

CONSTITUTION OF TIVOLI TIGERS SPECIAL OLYMPICS GYMNASTICS CLUB

An unincorporated association

Adopted on 21st March 2024

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1 NAME

The name of the club is Tivoli Tigers Special Olympics Gymnastics Club (the “**Club**”).¹

2 DEFINITIONS AND INTERPRETATION

2.1 Capitalised terms used in this Constitution shall have the meanings given to those terms below, or in the definitions set out in the body of this Constitution:

“**Associate Member**” means a Member having the characteristics described at clause 5.5.3;

“**Athlete Member**” means a Member having the characteristics described at clause 5.5.1;

“**Club Management Team**” means the executive body of the Club, having the characteristics described at clause 10;

“**Designated Liaison Person**” means a person who is responsible for reporting allegations or suspicions of child abuse and/or welfare issues to the relevant authorities, and who will act as a resource to anyone in the Club who has a child protection and/or welfare concern. In accordance with clause 14.1.5 the Designated Liaison Person is the Chairperson;

“**Intellectual Disability**” has the meaning attributed to that term by the World Health Organisation;²

“**Mandated Person**” means a person named by Special Olympics Ireland under schedule 2 of the Children First Act 2015 (ROI), who has a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm or abuse to the relevant authorities;

“**Member**” means an Associate Member, an Athlete Member, or Volunteer Member;

“**Officer**” means a member of the Club Management Team, as further described in clause 10;

“**Officer Role**” means the roles in the Club Management Team described in clauses 10.6 and 10.7;

“**Region**” means each of the geographical areas in the island of Ireland which have been prescribed by Special Olympic Ireland as regions;

“**Regional Committee**” means, in relation to each Region, the committee of that Region;

“**Registered Special Olympics Volunteer**” means each individual willing to give their time and resources on a voluntary basis to assist in the advancement of the Special Olympics Ireland programme and who has completed the Special Olympics Ireland vetting process and training requirements (including any renewal process required from

¹ The Club should consider taking independent legal advice before adopting this Constitution.

² “*Better health, better lives: children and young people with intellectual disabilities and their families*”. (2010).1st ed.

time to time by Special Olympics Ireland) and who has been approved by Special Olympics Ireland as a registered volunteer;

“Relative” means an individual who is a) a blood relative of an Athlete Member (mother, father, child, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin); b) a partner of a blood relative of an Athlete Member; c) related to an Athlete Member through a marriage; d) the husband, wife, or partner of an Athlete Member; e) an individual who serves as an Athlete Member’s legal guardian, foster parent or carer; f) an individual involved with an Athlete Member in a parenting role; or g) an individual who is selected by an Athlete Member who is over the age of 18 years to be a Relative for the purposes of clause 5.5.3;

“Revenue Commissioners” means the Irish Revenue Commissioners, the taxation authority in the Republic of Ireland;

“Special Olympics Ireland” means the charity with registered charity number 20016883 which is incorporated as a company limited by guarantee in Ireland with company number 228545 and which has its registered office at Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15;

“Sub-committee” means a sub-committee of the Club Management Team, as outlined in clause 18; and

“Volunteer Member” means a Member having the characteristics described at clause 5.5.2.

- 2.2 Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender shall include the feminine gender. Words importing persons shall include legal entities, groups and corporations.
- 2.3 Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and any other

modes of representing or reproducing words in a visible form including in electronic form.

- 2.4 Headings and footnotes used in this Constitution are for convenience of reference only and shall not be considered to form part of this Constitution.

3 OBJECT

The sole object of the Club (the “**Object**”) is to promote sport in Eastern Region for people with an Intellectual Disability, in particular by organising training and promoting participation in one or more of the amateur sport(s) offered by Special Olympics Ireland.

4 ACTIVITIES

The activities of the Club will be conducted in accordance with this Constitution and any binding contracts or documentation entered into on behalf of the Club from time to time.

