

CONSTITUTION SHELAGH YOUTH CLUB

NAMES AND OBJECTIVES OF SHELAGH YOUTH CLUB

1. The club will be called Shelagh Youth Club

2. The mission statement of Shelagh youth club is

“To provide informal education to young people in Shelagh and its hinterland, through programmes, and activities which enhance their personal and social development, through voluntary participation.”

3. The objectives of Shelagh youth club are:

- To provide a safe place where young people from Shelagh and its hinterland can meet on a regular basis.
- To integrate young people more fully into their community.
- To provide an opportunity for adult members of the community to voluntarily work with young people
- To provide a platform for young people to express their views and feelings to a listening audience.
- To educate young people in social issues through an informal setting.

4. Shelagh Youth club shall be affiliated to Youth Action NI, SELB, and Louth Meath VEC

5. Shelagh Youth Club adheres to all relevant policies and guidelines regarding the safety and welfare of children in its care.

MANAGEMENT OF SHELAGH YOUTH CLUB

6. The affairs of Shelagh Youth Club shall be managed by a Club Committee elected/co-opted annually by the adult leaders of Shelagh Youth Club. It is the aim of Shelagh Youth Club that senior members shall participate in committee meetings.

7. The club committee shall consist of not more than 11 and not less than 5 members. Membership of the Club committee shall include, but not be limited to, leaders serving Shelagh Youth Club. Membership of the committee may not necessarily mean all youth club leaders. Non-Youth Club leaders may be co-opted onto the Club committee. Youth Club leaders may participate in the general supervision and running of the club, but not necessarily sit on the Club Committee. All committee members should go through the club volunteer recruitment process and be Garda vetted.

8. The Club shall have as Officers:

- Chairperson
- Assistant Chairperson
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- P.R.O.

TERMINATION/SUSPENSION OF MEMBERSHIP OF SHELAGH YOUTH CLUB

16. A member may resign his/her membership by giving the Secretary notice in writing.

Termination of membership of Shelagh Youth Club

17. Should circumstances arise which, for the well-being of Shelagh Youth Club, would require the suspension or expulsion of any member, power to that effect shall be vested in the Club Committee. This power may only be exercised at a Special Committee Meeting called for the purpose of considering the matter. The member complained of shall be afforded the opportunity of a hearing of the Special Committee Meeting. If the member is under 18 years old, this member will be accompanied to the meeting by his/her parent or other care giver. The passing of a decision to suspend or expel a member requires the support of three quarters (to the nearest lower figure), of the Committee members present at the meeting, as per the Youth Club Rules.

18. The club committee has the power by resolution approved by not less than two-thirds (to the nearest lower figure), of the committee membership present and voting at a meeting specially convened for the purpose to expel from membership of the club any adult leader who refuses or wilfully neglects to comply with this constitution, or who has been guilty of such conduct that in the opinion of the Club Committee either he/she is unfit to remain a member, or their continued membership would be injurious to the Club, or where the Club Committee considers that expulsion would be in the best interest of the Club. Membership of the Club Committee shall be terminated if a leader is absent from meetings of the Club Committee for three consecutive meetings without the consent of the Club Committee.

19. Any member expelled in accordance with the rules, or otherwise, ceasing to be a member of Shelagh Youth Club, shall forfeit all such rights to, or claims against Shelagh Youth Club, or its property or funds, as he/she would have had by reason of membership apart from any monies advanced to Shelagh Youth Club funds in excess of the normal membership fee.

GENERAL MEETINGS

20. **The Annual General Meeting of Shelagh Youth Club** will be held each year in the month of October. The committee will decide on time and venue and will notify members of these details.

21. All General Meetings other than the Annual General Meeting shall be called General Meetings. A General Meeting can be called by the Secretary on the instruction of the Club Committee, whenever they think fit, but normally take place on a monthly basis. A General Meeting shall also be called by the Secretary on receipt of a request to that effect, signed by at least 50% of the Club Committee. In such cases, the request must state the reason for which the meeting is to be called.

22. A notice arranging General Meetings shall be posted or communicated to committee members at least 7 days in advance. Written notification shall include text messages and emails. The accidental omission to give notice of a Meeting to, or the non-receipt of notice of a Meeting by any person entitled to receive notice, shall not undo the proceedings at that meeting. Committee members shall notify the Secretary of their attendance/non-attendance at the meeting.

