



Founded in 1965

Meteors Basketball Club Constitution

1.0 DEFINITION

1.1 The name of the club shall be the **Meteors Basketball Club**, herein referred to as the '*Club*'.

2.0 AIMS

2.1 The aims of the *Club* are to:

- 2.1.1 Encourage, promote, develop and provide an environment of fair play and enjoyment.
- 2.1.2 To promote the playing of the game from *Club* to International level.
- 2.1.3 Develop Players, Coaches, Team Managers, Table Officials and Referees.
- 2.1.4 Committed to highest standards of sporting behaviour for Players, Coaches, Team Managers, Parents and Supporters.
- 2.1.5 To administer the funds of the *Club* and to ensure that Annual Income is sufficient to meet Annual Operating Costs.
- 2.1.6 To maintain the rules and regulations of the *Club*. These rules should be in accordance with Dublin Ladies Basketball Board (DLBB) and Basketball Ireland (BI) and in line with FIBA regulations.
- 2.1.7 Ensure all our members implement the Meteors Codes of Ethics and implement good practice for Children's Sport.



It is very important that **RESPECT** is maintained at all times, between the Executive Committee, Coaches, Team Managers, Players and Parents.

3. MEMBERSHIP

- 3.1 Membership of the *Club* shall be open to persons who wish to join in the activities of the *Club* subject to ratification of the Executive Committee of the *Club*.
- 3.2 Membership is obtained by completing an application form and paying the annual membership fee as levied by the Executive Committee of the *Club*.
- 3.3 In accepting membership a Member, where applicable their Parent/ Guardian(s), agree to support the activities of the *Club* through volunteerism, abide by the Constitution of the *Club* and the ruling of the Executive Committee of the *Club*.
- 3.4 Membership shall be refused to persons who previously had membership revoked or members currently under suspension as set down in Section 3.8 of this constitution.
- 3.5 Members are defined as below:
 - 3.5.1 Senior Player: any player who is 18yrs or over who is registered on a *Club* team in the Senior Section.
 - 3.5.2 Juvenile Players: any player who is under 18yrs and is registered on a *Club* team in the Juvenile Section.
 - 3.5.3 Coaches: any Coach or Assistant Coach who have provided the *Club* with their BI No..
 - 3.5.4 Team Managers: any volunteer team manager (one per team)
 - 3.5.5 Executive Committee members.
 - 3.5.6 Non Playing|Non Paying Members: this category facilitates parents how are volunteering in administrative roles for the *Club*.
- 3.6 Membership Fees
 - 3.6.1 A fee to be decided by the Executive Committee by 31st August will be paid by all juvenile Players (under 18yrs) to become a Member of the *Club*.
 - 3.6.2 A fee to be decided by the Executive Committee by 31st August will be paid by all Senior Players (over 18yrs) to become a Member of the *Club*.
 - 3.6.3 The deadline for payment of Membership fees or half fees is the 31st October for that Playing Season. Any payment made after this date will be brought forward for the next Playing Season and the Player will not be permitted to become a full member (Playing or Non Playing) of the *Club* until the next Playing Season.
- 3.7 Voting Rights
 - 3.7.1 All Senior Players (over 18yrs) who have paid their membership fees and are registered to play on a *Club* team will have a vote at an EGM or AGM.
 - 3.7.2 All those who have a structural role (Coaches, Team Managers, Non Playing|Non Paying Members) within the *Club* will have a vote at the AGM.



- 3.7.3 Parents/ Guardians of children under the age of 18 will have a right to vote at the AGM or EGM. One vote will be bestowed on the first child. A maximum of two votes per Family will be permitted at an AGM or EGM. This does not include players over the age of 18 who are recognized as separate to their family in terms of voting rights.
- 3.7.4 All Members, where applicable, must have paid their membership before 31st October in order to execute their voting rights.
- 3.8 Termination of Membership
- 3.8.1 If one or more of the conditions below are met, membership will be terminated:
- (a) The Member concerned gives written notice of resignation to the Executive Committee;
 - (b) The Member is two months in arrears in paying the relevant Membership fee (but in such cases the member may be reinstated on payment of the due amount) and the Executive Committee shall determine to terminate the membership of the *Club*.
 - (c) The Member concerned is removed from the membership by a resolution of the Executive Committee. The Executive Committee are not bound to give any reason (but only after notifying the member in writing and considering the matter in the light of any representation written or otherwise which the member concerned puts forward after receiving notice, and which representation shall be made within 14 days of receipt of such notice).
- 3.9 Dismissal of a Member
- 3.9.1 Any Member found to be placing the *Club* in disrepute or disregarding the Constitution will be asked to appear before an EGM of the *Club*.
- 3.9.2 If the accusations are proven then the Executive Committee, following a vote at the EGM, has the right to revoke the membership of the person involved.
- 3.9.3 At the said EGM the Executive Committee can decided to hand out a fine of up to €1,000 or suspension of any length.
- 3.9.4 In the event of any Member being reported to the *Club* for an alleged breach of the Rules and/or Constitution, or misconduct which is alleged to have brought the game into disrepute, the Executive Committee shall select three persons from the Executive Committee as a Disciplinary Sub Committee, not including any person who has had a prior involvement in the matter, to investigate and adjudicate.
- 3.9.5 If after fully investigating the alleged breach the allegation is proven, the Disciplinary Sub Committee shall have the authority to expel or suspend the offending member, or to deal with the matter in a manner that is deemed fit.
- 3.9.6 Any Member found guilty by the Disciplinary Sub Committee shall have the right to appeal.