5 MEMBERSHIP

- 5.1 Membership of the Club is open to persons meeting the criteria set out at clause 5.5 below regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
- 5.2 New Members joining the Club shall be deemed to accept the provisions of this Constitution.
- 5.3 The facilities of the Club are available without discrimination to all Members.
- 5.4 All Members of the Club aged 18 years or over and who have paid all required fees are eligible to vote at AGM or EGM.
- 5.5 The Members of the Club shall be classed into the following categories of membership: (1) Athlete Members; (2) Volunteer Members; (3) Associate Members, as set out below.

5.5.1 ATHLETE MEMBER

- (A) Athlete membership of the Club shall be open to any person with an Intellectual Disability aged 4 years and over in respect of whom an application is made to the Club Management Team to become an Athlete Member, and in respect of whom the relevant subscription/joining fee (if any) as determined at AGM is paid. Upon such an application, provided the criteria set out in this section are met, the Club Management Team will admit such an individual as an Athlete Member unless the needs of the applicant cannot be met by the Club.
- (B) If the Club sets a fee for Athlete membership at AGM, the Club must ensure that it has a fee policy in place so that such a fee is affordable for all Athlete Members. The fee payable must not serve as a barrier to Athlete Members.

5.5.2 VOLUNTEER MEMBER

- (A) Volunteer membership of the Club shall be open to any Registered Special Olympics Volunteer who applies to the Club Management

Team to be admitted as a Volunteer Member and is admitted as a Volunteer Member by the Club Management Team.

- (B) Decisions on admission shall be made in the sole discretion of the Club Management Team.

5.5.3 **ASSOCIATE MEMBER**

- (A) Associate membership of the Club shall be open to any Relative who applies to the Club Management Team to be admitted as an Associate Member and who is admitted as an Associate Member by the Club Management Team.
- (B) Decisions on admission shall be made in the sole discretion of the Club Management Team.
- (C) Associate membership is open to one Relative per Athlete Member.

6 REMOVAL FROM MEMBERSHIP

6.1 Each Member shall cease to be a Member if the Member:

- 6.1.1 resigns in writing to the Club Management Team; or
- 6.1.2 dies; or
- 6.1.3 is convicted of an indictable offence.
- 6.1.4 is removed by the Club Management Team by notice in writing where:
 - (A) the Member is an Athlete Member and the Club cannot provide for the Member's needs;
 - (B) the Member is a Volunteer Member and the Club Management Team have decided that the Member is not suited to the role of Volunteer Member;
 - (C) the Club Management Team feel it is merited further to a period of suspension referred to in clause 6.7; or
 - (D) the Member commits any act or misconduct which in the opinion of the Club Management Team is not in keeping with or compatible

with the Object of the Club or is criminal or fraudulent or materially immoral or materially improper.

- 6.2 A Member (and/or a Relative of an Athlete Member being removed) shall be offered the opportunity to address the Club Management Team in writing in advance of any final decision by the Club Management Team to remove the Member.
- 6.3 An Associate Member shall cease to be a Member if the Associate Member's corresponding Athlete Member ceases for any reason to be an Athlete Member.
- 6.4 A Volunteer Member shall cease to be a Member if the Volunteer Member ceases to be a Registered Special Olympics Volunteer.
- 6.5 This cessations of membership referred to in this clause 6 (save for those referred to in clause 6.1.4) will happen automatically on the occurrence of the events of cessation referred to and with no further action required on the part of the individual or the Club Management Team to give effect to the cessation.
- 6.6 A Member (or Relative in the case of an Athlete Member) who wishes to appeal the Member's removal of membership pursuant to clause 6.1.4 may, within 7 days, write to the Special Olympics Ireland Regional Director outlining the Member's (or Relative's) circumstances and request the Regional Director to review the circumstances. The Regional Director shall then (i) invite submissions from the Club Management Team, (ii) consider the appeal when practicable to do so and (iii) at the Regional Director's discretion, approve or reject the appeal. The decision of Regional Director shall be final. If the appeal is approved, it shall be communicated to the Club and the Member concerned shall be entitled to be reinstated to the membership of the Club following the next meeting of the Club Management Team.
- 6.7 A Member may be suspended as Member by the Club Management Team if the individual concerned is the subject of allegations or an investigation relating to criminal or fraudulent or immoral or materially improper activity or conduct. In such a case, during the period of suspension, the Member will have no rights of membership as set out in this Constitution and for the avoidance of doubt will not be permitted to attend Club activities or to attend or vote at Club meetings.
- 6.8 An Associate Member shall be suspended as a Member if the Associate Member's corresponding Athlete Member is suspended as an Athlete Member.
- 6.9 Special Olympics Ireland shall be informed if a Member ceases to be a Member or is suspended in accordance with clause 6.

