

Born to Run

Tralee Marathon Club



**CLUB OPERATING MANUAL
AND
CLUB CONSTITUTION**

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CHAIRMAN'S INTRODUCTION

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Chapter 1

CLUB COMMITTEE STRUCTURE

The Executive Committee and Sub-Committees

THE CLUB EXECUTIVE COMMITTEE

The Executive Committee is the controlling body of the Club, managing the business and affairs of the Club. Members of the Executive are elected at the Club AGM each year and it is essential that the Executive Committee is active and well managed.

The Club Executive Committee must comprise of Club officers and members as set out in rule 5.2. of the Club constitution, outlined as follows:

5.2 “The Executive Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary Registrar, PRO, Volunteer Coordinator, Fundraising Officer, Social and Cultural Officer and 5 other Club members, elected at an Annual General Meeting. The Officers of the Club who shall be honorary (non-paid) must be members of the Club.”

Composition of Executive Committee of Born to Run Tralee Marathon Club

1. Chairman
 2. Vice-Chairman
 3. Treasurer
 4. Secretary
 5. Registrar
 6. Volunteer Coordinator
 7. P.R.O.
 8. Social Officer
 9. Fundraising Officer
 10. Minutes Secretary
 11. Five Other Club Members
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PERMANENT AND SPECIAL SUB-COMMITTEES

The Annual General Meeting elects the Executive Committee to administer and manage the business and affairs of the Club. However, one of the most effective methods of sharing and delegating work in the Club is through the appointment of Sub-Committees.

The appointment of Sub-Committees is a valuable way of involving and interesting a large number of Club members in management and policy making by giving them a definite part to play in the life of the Club. There are advantages for the Club in the appointment of sub-committees in that they allow decision making by a smaller group while allowing members with specific expertise to concentrate on their particular area of interest.

Appointing and Managing Sub-committees:

The Executive Committee has the sole right to appoint special sub-committees in the Club and has the power to nominate the Chairperson of the Club special Sub-Committees. The Chairpersons of the permanent Sub-Committees are elected at the AGM and become members of the Executive Committee. If no chairperson is elected for a sub-committee at the AGM the Executive Committee will appoint one at the earliest opportunity. The Chairpersons of each of the Sub-Committees will ensure that the Sub-Committee meets on a regular basis and is properly constituted.

The Chairperson of each Sub-Committee will report to the Executive Committee Meeting giving details of meeting(s) of the committee and other developments since the Executive Committee last met.

The Executive Committee defines the duties of each sub-committee and retains full control in all matters and activities of the sub-committee, including the disposal of any funds. It is important to note that the Chairman, Vice-Chairman, Secretary and Treasurer of the Club Executive Committee are ex-officio members of all sub-committees.

In addition to the permanent sub-committees the Executive Committee may appoint a special sub-committee to prepare a report for it on a specific topic or issue. Such a committee should be of fixed term duration and should cease to exist when it has completed its report to the Executive Committee. All Sub-Committees cease to exist when the Executive Committee goes out of office.

The Club Executive Committee is required to meet at least once each quarter (rule 5.7. Club constitution), with nine members present shall constitute a quorum (rule 5.8. Club Constitution). However, the Club Executive should meet at least once a month to ensure the efficient running of the Club.

Any Member of the Executive Committee who absents himself from three consecutive meetings, without reasonable explanation, shall be deemed to have resigned from the Executive Committee (rule 5.22. Club Constitution).

FINANCE and FUNDRAISING SUB-COMMITTEE

This sub-committee should be responsible for fund-raising and/or have an advisory and monitoring role in regard to general finance, e.g. formulation, monitoring and control of budgets. The Club Treasurer shall be chairperson of this committee and the Fundraising Officer shall be vic-chairperson.

SOCIAL AND CULTURAL SUB-COMMITTEE

This sub-committee is responsible for planning a program of social and cultural activity involving as many people as possible. Events should include the annual club social in December and other non-running related activities aimed to strengthen club spirit and unity. The Club Social and Cultural Officer shall be Chairperson of this committee.

MEMBERSHIP AND REGISTRATION SUB-COMMITTEE

The responsibility of this sub-committee is to ensure that all Club members and officials are registered in accordance with rule. The committee should seek to ensure as far as is practicable that members' details are up to date. This committee shall be chaired by the Club Registrar.

