



CONSTITUTION

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Document Version History

Published by Dundalk St. Gerard's, February 2025.

Ver. No.	Ver. Date	Revised By	Description/Changes	Filename
0.1	06.03.14	Committee	Initial draft.	Dundalk St. Gerards A.C.- Constitution_v0.1.docx
0.2	23.05.17	Committee	To add version details.	Dundalk St. Gerards A.C.- Constitution_v0.2.docx
1.0	25.02.2025	Committee	Adopted version	DSGConstitution_v1.0. docx

This version was adopted at the AGM on the 25th of February 2025

1 Name of the Organization

The name of the club is 'Dundalk St. Gerard's Athletic Club' and may be referred to where necessary as 'St. Gerard's' or 'DSG'. All references hereinafter in this document to 'the club' shall mean Dundalk St. Gerard's Athletic Club.

2 Affiliations

The club will affiliate annually with the Athletic Association of Ireland (AAI), Athletics Leinster and Athletics Louth or their successor(s). 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) now World Athletics (WA).

3 Club Colours

The club colours are red and white with a club crest (as shown on title page), which shall be worn in all competitions where members/athletes are representing the club.

4 Aims and Mission

- 4.1 The aim of the club is to encourage and promote the participation and enjoyment of athletics of all standards in Dundalk and the surrounding area.
- 4.2 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.
- 4.3 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.

5 Membership

Dundalk St. Gerards AC is a predominantly juvenile club. Adult members are required for the purposes of coaching and running the club. Adult members can however train and compete in St Gerads colours once they observe the rules set out for adult members (see operational manual)

- 5.1 All members should familiarise themselves with the club's operational manual in which details of the code of conduct and day-to-day operations are described.
- 5.2 Membership will begin as soon as the applicant has paid their membership through the AAI registration system and confirmation has

been received by the club.

- 5.3 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.
- 5.4 There will be an annual membership fee, any changes to which will be agreed by the committee prior to a new registration cycle. 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. The membership fee will be made up of two parts, one for the registration with the AAI and the other for the registration with Dundalk St Gerard's AC.
- 5.5 An up-to-date list of members' names, current address, date of birth and contact phone number will be kept by the club Registrar/Secretary. All data collected by the club are subject to the club's GDPR policy.
- 5.6 Registered Members may resign at any time in writing to the club Registrar/Secretary.
Any member who has not paid their membership fee for one year will be deemed to have resigned.
- 5.7 Transfers, incoming or outgoing, are subject to AAI rules and regulations. Please consult the AAI website in regard to this.
- 5.8 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.
- 5.9 Any member guilty of conduct liable to bring the name of the club into disrepute or guilty of an offence against another club member will render themselves liable to either suspension or expulsion from the club. An immediate suspension from the club may be imposed in cases of serious misconduct, pending an investigation. For all other cases of such persistent misconduct, voting at a Management Committee meeting by a majority of the members present is required before a member of the club can be suspended or called upon to resign.
- 5.10 Dundalk St. Gerard's AC will utilise the structures set up by the AAI and Sport Ireland to resolve any issues that are brought to the attention of the committee. The club may as part of this process appoint or seek advice from third parties to adjudicate and resolve any disputes.