7 ATTENDANCE AT GENERAL MEETINGS

Members may attend annual general meetings and extraordinary general meetings by means of conference or other telecommunication or electronic facility which provides Members as a whole with a reasonable opportunity to participate. Members, if attending a meeting by such means, will be deemed to be present in person at such a meeting

and shall be entitled to vote (if permitted by clause 5.4) and be counted in a quorum accordingly.

8 ANNUAL GENERAL MEETING

8.1 Timing of the AGM

An annual general meeting ("**AGM**") of the Members will be held not later than the 30 June each calendar year, and the Officers shall fix the date and venue (which could be an online video or telecommunications forum).

8.2 Notification of the AGM

8.2.1 The date of the AGM will be notified to all Members in writing or by email or other electronic communication or by posting on the Club notice board not less than 21 days prior to the AGM.

8.2.2 The notification shall:

(A) in addition to the date, specify the place (which could be an online video or telecommunications forum) and the time of the meeting, the general nature of the business to be transacted at the meeting; and

(B) invite eligible Members (as specified in clause 8.2.5) to submit motions or nominations for Officers, or the Officer Roles of Chairperson, Secretary, and Treasurer, to the Secretary for inclusion in the agenda of the AGM (the "**AGM Agenda**").

8.2.3 Motions and nominations must be submitted to the Secretary in writing in hard copy or electronically at least 14 days before the AGM. If motions or nominations are validly submitted the Secretary must put them on the AGM Agenda.

8.2.4 Nominations for the position of Officer must be seconded by another Member.

8.2.5 Only Members who are eligible to vote (as outlined in clause 5.4) may submit motions, or nominations for the position of Officer or Chairperson, Secretary, and Treasurer, and each Member eligible to vote may only submit one

motion, one nomination for an Officer, and one nomination for each of the roles of Chairperson, Secretary, and Treasurer.

- 8.2.6 The Secretary shall make available the AGM Agenda to the Members not less than seven days before the AGM.

8.3 **Business of the AGM**

- 8.3.1 The business of the AGM shall include:

- (A) a report on the activities of the Club from the Chairperson;
- (B) review of the minutes of the previous AGM and any EGMs held since the last AGM;
- (C) review of the Club's affairs by the Members;
- (D) consideration of the accounts for the year (including an income and expenditure report) and the report from the Treasurer;
- (E) review of the Club's membership fees and deciding on membership fees for the coming year;
- (F) consideration of all motions and nominations and other matters on the AGM Agenda;
- (G) election of certain Officers and designation of certain Officer Roles as further specified in clause 10.8;
- (H) election of two delegates to attend and vote on behalf of the Club at the general meeting of Special Olympics Ireland. In the event that the quota of 2 delegates is not filled by election, the Club Management Team shall appoint the outstanding number of delegates. Delegates must be aged 18 years or over;
- (I) election of two representatives to attend and vote on behalf of the Club at meetings of its Region for the purpose of considering regional issues. In the event that the quota of 2 representatives is not filled by election, the Club Management Team shall appoint the outstanding number of representatives. Representatives must be aged 18 years or over; and
- (J) proposition of motions and nominations, if any, for submission to general meetings of the Region and general meetings of Special Olympics Ireland.

8.4 **Quorum for the AGM**

The quorum for the AGM shall be (i) the lesser of either 15 Members or 20 per cent of the Members eligible to vote and (ii) at least three Officers of the Club present in their capacity as Members, including two of the Chairperson, Secretary, or Treasurer. For the avoidance of doubt, Members attending a meeting by way of conference or other

telecommunication or electronic facility will be deemed to be present in person at such meeting in accordance with clause 7.