3.10 Appeals

- 3.10.1 Any Member wishing to appeal shall do so in writing to the Secretary. The Secretary must receive the appeal within seven days of the notice of the original decision shall then convene an Appeals Committee.
- 3.10.2 The Appeals Committee shall consist of three persons, none of whom can have a prior involvement in the matter being appealed. They must meet within fourteen days of the date of the receipt of the notice of the appeal.
- 3.10.3 The letter of appeal shall state the reason for the appeal and shall be supported by an appeal fee of €100. The Member appealing shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but all names and details of such person must be included in the letter of appeal. If the appeal is unsuccessful the €100 shall be forfeited to the funds of the *Club*.
- 3.10.4 All relevant parties shall be notified of the decision of the Appeals Committee in writing by the Secretary within seven days of the hearing. The Member appealing shall have the right to appeal to BI on any decision made by Appeals Committee, but must be lodged in writing accompanied with BI fee and must notify the *Club* Secretary within seven days of the notification of the appeals decision. The decision of BI shall be final.

4.0 EXECUTIVE COMMITTEE

- 4.1 The administration of the *Club* shall be the responsibility of the Executive Committee.
- 4.2 The voting Members of the Executive Committee shall consist of not less than 4 Members (*Chairperson, Secretary, Treasurer, Public Relations Officer*) and not more than 6 Members (*Chairperson, Secretary, Treasurer, Public Relations Officer, Child Protection Officer and Resource Development Officer*).
- 4.3 From time to time the Executive Committee may appoint Non-voting Members to the Executive Committee to help in the running of the *Club*.
- 4.4 An Executive Committee will be elected each year at the Annual General Meeting (AGM).
- 4.5 In the event Executive Committee roles remain unfilled after the AGM, the outgoing Executive Committee reserve the right, without recourse to the Members, to co-opt Members to fill these roles based on a simple majority vote with the Chairperson having the casting vote.
- 4.6 The Executive Committee shall meet at least once every four weeks during the Playing Season (September- April) and once every six weeks in the Off Season (May-August). A Meeting Schedule for the forthcoming year will be agreed at the first Executive Committee meeting after the AGM.
- 4.7 Any Member of the Executive Committee absent from three consecutive meetings without an apology formally recorded in the Minutes or a confirmation of leave of absence will forfeit their position on the Executive Committee.
- 4.8 Any Executive Committee member who wishes to resign their position shall do so in writing by letter addressed to the Secretary.



- 4.9 All Executive Committee reports (including Financial and Sub Committee Reports) should be sent to the Executive Committee one week in advance of the scheduled Meeting.
- 4.10 A quorum is defined as three voting Executive Committee Members.
- 4.11 If a quorum is not present within half an hour of the convened meeting time, the meeting will be deferred for one calendar week.
- 4.12 Minutes (hard or soft copy) of all resolutions and proceedings shall be circulated one (1) week after the Executive Committee meeting. A soft copy of all Minutes will be kept by the Secretary.

5.0 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- 5.1 The function of the Executive Committee shall include, but shall not be limited to:
 - 5.1.1 Defining policy and development and ensuring they are carried out.
 - 5.1.2 Making decisions on issues that arise guided by the rules and regulations of the *Club*.
 - 5.1.3 Appointing members to and removing members from Sub Committees as provided for in the Constitution or proposed from time to time.
 - 5.1.4 Keeping the financial position of the *Club* under constant review, approving and monitoring budgets.
 - 5.1.5 Appointing or nominating Members to represent the *Club* at DLBB meetings. Appointing such Disciplinary and Appeals Committees as required. Appointment of Sub Committees as deemed necessary.

