.

C. 15 registered senior members.

D. 15 Parents of juvenile registered members.

6.2 A request for an EGM must be submitted in writing to the club secretary and must include a detailed reason for such a request. The request must be signed by all persons concerned in compliance with 6.1.

6.3 The Management Committee must facilitate the holding of an EGM within 30 days of receipt of such a request.

# 7. Membership of Lusk Athletic Club

7.1 Membership is a contract between the club and the athlete that the athlete will train to the best of their ability, the athlete also agrees to help with the fundraising activities of the club.

7.2 The provision of a maximum of 2 training sessions, for potential new members will be available after which full membership/subscription will be required.

7.3 The Club’s members must be at least 6 years of age in the year their membership commences. Any child under 6 which turns up for training is the responsibility of their parents and the parent must remain with the designated groups at all times. The parent must also accept all liability as the kid will not be insured under AAI and the club’s insurance.

7.4 The Club or its management and/or members, shall not be liable for, nor shall they accept responsibility for any injury, loss or damage howsoever sustained by any person or persons who are not members of the club whether direct or indirect and including consequential losses arising out of any of the activities of the club or in any way whatsoever which does not arise from any negligent act or omission of the club, its management and/or members.

7.5 There will be an annual membership fee, any changes to which will be agreed at the Annual General Meeting (A.G.M.) each year, and payable by all members. This subscription will cover the calendar year from 1st January to 31st December inclusive. Members joining during the year shall be liable for the full annual fee unless otherwise determined by the management committee.

7.6 Payment of the requested fee agreed at the AGM is required before the middle of January each year unless agreement is reached with the Treasurer for payment by arrangement otherwise.

7.7 Transfer applications from Lusk will be dealt with at the management meeting and submitted to the County Board subject to the rules of AAI. No transfer will be accepted or approved if there is any financial liability outstanding.

7.8 Liability of Lusk Athletic Club will not be the liability of the Management Committee but will be the liability of all its members.

7.9 Members and athletes are bound by the Code of Conduct which they are issued with when they join and which they sign for.

7.10 Membership can be terminated by the Management Committee in exceptional circumstances. Those so affected have the right to appeal. Prior to the appeal being heard the member may be suspended from taking part in any club activity.

7.11 Within 14 days of the member being suspended the management committee must put in place an appeals committee, which should consist of 3 senior registered club members to hear the appeal.

7.12 Members must act for the good of the club and in the interest of Lusk Athletic Club at all times. They must abide by the Code of Conduct for the club and be courteous at all times to all members.

7.13 Any person caught taking performance enhancing drugs, therefore bringing the club into disrepute will immediately be suspended from the club pending an investigation. The Chairman, Secretary and one other Management Committee member and or members of a Coaching committee can call for the immediate suspension of an athlete.

# 8. Role of Officers Defined

8.1 Chairperson: It is the function of the Chairperson to organise and chair meetings. The Chairperson also gives the Chairperson’s addresses at EGM/AGM and any function organised by the club. Only where a vote is tied does the Chairperson have a casting vote. In a case where the Chairperson has a specific interest, the Deputy Chairperson takes over this role. The Chairperson still has his own vote. The Chairperson is one of the members listed who can sign cheques. The Chairperson may have a role in relation to correspondence of a strictly personal and confidential nature.

8.2 Deputy Chairperson: assists the Chairperson and takes over in his absence or where the Chairperson has a personal interest which might influence the vote.

8.3 Secretary: It is the function of the secretary to:

1. Administer club correspondence/first point of contact.

2. Agree, prepare and distribute agendas for club committees and AGM meetings.

3. Liaise with Chairperson on agendas and meetings.

4. Take minutes from meetings and distribute to members.

5. May sign cheques as required

### 8.4. Treasurer:

#### Role and Responsibilities of the Treasurer

The Treasurer of Lusk AC has the responsibility for the accounting and safe-keeping of the funds, revenue and expenditure of Lusk AC. Specifically the following tasks and responsibilities form part of the role:

* Recording all income and expenditure from athletic events, Club activities or other, in a suitable format that enables such transactions to be reviewed, and audited.
* This may entail some or all of the following:
  + All club monies will be banked in an account held in the name of the club.
  + The financial year of the club will end on the 31st of December.
  + Collection of event entry fees from the competition team.
  + Invoicing of all monies due to the Club
  + Payment of all bills arising from Club activities in a timely manner
  + Lodging monies to the current account in a timely manner
* Regular reporting on the financial standing of Lusk AC including all current, and investment accounts. Such reporting to occur at least once every 6 months or per quarter year.
* Preparation of an end of year report and presentation of this to the appointed auditors and the Annual general meeting of the club.
* Keeping of all records for the tenure of their position and in a format that enables them be passed onto future treasurers.
* Provide recommendations to the club on investment alternatives as they may arise.
* Selection and engagement of suitable auditors following approval from the Board.
* Provide adequate warning of any deficiency in funds, loss, and potential exposure of the Club as soon as this becomes evident.
* Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.
  + The Treasurer plus one other officer can sign for necessary expenditure for the running of the club up to €500, subject to it being receipted and reported to the Committee.
  + The Treasurer and Registrar may keep correspondence of a highly personal and confidential nature in relation to members in difficulties. This will not be read at meetings
* Preparation of an annual budget to the Committee
* Assist in any fundraising activities that may be undertaken by Lusk AC

#### Personnel specification

It is important to note that the Treasurer does not have to be an accountant to perform this role. However, he/she must have the ability to record all financial transactions, control expenditure for Lusk AC, plan and assist in fundraising and provide regular reports to the committee as detailed above.

The Treasurer should be known to the board and have been actively involved in the activities of Lusk AC to-date.

