

Ceathrú Aodha Dhuibh



**Carryduff GAC
Annual General
Meeting 2023
Explanatory Notes**

Carryduff GAC Annual General Meeting 2023

Date: Wednesday 22nd November 2023

Time: 8pm

Venue: Ivanhoe Hotel, Carryduff

Governing Rules

GAA Official Guide 2023 (Para 8.5.2, pg. 178)

The Executive Committee shall decide upon a date, time and place for the meeting, allowing adequate time to meet the time limits set out hereunder

Once the date of the Annual General Meeting has been fixed, the Secretary shall give at least **twenty-one days notice** in writing, electronically and/or otherwise, 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, also specifying that such nominations and motions shall be received by the Secretary by a date not less than **fourteen days prior to the date fixed for the meeting**.

10 days before the AGM

8.5.3 The Secretary shall then, on or after the date specified for return to him of such Nominations and Motions, but so as to give the members ten days clear notice before the meeting, circulate to the members the following documentation:

- (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 Accountant(s) or Auditor(s)
- (d) Details of the Nominations for election to the Executive Committee.
- (e) Copies of any motions for consideration at the meeting.

GAA Official Guide Sept 2023 Part 1 Appendix 4, 8.10 Article 14.1-14.3

A quorum of 15% of full eligible adult members is required to allow the AGM to proceed. For Carryduff GAC this will require 97 members present at the AGM. In the event a quorum is not achieved the meeting will be rescheduled for 7 days later, at which point it may proceed without a quorum.

GAA Official Guide Sept 2023 Part 1 Chapter 3

3.5 Club Constitution and Rules

The Official Club Constitution approved by Congress and set out in Appendix 4 of this Official Guide, shall govern the affairs of all Clubs. Each Club shall adopt the appropriate form of the Official Club Constitution at a General Meeting. Additions to and Amendments of a Club's own Constitution may be made at a General Meeting, as prescribed in Article 14.1 of the Official Club Constitution, provided that they do not conflict with the Official Club Constitution or the Official Guide and that they are submitted in writing to, and be approved by, the County Management Committee.

GAA Official Guide Sept 2023 Part 1 Appendix 4

Article 14.1-14.3

Additions to and Amendments of this Constitution may be made at an Annual General Meeting or at a Special General Meeting called for that purpose, providing that the Resolution proposing same is carried by a vote of three-fifths of the members present, entitled to vote and voting, that same do not conflict with the Official Guide, and that approval is given by the County Management Committee for the change(s). Members wishing to propose Additions to or Amendments of this Constitution must send notice of the proposed Additions or Amendments in writing to the Secretary not later than fourteen days before the Annual General Meeting, or Special General Meeting as provided by Article 8.7 hereof. Where appropriate, no Addition or Amendments shall be made to or in the provisions of the Main Object(s) (3), Income and Property (12) and the Winding-Up (13) Clauses in this Constitution for the time being in force, unless the same shall have been previously approved, in writing, by the relevant statutory authorities.

Carryduff GAC Annual General Meeting 2023

Agenda

What to Expect - Agenda for the Evening

- Adoption of Standing Orders
- Minutes of previous Annual General Meeting
- Adoption of the Constitution
- Chairperson's Address
- Consideration of the Annual Report submitted by the Secretary (emailed in advance)
- Membership Update (including new rates)
- Financial Statements (including the Report of the Accountant/Auditor)
- Notices of Motion (as submitted in advance)
- Election of Officers and Members of the Executive Committee (as nominated in advance)
- Other Notified Business (cannot include the appointment of Managers/Coaches/Selectors of teams which is the business of the Executive Committee of the Club) (*Club Carryduff – relaunch*)

Standing Orders – Rules of Debate

- a. The Proposer of a Resolution or of an Amendment thereto may speak for 2 minutes, but no more than 2 minutes.
- b. A delegate speaking to a Resolution or of an Amendment must not exceed 1 minute.
- c. The Proposer of a Resolution or an Amendment may speak a second time for 1 minute before a vote is taken, but no other delegate may speak a second time to the same Resolution or Amendment.
- d. The Chairman may at any time he considers a matter has been sufficiently discussed call on the proposer for a reply, and when that has been given a vote must be taken.
- e. A delegate may, with the consent of the Chairman, move *“that the question be now put”*, after which when the proposer has spoken, a vote must be taken.
- f. Where the AGM considers it appropriate, a vote may be by secret ballot.
- g. A speaker to the Annual Report or to any other general discussion shall not exceed 1 minute to any one topic.
- h. Any motion seeking additions or amendments to the Constitution or Rules must have a majority equal to two-thirds (66%) of those present, entitled to vote and voting.
- i. Standing Orders shall not be suspended for the purpose of considering any matter on the Agenda except by the consent of a majority equal to two-thirds of those present, entitled to vote and voting.
- j. The Chairman may change the order of items on the agenda with the support of a simple majority of those present, entitled to vote and voting.