5.2 Roles & Responsibilities

5.2.1 *Chairperson*

The Chairperson will represent the *Club* in the public domain. All correspondence on the *Clubs* behalf must be done with the approval of the Chairperson and a quorum of the Executive Committee. The Chairperson is responsible for the management of the workings of the Executive Committee between meetings.

The Chairperson will chair meetings of the Executive Committee; lead on the Strategic Development of the *Club*; where appropriate, be involved in co-ordinating *Club* activities and present in conjunction with the Secretary and Treasurer the Annual Report & Accounts at the AGM.

5.2.2 *Secretary*

The Secretary will be the first point of contact for the *Club* and will conduct all correspondence for and on behalf of the *Club* with DLBB, BI and any other bodies governing basketball. The Secretary will complete *Club* registrations, co-ordinating the attendance at the annual fixtures meeting and ensure fixture fulfilment updating Members.



The Secretary is responsible for the organisation and efficient running of the basketball activities with the assistance of the Executive Committee. The Secretary will obtain agreement on, prepare and distribute agendas for all Executive Committee meetings, AGM and/or EGM in addition to taking the minutes at said meetings. The Secretary may from time to time use the Secretary from a Sub Committee to assist in performing their duties; this will be done with the agreement of the Executive Committee.

5.2.3 *Treasurer*

The Treasurer will maintain a record of all income and expenditure of the *Club*, prepare grant applications and ensure all expenditure is in accordance with *Club* objectives. The Executive Committee are responsible for the preparation of the Annual Budget during the Off Season. The Treasurer is required to validate said Budget prior to Executive Committee approval.

The Treasurer will provide a monthly financial summary report to the Executive Committee one (1) week ahead of each Executive Committee meeting and prepare end of year accounts to be presented to the AGM to include:

- (a) Income and Expenditure account
- (b) Copy of end of year Bank Statement (reconciled)
- (c) Bank/Cash Reconciliation Statement if necessary.

All monies spent which relate to the *Club*, need to have prior approval of the Treasurer who will have to refer the matter to the Chairperson/Secretary should an Executive Committee meeting not be taking place. If this approval is not granted any Member who has spent money without prior authorisation will have to bear the loss themselves.

5.2.4 *Public Relations Officer*

The Public Relations Officer (PRO) will be responsible for development and implementation of the *Clubs* Communications Strategy and for all publicity relating to the *Club* through the various different communication mediums to promote the benefits of the Club and the achievements of its Members at Club, School/ College, County and International levels. The PRO is responsible for liaising with the media, controlling the content presented through Social Media, maintaining the *Clubs* website content to ensure it is current and relevant. In addition the PRO is responsible for the promotion of all *Club* events/ activities.

5.2.5 *Child Protection Officer*

The Child Protection Officer is responsible being familiar with current Child Protection Legislation; ensuring that the *Club* is implementing BI's Child Welfare and Protection in Sport Strategy; ensuring that ALL Members are aware of and understand the *Clubs* Child



Protection Procedures; ensure that Code of Ethics for Players, Coaches, Volunteers and Parents are complied with; establish and maintain the *Clubs* complaints procedures.

5.2.6 *Resource Development Officer*

The Resource Development Officer will develop and implement a fund raising strategy for the *Club* and will set goals to deliver on the fundraising targets. They will seek to maintain and strengthen the links with existing sponsors and funding partners and will prepare targeted fund raising proposals for perspective fund raising opportunities to seek to attract funding to the *Club*, including applications for grants.

The Resource Development Officer will ensure an alignment in Fundraising capability across the various Teams in the Juvenile and Senior Sections. In addition, the Resource Development Officer will oversee events and campaigns that strengthen the *Clubs* brand exposure.

6.0 SUB COMMITTEES.

- 6.1 The Executive Committee have the sole right to establish Sub Committees as they see fit, defining their duties however retaining control of all matters they consider to be of importance to the interests of the Club. An Executive Committee member will be appointed Chair to each of the Sub Committees in order to ensure strong leadership and a *Club* focus.
- 6.2 The Executive Committee will decide what Sub Committees will be required for the upcoming Season at the AGM. Sub Committee roles will be filled at the AGM. All Sub Committee members shall take up office the day after the AGM.
- 6.3 Sub Committees vacancies will be filled by co-opting Members where the need arises. This will be done at the discretion of the Executive Committee.
- 6.4 All Sub Committees will be chaired by a member of the Executive Committee and will consist of a least three (3) but not exceeding eight (8) Members, excluding the Chair. This will ensure strong leadership and a *Club* focus.