Ideally the Treasurer should be computer literate and be familiar with computer packages such as Word, Excel or similar.

Should the treasurer at any time become unable to perform the role adequately either through incapacitation, workload, relocation or any other encumbrance that would affect his/her ability, then they should promptly report this to the committee to enable alternative resources be put in place.

##### Assistant Treasurer

Where deemed necessary, either by the committee or due to the workload of the Treasurer, and assistant treasurer may be appointed to assist in some or all of the tasks listed above.

8.5 Registrar: maintains strict records of all members registered on an on-going basis and liaises with the Treasurer.

1. The Registrar maintains a register of paid up Members and collects fees and registrations. This register will be available for all to see and will be present at the AGM and EGM. All money collected and members list will be supplied to the Treasurer.

8.6 Child Welfare Officer

Ensure that the club has a copy of the AAI’s Child Welfare & Protection in Sport” booklet. Ensure child protection procedures are understood and adhered to by all members. Establish and maintain a complaints procedure and in the event of a compliant, ensure that the compliant procedures are met and followed through to the final decision. Attend the Irish Sports Council “Child Welfare & Protection in Sport Workshop” (renewable every three years). Be familiar with current child protection legislation. Understand the National Governing Bodies child protection procedures and regulations. Assure that all coaches and club officials are vetted with Garda Vetting Section.

### 8.7 Development Officer

Has responsible for the upkeep and development of the club property at Lusk. He/she liaises with the Treasurer on the completion of any grant applications with the help of other members.

The role of the Development Officer can be a non-executive role within the club however he/she can be requested to attend meeting of the committee when required.

The Development Officer shall be responsible for recruitment and attracting new members to the club.

The Development Officer shall endeavour to visit all schools in Lusk and the surrounding area with a view to raising the profile of the club and to invite participation of children in athletics.

The Development Officer should liaise with such agencies in Lusk and the surrounding area with a view to raising the profile of the club and to invite participation in athletics.

The Development Officer will investigate into ways to progress the club going forward and look at all avenues available potentially to the club.

8.8 Public Relations Officer:

The PRO shall endeavor to:

1. Have results for all competitions held by Lusk AC recorded and published in the media.
2. Seek sponsorship where appropriate.
3. Maintain a diary of upcoming events.
4. Ensure that the media tools is maintained with fixture lists, results and any other news pertaining to all Athletic activities within the club.
5. Maintains a link between the committee and the members by way of a newsletter.

8.9 Athlete Representative:

The Athlete representative will represent all athletes within Lusk AC, and represents their interests on the Management Committee.

8.10 Director of Training:

Director of Training shall be elected by the active coaches in the club and shall represent their view on the Management Committee. He/she shall liaise with coaches on matters of training, competition awards and disciplinary matters and put structures in place to ensure that training is carried out safely and is suitable for the age and ability of the various age groups in line with the guidelines given by the National Coaching Centre. He/she shall also endeavour to recruit coaches to the club to maintain coach/athlete ratio with the help of all committee members. The Director of Training shall choose the members of the club who are to be involved with training.

The Director of Training will oversee and sign off on the development of training strategies and training programmes for all members and training groups of the club and shall have the final decision on all training matters pertaining to the club

The director of training also has a responsibility for booking venues for training such as athletic tracks etc....

### 8.11 Competition Secretary

They will organize the entry of club teams into all AAI events.

They should liaise regularly with the Club captains to identify AAI events that the club are interested in and communicate these to the club membership.

They may be requested to attend the monthly Athletics county meetings as required by the club.

8.12 Fund-raising Committee: Management Committee shall establish a sub-committee whose sole aim is to raise funds for development of club and to assist in the alleviation of club debts when applicable and in doing so ensuring that all activities held are done so in a manner that are in the best interest of the club and portrays the club in a positive light at all times. The sub-committee shall nominate a representative who will report on matters to the Management Committee.

8.13 Other members assist the committee in the normal running of the committee and the club within their own expertise and as required.

# 9. Sub-Committees

9.1 Sub-committees may be set up by the Management Committee to carry out a particular duty/function. They must contain one officer of the club whose duty is to report back to the Management Committee on the activities of the subcommittee on a monthly basis.

# 10. Funding of Lusk Athletic Club

10.1 The annual subscription fees agreed at the AGM will be used for the day-to-day funding of the club. The fees will cover the annual registration and insurance costs for little athletes, juvenile athletes and Senior. It does not cover transport to competitions but we currently cover the cost of entry fees for any member of the club who represents the club at a national competition level where qualification has been achieved through a provincial competition.

10.2 When any item costs more than €500 tenders from three suppliers must be sought unless a proprietary supplier is supplying it.

10.3 The Club may not borrow in excess of €2500 without seeking the approval of the majority of its members in attendance at an AGM or an EGM. Full details of the proposed expenditure must be given to the membership.

10.4 The membership not the Management Committee carries the joint liability for any funding borrowed.

# 11. The Dissolution of Lusk Athletic Club

11.1 Lusk Athletic Club can only be dissolved if a motion to that effect is proposed at an AGM, EGM and will require a 2/3 majority of the members present to be passed.

11.2 The assets of Lusk Athletic Club as well as any monies remaining will be disposed of too other similar clubs with similar objectives in the area as agreed by a majority at that meeting.

11.3 Any outstanding debts are the responsibility of the membership and any decision regarding the settlement or otherwise of those debts will be made at that meeting.

# 12. Board of Trustees

12.1 The Club will establish a Board of Trustees with a minimum if the time comes when there is a requirement to set up a Board of Trustees.

# 13. Amendments to the constitution

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

# 14. Declaration

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

SIGNED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_