**Westport Basketball Club – Constitution – as amended at A.G.M. 02/11/2020**

**Introduction**

Westport Basketball Club is founded upon the core values of humility, competitive spirit, commitment & dedication. We believe that nothing of value comes hastily, unexpectedly or undeservedly, so with this in mind, we are a club that will be self disciplined & hard working in order to achieve our core values. Our primary objective is to develop the fundamental basketball skills of all our players which in turn will allow them to compete at the highest level possible. This update of the constitution is a result of the changes agreed at the AGM held on 02/11/2020.

The Following changes were made to the constitution at the A.G.M. on the 02/11/2020.

**1.Covid 19**

That Westport Warriors Basketball Club;

Adopt Basketball Ireland’s ” Return to sport Ovid 19 policy” as official club policy. Furthermore, that all updates of the national policy will automatically become Club policy. Agreed and adopted AGM 02/11/2020.

**2. Duration of Committee membership.**

Committee members are allowed to remain in position for three years in the one role. Should a member wish to remain on the committee for longer it must be in a different committee position. . Agreed and adopted AGM 02/11/2020.

This hopefully will allow for a long, enjoyable, rewarding and insightful journey for all involved. We will undoubtedly have “lows” but hopefully the “highs” will be far more numerous.

**Values**

1. The values and aspirations of the Club are:
   1. Dedicated to the development of Basketball in our Community & to provide the opportunity for Members to participate in the game of basketball.
   2. To enable all participants to perform to the best of their ability.
   3. To provide an environment of fair play and enjoyment.
   4. All the activities of Westport Basketball Club will be carried out in a spirit of respect and safety.

**General Terms**

1. The Club will affiliate annually with Basketball Ireland.
2. The club will enter teams in Mayo League and cup competitions, and relevant National Competitions, where approved by the Executive Committee.

**Membership**

1. The Membership of the club shall consist of the following categories:
   1. Senior Members - any member of the club 18 years or over on the 1st January.
   2. Junior Members
   3. Family Members - Parents/guardians of Junior Players will have associate membership. These members are not entitled to attend the AGM.

All membership application forms will contain a clause whereby the applicant consents for the purpose of data protection act, to the club holding and processing the data on the form for the purpose of the club.

1. Annual membership fees must be paid before 1st of November each year. Any members in arrears at 1st November will, at the discretion of the Executive Committee, have their membership suspended until the balance due is paid in full.
2. The annual fees for all members will be set each year at the AGM
3. All members by signing the membership application form agree to abide by the Constitution and bye-laws of the Club, The Code of Ethics & Conduct, Child Safeguarding Statement and the rulings of the Executive Committee.
4. Only members, who have paid the appropriate fee and filled up the appropriate membership/registration form, are deemed to be Members of the Club. Only paid up members at the time of the AGM can vote or attend the Club's Annual General Meeting or EGM.

**Executive Committee**

1. The Executive Committee shall be responsible for management of all affairs of the Club
2. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The chairperson of the Executive Committee meeting shall have a casting vote in the event of a tie.
3. Meetings of the Executive Committee shall be chaired by the chairman or in their absence the next most senior member e.g. Secretary/Treasurer.
4. The quorum for the transaction of business of the Executive Committee shall be four.
5. Decisions of the Executive Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club secretary.
6. Any member of the Executive Committee may call a meeting of the Executive committee by giving not less than 7 days’ notice to all members of the Executive Committee. The Executive Committee shall hold no less than four meetings a year.
7. An outgoing member of the Executive Committee may be re-elected once rotation rules are applied.
8. Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Executive Committee members and approved by a simple majority of the remaining Executive Committee members.
9. The term serving on the Executive Committee will be for 2 years. Executive Committee members shall not serve for more than three (3) continuous terms. Upon reaching 2 terms of continuous service a member shall wait for a period of not less than one term before service again.
10. The executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club rules.
11. The Executive Committee of the club shall comprise the following 7 members: Chairperson, Club Secretary, Ladies Secretary, Men’s Secretary, Treasurer, Coaching Coordinator and Children's officer
12. These positions shall be filled by a vote of full members at the AGM. Committee Members shall hold office from the date of appointment for a two year term, unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of club officer at any one time.
13. Additional members may be co-opted to assist the Chairman, Secretary’s & Treasurer in any duties.
14. A Fundraising Sub-committee will be set up annually with the sole objective to raise money for Westport Basketball Club

**Roles of Committee Members**

a. Chairperson

* To provide direction for the club by effective leadership and management.
* To chair meetings of the Executive Committee.
* To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate.
* To represent the club at external meetings when required.
* To be involved, where appropriate, in the co-ordination of club activities.
* To manage and oversee the work of officers and other club personnel.
* To present the club’s annual report in association with the club secretary.
* To present the club’s annual accounts, in association with the club treasurer.
* To determine the content and agenda for club meetings, in association with the club secretary.
* To advise the treasurer on the use and investment of club funds.