33. Membership of the Committee shall be vacated if the member resigns his/her office by notice to the Secretary.

34. The Committee shall have power to co-opt an adult leader/community member to fill a vacancy on the Committee. Any member so appointed shall hold office only until the next Annual General Meeting.

35. A member may be removed from the Committee by the passing of a decision to that effect at an Extraordinary General Meeting, which has been called for that purpose.

36. The Committee Members may at an Extraordinary General Meeting, appoint a new Committee member in place of a Committee Member removed from office under the previous Rule.

PROCEEDINGS OF THE CLUB COMMITTEE

37. The Chairperson or in his/her absence the Vice-Chair, shall act as Chairperson at all meetings of the Committee. In the event of their absence, the Committee members present shall elect one of their number as Chairperson by simple majority.

38. The Committee shall meet together to deal with Club business, adjourn, or otherwise regulate their meetings as they think fit. Questions arising at any meetings shall be decided by a majority of votes. Where there is an equality of votes, the Chairperson shall have a second or casting vote. The Honorary Secretary shall, on receipt of a request signed by at least three (3) Committee Members, summon a meeting of the Committee to be held within two weeks. All Committee Members shall be notified by the Honorary Secretary of Committee meetings at least seven days in advance of the proposed date. The Committee shall meet at least once every two months.

39. The quorum necessary for the transaction of the business of the Committee shall be 4

40. The continuing members of the Club Committee may act whether or not there are officer/member vacancies, as long as the membership of the Committee does not fall below 5 members. If numbers fall below five, the continuing Committee members or Committee member may, in order to increase the number of Committee members to the minimum number, summon a General Meeting of the Club, but for no other purpose.

POWERS AND DUTIES OF THE COMMITTEE

41. The Club Committee shall have authority to pay all expenses incurred in running Shelagh _ Youth Club.

42. All cheques, drafts, bills and receipts for monies paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by such person or persons in such manner as the Committee shall decide, and be handed over to the treasurer at the earliest possible opportunity.

43. The club committee shall have power to make or change any decisions they may think necessary or convenient for the proper conduct and management of the Club, and in particular,

- a) Manage use of Club equipment, terms of payment for Club membership,
- b) Admission to members to participate in the Club,
- c) Admission of visitors to benefit from the Club,

CLUB PROPERTY/ PREMSISES

56. The property and premsises by the Club shall be vested in the club's trustees, such Trustees to be appointed by the General meeting of the club.

57. The trustees shall jointly and severally be indemnified by all and every member of the club against all liabilities and expenses incurred by them by reason of their position as Trustees insofar as the assets of the club may be deficient. The Annual General Meeting shall discuss and decide on insurance cover for the coming year and the committee shall be obliged to call an Extraordinary General Meeting if it is not possible to effect the required covers.

WINDING-UP OF SHELAGH YOUTH CLUB

58. A resolution to wind-up Shelagh Youth Club shall be passed only at a General Meeting, specially summoned for the purpose of such decision if supported by not less than **three-fourths** of those present and entitled to vote.

59. Following the decision to wind-up Shelagh youth Club, sufficient notice of not less than one month must be given to members of the Club and their parents/guardians.

60. If upon such Winding-up, there remains, after payment of debts and liabilities, any property, equipment or funds, these resources shall be held in trust by Southern Education and Library Board to be used in the creation of a new Shelagh Youth Club, or for hand over to another community, youth focused group within Upper Creggan/Crossmaglen parish.

ADDITIONS TO AND AMENDMENTS OF RULES

61. These rules shall not be repealed, or amended, nor shall any new rules be enacted except at an Annual General Meeting, or a General Meeting.

62. Notice of any proposed additions or changes to this constitution for submission to a General Meeting must be sent in writing not later than the last day in June in each year for approval at the Annual General Meeting or such date at another General Meeting. A majority of two-thirds of the members present, entitled to vote, and voting at any such Annual General Meeting shall be necessary to carry any Resolution to repeal or amend this Constitution, or to enact any new Additions. Proposals to amend the Constitution must be proposed and seconded respectively by Adult Leaders of the Club Committee.