8.5 Procedure for the AGM

- 8.5.1 Subject to clauses 12.1.2 and 21.2.2, all decisions of the AGM will be by simple majority of those Members present and eligible to vote, save as otherwise provided herein. All Members who are present and eligible to vote will have equal voting rights. The Chairperson will exercise a casting vote in the event of a tie. For the avoidance of doubt, Members attending a meeting by way of conference or other telecommunication or electronic facility will be deemed to be present in person at such meeting in accordance with clause 7.
- 8.5.2 The Secretary shall take the minutes of the AGM, or in the absence of the Secretary a Member present shall take the minutes and forward them to the Secretary after the AGM.

9 EXTRAORDINARY GENERAL MEETINGS

- 9.1.1 The Club Management Team may at any time it deems appropriate call an extraordinary general meeting (an “EGM”).
- 9.1.2 The Club Management Team shall convene an EGM on the request of the lesser of either 15 Members or at least 20 per cent of the Members eligible to vote.
- 9.1.3 Notification of an EGM will be circulated to all Members in writing or by email or other electronic communication or by posting on the Club notice board not less than 21 days prior to the EGM, unless a lesser notice period is agreed by at least half of the Members eligible to vote.
- 9.1.4 The notification shall specify the date, place (which could be an online video or telecommunications forum) and the time of the meeting, and the general nature of the business to be transacted at the meeting.
- 9.1.5 Subject to clauses 12.1.2 and 21.2.2, all decisions at an EGM will be by simple majority of those present and eligible to vote. All Members who are present and eligible to vote will have equal voting rights. The Chairperson will exercise a casting vote in the event of a tie. For the avoidance of doubt, Members attending a meeting by way of conference or other telecommunication or electronic facility will be deemed to be present in person at such meeting in accordance with clause 7.
- 9.1.6 The quorum for an EGM will be (i) the lesser of either 15 Members or 20 per cent of the Members eligible to vote and (ii) at least three Officers of the Club present in their capacity as Members, including two of the Chairperson, Secretary, or Treasurer. For the avoidance of doubt, Member attending a meeting by way of conference or other telecommunication or electronic

facility will be deemed to be present in person at such meeting in accordance with clause 7.

- 9.1.7 The Secretary shall take the minutes of an EGM, or in the absence of the Secretary a Member present shall take the minutes and forward them to the Secretary after the EGM.

10 THE CLUB MANAGEMENT TEAM

- 10.1 The Club will be governed by an executive body (referred to as the Club Management Team), comprising of no less than five and no more than 11 individuals (referred to as the Officers).
- 10.2 If and for so long as the Club benefits from a Sports Body Tax Exemption from the Revenue Commissioners, a majority of the Officers shall be resident in the Republic of Ireland and at least three of the Officers shall be unrelated.
- 10.3 The Club Management Team will work to advance the Object and to provide sports training and competition opportunities and a safe and secure environment for Athlete Members and all other Members.
- 10.4 The Officers may exercise all such powers of the Club as are required to be exercised in the fulfillment of the Object and in the carrying out of their functions.
- 10.5 Agreements or transactions in writing with any person or body intended to bind the Club shall be signed on behalf of the Club by an Officer or Officers in accordance with the specifications set by the Club Management Team in respect of the matter in question.
- 10.6 Certain Officers will be designated as holding a specific Officer Role. Officer Roles will include:
- 10.6.1 Chairperson (as further described in clause 14.1);
 - 10.6.2 Secretary (as further described in clause 14.2);
 - 10.6.3 Treasurer (as further described in clause 14.3);
 - 10.6.4 Sports Officer (as further described in clause 14.4);
 - 10.6.5 Membership Officer (as further described in clause 14.5); and
 - 10.6.6 Club Safeguarding Officer (as further described in clause 14.6).
- 10.7 Other Officer Roles may be designated from time to time by the Members for the running of specific programmes or for particular tasks, in keeping with the Special Olympics Ireland Club Handbook.
- 10.8 **Appointment of Officers and Designation of Officer Roles**
- 10.8.1 Save as specifically provided for in this clause 10.8, the Officers will be elected by the Members at AGM. No individual shall be elected/appointed as an Officer unless that individual is a Member and is over the age of 18.
 - 10.8.2 If enough valid nominations for the position of Officer have not been received to fill such positions of Officer as are required, the Club Management Team shall appoint Officer(s) in accordance with clause 10.8.9.

