

RULES OF CLUB NA MÚINTEOIRÍ

Revised 2014

NAME AND OBJECTS

The name of the Club shall be “ Club Na Múinteoirí ”, hereinafter referred to as “ The Club ”. The objects of The Club shall be to afford members the means of socialising entertainment and recreation. The Club shall be strictly non-party political and non-sectarian.

ELIGIBILITY FOR MEMBERSHIP

Who are eligible for membership of The Club are:

- (I) Members of the Irish National Teachers’ Organisation.
- (ii) Retired Teachers who were members of the Irish National Teachers’ Organisation on resignation.
- (iii) Persons who are ineligible for membership under (i) or (ii) above who are friends of members who themselves were admitted to membership under Class (i) or Class (ii) below PROVIDED ALWAYS that the number of members admitted under this Class shall not exceed 40 % of the total membership.

CLASSES OF MEMBERSHIP AND SUBSCRIPTION

5.A. There shall be two Classes of Membership,

- (1) Ordinary Members
- (2) Honorary Members

B. Ordinary Members of The Club who retire on pension on reaching the age limit may be elected by The Committee to Honorary Membership. In exceptional circumstances, a person who has rendered exceptional service to The Club or to the Irish National Teachers’ Organisation may be elected to Honorary Membership of The Club by unanimous decision of Committee. Honorary Members shall not be obliged to pay any annual or other subscription for Membership to The Club.

6. The annual subscription shall be determined by the Annual General Meeting (AGM).

OFFICERS AND COMMITTEE

The business and affairs of The Club shall be under the management and control of a Committee or Governing Body (hereinafter called “The Committee”) to consist of:

- (a) The Officers of The Club, namely, the President, the Vice-President, the Organising Secretary, Financial Secretary, Recruitment Secretary and the Retiring or outgoing President who shall, if willing to act, be an officer and Member of The Committee for the duration of the term of office of the Succeeding President and
- (b) Eight other members Save as aforesaid the Committee shall be elected annually as hereinafter provided.

8. The incoming Committee shall each year have power to co-opt as members of The Committee, two nominees of the Central Executive Committee of the Irish National Teachers’ Organisation who shall be members of The Club. The Committee may exercise its power and discharge its functions notwithstanding that there may be any vacancy in its membership at any time.

ELECTION TO COMMITTEE

9. Save in exceptional circumstances, a member shall not be eligible for election to The Committee until s/he has been a member of The Club for three consecutive years and shall not be eligible for election as an Officer of The Club until s/he has been a member of The Club for five consecutive years.

10. In the event of insufficient nominations for The Committee, members of lesser years standing may be co-opted to fill all vacant places.

11. No person shall hold the office of President for more than four consecutive years and any person who has held the office of President shall be ineligible for election to the position of President until two terms have elapsed after his/her last term of office has expired.

12. Members of The Committee shall hold office from the date of the AGM in the year in which they were elected until the date of the following AGM and shall be eligible for re-election in accordance with the

rules.

- 13 A candidate must be proposed and seconded on a nomination form (available on application from the Organising Secretary). All forms duly completed must reach the Organising Secretary not later than seven days prior to the date of the AGM. The names so received-except where the Organising Secretary has been notified of withdrawals-shall appear on a special Ballot Paper, a copy of which shall be given to each Member (as hereinbefore defined) at the AGM.
- 14 Should sufficient nominations not be received in accordance with Rule 13, The Committee shall be empowered to make nominations to fill the vacancies.
- 15 When special circumstances warrant nomination for officer ships and Committee may be taken from the floor of the AGM at the discretion of the Chairperson.
16. Members (as hereinbefore defined) shall be entitled to vote, only if personally present to receive and hand in the Ballot Papers.
17. At the AGM two or more scrutineers shall be elected who shall open the Ballot Papers, count the votes and report the results to the President who will make known such result by announcement on the Club website, or otherwise as he/she shall think proper. The scrutineers shall have the assistance of the Recruitment Secretary regarding the eligibility of voters.
18. In the event of a tie between two candidates election shall be decided by lot by the President.

DUTIES AND RESPONSIBILITIES OF THE CLUB COMMITTEE

19. The Committee shall have power to decide all relevant matters not directly governed by the Rules and specifically to:-
 - (1) Appoint paid [servants and] employees of The Club upon such terms and conditions as The Committee shall determine.
 - (2) Appoint sub-committees for special purposes.
 - (3) Suspend or expel members.
 - (4) To make or alter such Bye-Laws as they may consider to be necessary for the proper management of The Club provided such Bye-Laws do not infringe The Club's Rules and that no new Bye-Law shall be put into force until it has been posted on the Club website for seven days. All Byelaws enacted by the Committee shall be put to the subsequent General Meeting for ratification.
20. The Committee shall meet at least every two months – except during the months of July and August – and six members shall form a quorum. The chair shall be taken by the President or by the Vice-President, or in the absence of both of them, by the Ex-President or by a senior member present at the time fixed for the opening of the meeting. All questions shall be decided by a majority of votes, and in the event of a tie The Chairperson, in addition to an ordinary vote, shall have a casting vote.
21. Any member of The Committee absent without reasonable cause from two consecutive meetings shall cease to be a member thereof.
22. Should a vacancy occur on The Committee, the remaining members of The Committee shall have power to fill the vacancy by co-option.
23. The officers of The Club, of whom three shall form a quorum, shall constitute a Standing Committee with plenary powers to act between Committee Meetings should any urgent matter arise.
24. A list of officers and a copy of the rules of The Club shall be displayed on The Club website.
25. A list of officers and the names and addresses of all members shall be maintained by the Organising Secretary of The Club.
26. Notwithstanding anything in these rules The Committee shall have power to appoint a manager or CEO on such terms of remuneration, terms and conditions of service and otherwise as they think proper. In addition to the duties allotted by The Committee, the Manager may also be required to assist the

Officers in the performance of their duties.