b. Club Secretary

* To represent the club at Mayo Basketball Board meetings as required.
* To co-ordinate attendance for annual fixture meetings
* To ensure fixtures are maintained with current and regular updates being published to all full members
* To complete and submit annual registrations to Basketball Ireland and Mayo Basketball Board
* To administer club correspondence and be the first point of contact.
* To agree, prepare and distribute agendas for Executive Committee and AGM meetings.
* To liaise with the chairperson on agenda and meetings.
* To take minutes from meetings and distribute to Executive Committee.
* To book training facilities.
* To maintain a register of club members.
* Key management/log book to be maintained for the gym (Rice College, Westport)

c. Treasurer

* To deal with all financial issues relating to the club.
* To maintain a register of status of club subscriptions.
* To reconcile bank statements.
* To ensure all expenditure is in accordance with club objectives.
* To provide a regular summary of financial position to the committee.
* To prepare an annual budget at the outset of every season
* Prepare all grant applications.
* Prepare annual accounts for review prior to presentation at the AGM.

d. Children’s Officer

* To ensure that the club has a copy of Basketball Ireland’s Child Welfare and Protection in Sport document
* Understand Basketball Irelands child protection procedures, rules and regulations
* To ensure child protection procedures are understood and adhered to by all members.
* To Establish and maintain the complaint procedures
* To attend the Irish Sports Council ‘Child Welfare & Protection in Sport Workshop’ (renewable every three years)
* To be familiar with current child protection legislation
* In the event of a complaint, ensure that the complaint’s procedures are met and followed through to the final decision
* To act as a designated liaison officer

e. Training Co-ordinator

Rory to complete

d. Ladies Secretary

* To represent the club at Mayo Basketball Ladies League meetings as required.
* To co-ordinate attendance for Mayo Basketball Ladies League annual fixture meetings
* To ensure fixtures are maintained with current and regular updates being published to all full members
* To complete and submit annual registrations to Basketball Ireland, & Mayo Basketball Ladies League (via Club secretary)
* To book training facilities in line with the coaches requirements

c. Men’s Secretary

* To represent the club at Mayo Basketball Men’s League meetings as required.
* To co-ordinate attendance for Mayo Basketball Men’s League annual fixture meetings
* To ensure fixtures are maintained with current and regular updates being published to all full members
* To complete and submit annual registrations to Basketball Ireland, & Mayo Basketball Men’s League (via Club secretary)
* To book training facilities in line with the coaches requirements

**Annual General Meeting (AGM)**

1. The club will summon an Annual General Meeting which will be held after the end of the season and before October 1st each year. The following business shall be conducted at the AGM:
2. Approve the minutes of the previous year’s AGM
3. Receive reports from the Chairperson and Club secretary
4. Receive a report from the Treasurer and approve the Annual accounts
5. Receive any sub-committee reports as applicable
6. Elect the Executive Committee
7. Review and consider any proposed changes to the Constitution and the by-laws
8. Deal with other relevant business
9. 14 days notice shall be given to all full members (excluding Junior Players), in advance of the Annual General meeting of the date, time and venue.
10. All nominations and motions proposed by full members must be in the hands of the Club Secretary at least fourteen (14) days before the meeting.
11. Nominations for election of members as Club Officers shall be made in writing by the proposer, who must be an existing member of the Club, to the Club Secretary 14 days before the AGM. In the event of no written nominations for officer positions in the club, the positions can be nominated from the floor at the Annual General Meeting or failing that at the first committee meeting of the new Committee.
12. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club secretary not less than fourteen (14) days before the Meeting and must be from a full member of the Club.
13. The Secretary shall send to each member, a copy of the resolutions to be proposed at least (seven) 7 days before the meeting.
14. The quorum for a General Meeting shall be a minimum of 12 Members and at least two thirds of the sitting committee must also be present.
15. The Chairperson or in their absence a member selected by the Executive Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a two/thirds majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
16. The Secretary, or in their absence a member of the Executive Committee, shall enter minutes of the General Meeting into the Minute book of the Club.
17. 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 of those members present and eligible to vote. In the event of a tie, the presiding officer shall be deemed to have vacated the position.
18. Voting at Annual General Meetings and Extraordinary Meetings shall be confined to Members who are fully paid up before the last date of registration shall have the right to propose or second motions, or have a right to vote or to be eligible for election to the committee.
19. An Extraordinary General Meeting (EGM) may be called at any time by the majority of the committee. Sixty percent (60%) of the Club members may also call such a meeting. The meeting must take place within 14 days of the Secretary receiving notice of the request. Business at an EGM may be any business that may be transacted at an AGM.

**Finance and Accounts**

1. The club will maintain adequate financial records, which will be presented to the members at the Annual General Meeting.
2. The financial year shall run from 1st June to 31st May annually.

**Dissolution**

1. The club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club’s facilities or to carry out the objectives of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding up or dissolution of the Club.
2. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organisation or organisations having objects similar to the object of the Club, such organisations or organisations, to be determined by the members of the Club by resolution passed at a General meeting or in the absence of such a resolution (or that the extent to which it cannot be given effect) to the Association to which the club is affiliated.

**Trustees**

1. The role of the Treasurer of the Club is to sign all legal agreements and contracts on behalf of the Club (with prior approval of the Executive Committee).

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary Date:\_\_\_\_\_\_\_\_\_\_\_\_\_