

# CONSTITUTION OF THE KILKENNY ARCH CLUB

## 1.0 NAME

1.1 The club shall be known as the Kilkenny Arch Club (the “Club”).

## 2.0 MEMBERSHIP AND SUBSCRIPTION

2.1 Members of the Club shall be comprised of the following:

(a) Children with special needs in County Kilkenny and adjoining areas aged 6 to 14 (the “Junior Members”);

(b) Young people with special needs in County Kilkenny and adjoining areas aged 14 to 17 (the “Senior Members”);

(c) The parents, guardians, carers and other direct relatives of Junior Members or Senior Members (the “Managing Members”).

2.2 Siblings of Participating Members shall be deemed to be Associate Members of the Club and may, at the invitation of the Junior Committee or the Senior Committee (as appropriate), be entitled to participate in Club activities.

2.3 Applications for membership of the Club shall be made in writing to the Committee and are subject to the approval of the Committee having regard to such numerical and other limits on membership (including balancing gender, age, special needs, volunteers, time of year, new memberships reviewed, venue) that the Committee may from time to time in its absolute discretion determine.

2.4 The Committee shall be entitled to operate a waiting list for membership.

2.5 All Members with Downs Syndrome are required as a condition of membership to have medical clearance in respect of Atlanto-Axial Instability.

2.6 In the absence of stated reason notified to the Committee, membership may, at the discretion of the Committee, lapse if the Member does not attend 8 consecutive meetings of the Club and the Committee shall be entitled to fill any vacancy created thereby.

- 2.7 There shall be a subscription fee payable annually in two instalments, by the end of September and January. The subscription shall be reviewed annually i.e. at AGM. Only one subscription fee payable by Members in the same family. Any Member whose subscription is not paid within two months of the due date may have their membership cancelled, after being reviewed by the Committee.
- 2.8 The Committee shall, acting reasonably and having regard to principles of natural justice, have the authority to decide on all disputes involving Members that arise for whatever reason.

### **3.0 AIMS**

- 3.1 To provide recreational and social facilities for Participating Members in a safe and secure environment.
- 3.2 To advance personal development of Participating Members through greater leisure opportunities, by promoting personal choice and independence and encouraging their full participation, integration and involvement in the club and community.
- 3.3 To raise awareness of special needs in the community.
- 3.4 To provide support for Managing Members through support nights and related activities.
- 3.5 To provide information on related issues to Managing Members where possible.
- 3.6 To liaise with other groups involved in the area of special needs where similar interests exists.

### **4.0 MEETINGS OF THE CLUB**

- 4.1 The aims of the Club shall be primarily achieved by the holding of events and activities in a suitable location or outings.
- 4.2 Events and activities will be organised based on the ages and capabilities of the Participating Members with Junior Members participating in the section known as the Junior Club and Senior Members participating in the section known as the Senior Club (collectively the “Clubs”).
- 4.3 Junior Members, aged 12 and upwards may, at the invitation of the Senior Committee, be entitled to participate in the activities of the Senior Club.
- 4.4 Senior Members may continue as Senior Members, at the discretion of the Senior Committee, notwithstanding the fact that they have reached the age of 18.
- 4.5 No event or activity of the Junior Club will take place unless a minimum of 4 Managing Members are present and no event or activity of the Senior Club will take place unless a

minimum of 2 Managing Members are present.

- 4.6 All Managing Members attending events or activities of the Club shall comply with any applicable codes of good practice for child protection for the youth work sector.

## **5.0 MANAGING MEMBERS**

- 5.1 Managing Members will be expected to participate and actively volunteer in the activities of the Club.
- 5.2 The activities of the Club are dependent on the participation of Managing Members and their duties will be outlined in rosters provided by the Committee from time to time.
- 5.3 Rosters will be set with the aim of ensuring that both male and female Managing Members are always rostered in accordance with Clause 4.6.

