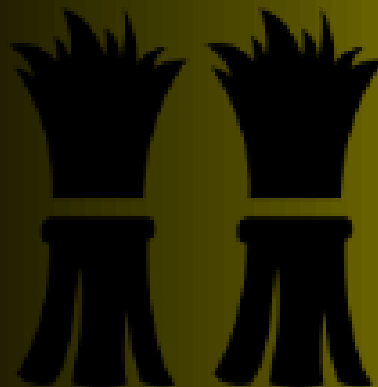


Ceathrú Aodha Dhuibh



**Carryduff GAC
Annual General
Meeting 2024
Explanatory Notes**

Carryduff GAC Annual General Meeting 2024

Date: Wednesday 20th November 2024

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. 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 are 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 2024

What to Expect

Items for Consideration at AGM

- Chairperson's Address
- Adoption of Standing Orders (see right)
- Minutes of previous Annual General Meeting
- Adoption of the Constitution
- Consideration of the Annual Report submitted by the Secretary (emailed in advance)
- Membership Update (including proposed rates for year ahead)
- 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)

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 2024/5
Executive Committee**

Carryduff GAC Executive Committee Governance Structure

Arrangements

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

Elected Annually by AGM

Chairperson
(= DLP* safeguarding)

Secretary

Treasurer

Vice Chairperson

Assistant Secretary

Registrar

Public Relations Officer

Appointed Annually by outgoing EC

Coaching Officer

Culture & Language Officer

Safeguarding / Children's Officer

Players Representative
Nominated by players

Composition of EC as per GAA 2023 Official Guide paragraph 7.2 p.g. 174

* 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

GAA 2023 Official Guide paragraph 7.2 p.g. 174
The Executive Committee shall be comprised [of] ...at least five, but not more than ten other Full Members (max 21)

Appointed Annually from within new EC

Down County Rep - Camogie

Down County Rep - LGFA

Down County Rep - Football/Hurling

East Down Rep- male football

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.

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.

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.

Vice Chairperson

The Vice Chairperson also has a prominent role in the running of the club, with specific duties such as Chair of a significant Sub-Committee and deputises for the Chairperson when required.

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.

- Excellent leadership, planning, organisational, interpersonal and communication skills.
- Excellent facilitation and negotiation skills.
- Strong leadership and decision-making 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**

- Strong communication (verbal and written), and interpersonal skills.
- Ability to manage and build and sustain good team relationships and to manage conflict.
- 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

Skills...Skills...Skills

- 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

- As per Chair, deputising for when Chair is unavailable
- Other such skills as required to support the Chair

- As per Secretary, including replacing him/her when unavailable
- Other such skills as required to support the Secretary

Overview of Mandatory Roles

Registrar

Responsible for maintaining correct and current registration of players and members. This includes the registration of Full and Youth Members and the registration of Players in accordance with the rules of the Official Guide.

Public Relations Officer (PRO)

Communicates within and outside the club to present a positive image and improve awareness of the club and its activities. Provides regular updates on fixtures, results and information across a variety of media.

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.

Culture & Language Officer

Promotes the Irish language and cultural activities within the Club. Provides advice to the Club's officers in supporting national efforts in this regard.

This appointment is made at the AGM on the recommendation of the outgoing Committee.

Children's Officer (safeguarding)

The key role is to ensure the implementation and promotion of relevant child welfare and protection codes and guidelines so 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.

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.

Overview of Skills Required

- 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.

- 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.

- 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.

Skills...Skills...Skills

- Knowledge of the Irish Language – or ability to source additional support as required.
- Good communication skills.
- Ability to delegate tasks.
- Good organisational skills.
- IT literate.

- 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

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

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 mandatory 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 | Secretary | | | | |
| 3 | Treasurer | | | | |
| 4 | Vice Chair | | | | |
| 5 | PRO | | | | |
| 6 | Registrar | | | | |
| 7 | Assistant Secretary | | | | |
| 8 | Players' Representative* | <i>Expressions of interest are now invited for these 4 roles. Please make your interest known to the Secretary. These posts do not go to a vote at the AGM. Roles are appointed by outgoing EC without contest under Rule 7.4</i> | | | |
| 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 | | | | |

**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 8pm on 6th November 2024, 14 full days clear of the AGM.

| | Motion | Proposed By |
|---|--------|-------------|
| 1 | | |
| 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 2024 AGM