PUBLIC RELATIONS AND COMMUNICATIONS SUB-COMMITTEE

The responsibility of this committee is to promote the positive image of the club to the general public, maintain the clubs website and social media presence and to ensure that local media are made aware of club events and news. This committee shall be chaired by the Club PRO.

TERMS OF OFFICE

All officer positions in Born to Run – Tralee marathon Club are voluntary. Many of those positions impose an onerous burden on the office holder. Equally there are many talented people among our club membership who should be encouraged to take on officer positions but who are reluctant to take such positions for fear that they would be stuck with the position for a very long period. Therefore no person will be asked to stay in any one position for more than a continuous period of three years. After completing a three year period in a position a person may of course seek another officer position in the club.

MEMBERSHIP

Membership of the club shall consist of all registered members and all persons over 18 years at the time of application shall be eligible for membership. Membership shall not be subject to membership fees. All club members joining the club shall be deemed to accept the terms of the club constitution.

Chapter 2

CLUB OFFICER ROLES

1.CATHAOIRLEACH – THE CLUB CHAIRPERSON

The Chairperson is the principal officer of the Club. As well as chairing Club Executive Committee and other Club meetings, the Chairperson has prime responsibility for ensuring that the Club is a well organized, well managed and an active unit. The Chairperson should be dedicated to the job, have good communication skills, have the ability to delegate key tasks and above all, be a person of integrity. The contribution of the Club Chairperson to the effective working of a Club can never be underestimated.

The main duties of the Club Chairperson are summarised as follows:

- **Provide leadership and management in the Club**
- **Hold effective Club meetings**
- **Uphold the Club constitution**
- **Plan ahead for the Club**
- **Delegate tasks to Club members**

These duties are now discussed in greater detail.

The Chairperson must be a leader and a manager, playing a key role in organising the Club in to a well structured unit. The following definitions are important in terms of the role of the Club Chairperson.

Management defined: Management is the act of getting people together to accomplish desired goals and objectives.

Leadership defined: Leadership is about motivating a group of people to act towards achieving a common goal.

Leadership involves:

- Having a clear picture of what you want to achieve
- Encouraging individuals to help in achieving objectives
- Having the ability and willingness to explain, listen and discuss i.e. communicate.

The Club needs to be organised in terms of administration, fundraising, coaching etc. The Club Chairperson plays a key role in making sure the correct structures are in place for the Club. It goes without saying that it is not possible for the Chairperson to do everything in the Club, hence the importance of delegation. However, the Chairperson must ensure that people assigned to various tasks in the Club carry out their roles and that help and assistance is provided where required.

The Chairperson's role at clubs meetings is by far the most important of his/her functions. The Chairperson should ensure all meetings are conducted in an organised manner and that meetings achieve results. He/she must guide the meeting but not lead it, encouraging open discussion amongst those present and involve as many people as possible. He/she must also ensure that the meeting is productive by 'managing' the discussion, not allowing people to make points that have already been made and not allowing people to talk for lengthy periods. It is best to allow a controlled and productive discussion, take a decision and move on to the next topic on the agenda.

In general, a good meeting will:

- Motivate the committee and those present
- Ensure lively and productive discussion
- Promote sound decision making
- Start on time and finish on time

A poor meeting will:

- Waste peoples time and effort
- De-motivate those present
- Have no constructive outcome
- Diminish the importance of meetings and result in poor attendances

Main points to consider:

- Keep to the Agenda
- Keep control of the discussion
- Involve as many people as possible
- Reports, Discussions, Points of Order, Questions - all 'through the chair'
- Agree follow-up actions at each stage: i.e. what, by whom, and by when.
- Be clear that decisions are understood by everyone before moving on to the next topic.

It is the duty of the Chairman to ensure that the Club constitution is upheld and adhered to.

The Club constitution provides a means whereby the Club can be operated and managed by the Executive Committee of the Club. The Constitution provides for control of the assets of the Club and the operation of activities within the Club regarding membership, Club committee structure, Club property and the conducting of meetings etc.

2. AN RUNAÍ – THE CLUB SECRETARY

The Secretary is the chief administrator in the Club. The duties are many and varied and call for a high degree of dedication. He/she should be a good organiser, be methodical and above all, be reliable. The duties dovetail with those of the Chairperson and it is essential that both officers work as a team.