Elections to the 2024 Executive Committee

Carryduff GAC Executive Committee Governance Structure

Arrangements

11 Mandatory Executive Committee Posts (as per 2023 GAA Official Guide)

4 Officers of the Club

Elected Annually by AGM

Chairperson
(= DLP* safeguarding)

Vice Chairperson

Secretary

Treasurer

Assistant Secretary

Registrar

Public Relations Officer

Appointed Annually by outgoing EC

Coaching Officer

Culture & Language

Safeguarding / Children's Officer

Players Representative
Appointed by players

GAA 2023 Official Guide paragraph 7.2 pg 174

The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Assistant Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children's Officer, Coaching Officer, one Players' Representative, and at least five, but not more than ten other Full Members (max 21)

* DLP – Designated Liaison Person (required safeguarding role)

Additional Appointments [Minimum 5 Maximum 10] – *specific roles assigned by incoming EC (as per 2023 GAA Official Guide)*

Elected Annually at AGM

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Details of potential Roles to be filled included on next pages

Appointed Annually from within new EC

Down County Rep - Camogie

Down County Rep - LGFA

Down County Rep - Football/Hurling

East Down Rep- male football

Overview of Roles

SKILLS...SKILLS...SKILLS

Chairperson

The Chairperson is the principal officer of the Executive Committee with overall responsibility for planning, organising and managing the club. The Chairperson must have a vision for how the club will progress and should ensure that it is operating in compliance with all guidance and in accordance with any Strategic Plan the club may have. The Chairperson must also identify and manage recruitment of new members to support the work of Committee or coaching teams.

- Excellent leadership, planning, organisational, interpersonal and communication skills.
- Excellent facilitation and negotiation skills.
- Ability to ensure decisions are taken and followed-up.
- Impartial, fairness and the ability to respect confidentiality.
- Ability to delegate key tasks to other officers.
- Default Officer responsible for **Safeguarding of children and vulnerable adults**

Vice Chairperson

The Vice Chairperson also has a prominent role in the running of the club, deputising for the Chairperson when required. The Vice Chairperson should also have specific duties such as Chair of a significant Sub-Committee (e.g. this year's Vice Chairperson in Carryduff GAC is also Chair of the Development Sub-Committee).

- Excellent leadership, planning, organisational, interpersonal and communication skills.
- Excellent facilitation and negotiation skills.
- Ability to ensure decisions are taken and followed-up.
- Impartial, fairness and the ability to respect confidentiality.
- Ability to delegate key tasks to other officers.

Secretary

The Secretary is the main administrator for the Club. The duties of the role are many and varied and require a high degree of dedication. The Secretary has the primary role in the day-to-day running of the Club. The duties of the Secretary dovetail with those of the Chairperson and it is essential that both officers work as a team to ensure good governance and overall club management.

- Strong communication (verbal and written), and interpersonal skills.
- Ability to manage and build and sustain good team relationships and to manage conflict.
- Strong leadership and decision-making skills.
- Effective numerical and analytical and presentation skills.
- Solid time management and organisational skills
- Strong strategic thinker, contributes to the vision and Club Plan.
- Ability to effectively manage, plan, initiate, develop and implement people and projects

Assistant Secretary

The Assistant Secretary supports the Secretary in his/her functions. In Carryduff GAC, the Assistant Secretary also has overall responsibility for all issues relating to pitch bookings for training and fixtures across all codes and for player transfer issues.

- As per Secretary, including replacing him/her when unavailable
- Fixtures for all codes and pitch bookings and management
- Other such skills as required to support the Secretary

Treasurer

The Treasurer ensures that all financial matters within the club are managed correctly and efficiently. He/she must ensure that proper books of accounts and proper controls and procedures are in place and adhered to. The Treasurer has ultimate responsibility for all financial matters relating to the club.

- Experience of finance control and budgeting.
- Good communication with interpersonal skills.
- Good organisational skills with an eye for detail.
- Good IT knowledge and understanding of accounting software.
- Ability to ensure decisions are taken and followed up.
- Ability to delegate tasks to other people where required.
- Ability to work well with the Executive and wider members of the Club.

SKILLS...SKILLS...SKILLS

Registrar

The Registrar is responsible for ensuring that registration of players and members of Carryduff GAC is correct and current. This includes the registration of Full and Youth Members and the registration of Players in accordance with the rules of the Official Guide.

- Excellent organisational, communication and interpersonal skills.
- Excellent IT skills and experience with the Games Management System.
- Ability to keep up to date on applications and respect confidentiality.

Public Relations Officer (PRO)

The PRO communicates within and outside the club to present a positive image and improve awareness of the club and its activities. The PRO also provides regular updates on fixtures, results and information across a variety of media.

