
Constitution of Ballincollig Basketball Club

Constitution (2016)



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1. Name

The name of the club shall be “Ballincollig Basketball Club”.

1.1 General Terms

The Club will affiliate annually with Basketball Ireland, Cork County Men’s Basketball Board (CCMBB) and Cork County Ladies Basketball Board (CCLBB).

The club will enter teams in Cork Area Boards League and Cup competitions, and relevant National Competitions, where approved by the Management Committee.

The values and aspirations of the Club are:

Dedicated to the development of Basketball in our Community & to provide the opportunity for Members to participate in the game of basketball.

To enable and encourage all participants to perform to the best of their ability.

To provide an environment of fair play and enjoyment for all participants.

2. Aims & Objectives.

BBC aims to provide a safe, structured environment, within which boys and girls of all ages and diversity, can develop a lifelong love of sport, and develop their whole self through organised team-based sport.

BBC also aims to offer opportunities for players and their parents to play a part in assisting with the organisation and operation of teams/ the club, to acquire coaching skills (transition year level onward) and to create the future of a dynamic expanding club that is at the centre of the local community and Cork Basketball.

To help promote and develop Basketball.

To promote the good name and values of the Ballincollig Basketball Club

To assist in an active, and ongoing, coaching and development programme for coaches.

To ensure sport for young people in the club is fun and conducted in an encouraging atmosphere in line with Basketball Ireland guidelines and best practice.

To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

Ballincollig Basketball Club is fully committed to safeguarding the wellbeing of its members. Every individual in Ballincollig Basketball Club should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Ballincollig Basketball Club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

3. Membership

All members are subject to the rules and constitution of Ballincollig Basketball Club, and rules and regulations of CCMBB, CCLBB and Basketball Ireland.

3.1 Membership Categories

Membership fees are set at the AGM each year. The following constitute as Members of the club:

Competitor – Fully paid-up members of Ballincollig Basketball Club who decide to engage in competitive events.

Non-Competitor – This category includes but is not limited to fully paid-up members who wish not to compete; coaches; administrators; volunteers; parents of U18 registered members.

The Club Management Committee reserves the right to accept or reject applications for membership of the club.

All members and officials must complete the necessary application forms and attach the necessary fees as set down.

They must also be familiar with and comply with Basketball Ireland code of conduct and Ballincollig Basketball club rules and regulations.

These forms must then be forwarded to the Management Committee for approval. Those under 18 must have their parents sign the necessary application forms.

A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the Club.

Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Club Management Committee.

Members will be required to renew their membership with Basketball Ireland and Ballincollig Basketball Club on an annual basis.

Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Club Management Committee

4 Honorary Life Members of Ballincollig Basketball Club

Any member of Ballincollig Basketball Club. may submit in writing the name/s of person/s they wish the Management Committee of the Ballincollig Basketball Club to consider, to be, included as an Honorary Life Member. The nomination must be submitted to the Honorary Secretary before 31st March each year for the consideration of the Management Committee.

The Management Committee shall advise the nominator in writing via email or post of its decision. The person/s to be added as Honorary Life Members shall be entered into the Honorary Life Member record. This record is to be kept and updated by the Honorary Secretary and the successful nominees will be announced at the following AGM.

The decision of the Management Committee on whether to enter the nominee/s into the Honorary Life Member record shall be final.

5 Club membership application procedure

All members and officials must complete the necessary application forms as set down by Ballincollig Basketball Club management committee and attach the necessary fees.

They must also be familiar with and comply with the Ballincollig Basketball club rules and code of conduct and read and sign the Basketball Ireland Code of Conduct.

These forms must then be forwarded to the Management Committee for approval. Those under 18 must have their parents sign the necessary application forms.

A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the Club.

5.1 Suspension or Severance of Membership

The Management Committee has the power to terminate or suspend a membership or impose such penalty or sanction as it deems fit for conduct and/or behaviour which, in its opinion, is considered to bring the sport or Ballincollig Basketball club into disrepute.

For the purpose of exercising this power, the Management Committee, having received a report in writing shall consider if the matter is of a sufficiently serious nature, shall appoint a Disciplinary Committee comprising not more than three persons.

The Disciplinary Committee shall provide a copy of the report in question to the member(s) concerned and invite them to attend a meeting of the Disciplinary Committee to offer an explanation of the conduct at issue.