6 Annual General Meeting:

- 6.1 The Annual General Meeting will be held each year to cover the period from the 1st January to 31st December.
- 6.2 The A.G.M. Agenda will include:
- The Chairman's Report
 - Treasurer's report.
 - Election of Officers and committee members
 - Approval of the minutes from the previous A.G.M.
 - Motions submitted in advance of the meeting
- 6.3 A notice of the A.G.M. will be sent out together with a provisional agenda, with an invitation to members to submit motions for inclusion on the agenda and/or nominations for Management Committee posts in writing at least 21 days (14 days in the case of an Extraordinary General Meeting (E.G.M.)) before the date of the A.G.M.
- 6.4 All additional motions shall be submitted by a club member in writing to the club Secretary at least seven (7) days prior to date of the A.G.M.
- 6.5 Only motions submitted in advance of the A.G.M. will be discussed
- 6.6 Only paid-up members of the club have the right to vote at the A.G.M. and Extraordinary General Meeting (E.G.M.). Members of the club must have reached the age of 16 to vote at the A.G.M. /E.G.M.
- 6.7 At an A.G.M. the decision of the chairperson on matters of procedure will, subject to this Constitution, be final. In the event of a tied vote the chair will have a casting vote.
- 6.8 No articles of this Constitution may be changed without the support of a two-thirds majority at the A.G.M. or E.G.M.
- 6.9 The minutes of the A.G.M. or E.G.M. will be taken by the outgoing Secretary. All records associated with the A.G.M. and E.G.M. must be kept by the secretary. Upon leaving office the secretary will pass these records on to the incoming secretary. The records of A.G.M. and E.G.M. will be kept for a minimum of 6 years following the A.G.M. or E.G.M.
- 6.10 An E.G.M. shall be called if deemed appropriate or necessary by the club's Management Committee or on receipt of a written request by the club Secretary signed by a minimum of twenty percent of registered club members. The written request shall clearly detail the specific purpose for which the meeting is called.
- 6.11 The Management Committee will notify, in writing, all members of a forthcoming E.G.M. and a brief outline of the reason for the E.G.M. as well as the date, time and venue for the E.G.M. This notice must be distributed to members at least 14 days prior to the E.G.M.

7 Administration

- 7.1 The club shall be managed by a Management Committee, the members of which shall be elected at the Annual General Meeting of the club.
- 7.2 A Member can be elected to multiple officer positions.
- 7.3 A Member cannot hold the chair and secretary position at the same time.
- 7.4 The Management Committee will consist of:
- Chairperson (AAI Required)
 - Vice Chairperson (if possible)
 - General Secretary (AAI Required)
 - Treasurer (AAI Required)
 - Competition Secretary
 - Registrar (AAI required)
 - Public Relations Officer
 - Women in Sport Officer (AAI required)
 - Safeguarding Officer (AAI required)
 - Web and Internet Administrator

The Chairperson of the club shall be a safeguarding officer and such other persons as determined by the Management Committee

- 7.3 The club may also elect such other officers to the management committee to ensure adequate representation within the club
- 7.4 The Management Committee shall hold office from the conclusion of the A.G.M. until the end of the AGM at which its successors are elected.
- 7.5 The role of the Management Committee will be to oversee and co-ordinate the day-to-day running of the club on behalf of the members. Members of the Management Committee should always act in the best interest of the Club. All decisions of the Management Committee will be by majority vote. In the event of a tied vote, the chair will have a casting vote. Two thirds of the committee present at the meeting shall constitute a quorum. The secretary must give reasonable notice to all committee members of the forthcoming meeting.
- 7.6 The club's Management Committee will meet within 3 weeks of the A.G.M. in order to set out its objectives for the year and thereafter, insofar as is possible, on a monthly basis or according to the needs of the club.
- 7.7 A member of the Management Committee will represent the club at the monthly Louth Athletics County Board meetings and report back on all matters pertinent to the club at the next Management Committee meeting.
- 7.8 The Management Committee is empowered to:
- 7.8.1 Deal with any matters not covered by the Constitution & Rules
- 7.8.2 Fill any Management Committee vacancies, which may arise until the next Annual General Meeting.
- 7.8.3 Co-opt to the General Management Committee other persons, where