## **6.0 COMMITTEE**

- 6.1 There shall be one Committee for the Club which shall be elected each year at the annual general meeting (the "AGM") and which shall comprise only of Managing Members. The Committee shall be comprised of the Chairman, the Secretary, the Treasurer (the "Officers") together with such further number of persons (the "Ordinary Members") (collectively the "Committee" or "Committee Members") as the Managing Members shall determine provided however that the total membership of the Committee shall not be less than 6.
- 6.2 At least 3 Committee Members shall be parents, guardians, carers and other direct relatives of Junior Members.
- 6.3 The Committee shall elect the Officers from among their number at the first meeting of the Committee following the AGM.
- 6.4 The Committee shall also establish, appoint Managing Members to and fix the terms of reference and review the proceedings of the Junior Committee which shall have responsibility for the day to day management of the Junior Club.
- 6.5 The Junior Club Officer shall act as Chairman of the Junior Committee.
- 6.6 The Junior Committee shall have as one of its members, a designated child protection officer.
- 6.7 No Officer shall hold the same office for more than three consecutive terms, save in circumstances where no member of the Committee has indicated a willingness to assume such office and the Committee has been unable to fill the vacancy in accordance with Clause 6.11.

- 6.8 The Committee shall have the authority to invite Managing Members or other persons participate in their work, if this is thought desirable. However, such Managing Members or other persons may not hold office or be entitled to vote.
- 6.9 The Committee shall be required to meet on at least 4 occasions in each year and the quorum for meetings of the Committee shall be 2 persons provided however that one such person in an Officer.
- 6.10 If a Committee member misses three consecutive meetings without apologies, he/she shall be deemed to have resigned from the Committee or his/her Office if the Committee member is an Officer.
- 6.11 The Committee shall be entitled to fill any Officer or Ordinary Member vacancy from among its members, by election if necessary.
- 6.11 The Committee shall have all powers necessary for the full and efficient conduct of the operation of the Club (save as otherwise provided by this Constitution) and may do all acts or things in fulfilment of the aims of the Club.

## **7.0 DISCIPLINE**

- 7.1 The Committee shall adopt, and keep up to date, a code of behaviour for the operation of the Club which shall include, inter alia, a requirement that a nominated Committee Member be in attendance at all Club events and activities and that that person be designated the Member in Charge.
- 7.2 In the case where a Participating Member's behaviour which is antisocial or detrimental to another Member or to a Club activity ("unacceptable behaviour"), the procedures set out below shall apply.
- (a) On a first occurrence, a verbal warning will be given by the Member in Charge and the Participating Member's parent/guardian will be informed. Details of the incident will be recorded in the attendance book and signed by 2 Managing Members on duty.
  - (b) On a second occurrence, the procedure set out at Clause 7.2 (a) will apply.
  - (c) On a third occurrence, the Participating Member's parent/guardian will be contacted by phone by the Member in Charge and requested to come and remove the Participating Member from the Club. Details of the incident and action will be recorded in the attendance book and signed by 2 Managing Members on duty. Details of the incident will also be reported to the Committee who are then empowered, on the recommendation of the Junior Committee or the Senior Committee (as applicable), to suspend the Participating Member by notice in writing to the Participating Member's parent/guardian.