- 10.8.3 All persons eligible/ nominated for election/appointment must first have been elected/ appointed as an Officer before being put forward for an Officer Role.
- 10.8.4 The Members and Club Management Team shall endeavour to ensure that an Athlete Member is elected or appointed as an Officer.
- 10.8.5 Officers shall be elected to the Officer Roles of Chairperson, Secretary, and Treasurer by the Members at AGM or EGM.
- 10.8.6 Officers shall be appointed to the Officer Roles of Club Safeguarding Officer, Sports Officer, and Membership Officer by the Club Management Team from among the Officers who do not already hold Officer Roles and on the basis of an individual's suitability for the role in question.
- 10.8.7 The Club Safeguarding Officer must complete the relevant safeguarding training and certification as required by Special Olympics Ireland prior to appointment and as required for the role from time to time. If the person appointed as Club Safeguarding Officer ceases to have all relevant training and certification, that person's office shall be vacated immediately and a replacement appointed in accordance with clause 10.8.6, or a suitably qualified person will be appointed pursuant to clause 10.8.9.
- 10.8.8 Officers shall not hold more than one Officer Role at any time or in any calendar year, save that if the Club is a single-sport Club with less than 20 athletes then, notwithstanding anything in this Constitution, the same person may hold both the Officer Roles of Secretary and Membership Officer at the same time, and will in such a case be known as the Secretary of the Club.
- 10.8.9 Notwithstanding clause 10.8.1, the Club Management Team shall have the power at any time, and from time to time, to appoint any Member to be an Officer, either to fill a casual vacancy or as an addition to the existing Officers, but so that the total number of Officers shall not at any time exceed the number fixed in accordance with this Constitution
- 10.8.10 Any Officer appointed in accordance with Article 10.8.9 shall hold office only until the next AGM, and shall then be eligible for election by the Members in the usual manner.

11 ROTATION OF OFFICERS

- 11.1 Subject to the provisions of clause 11.2, the term of office for all Officers shall be two years from the date of their election at AGM or their appointment in accordance with the terms of clause 10.8, renewable twice. For the avoidance of doubt the maximum consecutive term of office for Officers shall be six years.
- 11.2 Notwithstanding clause 11.1, if an Officer has served for six years, following a minimum gap of one year from the conclusion of the six year period the Officer may serve another three terms of two years each, if so elected/ appointed in accordance with the

provisions of this Constitution. For the avoidance of doubt no individual may serve more than 12 years as Officer in any circumstances.

- 11.3 Any period of time served on the Club Management Team prior to election by the Members at AGM shall not be counted in calculating the term of office of an Officer, or as part of the maximum periods that an Officer may serve.

12 REMOVAL OF OFFICERS

- 12.1 An Officer shall cease to be an Officer automatically, and with no further action required on the part of the individual or the Club Management Team, if the individual:

- 12.1.1 resigns in writing to the Club Management Team; or
- 12.1.2 is requested to resign pursuant to a decision of at least 75% of the Members present at an AGM or EGM and eligible to vote; or
- 12.1.3 dies; or
- 12.1.4 ceases to be a Member; or
- 12.1.5 ceases to be a Registered Special Olympics Volunteer; or
- 12.1.6 is convicted of an indictable offence; or
- 12.1.7 commits any act or misconduct which in the opinion of the Club Management Team is not in keeping with or compatible with the Object of the Club or is criminal or fraudulent or materially immoral or materially improper; or
- 12.1.8 has been in material breach of any of the obligations or requirements of this Constitution, as decided by the Club Management Team; or
- 12.1.9 acts or behaves in contravention of Special Olympics Ireland's (Safeguarding Policies and Procedures) Code of Ethics and Good Practice (what constitutes "contravention being decided by the Club Management Team); or
- 12.1.10 has failed to attend, without due cause, three consecutive meetings of the Club Management Team.

