

DOIRE COLMCILLE CLG



CLUB CONSTITUTION

An Cathaoirleach

An Runai

Data



TITLE, OBJECTS AND COLOURS

1. The Club shall be called DOIRE COLMCILLE CUMANN LUTHCHLEAS GAEL, and in English as DOIRE COLMCILLE CLG, hereinafter known as “The Club”
2. The objects of the Club shall be the promotion of the aims of Cumann Luthchleas Gael as outlined in its Charter and General Rules, and the membership and resources of the Club shall be utilised for, and dedicated solely to those aims.
3. The colours of the Club shall be an Amber & Black Jersey and White/Black/Amber shorts.

MEMBERSHIP

4. All classes of members of the Club shall be elected by the Executive Committee, and such classes shall consist of Full, Honorary, Temporary and Youth.
5. Full (Ordinary) Membership of the Club, which shall be for a period of not less than one year, shall be open to all persons of 18 years of age and over who subscribe to and undertake to further the aims and objects of Cumann Luthchleas Gael; such Full Members shall be registered with the County Registrar.
6. Honorary Membership shall be open all persons who have rendered exceptional service to the Club or to the games and/or activities of Cumann Luthchleas Gael. They may be elected for life or for any defined period but



unless otherwise stated in the minute made on the occasion of their election their membership shall terminate at the close of the current year but may be renewed by the Executive Committee from year to year. Honorary Members shall have all the privileges of Full Members except in the management or control of the club and they shall not be obliged to pay the subscription as provided for in Club Constitution Rule 14.

7. Temporary (Social) Membership shall be open to all persons actively involved in such additional activities as may be promoted by the Club. They may be admitted for periods not exceeding twelve months after being duly elected. They shall be entitled to vote or engage in the management or control of the Club.
8. Youth Membership shall be open to all persons under 18 years of age. They shall not be entitled to vote or engage in the management or control of the Club.
9. Application for Membership – The person seeking admission as a member of any class other than honorary shall complete and sign a prescribed application form, which must be returned to the Club Secretary. The application for membership must be proposed and seconded by two paid-up Registered Full Members.
10. The name and address of such person proposed as a member of the Club, together with the names of those proposing and seconding him\her, shall be displayed in a conspicuous place in the club premises for at least two weeks before election.



11. The Executive shall inform the applicant of its decision. A new member on election shall, on payment of the membership subscription, shall be given a membership card.

12. At the discretion of the Executive Committee, the foregoing procedure (Club Rules 9-11) need not apply in cases other than the election of Full Members

13. (a) The Executive Committee shall have the power to expel or suspend from Club activities any member of the Club whose actions are, in the opinion of the Committee, prejudicial to the interests of the Club.
(b) Such persons, if Registered Full Members, shall have the right to appeal to a Special General Meeting as provided in these Club Rules.
(c) Unless the offence is brought to the notice of the County Committee by the club and that body, having considered the merits of the case and having regard to the rights of the player or member, imposes a suspension, the player or member continues to be legal member of the Association and is merely suspended from Club activities.

SUBSCRIPTIONS

14. The annual subscription of members other than Honorary members shall be decided by the Annual General Meeting; subscription are payable in advance on January 1st.

15. Any member other than Honorary member whose annual subscription is not paid prior to March 1st in any calendar year shall cease to be a member on that date and shall be eligible to participate in the games of any section of the Club or to partake in any of the privileges attached to membership.



16. The Executive Committee shall have power to grant Temporary (Social) membership, under such terms as it shall think fit, to any person whose membership shall have lapsed under Club Rule 15.

EXECUTIVE COMMITTEE

17. The business and affairs of the Club shall be under the management of an Executive Committee and it shall be the controlling body of the Club.

18. The Executive Committee shall be elected by the Registered Full Members present, entitled to vote and voting at the Annual General Meeting and nominations to serve on the Executive Committee shall be by any two such Registered Full Members.

19. The Executive Committee shall hold office for a period of one year or until the following Annual General Meeting whichever is sooner.

20. The Executive Committee shall be comprised of the Chairman, Vice-Chairman, Treasurer, Secretary, Registrar, Children's Officer, PRO and at least three Registered Full Members, (where possible, at least one of whom shall be under 21 years and over 18 years on the date of the Annual General Meeting).

21. The Executive Committee shall have the sole right to appoint sub-committees as required. It shall define the duties of such sub-committees and retain control in all matters and activities that it considers of importance to the general



welfare of the Club including the disposal of any funds in the hands of such sub-committees.