The main duties of the Club Secretary are summarised as follows:

1. Communication: - With Club members and officers.
2. Meetings: - Preparation for and follow up on assigned tasks.
3. Administration: - Correspondence and keeping records, team affiliation(if we affiliate), club insurance (if it is in existence).
4. Club Planning - Assisting in developing a Club plan

The Secretary is responsible for informing members of the Club Executive of meetings, for informing Club members of the AGM and for communicating with outside bodies etc. He/she should deal expeditiously with all correspondence, consulting with the Chairperson if necessary.

The Club should hold regular committee meetings even if at times there appears to be little to be done. Coming together may spark off some needed activity. The Secretary usually calls a meeting, having consulted with the Chairman. There should always be an agenda for a meeting with essential business being transacted first. At the first Club meeting of the season, all should agree on a standard start time for the year and meetings should begin at that time. Punctuality is merely a habit. Meetings should also close formally so that everyone, including the Secretary, is quite clear when the business is concluded. The Secretary must prepare for the business of the meeting, i.e. get together any information that may be needed. He/she should also check back on the minutes of the last meeting to see that action has been taken as required. While the Chairperson conducts the meeting, the Secretary may have to assist from time to time. It is important to work to the agenda and avoid too much informal discussion.

The Club AGM

The AGM is the most important meeting of the year. The Secretary plays a vital role in organising a successful Club AGM. The Secretary should be familiar with the rules governing the setting up and the conducting of the AGM. (See section following on the Club AGM)

Correspondence and Records

The main points to consider in dealing with correspondence are as follows:

- Read and reply to all correspondence promptly.
 - Keep a copy of all correspondence sent and received.
 - File copies of correspondence under appropriate headings.
 - Be up to date with all correspondence before meetings
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3. AN RUNAÍ MIONTUAIRISCÍ - MINUTS SECRETARY

Meeting Minutes:

It is the responsibility of the Minutes Secretary to record the minutes of a meeting. Minutes are the written records of the business transacted at a meeting and specifically record the date of the meeting, those present, apologies, the main points in the discussions held and any decisions taken. The minutes should always record the proposer and seconder of a motion and the result of the subsequent vote taken. Writing of the minutes should be done as soon as possible after the meeting and be written in an official Club meeting minute book/file. Do not try to write everything down, but note the main points of the discussion and the decisions taken. If in doubt about decisions during the meeting, always seek clarification from the Chairperson. Minutes should not be a word for word account, just a summary.

Approval of Minutes:

At each meeting, the minutes of previous meeting must be read to those present. The minutes are then agreed as being accurate (amendments made if necessary), proposed and adopted. The adopted minutes must be signed by the Chairperson and Secretary. If the minutes have been circulated in good time prior to the meeting, then it may suffice to summarize them and take them as read, with those present being given the opportunity to make any comments. The item "Matters Arising from the Minutes" is intended to report on progress on minor matters. Matters of importance should form separate items on the agenda.

4. AN CISTEOIR – THE CLUB TREASURER

The Club Treasurer has responsibility for the safe-keeping of the funds of the Club. He/she is responsible for recording all income and expenditure and for reporting on the financial position of the Club to the Club Executive Committee on an on-going basis. It is important to note that the Treasurer does not have to be an accountant to perform this role. However, he/she must have the ability to record all financial transactions, control expenditure in the Club, plan and assist in fundraising and provide regular reports to the Club Executive. The Treasurer must not commit the Club to any expenditure for which prior approval has not been given.

The main duties of the Treasurer can be summarised as follows:

- Management of Club accounts
- Keeping records
- Preparation of financial statements
- Preparing a financial budget for the Club

In managing the Club accounts, the Treasurer should receive and pay out money on behalf of the Club and lodge all monies to the Club accounts. The Club shall open a bank account and keep the Club current account in credit. All cheques drawn must be signed by the Treasurer and co-signed by the Secretary or Chairperson. In order to ensure accountability, all financial transactions in the Club should where possible, take place by cheque or by electronic means.

Note: The bank statements should be sent to a committee member other than the signatories on the Club cheque book account (Namely the Vice-Chairperson). This helps to ensure proper

accountability.

Note: Cheques should not be pre-signed.

Club Accounts:

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;
- b) All sales and purchases of goods by the Club
- c) The assets and liabilities of the Club.

It is essential to keep accurate and up to date records of all financial transactions by the Club. If this is not done, it will be very difficult to prepare the statement of accounts for the Club AGM. In order to keep accurate records, the following points should be considered:

Make payments by cheque and retain cheque stubs. Cheques must be signed by the Treasurer and either the Chairperson or Secretary. Retain all bank statements and ensure that cheque numbers correspond to those on the bank statement. All Bank statements should be forwarded to an officer other than cheque signatories for purposes of accountability.