- Excellent oral and written communication skills.
- Good organisational skills.
- Ability to attract others to assist and work well in a team.
- Ability to recognise good news stories for the GAA.

Coaching Development Officer

The Coaching Development Officer promotes best practice in coaching and games development, helping to ensure that there is a regular programme of games for all players. This appointment is made at the AGM on the recommendation of the outgoing Committee.

- Good communication and interpersonal skills.
- Good organisational skills.
- Ability to ensure decisions are taken and followed up.
- Ability to delegate key tasks to other officers where required.

Culture & Language Officer

The Culture and Language Officer actively promotes the Irish language and cultural activities within the Club. He/she also provides advice to the Club's officers in supporting national efforts to promote same. This appointment is made at the AGM on the recommendation of the outgoing Committee.

- Strong written and spoken knowledge of the Irish Language (Gaeilge).
- Good communication skills.
- Ability to delegate tasks.
- Good organisational skills.
- IT literate.

Children's Officer (safeguarding)

The key role of the Children's Officer is to ensure the implementation and promotion of relevant child welfare and protection codes and guidelines for good practice to ensure that young people (and vulnerable adults) can participate, enjoy and benefit from our activities safely. This appointment is made at the AGM on the recommendation of the outgoing Committee.

- Good understanding of the official guide
- Knowledge and familiarity with relevant codes and guidelines
- Understanding of relevant child welfare/protection legislation.
- Good communication skills.
- Approachable and open minded.
- Ability to demonstrate discretion and good judgement

Players' Representative

The Players' Representative represents the views of the adult players across all codes. He/she must have participated as a player with the Club within the previous 48 weeks. This appointment is made at the AGM on the recommendation of the outgoing Committee.

- Good communication with interpersonal skills.
- Build relationships and manage conflict.
- Good standing in the adult playing community.

Carryduff GAC Executive Committee Governance Structure

Additional Appointments [Minimum 5 Maximum 10] – *specific roles assigned by incoming Chair (as per 2023 GAA Official Guide)*

Elected Annually
at AGM

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

Committee
Member

The limit of 10 additional members may necessitate dual roles for some members.

7.14 The Executive Committee shall have the sole right to appoint Sub-Committees

The EC also has the power to establish Sub-Committees to include appointed persons (i.e. outside of formal election process)

7.15 The Executive Committee shall define the duties of such Sub-Committees, and retain control in all matters and activities which it considers of importance to the general welfare of the Club, including the disposal of any funds in the hands of such Sub-Committees

Roles to be filled by new Committee Members

Head of
Camogie

Head of
Football

Head of
Handball

Head of
Hurling

Heads of Ladies
Football

Head of
Rounders

Assistant
Registrar

Head of
Facilities

Head of Health
& Well-Being

Head of Events
& Fundraising

Head of
Hub

Head of
Development

Compliance &
Insurance

Head of Code (x 6 - 1 role per Code)

The Head of Code manages and co-ordinates the activities of one of code (Camogie, Handball, Hurling, Ladies Football, Men's Football or Rounders) on behalf of the club. Reporting to the Executive Committee, the role involves co-ordinating coaches, teams and playing and training arrangements; ensuring compliance with safeguarding requirements and the Carryduff coaching charter; liaising with County as required and chairing the Sub-Committee for the Code; representing the interests of the Code within and outside the Club and promoting the code to maximise participation and enjoyment.

Assistant Registrar

The Assistant Registrar assists the Registrar in carrying out his/her tasks. Ideally this individual would be interested in taking on the Registrar's job in the future and this should be considered a useful learning opportunity.

Head of Facilities

This is the officer with overall responsibility for ensuring the smooth operation and security of the club premises including; maintenance and security of premises and equipment including upkeep of pitches; oversight of utilities and waste management arrangements; upkeep of defibrillators and other First Aid requirements; overall security of premises, oversight of any third-party contractors on site

Head of Health and Well-Being

The Health and Well-Being Officer ensures that the club is a healthy place for everyone to enjoy. The Healthy Club Officer will be supported in this work by the Club Executive and a Sub-Committee. The role also involves overall responsibility for maintenance and management of equipment and use of the Health and Well-Being Centre (the gym).

Roles assigned by Incoming Executive Committee

Head of Events and Fundraising

The Head of Events plays a crucial role in creating memorable and engaging experiences for club members, supporters, and the wider community, proposing, planning, organising and delivering a variety of events across the year to help raise funds and foster a sense of community among members.

Head of Hub

Oversees the operations and management of the club's hub facility. Tasks include: managing stock and bookings; maintaining clean and safe facilities; recruiting and training hub volunteers; liaising with Heads of Codes about needs; revenue generation; The Head of Hub reports to the Treasurer and the Chair.