7.0 ANNUAL GENERAL MEETING

- 7.1 The AGM will be held after the end of the season and not later than the 31st May.
- 7.2 No person is entitled to vote in more than one capacity.
- 7.3 The quorum for an AGM shall be a minimum of 12 Members and a minimum of 3 sitting Executive Committee members.
- 7.4 The following business shall be conducted at the AGM:
 - Apologises
 - Approve the minutes of the previous year's AGM
 - Reports from the Chairperson and Secretary



- Report from the Treasurer and approve the Annual accounts
 - Receive any sub-committee reports as applicable
 - Proposals for amendments to the Constitution of the Board Motions and Recommendations from the Members. (*'Motions' are items that make amendments to the Clubs Constitution and 'Recommendations' are items that will affect the day-to-day operation of the Club.*)
 - Election of Executive Committee, Sub Committees and Coaches for coming Season.
- 7.5 The Chairperson, or in their absence the Secretary, shall Chair the AGM. Each Member in attendance shall have one vote and all resolutions are only passed if there is a $\frac{2}{3}$ majority of those present and are entitled to vote. In the event of a tied vote, the Chair shall have the casting vote.
- 7.6 The Secretary shall take the minutes of the General Meeting.
- 7.7 Twenty one days notice shall be given to all Members in advance of the AGM confirming the date, time and venue.
- 7.8 All nominations for the election of members to the Executive Committee shall be made in writing by a Proposer (Member) to the Secretary fourteen (14) days before the AGM.
- 7.9 Notice of any resolution to be proposed at the AGM shall be given in writing to the Secretary not less than fourteen days before the General Meeting and must be from a voting member of the *Club*.
- 7.10 The Secretary shall send to each member, a copy of the resolutions to be proposed at least seven days before the meeting. The agenda outlining proposals, amendments and nominations to be posted on the *Club* website.
- 7.11 In the event of an election for any position on the Executive Committee, the vote shall be taken by way of a secret ballot. Should there be more than two nominees the candidate with the lowest number of votes shall be eliminated until the successful candidate received more than 50% of the vote cast. Only voting Members shall have the right to propose or second motions, or have a right to vote or to be eligible for election to the Executive Committee.
- 7.12 All changes in the Constitution of the Board and all resolutions passed at an AGM or EGM shall come into force immediately unless the meeting shall decide otherwise.
- 7.13 The new Executive Committee shall be elected
- The outgoing Executive Committee must oversee the work of the incoming Executive Committee for a transition period of 6 weeks.
 - Sub Committees will be defined and Members appointed at the AGM.

8.0 EXTRAORDINARY GENERAL MEETING

- 8.1 In the event an EGM is deemed necessary by either the Executive Committee or through a written request from the *Club* Membership to the Executive Committee, 14 – 21 days notice of this meeting will be given to the Members along with an Agenda.
- 8.2 If an EGM is requested by the *Club* Members, a majority of 10% of the *Club* Members will be required to attend. No business shall be transacted at an EGM other than that which is specified in the notice calling for the meeting circulated in advance. Voting shall be as per AGM.



9. FINANCE

- 9.1 All cheques drawn against *Club* funds must be signed by at least two signatories (Chairperson, Secretary or Public Relations Officer), one of whom must be the Treasurer.
- 9.2 All matters of finance shall be left to the discretion of the Executive Committee.
- 9.3 The Executive Committee, for the time being, shall for all intents and purposes be the legal owners of all trophies, monies and property of the *Club*.
- 9.4 All *Club* monies will be banked in an account held in the name of the *Club*, in which all monies received shall be lodged within ten working days of receiving same and from which all payments shall be made by cheque or electronic payment when convenient.
- 9.5 The *Club* Treasurer is required to retain all financial records for up to three years after the completion of all transactions to which they relate.
- 9.6 The financial year to begin on the 1st June and to end on the 31st May of the following year. Any monies owed/due to the club to be shown in the accounts and uncashed cheques to be shown. Any monies received/paid after 1 month of the end of year accounts shall be deemed to be included in the following years accounts unless prior notification given.
- 9.7 All fundraising and sponsorship undertaken on behalf of the *Club* needs to be approved prior to seeking it by the Executive Committee. Such opportunities should be presented through the Funding Officer.

10. AMENDMENTS TO THIS CONSTITUTION

- 10.1 Any article in this Constitution can be amended or deleted by a simple majority at the AGM. These amendments shall be proposed to the Secretary at least two weeks before the AGM.

11. GENERAL ARTICLES

- 11.1 In case of any matter which may arise and is not covered by the existing Constitution, the Executive Committee shall have the power to decide on the matter and deal with it as they see fit.