22. The Executive Committee shall have power to nominate the Chairman of such sub-committees.
23. The Club Chairman, Vice-Chairman, Hon. Secretary and Hon. Treasurer of the Executive Committee shall be ex-officio members of all sub committees.
24. The Executive Committee may prepare bye-laws for the proper control and management of the Club which shall be submitted for ratification to an Annual or Special General Meeting of the Club. Alterations, deletions or additions to such bye-laws may be made only at the following Annual General Meeting or at a Special General Meeting called for the purpose.
25. The Executive Committee shall meet at least once each quarter and four shall constitute a quorum at a meeting of the Executive Committee.
26. The Executive Committee shall administer the business affairs of the Club and the property under its control in accordance with the aims and objects specified in the Constitution and shall have all such administrative powers as may be necessary for properly carrying out the aims and objects of the Club.
27. Each member shall have the right to be heard by the Executive Committee upon any complaint or representation sent by him in writing to the Hon. Secretary.



28. A special meeting of the Executive Committee may be called
- (a) By the Hon. Secretary, or
 - (b) By the Hon. Secretary within three days of the receipt by him/her of a requisition, duly signed by four members of the Executive Committee. Such notice shall set out the purpose for which the special meeting is required.
29. The Chairman shall preside over all meetings of the Executive Committee; in his absence, the Vice-Chairman shall preside. If both the Chairman and Vice-Chairman are absent, the Committee may elect a member present to preside at the meeting.
30. Any member of the Executive Committee who shall absented himself \ herself from three consecutive meetings without reasonable explanation, shall be deemed to have resigned from the Executive Committee.
31. Should any member of the Executive Committee resign, or his\ her position otherwise lapse, the remaining members of the Executive Committee shall have the power to fill the vacancy by co-opting from the body of the Registered Full Membership. The service of any member on the Executive Committee chosen to fill a casual vacancy shall not be reckoned in calculating the seniority of such member if subsequently elected to serve on the Executive Committee.

VOTING

32. A Chairman of a general meeting, Executive Committee, or any sub-committee shall, in the event of a tie, have a casting vote in addition to his \ her vote as a member.



33. All Registered Full Members who are over the age of eighteen on the 1st day of January preceding the Annual General Meeting and whose subscriptions at the prescribed rate are not in arrears shall be eligible to vote at a General Meeting and voting shall be by a show of hands or by secret ballot at the discretion of such Registered Full Members.

GENERAL MEETINGS

34. Not less than five days final notice of all general meetings, annual or special, shall be given by the Hon. Secretary to all Registered Full Members of the Club.

35. The Annual General Meeting of the Club shall be held on or before 31st December as arranged by the Executive Committee.

36. In the case of the Annual General Meeting, all motions and nominations must be in the hands of the Hon. Secretary not less than 14 days before the date of the Annual General Meeting.

37. The following business shall be transacted at the Annual General Meeting:

- (a) Minutes of previous Annual General Meeting.
- (b) Annual Report submitted by the Hon. Secretary.
- (c) Financial Statement submitted by the Hon. Treasurer.
- (d) Election of officers and members of the Executive Committee.
- (e) Notice of Motion.
- (f) General Business.



38. A Special General Meeting of the Club shall be called by the Hon. Secretary within fourteen days, if directed by the Executive Committee or demanded in writing by not less than twelve Registered Full Members who in their requisition shall state the object of such meeting. No other business shall be transacted at that Special Meeting. A minimum fee of £10 shall accompany the requisition by members calling for such meeting; this fee shall be forfeited to the funds of the Club if the matter be considered frivolous by the majority of those present and voting.
39. Twelve Registered Full Members entitled to vote shall constitute a quorum at a General or Special Meeting of the Club.

ASSETS AND TRUSTEES

1. (a) The Club shall have power to acquire and hold and to sell, lease, mortgage or charge real and personal property. Real property shall not be transferred, sold, leased, conveyed, mortgaged or otherwise charged or dealt with without the consent of the Central Council as set out in the Declaration of Trust.
- (b) The real property of the Club shall be vested in five members of Cumman Luthchleas Gael as Trustees who shall hold same in accordance with the Charter, Constitution and Rules thereof and subject to the covenants and conditions contained in the approved Declaration of Trust and who shall sell, lease, mortgage or charge the said property when directed to do so and with the consent of the Central Council. The Executive Committee shall select the three Club Trustees who shall then be appointed by the Chairman of the Club and the remaining Trustees shall be appointed by the President of the



Provincial Council and the Chairman of the County Committee where appropriate.

(c) The personal property of the Club shall vest in the Chairman, Treasurer and Secretary for the time being of the Club who shall hold same in trust for the Club. The said Trustees shall invest the funds of the Club in accordance with the directions of the Executive Committee of which an entry in the minute book of the Club shall be conclusive evidence.

(d) The Executive Committee shall open a bank account on behalf of the Club and all cheques drawn on the said account shall be signed by the Treasurer and by the Chairman and or Secretary.