Head of Development

The Head of Development is responsible for overseeing Club development issues (i.e physical improvements). The role includes responsibility for leading on and monitoring delivery of the Club's development plan in his/her role as Chair of the Development Sub-Committee and reporting on same to the Executive Committee. This individual should also have the requisite skills and experience to lead on, manage and oversee all minor and major development works at the club's premises.

Compliance and Insurance Officer

The Compliance and Insurance officer ensures that the club operates within the bounds of legal and regulatory requirements and that it complies with all internal policies and procedures. Compliance includes health and safety regulations, insurance and legal requirements, data protection laws and other rules and legislation as required. The role includes providing advice in relation to risk and the negotiation of contracts

Nominations must be submitted to the Club Secretary by midnight on 7th November 2023, 14 full days clear of the AGM. You will receive the form on November 1st.

GAA Official Guide 2023 Appendix 4 para 7.4

The Executive Committee, shall be elected by the Full Members present, entitled to vote and voting at the Annual General Meeting. Exceptions: **The Children’s Officer, Coaching Officer and the Officer for Irish Language and Culture, and the Players’ Representative, who shall have participated as a player with the Club within the previous 48 weeks, shall be appointed at the Annual General Meeting on the recommendation of the outgoing Executive Committee.**

Voting Procedures

Should the number of Nominees for any particular position be equal to or less than the number of positions to be filled, such nominees shall be declared elected.

Where 2 candidates are nominated for the same position a simple majority (50%+1) determines the outcome.

Where 3+ candidates are nominated for the same position the candidate with the lowest number of votes is eliminated until 2 candidates are left at which point a simple majority (50%+1) determines the outcome.

Any positions left unfilled shall be filled by the new Executive Committee, as soon as practical after the Annual General Meeting.

Paragraph 9.6 GAA Official Guide

A Secret Ballot shall be carried out to decide the result of any contest for any elective position.

	Position	Nominee Names			
1	Chair				
2	Vice Chair				
3	Secretary				
4	Treasurer				
5	PRO				
6	Registrar				
7	Assistant Secretary				
8	Players’ Representative*				
9	Children’s Officer*				
10	Irish Language and Culture Officer*				
11	Coaching Officer*				
12	EC Member				
13	EC Member				
14	EC Member				
15	EC Member				
16	EC Member				
17	EC Member				
18	EC Member				
19	EC Member				
20	EC Member				
21	EC Member				

SAMPLE

**Role appointed by outgoing EC without contest under Rule 7.4.*

7.3 Nominations to serve on the Executive Committee shall be by any two Full Members (which may include the nominee) whose membership fees are paid up to date in accordance with Code 8 and who are not suspended or disqualified under this Constitution and Rules or the Official Guide or Codes.

Only Full Members, whose membership fees are paid up to date in accordance with Rule 6.2, and who are not suspended or disqualified under the Constitution and Rules or the Official Guide, shall be eligible to vote at a General Meeting.

What is a Motion?

As a member of Carryduff GAC you may, if you wish, submit a motion for consideration at the AGM. Motions may include suggestions or proposals to do something new or amend how we do something which if carried will need to be considered (and potentially implemented) at the relevant governance level; i.e.; Provincial; County; Club. This means if you wish you may either:

- a) Send a motion to **GAA Congress**, i.e. to change a Rule, similarly there can also be a motion raised for **Ulster Convention**, something specific to do with how Ulster GAA runs its business
- b) Seek to amend a **County Bye-Law** (which can only be done at County Convention). Recommendations are submitted to County Convention but are deferred to the first meeting of the County Committee - as these usually pertain to Competition Regulations or;
- c) Propose a change to something at **Club level** - these are matters that are aired on the floor and if passed referred to the incoming Executive Committee.

If you choose to submit a motion and it is deemed consistent with the above, you will be expected to speak to it at the AGM in accordance with the Rules contained within the Standing Orders.

Motions must be submitted to the Club Secretary by midnight on 7th November 2023, 14 full days clear of the AGM. You will receive the form on November 1st.

	Motion	Proposed By
1	<h1>SAMPLE</h1>	
2		
3		
4		
5		

GAA Official Guide 2023, paragraphs 9.3-9.5 (pg 182)

9.3 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless, before or on the declaration of the result of the show of hands, a ballot is demanded: (a) by the Chairperson (b) by at least five members present and entitled to vote.

9.4 Unless a ballot is so demanded, a declaration by the Chairperson that a resolution has on the show of hands been carried, or carried unanimously, or by a particular majority, or lost, shall be final, and an entry to that effect in the book containing the minutes of proceedings of the Club shall be conclusive evidence of the fact, without proof of the number or proportion of the votes in favour of or against such resolution.

9.5 If a ballot is so demanded, the same shall be taken in such manner as the Chairperson directs, and the result of the ballot shall be deemed to be the decision of the meeting at which the ballot was demanded.

Path to 2023 AGM