The Disciplinary Committee shall have the power to demand the attendance of the Ballincollig Basketball club member or members, as are required at any hearing and/or investigation.

On completion of the disciplinary process the disciplinary committee shall submit a written report to the Management Committee. The report shall state its finding, conclusions and sanctions, if any, to be imposed.

A member whose membership has been terminated or suspended, or, on who a penalty or sanction has been imposed, shall have the right of appeal to the Management Committee. The written appeal together with a €50.00 fee shall be submitted within seven days of the date notified of the Disciplinary Committee's decision.

The fee shall be returned if the appeal is upheld.

For the purpose of hearing this appeal the Management Committee shall appoint an Appeals Committee comprising of not more than three members.

No member of the original Disciplinary Committee shall be eligible to be a member of the Appeals Committee.

The findings of the Disciplinary Committee shall be suspended until the hearing of the appeal by the Appeals Committee. The Appeals Committee shall convene a meeting within seven days of receiving the appeal.

The Appeals Committee may confirm the findings and/or the penalty imposed by the Disciplinary Committee or at its discretion reduce or increase same. The decision of the Appeals Committee shall be final.

6 Annual General Meeting

An Annual General Meeting of Ballincollig Basketball Club shall be held not later than 31st May each year.

Members who are fully paid up and over 18 years of age are eligible to vote.

No voting by proxy is allowed.

Parents shall hold one vote on behalf of their child/children under 18, who are competitor members of BBC. Only one parent may exercise this vote and this must be so agreed between the parents (that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children

Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.

Motions for a change to the club Constitution must be passed by a resolution of 75% of persons present at the meeting entitled to vote.

The Chairperson will have a casting vote if there is an equality of votes

At an Annual General Meeting of Ballincollig Basketball Club, the following shall be on the agenda:-

- a) Apologies
- b) Confirmation of the minutes of the last AGM or any EGM held in the intervening period.
- c) Chairman's Report
- d) Honorary Secretary's Report
- e) Honorary Treasurer's Report
- f) Registrars Report
- g) Election of Officers
- h) Election of Ordinary members
- i) To fix and agree membership fees
- j) Alterations to the Constitution/Rules
- k) General Business

At least twenty-eight days clear notice of any General Meeting shall be given, by the Honorary Secretary, to all fully paid up and registered members and Honorary Life Members. This notice can be in writing or by electronic means.

Those entitled to vote at an Annual General Meeting and Extraordinary General Meeting shall be: -

- i. The Officers
- ii. Each paid up Competitor member of Ballincollig Basketball Club over 18 years or over.
- iii. Non-Competitor member 18 years and over
- iv. Honorary Life Members of Ballincollig Basketball Club
- v. Parent voting behalf of their child/children under 18, who are competitor members of BBC.

The Chairperson of the Annual General Meeting shall have the casting vote, should it be required.

The quorum for any General Meeting shall be 12 members, to include 3 officers of Ballincollig Basketball Club Management Committee, of those present entitled to vote. If this quorum is not fulfilled the General Meeting can be suspended for exactly one week.

Notice of any proposals or alterations or amendments to any of these Rules must be given in writing to the Honorary Secretary, before 31st March, of any year.

No alteration to or amendment of these rules shall be made except with the consent of at least 75% of those present and entitled to vote and voting at a General meeting of Ballincollig Basketball Club.

Nominations for vacant positions on the Management Committee must be received by the Secretary of Management committee a minimum of fourteen (14) days before the date of the Annual General Meeting and/or no later than 17th May of every year.

7 Other General Meetings

An extraordinary General Meeting may be convened at any time by the Management Committee or by a request in writing to the Honorary Secretary signed by at least half of the registered members of Ballincollig Basketball Club.

The request shall include full written details of all business to be transacted at the proposed meeting. Upon receipt of the request, the Honorary Secretary shall proceed to call an Extraordinary General Meeting within twenty-one (21) days of receiving the request giving at least fourteen (14) days' notice of the meeting specifying the date, time and place.

No business shall be transacted at an Extraordinary General Meeting other than that which is specified in the notice calling for the meeting circulated beforehand.

8 Officers

The Officers Ballincollig Basketball Club shall be:

- i) Chairperson
- ii) Honorary Secretary
- iii) Honorary Treasurer
- iv) Registrar

The Officers of Ballincollig Basketball Club shall be elected for a period of 2 years at the AGM and shall be eligible for re-election for further one-year periods to a maximum of five years.