- 12.2 An Officer may be suspended as Officer by the Club Management Team if the individual concerned is the subject of allegations or an investigation relating to criminal or fraudulent or immoral or materially improper activity or conduct. In such a case during the period of suspension the Officer will have no powers or rights of Officers as set out in this Constitution and for the avoidance of doubt will not be permitted to attend Club activities or to attend or vote at meetings of the Club Management Team.

- 12.3 If the Club Management Team is meeting to make a decision relating to removal or suspension of an Officer under this section the Officer may attend and make

submissions to the meeting but may not vote and may not be present in the room when the vote is taken.

13 MEETINGS OF THE CLUB MANAGEMENT TEAM

- 13.1 The Club Management Team will hold a minimum of four meetings per year. The Club Management Team may also meet at any other time it deems necessary.
- 13.2 Subject to clause 13.7, all decisions of the Officers will be by simple majority of those present and voting. Each Officer will have one vote. In the event of a tie, the Chairperson will exercise a casting vote. For the avoidance of doubt, Officers attending a meeting by way of conference or other telecommunication or electronic facility will be deemed to be present in person at such meeting in accordance with clause 13.6.
- 13.3 The Officers may invite advisors to meetings for specific reasons. These advisors are not Officers and therefore do not have votes.
- 13.4 The quorum for meetings of the Club Management Team will be one-third of the Officers for the time being (rounded up to the nearest whole number). For the avoidance of doubt, Officers attending a meeting by way of conference or other telecommunication or electronic facility will be deemed to be present in person at such meeting in accordance with clause 13.6.
- 13.5 Unless otherwise agreed by all of the Officers, notice of a meeting of the Club Management Team shall be given to the Officers not less than seven days before the date of the meeting, and will include draft minutes of the previous meeting of the Club Management Team and an agenda. Notwithstanding the aforesaid the Chairperson shall be entitled to convene a meeting (termed a “special meeting”) at any time without specific notice on a matter of urgency.
- 13.6 Any Officer or member of a Sub-committee may participate in a meeting of the Club Management Team or such Sub-committee by means of a conference or other telecommunication facility between some or all of the Officers, or as the case may be, members of the Sub-committee who are not all in one place, but each of whom is able, (directly or by means of telephonic, video or other electronic communication) to speak to each of the others and to be heard by each of the others. Any Officer or member of a Sub-committee participating at such a meeting will be deemed to be present in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.
- 13.7 Notwithstanding the general provisions of clause 13.2, provided that all of the Club Management Team give written approval, the Officers may make decisions unanimously by email or by written resolution.
- 13.8 The Secretary shall take the minutes of meetings of the Club Management Team, or in the absence of the Secretary an Officer present shall take the minutes and shall forward the minutes to the Secretary after the meeting.

14 OFFICER ROLES

14.1 Chairperson

- 14.1.1 The chairperson of the Club Management Team (the “**Chairperson**”) acts as the overall leader of the Club Management Team and is the primary

representative of the Club in dealings with outside bodies. The Chairperson acts as the Club spokesperson where appropriate.

- 14.1.2 The Chairperson shall lead Club activities and along with the Club Management Team shall ensure that the Club complies with all the obligations set out in this Constitution. The Chairperson shall work with the Club Management Team to ensure that Club activities are conducted safely and that collective responsibility for safety is emphasised at all levels.
- 14.1.3 The Chairperson is responsible for chairing meetings of the Club Management Team and AGMs and EGMs. In the absence of the Chairperson at a meeting of the Club Management Team, the Officers present will elect one of their number to preside. In the absence of the Chairperson at an AGM or EGM, the Members present will elect one of their number to preside.
- 14.1.4 The Chairperson will present a report of the activities of the Club to the AGM.
- 14.1.5 The Chairperson will act as the Designated Liaison Person for the Club and must be knowledgeable about child protection and undertake any training notified by Special Olympics Ireland as being necessary, e.g. Safeguarding 3 training course. The Chairperson will ensure that the Club's reporting procedures are followed and report any suspected cases of child neglect or abuse to the relevant authorities.
- 14.1.6 The Chairperson will inform the Mandated Person in Special Olympics Ireland if a report has been submitted.

