

STANDING ORDERS

Duleek & District AC

60 Ashvale Court
Station Road
Duleek
Co. Meath

Phone

086 - 8282938

Email

Info@duleekac.ie

Website

www.duleekac.ie

Facebook Page

Duleek & District
Athletic Club

Mission

To support and promote athletics in a safe, fun and positive environment; where equality, positive reinforcement and sportsmanship are our focus.

Vision

An excellent community-orientated club, providing first-class amenities, training and support; grounded in mutual respect and fostering a legacy of memorable experiences shared by all involved.

Values

Fun
Respect & Equality
Excellence
Pride
Inclusivity
Integrity
Trust
Sustainability

1. INTRODUCTION

- 1.1. This club will be called Duleek & District Athletic Club.
- 1.2. The club will affiliate annually with the Athletic Association of Ireland or its successor.
- 1.3. The club shall be in affiliation with its appropriate County Board and Provincial Council of the Athletic Association of Ireland.
- 1.4. All club members including committee members and coaches shall register annually with the Athletic Association of Ireland and will be subject to the rules and regulations of the AAI.
- 1.5. The club will submit a copy of their annual report to their respective County Board.
- 1.6. The club shall elect from its members the following officers:
 - Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Registrar, Assistant Registrar, Child Welfare Officer, Public Relations Officer and other Committee Members as appropriate.
Note: Roles set out in D&DAC Job Descriptions document.
- 1.7. All club officers and committee members shall familiarise themselves with the Code of Ethics and Good Practice for Children's Sport.
- 1.8. The club shall register its club colours – light green and black, and these shall conform with IAAF/AAI rules.
- 1.9. The club committee shall meet once per month, or at a minimum, at least eight times a year, where all decisions and records will be minuted and circulated to all committee members.
- 1.10. The club shall endeavour to promote all facets of athletics.
- 1.11. The club shall endeavour that no member be discriminated against on the basis of age, sex, class or creed.
- 1.12. The club will endeavour to recruit coaches for all disciplines in conformity with the coach education programme.
- 1.13. All meetings of the Club (Annual, Extraordinary, General) shall be conducted as set out below.

2. ANNUAL GENERAL MEETING

2.1. Introduction

- 2.1.1. The Club shall hold an Annual General Meeting before the end of November. Notice of the AGM shall be sent by the Secretary to all members not less than 4 (four) weeks before the date of the AGM.
- 2.1.2. The function of the AGM shall be:-
- To receive reports from the Executive Officers
 - To elect members of the Executive
 - To consider motions proposed and seconded by members and received before the AGM in accordance with 1.1 above.
 - To approve the annual subscription fees recommended by the Executive.
 - To allow time for Any Other Business.

2.2. The Chair

- 2.2.1. Speakers shall address the meeting solely through the Chair. The Chair shall control the meeting and determine the order of speaking.

2.3. Motions

- 2.3.1. All motions including amendments to the Constitution must be proposed and seconded by members.
- 2.3.2. Notice of any motion to be proposed at the AGM specifying the proposer and seconder of the motion shall be submitted in writing to the Secretary at least 4 (four) weeks before the AGM and distributed to members at least 2 (two) weeks before the AGM.
- 2.3.3. The proposer or seconder shall present the motion and thereafter it shall be open for debate; it may only be withdrawn with the consent of the proposer. The Chair may decide to defer the motion to another agenda.
- 2.3.4. The proposer or seconder of the motion shall have the right to sum up the debate immediately prior to a vote being taken.
- 2.3.5. All amendments to motions must be proposed and seconded by named representatives.
- 2.3.6. Notice of any motion to be proposed at an Extraordinary General Meeting of the Club shall specify the proposer and seconder and be submitted in writing to the Secretary not less than 2 (two) weeks before such a meeting.
- 2.3.7. The Secretary, when giving notice of an Extraordinary General Meeting, shall specify any motion to be proposed thereat and the names of the respective proposer and seconder of the motion. In addition, the name of those full members, who have called the meeting, shall also be specified by the Secretary.

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2.4. Voting (Motions)

- 2.4.1. Members are entitled to vote on any motion put to the AGM.
- 2.4.2. Voting will be by show of hands.
- 2.4.3. All proxy nominations shall be received by the Secretary by noon on the Friday preceding the AGM. In the event of a member who intended being present at the AGM, but is unable to do so and who notifies the Secretary one hour before the start of the AGM, a proxy may then be nominated.
- 2.4.4. Persons appointed as proxies must be eligible to vote in their own right. No person may hold more than 2 (two) proxy votes.

2.5. Elections to Executive Committee

- 2.5.1. Executive members who intend to resign at the next AGM should notify the Secretary of their intention at least one month prior to the AGM.
- 2.5.2. Nominations for the vacant position(s) must be proposed and seconded by named representatives.
- 2.5.3. Nominations as above must be received by the Secretary at least 1 (one) week before the date of the AGM. If more than one person is nominated for a vacant post, a vote will be held by means of secret ballot.
- 2.5.4. Late nominations shall not be accepted.
- 2.5.5. Votes will be counted by 2 (two) tellers. The Secretary shall appoint 2 (two) members to count the votes.
- 2.5.6. In the event of an equality of votes after a second election, the Chair shall have a casting vote.

3. Extraordinary General Meeting

- 3.1. The Executive may, on their own resolution, or at the request of at least one-third of the members of the Club, call an Extraordinary General Meeting. At least 2 (two) weeks' notice, with the specified matter, time and venue of the meeting, shall be sent to every member. Major policy and constitutional changes must be approved by at least two-thirds of the membership in attendance at the EGM.
- 3.2. Extraordinary General Meetings shall only consider the business for which that particular meeting has been called.

4. Club Finances

- 4.1. A detailed record of income and expenditure shall be kept by the Treasurer.

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4.2. All expenditure shall be authorised and signed by the Treasurer and either the Chair or Secretary.

4.3. Annual accounts shall be prepared for the AGM.

4.4. The Executive shall receive regular reports on the Clubs financial position, annual budgets and expenditure.

4.5. All expenses incurred by the Executive members shall be reimbursed, as agreed by the Executive.

4.6. All financial records shall be retained for a period of at least 3 (three) years.