- their special knowledge or participation in a particular club activity makes this necessary at the specific meeting concerned.
- 7.8.4 Appoint sub-committees for any special purpose and to delegate to any such sub-committee such powers as it deems necessary.
- 7.8.5 Appoint any member(s) of the club, to represent it at any forum upon condition that appointed member(s) act(s) in accordance with instructions given by the Management Committee. The member(s) must also report back to the Management Committee following the forum.
- 7.8.6 Agree all charges for members.
- 7.8.7 Review and alter any items pertaining to the day-to-day running of the club as set out in the Club Operations Manual
- 7.9 Any member of the management committee may make a decision on any matter they consider needs an immediate decision, prior to the next Management Committee meeting, to ensure the continued fluent running of the club. The Management Committee as a whole is to be advised of any such matter at the next Management Committee Meeting.
- 7.10 Sub-committees appointed by the Management Committee must have a minimum of three members including the chairperson, secretary or treasurer. At least two members of these sub-committees, including the chair, must be members of the Club. While the sub-committees appointed under this clause are in office, the chair of each one will automatically be a member of the Management Committee. It is the duty of the Chairperson of any sub-committee to report to the Management Committee. A sub management Committee must have financial sanction from the Management Committee prior to incurring any expenditure on behalf of the club
- 7.11 A Committee member wishing to resign from the Management Committee must notify the Management Committee in writing. In such circumstances, the Management Committee may co-opt another member of the club onto the management committee of that term up and until the next A.G.M.
- 7.12 The Management Committee reserves the right to remove a member from the Management Committee who has been absent from 3 consecutive committee meetings without due notice and/or good reason and/or if they consider it in the best interests of the club. The Management Committee may co-opt another member of the club onto the management committee of that term up and until the next A.G.M.
- 7.13 The 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.

8 Finance and Accounts

8.1 Income and Property

The income and property of the Club shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

However, nothing shall prevent any payment in good faith by the Club of:

- 8.1.1 reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club.
 - 8.1.2 interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club.
 - 8.1.3 reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.
 - 8.1.4 reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club.
 - 8.1.5 fees, 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.
- 8.2 Control of income and expenditure and future budgeting of the club will be the responsibility of the Treasurer. The Treasurer will advise the Management Committee of the financial situation of the club at Management Committee meetings.
- 8.3 All income must be passed to the Treasurer or paid into the club accounts without delay.
- 8.4 Expenditure on behalf of the club for items less than €150 shall not be entered into unless approved by the Treasurer or agreed at a Management Committee Meeting. Expenditure in excess of €150 must be agreed and sanctioned by the Management Committee at a Management Committee meeting. Minutes of the meeting will show such sanction.
- 8.5 The club will not have borrowings, overdrafts or a combination of both where their total exceeds €100 without first obtaining the approval of a majority of members at an A.G.M. or E.G.M. When seeking approval for such borrowings or overdrafts the members must be given full details of the reasons for their necessity together with details of repayments and time span for the repayments.

- 8.6 When a payment is made on behalf of the club, a properly completed receipt must be obtained by the payee. Receipts must be forwarded to the treasurer for recording and filing.
- 8.7 All club monies will be banked in an account held in the name of the club. The accounts will be kept by the treasurer and approved annually. The financial year of the club will end on the 31st of December. Any cheques drawn by the club will be signed by an authorised signatory from the club, those being the Treasurer or the Club Secretary.
- 8.8 Liability of the club will not be the liability of the Management Committee but will be the liability of all members.

9 Dissolution

Should the Club no longer be viable and the accounts need to be wound up, then any residual funds, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objectives similar to the main objectives of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

10 Roles & Responsibilities

Management Committee

10.1 Chairperson

- 10.1.1 The Chairperson will be elected at the A.G.M.
- 10.1.2 The Chairperson shall preside over all Club Management Committee meetings, AGM and EGM.
- 10.1.3 He/She shall be ex-officio, a member of all sub-committees.
- 10.1.4 He/She will attend the monthly Athletics Louth meetings as required by the club.

10.2 Vice Chairperson (if possible)

- 10.2.1 The Vice Chairperson will be elected at the A.G.M.
- 10.2.2 The Vice Chairperson will act as a deputy to the Chairperson in all the duties of the role of Chairperson.
- 10.2.3 He/She shall be ex-officio, a member of all sub-committees.
- 10.2.4 He/She will attend the monthly Athletics Louth meetings as required by the club.