14.2 **Secretary**

- 14.2.1 The secretary of the Club Management Team (the "**Secretary**") is responsible for minuting Officer meetings and AGMs and EGMs, and arranging all aspects of Club administration.
- 14.2.2 The Secretary is responsible for giving appropriate notice of meetings to the Members or Officers concerned and ensuring that each such Member or Officer is furnished with a copy of all relevant reports for discussion at a meeting in accordance with the notice provisions contained in this Constitution.
- 14.2.3 The Secretary shall follow up on action points with persons responsible for those action points.
- 14.2.4 The Secretary will retain all records and general correspondence of the Club and will keep minutes of meetings.

14.3 **Treasurer**

- 14.3.1 The treasurer of the Club Management Team (the "**Treasurer**") is responsible for keeping records of accounts and for their presentation at meetings of the Club Management Team.
- 14.3.2 The Treasurer will arrange for the preparation of the Club's accounts annually. Where required the accounts will be prepared and audited by a

qualified accountant or accountants proposed by the Club Management Team.

14.3.3 The Treasurer will present the accounts to the AGM and keep the accounts available for inspection for Members outside of the AGM.

14.3.4 The Treasurer will be responsible for budgeting, in conjunction with the Chairperson, and will ensure that Club finances and transactions are kept transparent.

14.4 **Sports Officer**

14.4.1 The Sports Officer:

- (A) coordinates coaches and assistant coaches to ensure regular, quality, training activity, and participation in competitions, leagues, and development days;
- (B) acts as a point of contact in the Club for communication of coaching, competition, and sports development information from the relevant Special Olympics Ireland regional office;
- (C) ensures all sports-related communications are shared with coaches in a timely manner;
- (D) monitors and assists with coach and volunteer recruitment to meet the needs of the sport(s), ensuring the persons assigned hold the relevant qualifications and skills as applicable;
- (E) promotes good sportsmanship on and off the field of play;
- (F) promotes Special Olympics programs and activities to ensure the continual development of athletes;
- (G) works in conjunction with the Club Safeguarding Officer to provide a safe training and competition environment for all athletes and coaches in line with Special Olympics Ireland's guidelines;
- (H) provides updates on sports activities at Club meetings; and
- (I) represents the views of coaches to the Club Management Team.

14.5 **Membership Officer**

14.5.1 The Membership Officer is responsible for the administration associated with Members and ensures that new individuals involved with the Club are registered, inducted, and assigned as appropriate.

14.6 **Club Safeguarding Officer**

14.6.1 The Club Safeguarding Officer:

- (A) oversees and coordinates the adoption and implementation of safeguarding by Members;
- (B) acts as a point of contact for information;

- (C) reports without delay any safeguarding issues to the Designated Liaison Person in the Club (i.e. the Chairperson) so that they may be reported to the relevant authorities when necessary; and
- (D) ensures adequate first aid cover is provided at all times.

15 SPECIAL OLYMPICS IRELAND

- 15.1 The Club is affiliated to Special Olympics Ireland as an Affiliate Club Member (as defined in the constitution of Special Olympics Ireland) and via the Affiliation Agreement in place between the Club and Special Olympics Ireland from time to time.

16 CONFLICTS OF INTEREST/ LOYALTY

- 16.1 An Officer shall disclose to the Club Management Team, and such disclosure shall be recorded in the minutes, the fact and nature of any potential conflict of interest or potential bias arising on the Officer's part. Without prejudice to the generality of the foregoing, an Officer shall disclose to the Club Management Team:
 - 16.1.1 Any interest in any contract to be entered into on behalf of the Club; or
 - 16.1.2 Any other potential conflict of interest or potential bias in respect of the Club.
- 16.2 An Officer shall take no part in any deliberation or decision of the Club Management Team relating to a matter in respect of which that Officer has any potential conflict of interest or potential bias. An Officer may not vote in respect of any deliberation or decision in which the Officer is interested or potentially biased and any matter arising therefrom, and the Officer shall not be counted in the quorum present at the meeting in respect of such a matter.