The Treasurer should provide Club Executive meetings with regular updates on the financial affairs of the Club. All meetings should have 'Club finance' on the agenda, where the current financial position of the Club is outlined and discussed.

5.OIFIGEACH CAIDREAMH POÍBLÍ - PUBLIC RELATIONS OFFICER (PRO)

There is always a need for a proper flow of information in the Club so that everyone understands how the Club operates.

The main function of the Club PRO is to communicate with the general public on behalf of the Club, presenting a positive image of the Club in the local community and beyond. Therefore, the PRO holds one of the most important officer positions in the Club.

Remember:

1. Public Relations is the practice of managing the flow of information between the Club and the public.
2. No longer is it good enough for a Club to do good work: people must be told about it!
3. The biggest mistake that a PRO can make is to assume that people know!

Main Duties:

The main duties of the PRO are summarized as follows:

- Work as part of a team along with the other Club Officers and the various sub committees in the Club
 - Promote the Club to the local community and beyond using all available methods of communication
 - Keep records for historical purposes
 - Make sure the Club is well presented
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Effective communication in a Club requires a 'team effort'. Every officer and member has some part to play in communicating, but the PRO is the key person when it comes to communicating to the general public. A PRO can only do his/her job as required if there is a good relationship with all other Club officers, team coaches etc. and if they provide information when required.

As outlined, the PRO plays a major role in promoting the Club to the local community and projecting a positive image of the Club. This is a key role, because encouraging new volunteers, successful fundraising etc., depends on the Club having a good image in the locality.

Methods of Communication:

Local Newspapers

Submitting notes to the local newspaper is one of the most effective ways of ensuring that the Club's story is told to the members and to the community in general. Most local newspapers accept notes from clubs free of charge and the club should make sure to avail of this service. Make sure that each section of the article is brief and to the point.

A PRO should not use the column to vent his anger or frustration with any aspect of Club activity and should not report in a manner that is likely to upset or embarrass anyone in the Club. The purpose of the article is to portray a positive image of the Club.

Bulk Text Message

This form of communication has a number of advantages for clubs. SMS messaging is a quick method of communication information, particularly short and urgent messages. It is a relatively inexpensive method of communicating versus using phone-calls, and almost everyone has a mobile phone.

Club Newsletter

The Club newsletter is a very effective way of communicating with the members and informing them of progress in the Club's development. It is preferable to issue a newsletter 3-4 times a year and a two page document can be very effective. The news items should be concise and should cover all of the clubs activities.

Email

Using email is also a quick and inexpensive way of communicating with the clubs members. It is ideal for forwarding bulky communication e.g. the Club news-letter and can save considerable expense.

Website

A website is an ideal way to communicate information to Club members and in particular, those living outside the locality. A well presented and informative website will give a very good impression of the Club and therefore must be kept up to date. The website must be updated regularly with reports in order to be regularly viewed by members. An out of date website does not present a good image of the Club.

Local Radio

Arrange to have Club events included in sports programmes on a regular basis.

Historical Record

The PRO plays an important role in keeping records in the Club. Retain press cuttings, published articles and photographs on file as the history of the Club will be compiled from them. This is invaluable information for the Club.

6. CLÁRAITHEOIR - THE CLUB REGISTRAR

The Club will have a Registrar on the Club Executive. The Club Registrar is responsible for ensuring that the Club is up to date in the registration of members. The Registrar should have reasonable PC skills. The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within a club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details. The Registrar is expected to have good planning and organization skills and should be able to communicate with a wide range of people. The Registrar should initiate and maintain a database of all members.

7. LEAS CATHAOIRLEACH - THE VICE-CHAIRPERSON,

The Club is required to have vice-chairperson on the Club Executive, in accordance with the Club constitution. The role of this officer is to assist the main officer in carrying out their role in the Club. The vice-chairperson will preside as chairperson of Club meetings in the event of the chairperson being unable to attend.

8. OIFIGEACH BHAILÚ AIRGID - THE FUNDRAISING OFFICER

The Fundraising Officer is the person primarily responsible for all revenue generation for the club. She/he along with the Treasurer will head up the Finance and Fundraising Sub-committee. The Fundraising officer will set goals and develop a fundraising strategy for the club. The Fundraising officer will be the main person of responsibility in the following areas.