10.3 General Secretary

- 10.3.1 The Secretary will be elected at the A.G.M.
- 10.3.2 He/She will maintain a register of the names and contact details of all Officers and members of the club.
- 10.3.3 He/She will attend all General Meeting and Club Management Committee meetings and take minutes of the proceedings.
- 10.3.4 He/She shall issue notice of all General Meetings and Club Meetings and shall conduct such correspondence as may be necessary on behalf on the club.
- 10.3.5 He/She shall be ex-officio, a member of all sub-committees.
- 10.3.6 He/She shall be an authorised signatory for withdrawals from the club bank/credit union accounts
- 10.3.7 He/She will attend the monthly Athletics Louth meetings as required by the club

10.4 Treasurer

- 10.4.1 The Treasurer will be elected at the A.G.M.
- 10.4.2 He/She will receive monies and make payments on behalf of the club.
- 10.4.3 He/She shall maintain such records as may be necessary for the proper control of the club finances.
- 10.4.4 He/She shall report on monies received and paid out to meetings of Club Management Committee and shall make a report on the finances of the club to the Annual General Meeting.
- 10.4.5 Such records and accounts must be kept in accordance with recognised accounting practice. Prior to the A.G.M., these records must be approved and signed by two members of the club appointed by the Management Committee, or alternatively, by auditors appointed by the Management Committee. The accounts must then be presented to the A.G.M. for approval by the members. Details of all records, receipts and accounts for the year should be available at the A.G.M. in case there is any item in the accounts that needs clarifying or explaining.
- 10.4.6 He/She shall be an authorised signatory for withdrawals from the club Bank /Credit Union Accounts.
- 10.4.7 He/She will attend the monthly Athletics Louth meetings as required by the club

10.5 Public Relations Officer

- 10.5.1 The Public Relations Officer will be elected at the A.G.M.
- 10.5.2 The main aim of the Public Relations Officer is to promote the club, its members and events.
- 10.5.3 He/She shall act in a public relations capacity on matters relating to club and its activities.
- 10.5.4 He/She shall seek as much positive publicity as possible for the club and its members.
- 10.5.5 He/She shall communicate with members, by use of the Dundalk St. Gerards A.C Facebook site, and other digital means. He/She shall also prepare articles for inclusion in local and other publications on club activities and events.
- 10.5.6 He/She shall liaise with any other sub Management Committee established by the Management Committee particularly in the planning of fundraising events and reporting on races/events where the club is represented.

10.6 Competition Secretary

- 10.6.1 He/She will organize the entry of club teams into all AAI events.
- 10.6.2 He/She should liaise regularly with the committee to identify AAI events that the club are interested in and communicate these to the club membership.
- 10.6.3 He/She will attend the monthly Athletics Louth meetings as required by the club.

10.7 Registrar

- 10.7.1 The Registrar shall be responsible for registering all members with the AAI and shall do so in a timely manner.
- 10.7.2 The Registrar shall receive all applications from prospective members of the club and will ensure all contact details are present and correct.
- 10.7.3 He/She shall keep up to date a database of all current members of the club along with their contact details.
- 10.7.4 He/She will attend the monthly Athletics Louth meetings as required by the club

10.8 Women in Sport Officer

- 10.8.1 The role of the Women in Sport Officer within the club is to ensure women's and girl's involvement as set out by the AAI and Sport Ireland.
- 10.8.2 He/She shall ensure female participation in the sport as coaches, volunteers, club members, athletes, officials, advocates, leaders, and participants
- 10.8.3 He/She shall achieve this commitment, enhancing all aspects of this sport, through the involvement of women of all ages, abilities, and backgrounds.

10.9 Safeguarding Officer

- 10.9.1 The role of the Child Protection/Welfare Officer is a non-executive role within the club however he/she can be requested to attend meetings of the committee when required.
- 10.9.2 The Position of Child Protection/Welfare Officer shall be held by the Chairperson of the club and such other members of the club as determined by the Management Committee.
- 10.9.3 The Child Protection/Welfare Officer shall be aware of His\Her responsibilities as outlined by the AAI Child Protection guidelines and will act in accordance with these.

10.10 Web and Internet Administrator

- 10.10.1 The role of the Web and Internet Administrator is a non-executive role within the club however he/she can be requested to attend meetings of the committee when required.
- 10.10.2 He/She shall be responsible to the development & maintenance of all application relating to the clubs internet and associated infrastructure.
- 10.10.3 He/She shall be responsible for all access to these systems and accordingly can refuse, withhold or withdraw access if it is considered prudent to do so or if requested to by the management committee.
- 10.10.4 He/She shall be responsible for all content pertaining to the club that is published on the clubs internet and associated infrastructure over which the club has direct control.