(e) Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club.

(f) The said Trustees of the real property and of the personal property for the time being shall be as set out in the Schedules to these Club Rules.

(g) The Club shall indemnify and save harmless a Trustee in respect of any loss or any out of pocket expenses bona fide incurred by him\ her in or about the execution of his \ her trust or powers.

BOOKS AND ACCOUNTS

2. The Executive Committee shall open a Bank Account or Accounts with an approved Bank on behalf of the Club, and all cheques drawn on the said account shall be signed by the Treasurer and countersigned by one of either the Chairman or Secretary.
3. The Executive Committee shall cause proper Books of Account to be kept in respect of:-
 - a. All sums of money received and expended by the Club, and the matters in respect of which such receipts and expenditures take place; and



- b. All Sales and Purchases of goods by the Club; and
 - c. The Assets and Liabilities of the Club.
4. The Books of Account shall be kept at such place or places as the Executive Committee shall think fit, and shall at all reasonable times be open to the inspection of the members of the Executive Committee.
5. The Executive Committee shall from time to time determine whether and to what extent and at what times and places, and under what conditions and regulations, the Accounts and Books of the Club, or any of them shall be open to the inspection of Full Members of the Club not being an Executive Committee member, and no member (not being an Executive Committee Member) shall have any right of inspection of any Account or Book or Document of the Club except as authorised by the Executive Committee.
6. An independent suitably qualified Person or Persons shall be appointed as Accountant(s) or as Auditor(s) (if an Audit is deemed appropriate by the Executive Committee) to Report on the Financial Statements of the Club, for presentation at the Annual General Meeting.
7. The Books and Accounts of the Club shall be presented to such Accountant(s) or Auditor(s) by the Committee in sufficient time to enable the Report of such Accountant(s) or Auditor(s) to be available and considered at the Annual General Meeting of the Club.
8. The Financial Statements shall be approved by the Executive Committee, and signed by two of three Officers – Chairman, Secretary, Treasurer – on behalf of the Executive Committee.
9. The Executive Committee shall cause to be prepared and laid before the Annual General Meeting an Account of Income and Expenditure and a Balance Sheet made up to a date not more than six months before such meeting.



10. The Balance Sheet and Accounts of the Club shall be made available to the Revenue Commissioners, on request.
11. All Books of Account, including all documents, vouchers, statements and notes, as well as all minute books, notes of meetings, original and copy correspondence and all such documents are the property of the Club, and no person shall have any personal title to or interest in such documents to the exclusion of the Club.
12. The Club shall define the End of the Financial Year of the Club.

INCOME AND PROPERTY

13. No portion of the Income and Property of the Club shall be paid or transferred directly or indirectly by way of profit, dividend, bonus or otherwise howsoever to the Members of the Club.
14. No Officer shall be appointed to any Office within the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club in respect of such Office, provided however nothing shall prevent any payment in good faith by the Club of:-
 - a. reasonable and proper remuneration to any Member or Officer of the Club for any services rendered to the Club (other than as an Officer);
 - b. reasonable and proper remuneration to any company of which a Member or Officer of the Club is a director or shareholder, for any services rendered to the Club;
 - c. interest at a rate not exceeding 5% per annum on money lent by Officers or other Members of the Club to the Club;
 - d. reasonable and proper rent for premises demised and let by Officers or other Members of the Club (including any Officer) to the Club;
 - e. reasonable and proper out of pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;



- f. fee's, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member, holding not more than one hundredth part of the issued capital of such Company.

WINDING UP

15. A resolution to Wind Up a Club shall be passed only at a General Meeting, specially summoned for the purpose of such resolution, if supported by not less than three-fourths of those present and entitled to vote.
16. Any decision to Wind Up a Club shall be subject to the approval of the County Committee.
17. If upon such Winding Up, there remains, after the satisfaction of all its debts and liabilities, any property whatever, the same shall not be paid or distributed amongst the members, but the Trustees shall continue to hold same in trust for the appropriate County Committee of the G.A.A., to be used or disposed of as such County Committee shall direct, but shall in no instance pay or distribute such property amongst Officers, Members or Employees of the Club.

INTERPRETATION OF CLUB CONSTITUTION AND RULES

18. The Executive Committee shall be the sole authority for the Interpretation of these Club Constitution and Rules (with the exception of Rules 5.11.1, 5.11.2 and 5.11.3) and of any byelaws and regulations made herein; and the decision of the Executive Committee upon any question of interpretation, or upon any matter affecting the Club and not provided for, shall be final and binding on the members, subject to appeal to the Management Committee of the County Committee in accordance with the provisions of Rule 5.11.2, and shall not under any circumstances be subject to appeal to any Court of Law.