- Develop and implement a sponsorship servicing program that provides value for the club's sponsors.
 - Identify all available sponsorship opportunities.
 - Prepare submissions and all supporting material and ensure all materials required for fundraising are ordered and available.
 - Arrange all necessary permits, registrations and approvals for fundraising activities as required.
 - Present proposals to interested parties.
 - Organise fundraising activities and functions for the club.
 - Work alongside the Volunteer Coordinator to prepare rosters and supervise volunteers assisting with fundraising activities.
 - Supervise the collection of all monies raised and arrange payment to the Treasurer.
 - At the end of each function or activity, reconcile all funds raised with Treasurer.
 - Maintain appropriate fundraising records as required by the Treasurer.
 - Ensure that all commitments are provided according to the terms of the respective sponsorship agreements.
 - Maintain accurate records of all sponsorship, fundraising and donations received.
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9. CEANNAIRE NA LUCHT DEONACH - VOLUNTEER CO-ORDINATOR

The Volunteer Coordinator plays a key role in the Club and may be the chief officer for ensuring that the club plays an active role in the community and runs events in a manner that is both successful and memorable to those taking part for all the right reasons.

The running community is a small yet growing tight-knit group that is often dependant on each other when it comes to running events. Our willingness to help our fellow clubs when we can is sure to be benefit us in returned favors when we are in need of help. The Volunteer Coordinator should be the first point of contact when another club or group would like our members to help and make the request known to our members. Additionally they are the key person in relation to organizing our members when Born to Run is putting on an event. They will be responsible for the following

- The recruitment of club members to volunteers at each event.
- Register those who have volunteered for a given event and be in a position to contact them.
- To induct volunteers and ensure they know what is expected of them.
- Supervise and oversee the role of other volunteers, and ensure that all volunteers know what they are doing.
- Make sure volunteers confirm their next volunteering days and contact the Club if volunteers are unable to attend, so activities can be covered or postponed.
- Make sure volunteers' contributions are appreciated.
- Deal with problems and issues arising from the volunteers.
- The Volunteer Coordinator will become a member of the Club's Expectative Committee and will be required to attend to the Committee's meetings.

In addition to running activities our volunteers play a role in fundraising and the volunteer coordinator should liaise with the fundraising officer in respect to these events. Finally it may be beneficial to the clubs image and rewarding to our members and the community in which we live to contribute to an event that has been organized by a charity or community, the committee should look favorable to supporting the volunteer coordinator if they should put forward a suggestion in respect to this once or twice a year.

10. OIFIGEACH SÓISIALTA IS CULTÚRA - SOCIAL AND CULTURAL OFFICER

The Club Social and Cultural Officer shall be Chairperson of the Social and Cultural Committee. This officer will be responsible for the organizing non running related events aimed at the promotion of club moral and spirit. This is important for club unity and good interpersonal relationships among members.

The end of year club function at Christmas and the post Tralee International Marathon function are a long standing tradition and have always contributed significantly towards club unity and good work in this area is of great benefit to the club.

However the S&C officer and their committee should not restrict themselves to these two functions alone but rather be dynamic and innovative in thinking of new ways of promoting togetherness and strengthening the bond between club members. Who knows maybe a suggestion will emerge that will grow from a great idea to a tradition as great and as important to the club as the Christmas Party and post marathon function have from humble beginnings come to be.

Chapter 3

EFFECTIVE CLUB MEETINGS

Born to Run Tralee Marathon Club must hold regular meetings in order to discuss the affairs of the Club and make decisions regarding all aspects of Club activity. Clubs must, by rule, hold meetings of the Club Executive and an Annual General Meeting. Many other meetings will take place in the Club each year including various sub-committee meetings etc.

The manner in which these meetings are organized and conducted will play a major part in the running of the Club. Meetings need to be conducted in an efficient manner and must be effective in achieving results. The Chairperson of the Club and the chairperson of the various subcommittees in the Club play a key role in managing meetings.

General Meetings:

A Club must hold a General Meeting as its Annual General Meeting. This AGM is one of the most important meetings of the year as officers are elected to the Club Executive for the following year. The holding of the Club AGM is discussed in greater detail in the Club AGM section of the Club manual. All General meetings in the Club, other than the AGM are called Extraordinary General Meetings.

Executive Meetings:

The Club Executive is required to meet at least once each quarter. However the Club Executive should meet at least once a month.