9 Management Committee

Management of Ballincollig Basketball Club shall be vested in the Management Committee, which shall consist of:

- i. The Chairperson,
- ii. Honorary Secretary
- iii. Honorary Treasurer
- iv. Registrar
- v. PRO
- vi. Ordinary Members (3)

Also, Ballincollig Basketball Club shall have a Designated Person whose duty is to report any allegations of child abuse to the statutory body. This individual can be any member of the Management Committee although it is recommended that it is an officer.

A Club Children's Officer (CO) must also be nominated who will have access to the Management Committee, and its meeting, but not be a member of it.

9.1 Management Committee Officers of Ballincollig Basketball Club

Duties of the Chairperson

To promote the interest of Ballincollig Basketball Club at all times and act as the official spokesperson for the club.

To ensure the principles of due process and natural justice are applied in all decisions made by the committee.

To maintain order and prevent unnecessary disruptions.

Duties of the Treasurer

To keep a record of all financial transactions concerning [club] business.

To keep appropriate books of record on [club] business.

To identify all income received and all expenditures.

To act as co-signature on cheques along with the Chairperson/Secretary.

Duties of the Secretary

To record the minutes of all committee and club meetings.

To keep records of complaints and contracts regarding the dealings of the club.

To set out meetings including agenda details, notice period and any other necessary information.

To deal with all club correspondence.

Club Registrar

To keep contemporary records of all members.

To ensure that all members have fully paid up the annual subscription fee by 31st November of each season.

To provide the Management Committee with details of membership for each management Committee meeting.

To report to the Annual General meeting of Ballincollig Basketball Club, providing a detailed account of the membership for that year.

The Public Relations Officer:

Be responsible for the promotion of basketball through the recognized channels of the Press, Radio, Television and in all other areas, where appropriate.

Duties and Responsibilities of the Children's Officer (CO):

The Children's Officer shall be child centred in focus and have as the primary aim, the establishment of a child centred ethos within Ballincollig Basketball Club.

The CO shall be the link between the children and adults in Ballincollig Basketball Club.

The CO shall take responsibility for monitoring and reporting to the Management Committee on how club policy impacts on young people and their Sports Leaders.

The CO shall hold an up-to-date certificate of Child Protection from Basketball Ireland and be familiar with Children First 2013, the Code of Ethics and Child Welfare Guidelines of Basketball Ireland.

The CO is not a member of the Management Committee but acts in an advisory capacity towards it and must attend a minimum of 4 committee meetings a year to report and update the Management Committee regarding Child Welfare matters. They can attend all meetings if they so wish, however.

Other Committee Member

Duties and Responsibilities of all Committee Members – All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional rules required, to be carried out by Committee Members.

The Secretary shall record minutes of all proceedings and resolutions of all Annual General Meetings, other general meetings and meetings of the Management committee of Ballincollig Basketball Club. The Chairperson shall sign such minutes, on approval of the meeting.

Rights and Duties of the Management Committee

The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in this constitution. The Management Committee must ensure the Club's Code of Conduct is in place which is made available to all members.

The Management Committee shall have the power to fill, by co-option, any vacancy that may occur during its term of office and vacancies not filled at the AGM. This power shall be limited to 3 persons during any year.

The Management Committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee.

The Management Committee shall be responsible for all assets of the club.

The Management Committee, in conjunction with the Children's Officer, will be responsible for formulating Club policy in accordance with 'Basketball Ireland's code for Children First 2013, or most recent edition, and on the direction the Club takes in the future in all its activities.

The members of the Management Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.

Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Management Committee. Such a declaration may be discussed with the other Committee members at a designated meeting, and they may be required to absent themselves from, discussions and decisions.

The Management Committee will be expected to follow codes of conduct in relation to their obligations to club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to Ballincollig Basketball Club and its members. The Committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the Children First 2013, or the most recent equivalent. The Management Committee will also adhere to any updated versions of these policy documents which are issued in the future.

10. Meetings of the Management Committee

The Committee shall meet a minimum of 8 times per year with a minimum quorum of 50% plus 1, of the members of the committee present.

The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the club.

A minimum of 7 days' notice will be given to members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided whether this is phone, email and so forth.