17 FINANCES

- 17.1 The Members of the Club and the Club Management Team are wholly and solely responsible for the Club's finances and all money's raised by or on behalf of the Club shall be applied in accordance with the intentions of the donor of the money in question.
- 17.2 The Club's financial year will run from 1 January to 31 December.
- 17.3 A statement of the accounts, including income and expenditure, will be circulated to Officers five days prior to the AGM.
- 17.4 If and for so long as the Club benefits from a Sports Body Tax Exemption from the Revenue Commissioners the Club will request the approval of the Revenue

Commissioners if the Club intends to accumulate funds for such period of time as the Revenue Commissioners prescribes as requiring such approval.

18 SUB-COMMITTEES

- 18.1 The Club Management Team may establish Sub-committees, if required, to deal with specific aspects of the Club's work, and may appoint persons to Sub-committees as required, subject to clause 18.2 and clause 18.3.
- 18.2 At least one member of the Club Management Team is appointed to the Sub-committee.
- 18.3 A non-member may be appointed, provided that the work of the Sub-Committee does not require contact with Athlete Members or access to social media or other communication channels of the club.
- 18.4 The Club Management Team will, at its first meeting each year following the AGM, review the requirements for each Sub-committee, review the membership of the required Sub-committees and nominate an Officer as a convener of each Sub-committee.
- 18.5 The Club Management Team has full discretion to disband Sub-committees, including for the following specific reasons:
 - 18.5.1 their work is completed; or
 - 18.5.2 their work task no longer exists; or
 - 18.5.3 the Sub-committee fails, as a unit, to function to the satisfaction of the Club Management Team.

19 INCOME AND PROPERTY

- 19.1 The income and property of the Club shall be applied solely towards the promotion of the Object 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. 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:
 - 19.1.1 reasonable and proper remuneration to any Member or servant of the Club (not being an Officer) for any services rendered to the Club;
 - 19.1.2 interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an Officer or Member to the Club;
 - 19.1.3 reasonable and proper rent for premises demised and let by any Member or Officer to the Club;
 - 19.1.4 reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club; or
 - 19.1.5 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.

20 WINDING UP

If upon the winding up or dissolution of the Club there remains, 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 objects similar to the Object 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 clause 19 hereof. The Members 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 similar 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.

21 ADDITIONS, ALTERATIONS OR AMENDMENTS

21.1 If and for so long as the Club benefits from a Sports Body Tax Exemption from the Revenue Commissioners, no addition, alteration or amendment shall be made to the provisions of the Object, clause 19, clause 20, clause 22 or this clause of the Constitution unless the same shall have been previously approved in writing by the Revenue Commissioners.

21.2 No amendments shall be made to this Constitution unless:

21.2.1 Prior written approval is obtained from Special Olympics Ireland. Special Olympics Ireland may refuse to grant consent at its sole discretion, and will only grant consent in exceptional circumstances given that it is desirable that all Special Olympics Sports Clubs have a similar constitution; and

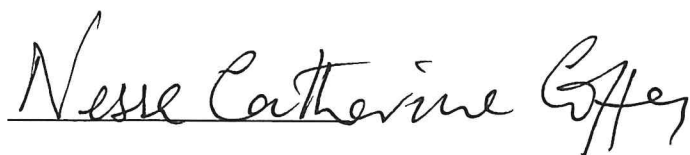
21.2.2 where approval of at least 75% of the Members is first obtained in writing.

22 KEEPING OF ACCOUNTS

If and for so long as the Club benefits from a Sports Body Tax Exemption from the Revenue Commissioners, annual audited accounts shall be kept if the income of the

Club is in excess of such amount as is prescribed by the Revenue Commissioners, and such accounts shall be made available to the Revenue Commissioners on request.

ON ADOPTION BY THE MEMBERS:



Signature of Chairperson

21st March 2024

Date



Signature of Officer

21st March 2024

Date