MEETING PROCEDURES

The efficient transaction of committee business calls for set procedures. The extent to which these are put into force varies a good deal. Generally, the contributions of individual members are limited by rules which are interpreted and applied by the Club Chairperson. These rules of procedure are designed to help keep order and to enable sound and acceptable decisions to be reached quickly.

Broadly speaking the rules of procedure will ensure:

- That for practical purposes, the majority decision is the right one
 - That at a committee meeting, the majority vote will represent the committee's opinion
 - That the minority will agree with the majority ruling
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ESTABLISH THE GROUND RULES

The Club Chairman and Sub-Committee Chairmen should set the meeting ground rules at the beginning of his/her term and ensure that they are adhered to.

Here are a few examples

- Executive meetings and permanent Sub-Committee meetings should, as far as possible, take place at regular times and dates. It is helpful to specify a night and time such as the first Monday of the month at 8pm
- Meetings start and end on time. Do not allow the start time be dictated by latecomers
- Participation from everyone is encouraged
- Comments are to be non-judgmental
- People will not interrupt speakers
- Assigned tasks from the meeting will be done on time

THE AGENDA

Purpose of an Agenda (Clár):

An agenda is a key part of the planning process for a meeting. It helps to inform all who attend of the scope of the topics to be covered. It also helps each member to prepare, so that those present will have the necessary information and documentation for discussion. A good agenda will help towards productive discussion and decision making.

Qualities of a good agenda

All items on an agenda should be capable of being dealt with in the time allocated for the meeting. A long and winding agenda will usually be unproductive as the last few items usually get rushed. Each item should be explained so that the members know exactly what is meant and each item should have only one interpretation. Matters on the agenda should be in order of priority, ensuring that all essential business is transacted first.

THE MINUTES

Meeting Minutes:

It is the responsibility of the Minutes Secretary to record the minutes of a meeting. This is also discussed in the section of the Club manual dealing with the role of the Minutes Secretary. Writing of the minutes should be done as soon as possible after the meeting and be written in an official Club Minute book. The Minutes Secretary should not try to write everything down, but note the main points of the discussion. If in doubt about decisions, the Minutes Secretary should ask the Chairman for clarification. Minutes are not a verbatim account of the business of the meeting.

Approval of Minutes

At each meeting, the minutes of previous meeting must be read to those present. The minutes are then agreed as being accurate (amendments made if necessary), proposed and adopted. The adopted minutes must be signed by the Chairman and Secretary.

Note: The item "Matters Arising from the Minutes" is intended to report on progress on minor matters. Matters of importance should form separate items on the agenda.

PRODUCTIVE MEETINGS

Qualities of a Productive Meeting

A productive meeting is one where healthy discussion takes place, clear decisions are taken and progress from the previous meeting can be demonstrated. Remember, meetings that are relatively short and to the point are often the most productive. A poor meeting is one where discussion takes place in an uncontrolled manner, is dominated by a few participants and lasts much longer than necessary. Decisions are few and far between and are unclear to those present. If meetings are constantly starting late, involve a few people doing all the talking and fail to make progress, people will not attend. Such meetings waste time and effort, de-motivate those present and diminish the importance of meetings, causing people to stay away. This is not a positive situation for the Club and will lead to the view that the Club is poorly managed and that a 'closed shop' exists.

Voting at Club meetings, including the Club AGM

Only members are eligible to vote at a General Meeting, including the Club AGM.

At any General Meeting a resolution put to the vote of the meeting is decided on by a show of hands. However either on or before the declaration of the result of the show of hands, a ballot can be demanded by the Chairperson or by at least five members present and entitled to vote.

Unless a ballot is demanded, the Chairperson should declare that a resolution has on the show of hands been carried or defeated. An entry to that effect should be entered in the book containing the Club minutes and is conclusive evidence of the result of the vote. In the event of a vote resulting in a tie, whether the vote has been conducted by secret ballot or show of hands, the Chairperson has the casting vote in addition to his vote as a member. The exception to this is in the case of a vote for an elective position where the outcome of the tie is decided by lot.

Chapter 4

THE CLUB ANNUAL GENERAL MEETING

THE AGM

Each year, the Club must hold an Annual General Meeting (AGM). The AGM is the most important meeting of the year and every effort should be made to ensure that it is organised in accordance with the rules as laid out in the Club constitution. The purpose of the AGM is to:

1. **Review the work of the previous year.**
2. **Review Financial statements and Treasurer's Report.**
3. **Elect officers and executive committee members.**
4. **Get members views on Club policy.**
5. **Consider Club policy and revise or endorse.**

It is the Executive Committee of the Club that decides the date and location for the Club AGM.