The Committee should set out its agenda for a meeting no less than 3 days prior to the meetings.

The Chairperson has the casting vote on any motion arising during the meetings.

The Chairperson's decision on a Point of Order is final

The Chairperson shall preside at all meetings. In his absence the meeting shall elect a chair for that meeting.

The Secretary, or in her/his absence a member of the Committee, shall take minutes.

The Treasurer shall relay the financial position of the club at each meeting.

The Club Registrar shall provide details of membership.

The other Committee members must also relay details on the areas of the club they are designated to.

The CO, Coach's must also be given the opportunity to report and voice the concerns of their designated areas within the Club, as well as to advise the Management Committee on relevant issues. .

The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.

11. Finance

Subscriptions for membership shall be agreed at the Annual General Meeting each year.

The financial year end shall be 31st March each year. The Honorary Treasurer shall manage the financial affairs of Ballincollig Basketball Club. The Management Committee shall have the authority to control and apply such finances of Ballincollig Basketball Club for the benefit of Ballincollig Basketball Club.

12. Code of Conduct and Code of Ethics

Members of Ballincollig Basketball Club are expected to adhere to the Code of Conduct and Code of Ethics as set out at Appendix I to this Constitution. Matters arising relating to a Code of Conduct or Code of Ethics breach will be dealt with in accordance with the provisions of this Appendix.

13. Dissolution

No resolution for the dissolution of Ballincollig Basketball Club shall be passed except at an Annual or Extraordinary General Meeting and supported by not less than 75% of those present, entitled to vote and voting.

After dissolution, any remaining funds, after liabilities have been settled, are to be transferred to a body designated by the dissolution meeting.

APPENDIX I

CODE OF CONDUCT AND CODE OF ETHICS

Approved Code of Ethics and Conduct members of Ballincollig Basketball Club.

Introduction

Ballincollig Basketball Club has a duty to all its members to provide guidelines within which Club members conduct themselves out on the pitch.

It is important that the expected standards of ethical behaviour in umpiring are widely publicised and maintained. It is essential that club members be informed of this Code of Ethics and Conduct.

Principles of the Code of Ethics and Conduct

Ballincollig Basketball Club expects all members to conform to ethical standards in the areas listed below. As members, they enjoy the full support, appreciation and back up of Ballincollig Basketball Club.

These areas are clearly laid out in this document and it is imperative that all members take time to familiarise and understand this Code before starting to participate and to regularly refresh themselves with its content.

Personal Standards

The base line on which all members should set their standards.

Personal appearance and presentation are of great importance when representing Ballincollig Basketball Club. Members should consistently project a favourable image of Ballincollig Basketball Club to colleagues, players, officials, parents, spectators, and the public.

All members of Ballincollig Basketball Club **shall not**:

- a) Engage in any conduct that is prejudicial to the interest of Ballincollig Basketball Club.
- b) Make any public comment or media statement that is detrimental to Ballincollig Basketball Club and basketball in general...

Relationships:

Ballincollig Basketball Club members should:

Set and maintain an atmosphere for the enjoyment of the game.

Show respect to their colleagues, players and the game – whatever the level.

Foster regular and effective communication with colleagues, coaches and players.

Ensure that on or off the court their behaviour is consistent with the principles of good sportsmanship.

Encourage and assist in the development of all Ballincollig Basketball Club members.

Safety

Ballincollig Basketball Club members have a responsibility to make sure that they provide a safe environment in which all players can properly display their basketball skills.

Equity

Ballincollig Basketball Club members shall respect the rights of every referee, player, coach and spectators and treat all as equals. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.

Complaints Procedure

Anyone wishing to make a complaint about any person acting in any capacity for Ballincollig Basketball Club within the context of this Code must follow the set procedure.

- a) Submit a report in writing to the Management Committee of Ballincollig Basketball Club who may convene a Disciplinary committee, who will be responsibility for dealing with the complaint.
- b) If the complaint involves a minor (a person under the age of 18) the complainer must include the confirmed age of the person involved and the CWO must be notified.
- c) On receipt of a complaint, the Management Committee of Ballincollig Basketball Club will follow guidelines set out in item 5, Suspension or Severance of Membership, of the Constitution.

Revision History

Date	Version	Description	Who
Jan 1 2016	1	Original Version	BBC Committee