COMPLIANCE WITH PROVISIONS OF OFFICIAL GUIDE

19. The Club Constitution and Rules shall be read in conjunction with the general rules of Cumman Luthchleas Gael contained in the Official Guide as amended from time to time.

ALTERATIONS OF RULES

20. Alterations and additions to these Club Rules may be made at any Annual General Meeting or at a Special General Meeting called for the purpose, providing that the resolution proposing same is carried by a vote of two thirds of the members present and voting and same do not conflict with the Rules of Cumman Luthchleas Gael.

21. Members wishing to propose alterations or additions to these Club Rules must send notice of the proposed alterations or additions in writing to the Hon. Secretary not later than fourteen days before the Annual General Meeting, or may do so by calling a Special Meeting as provided for in the Rules.

INTERPRETATION OF CLUB RULES

22. The Executive Committee shall be the sole authority of these Club Rules (with the exception of Club Rule 13), and of any bye-laws and regulations made thereunder; and the decision of the Executive Committee upon any question of interpretation or upon any matter effecting the Club and not provided for by these Club Rules or by the bye-laws and regulations made thereunder shall be final and binding on the members subject to appeal to a General Meeting, and shall not under any circumstances be subject to appeal to any Court of Law.



CHILD PROTECTION

23. The Club is committed to the protection of all young people in its care, by creating and maintaining the safest possible environment for children and young people to enjoy Gaelic Games

We do this by:

- Recognising that all children have the right to freedom from abuse
- Ensuring that all staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care
- Responding swiftly and appropriately to all suspicions or allegations of child abuse, and providing parents and children with the opportunity to voice any concerns they may have.
- Appointing a Children's Officer to take responsibility for child safety and carry out regular audits to ensure compliance with policy.
- Ensuring all confidential information is restricted to the Children's Officer or the appropriate external authorities
- Annual review of Child Protection policy at Annual General Meeting

24. The Club is committed to applying its 'Code of Best Practice for Youth Sport' and ensures that all volunteers, participants and parents are aware of its existence and comply with its recommendations.

25. The Club will maintain a central record of all those volunteers and coaches who have successfully completed a Child Protection Awareness Training course.

EQUAL OPPORTUNITIES

26. The Club is fully committed to ensuring equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:



- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to all in society.
- The Club respects the rights, dignity and worth of every person and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexual preference or social/economic status.
- The Club is committed to everyone having the right to enjoy Gaelic Games in an environment free from threat of intimidation, harassment and abuse.
- The Club will deal with any incident contravening its 'Code of Conduct' and will discipline appropriately.

3 STRIKES POLICY AND DISCIPLINE

27. The Club believes that an effective and positive method for responding to poor behaviour by any member of the Club is in the implementation of both the '3 Strikes Policy' and its accompanying Disciplinary procedure.
- Each member gets an opportunity to redress any behavioural issues before further sanction is taken
 - Strikes last for the term of that year only and are rescinded for the next year
 - The Clubs Disciplinary Committee, as laid out in its procedure will provide a Discipline submission for ratification to Executive Committee.

FINANCE POLICY

28. Doire Colmcille CLG is committed to providing clear and transparent financial information to its members and as such has implemented a policy to govern how the Club, through its Officers and members are to handle all its financial systems.



FRAUD AND ANTI-THEFT POLICY

29. One of the basic principles of public sector organisations is the proper use of public funds. It is therefore important that all those who work in the public sector are aware of the risk of and means of enforcing the rules against fraud and other illegal acts involving dishonesty, deception and other related activities. Doire Colmcille CLG has implemented a policy for detected or suspected fraud, incorporating best practice within the field regarding counter-fraud measures and takes account of the latest legislation.

CLUB SPOTRS DEVELOPMENT PLAN

30. The Club has invested time and focus on the development of a plan that will map out the direction of the Club for the forthcoming 5 years. This plan provides the framework for all development activity within the Club and has been adopted at a General Meeting by its members

31. In conjunction with the plan, and end of year audit will be carried out, controlled by the Executive Committee, to assess the progress of all action items as detailed in the Action Plan – Appendix 1.

CHANGE HISTORY

- 1. First version – PJ Loughran - November 2000**
- 2. Amended to include reference to Child Protection policy, Equal Opportunities policy as defined in Sections 45-48. Also amended name of club to Doire Colmcille CLG, and added signatures of An Cathaoirleach and An Runai. In addition, added Change History section to reflect changes/amendments to Constitution – Mark Higgins - November 2004**
- 3. Amended to include Finnace/Fraud/Discipline/3 STRIKES policies and to update with necessary changes as per direction from Central Council Club Constitution Model 2005 – Mark Higgins – January 2008**