Notice of AGM to Members

Section 6 of the Club constitution governs the calling of the AGM and detail how members are notified. It is important that all Full Members of the Club are notified of the AGM and are forwarded all relevant documentation.

Once the date of the Annual General Meeting has been fixed, the Secretary shall give at least 28 days notice to the members of such date, at the same time inviting nominations for election to the Executive Committee for the following year and motions for consideration at the Annual General meeting. The secretary shall forward to all members the following.

- a) Copy of the Agenda for the meeting.
 - b) Copy of the Annual Report of the Secretary.
 - c) Copy of the Financial Statements, including the Report of the Treasurer.
 - d) Details of the Nominations for election to the Executive Committee.
 - e) Copies of any motions for consideration at the meeting.
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Summary of notice procedures:

- At least 28 days notice must be given to members.
- Invite nominations for positions vacant on the Club Executive for the following year.
- Specify the return date of motions and nominations.
- Documentation sent to members includes a copy of the agenda, a copy of the Secretary's report, a copy of financial statements, details of nominations to the Executive Committee and a copy of any motions for consideration.

The AGM Agenda

The following business shall be transacted at the Annual General Meeting,

- a) Minutes of previous Annual General Meeting.
- b) Consideration of the Annual Report submitted by the Secretary.
- c) Consideration of the Financial Statements including the Report of the Treasurer
- d) Election of Officers and Members of the Executive Committee.
- e) Notices of Motion.
- f) Other Business.

Secretary's Annual Report

The Secretary's Annual Report is an important item on the Agenda. It should deal with the work of the Club during the year and be written under various headings such as events, social activities, community involvement etc. It should outline aspirations for the year ahead and the vision that the secretary has for the Club. The Chairman's address can follow a similar outline and it is a good idea for both officers to swap draft reports in advance of the meeting in order to ensure that they are not too similar in content.

Annual Accounts

The Club Executive must present to the AGM an Income and Expenditure Account for the year. Accounts should be kept as simple as possible and not too detailed. Preparation of the accounts is the role of the Club Treasurer and this is discussed in more detail in the Club Treasurer section of the Club manual.

It is usual for the Treasurer to first explain the items in more detail and then to invite questions. Discussion on the Accounts should be confined to financial affairs - including fundraising. The Financial Statements must be approved by the Executive Committee, and signed by two of three Officers – Chairman, Secretary, Treasurer – on behalf of the Executive Committee.

Elections and voting

For elections of committee positions at an AGM, a ballot should be used to decide outcome. Prior to the election, tellers should be appointed to count the votes. Only persons whose names are not on Ballot Papers should be appointed. The Tellers should also distribute and collect the papers. Before voting takes place, the Chairman should announce clearly any changes that may be necessary on the Ballot.

When the count is finished, the Tellers summarise the results and hand them to the Chairman who announces the results. Details of the number of votes cast per person etc. should not be given.

If there is only one nomination for any particular position, then this person is automatically deemed elected. As already stated, nominations are forwarded to the Secretary at least 21 days prior to the AGM. Any positions that are not filled on the night can be filled by the new Executive Committee.

Termination of Office

The Chairman and the other officers of the Committee of the previous year remain in office until the end of the Annual General Meeting.

Notices of Motion

These are usually formal amendments of the Constitution but may also take the form of specific general directives from the Annual General meeting to the Club Executive Committee.

Other Business

Only matters of minor importance should be allowed to be discussed under this heading or an urgent matter which has arisen since the Agenda was prepared.

Minutes etc.

The Secretary should write the minutes of the meeting as soon as possible. A report on the meeting together with the names of the new committee should be posted on the Club's website, where one exists, and the Club PRO should forward the report to the local newspapers.

Extraordinary General Meetings

A Extraordinary General Meeting may be called by the Executive Committee at any time, provided ten days clear notice, shall be given to the members, specifying the purpose of such a General Meeting,

The Executive Committee shall call a Extraordinary General Meeting for a date not more than twenty eight days from the receipt by the Executive Committee of a requisition, in writing, signed by 10% of members of the Club, and ten clear days notice, in writing, shall be given to the Members. Such Requisitions by members of the Club shall set out the purpose for which the Extraordinary General Meeting is required, and shall be lodged with the Secretary. If the Extraordinary General Meeting is not called for a date within the twenty eight days stipulated, then the Requisitioners may themselves convene a Extraordinary General Meeting, if necessary using newspaper advertisements to notify the members of such meeting. No other business, outside that specified in the Notice, shall be transacted at an Extraordinary General Meeting.