- 7.3 When the Participating Member who is a Junior Member returns to the Club after a suspension pursuant to Clause 7.2 (c), the Junior Member's parent/guardian must stay with the Junior Member for the next two activities they attend.
- 7.4 If the Participating Member engages in further unacceptable behaviour, the procedure at Clause 7.1 (c) and 7.2 will apply and any period of suspension applied under that Clause will be doubled.
- 7.5 If any further incidences of unacceptable behaviour are reported, the Committee, on the recommendation of the Junior Committee or the Senior Committee (as applicable), are then empowered to cancel the membership the Participating Member by notice in writing to the Participating Member's parent/guardian.
- 7.6 The membership of Managing Members and, as a consequence, the membership of their related Participating Members may be cancelled if the Managing Members concerned:
- (a) Act in a manner prejudicial to the best interests of the Club; or
  - (b) No longer actively participates in a volunteering capacity in the activities of the Club.
- 7.7 Where the Committee has cancelled the membership of a Member pursuant to Clause 7.4 or Clause 7.5, they will have the discretion to reinstate that person's membership of the Club at any time.
- 7.8 An appeal against cancellation of membership may be made by a Managing Member or the parent/guardian of the Participating Member to an Appeals Committee which shall comprise not less than 3 persons provided that such appeal is made, in writing, within 14 days of the date of receipt of the letter from the Committee informing them of the cancellation of membership.
- 7.9 In cases concerning the cancellation of membership of a Junior Member or a related Managing Member, the Appeals Committee shall be comprised solely of at least 3 Senior Committee Members. Where a Senior Committee Member holds an Officer position, that member shall be on the Appeals Committee. (or where Senior Committee Members are not available, former Committee Members may take their place on the Appeals Committee).
- 7.10 In cases concerning the cancellation of membership of a Senior Member or a related Managing Member, the Appeals Committee shall be comprised solely of at least 3 Junior Committee Members. Where a Junior Committee Member holds an officer position, that member shall be on the Appeals Committee. (Or where Junior Committee Members are not available, former Committee Members may take their place on the Appeals Committee).
- 7.11 The Appeals Committee shall be composed with a view to avoiding conflicts of interest.

## **8.0 ANNUAL/EXTRAORDINARY GENERAL MEETINGS**

8.1 The Club shall hold an AGM in each year in the month of June or as soon as possible thereafter.

8.2 The business of the AGM shall be as follows:

- (i) Approval of Minutes of previous AGM;
- (ii) Chairman's Report;
- (iii) Treasurer's Report;
- (iv) Secretary's Report
- (v) Junior Club Officer's Report;
- (vi) Junior Club Child Protection Officer's Report;
- (vii) Senior Club Officer's Report;
- (viii) Senior Club Child Protection Officer's Report;
- (ix) Approval of Accounts;
- (x) Election of Committee for forthcoming year; and
- (xi) Any other business

8.3 At least two weeks notice of the AGM must be given to all Managing Members who are entitled to attend and vote at all AGMs and extraordinary general meetings ("EGMs") of the Club.

8.4 An EGM may be called by the giving to all Managing Members of at least three weeks notice. An EGM may be convened by the Committee or by the giving of notice by 5 Managing Members.

## **9.0 AFFILIATIONS**

9.0 The Club shall be affiliated to the National Federation of Arch Clubs and whatever other association deemed necessary.

## **10.0 FINANCES AND ACCOUNTS**

10.1 The Club shall raise funds by whatever legal means are decided by the elected committee and such funds shall be used to further the aims of the Club.

10.2 The Committee shall maintain proper books of account and shall report on the financial position of the Club at the AGM.

10.3 A bank account or accounts shall be held in a local branch and the signatures of any two of three members of the Committee (one of whom must be the Treasurer) on the account form will be required at all times on cheques and withdrawal slips from current and deposit accounts.

10.4 At no times shall a current account be overdrawn if funds in a deposit account are not sufficient to cover such overdraft.

10.5 All expenditure in excess of €500 shall be subject to the approval of any two Officers and shall be ratified at the next following meeting of the Committee.

## **11.0 DISSOLUTION OF THE CLUB**

11.1 The Club may be only dissolved by resolution passed by a 75 percent majority of those Managing Members present and voting at a properly convened AGM or EGM of the Club.

11.2 Upon a dissolution of the Club, any assets that remains after the satisfaction of all debts and liabilities shall not be paid to or distributed among the Members or the Managing Member but shall be given or transferred to some other charitable institution or institutions having aims similar to the aims of the Club for their charitable purposes.

## **12.0 CHANGES TO THE CONSTITUTION**

12.1 Changes to the constitution may be made at an AGM or an EGM subject to the following:

- (a) The secretary shall furnish to each Managing Member (in accordance with the notice requirements for an AGM or and EGM) notice of the time and place of such meeting and of the changes to the constitution, which it is proposed to be discussed; and
- (b) Resolutions passed at such meetings may only be passed by a 75% majority of those Managing Members present and voting at a properly convened AGM or EGM of the Club.

**Certified as a true copy of Kilkenny Arch Club as adopted at the Annual General Meeting of the Club held on 19 June 2012.**