No business shall be transacted at any General Meeting unless a quorum of members is present

at the time when the meeting proceeds to business. Save as herein otherwise provided, twenty per cent of Full Members eligible to vote shall be a quorum at a General Meeting.



Chapter 5

COMMUNICATION IN THE CLUB

Communication is one of the most important ingredients of a well managed and successful Club. Good communication ensures that the Club operates efficiently and effectively and without this essential ingredient, the Club cannot achieve its full potential. Where communication breaks down in a Club, people do not know what is happening, members miss meetings and the wider community knows little about the clubs activity. The perception of a 'closed shop' may be formed, which can damage the Club and hinder volunteers from becoming involved.

Communication in a Club takes place on two levels.

- Internal Communication
- External Communication

INTERNAL COMMUNICATION

Internal communication is about the day to day running of the Club. Members must be aware of all Club activities i.e training, meetings, events etc. People in the Club need to know what is happening, where it is happening and when it is happening.

Internal Communication involves communicating with:

1. Club Officers
2. Executive committee and Sub-Committee Members
3. Members
4. Volunteers

While we must give notice in writing for certain meetings and events, the most effective form of communication is still verbal communication. Being open to the involvement of others means that we need to enhance their involvement by giving them **all the information on our Club, not just what we decide they need to know!**

Effective Internal communication ensures that:

- Everyone connected with the Club is aware of what is happening.
 - People know their roles and responsibilities, who is to do what and when they are supposed to do it.
 - Everyone knows the details of the Club plan and the direction the Club is taking.
 - The Club functions i.e. meetings, events and so forth take place.
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EXTERNAL COMMUNICATION

External communication is about communicating with people outside the Club and the wider community in general. It is about projecting a positive image of the Club and promoting the Club to the community as a whole. The Club needs to be seen as 'active, alive, positive and progressive' in the local community.

External Communicating involves communicating with:

- Club members (active and non-active)
- The wider community in general
- Those from the Club living outside the locality
- Sponsors

Clubs need to consider that their Club may be one of many sports clubs in an area. All clubs in the locality will be looking for sponsorship, fundraising, looking for new members etc. from the wider community. Therefore, it is essential that the Club is projecting a positive image of itself because people will want to be associated with a Club that is seen as progressive and well managed.

External communication is the job of the Club Public Relations Officer and therefore is one of the key officer roles in a Club. For more information on the Club PRO, please look at the section on the '**Role of the PRO**'.

Effective External Communication Ensures:

- The Club is seen as 'vibrant' and 'active' in the general community
- Sponsors see a benefit in being associated with the Club
- People are encouraged to become involved

What to communicate (examples):

Details of the clubs social and other activities.

This helps people to be aware that the Club is a place where they can meet new friends and socialise together. This is particularly important in areas where new people are moving in to the locality because they will see the Club as a place where they can fit in to the community and make new friends.

Positive stories for the Club.

These stories can include winners of fundraising draw, members taking part in races and involvement of a new sponsor. These stories are important because they are positive stories and the Club must always try to project a positive image of itself. The Club should boast about itself in the community and let everyone see the good work that is going on.

How to communicate: Methods of Communication

- Bulk Text Message
- Email and Website
- Club newsletter
- Local newspapers
- Local radio

- Word of mouth

These are discussed in greater detail in the chapter on the **‘Role of the PRO’**.

In summary

Results of Good Internal and External Communication

- Meetings and events happen when according to plan
- People know their role in the Club
- Members and supporters know that the Club is operating to a plan
- The Club is ‘selling itself’ to the local community – positive image
- Helps to attract new members and volunteers
- Helps in fundraising because people will contribute to a Club where they can see their money being put to active use.

Results of Poor Internal and External Communication

- Breakdown in Club activities
 - Members miss training and events, officers miss meetings
 - Club loses its relevance in the local community
 - People become disillusioned
 - Perception of a ‘closed shop’ exists in the Club.
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APPENDIX

CONSTITUTION OF Born to Run Tralee Marathon CLUB BUNREACT An CHUMAINN

Notes