27. The Committee may in its discretion let (by way of licence only, and not so as to create a tenancy or the relation of landlord and tenant) any of the rooms, for such period, for such purposes, and on such terms as The Committee may think fit. When any of the rooms are so let, no member of The Club as such shall have the right to enter any such rooms while so let. The Officers and servants of The Club may, however, at any time enter any room to ensure that all terms conditions and regulations governing the use of such room or rooms are being duly observed. No member of The Committee shall take part in the granting of such licence or letting or vote in respect thereof if s/he has any interest in such licence or letting other than as a Member of Committee or if s/he is a member of any Club or concern to whom any such licence or letting is or is proposed to be made.
28. Each candidate for admission as a Member must be approved by the Committee. Candidates may be interviewed by The Committee in session.
29. A new member shall be notified of election by email by the Recruitment Secretary who shall request payment of subscription within one month.
30. The payment of the subscription shall be a distinct acknowledgement by each member of acceptance of the Rules and Byelaws and if the payment is not made within the specified time, the election shall be void.
31. Club subscriptions become due on the first day of January in each year, and a member whose subscription is two months overdue shall cease to be a member of The Club.
32. A person whose membership has lapsed for a period in excess of twelve months shall not be eligible for re-admission to membership for a further period of two years unless the following conditions have been fulfilled:
 1. That all outstanding subscriptions are paid to The Club
 2. That the application for re-admission is acceptable to The Committee.
33. A person who for any cause ceases to be a member of The Club shall have no claim on the property of The Club, nor shall any portion of subscription be returned.
34. A member who in the opinion of a majority of The Committee acts in contravention of the Rules or Byelaws of The Club or in such a manner as to bring The Club or its members into disrepute shall at the discretion of The Committee is liable to a period of suspension. A member so suspended shall not be entitled to the privileges of or to act as a member until the period of suspension has elapsed.
35. If the conduct of a Member (either in or out of The Club) is in the opinion of three fourths of the Members present at a specially summoned Committee meeting, injurious to the character, well being or interests of The Club, The Committee shall have the power to call for an explanation, and having given that person an opportunity of defending him/herself may call upon such Member to resign membership. Should the member fail to do so within seven days from the posting of a letter calling on him to resign the said member shall thereupon be considered as expelled. Such a member shall, however have the right to appeal to a Special General Meeting called in accordance with Rule 42.

SALE OF INTOXICATING LIQUOR

36. No member, officers, committee members, manager or employee of The Club shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.
37. A visitor shall not be supplied with liquor in The Club premises unless on the invitation and in the company of a member of The Club and that such a member shall upon the admission of such visitor to The Club premises or immediately upon being supplied with such liquor enter his/her own name and the name and address of the visitor in a book kept for that purpose and shall show the date of each visit. No visitor shall be introduced to The Club more than fifteen times in one year. No National Teacher who is eligible for membership of The Club shall be admitted as a visitor more than three times in one year and National Teachers who are not members of the Irish National Teachers' Organisation shall NOT be admitted as visitors.

38. No excisable liquors shall be sold or supplied for consumption outside the premises of The Club except to members of The Club between the hours of 8 O Clock in the morning and 10 O Clock at night.
39. 1 No excisable liquors shall be sold or supplied in The Club premises to any persons under the age of eighteen years.
2 No person under the age of eighteen years of age shall be admitted as a member of the Club unless the Club is one primarily devoted to some athletic purpose.
40. 1 Subject to the exceptions specified in paragraphs (2) of this Rule, no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than such a member)-
- (a) at any time on Christmas Day or Good Friday or
 - (b) on any other day, as specified hereunder, outside the times so specified in respect of it-
 - (i) St. Patrick's Day between 12.30p.m. and 12.30a.m. on the following day;
 - (ii) The 23rd December if it falls on a Sunday, between 10.30a.m. and 11.30p.m.;
 - (iii) Christmas Eve and the eve of Good Friday between 10.30a.m. and 11.30p.m.
 - (iv) The eve of any public holiday (other than Christmas Eve):
 - (1) if the eve falls on a weekday, between 10.30a.m. and 12.30a.m. on the following day, or
 - (11) if it falls on a Sunday, between 12.30pm.and 12.30 a.m. on the following day
 - (v) any other Sunday (except a Saint Patrick's Day which falls on a Sunday): between 12.30p.m. and 11.00p.m.
 - (vi) any other Monday, Tuesday, Wednesday or Thursday between 10.30a.m. and 11.30p.m. and
 - (vii) any other Friday or Saturday between 10.30a.m. and 12.30a.m. on the following day.
- (1A) The hours specified in sub paragraph (b) of paragraph (1) of this Rule in respect of any day specified in that sub paragraph are in addition to the period between midnight and 12.30a.m. on that day where that period is included in the hours so specified in respect of the eve of that day.
- (1B) In paragraph (1) of this Rule "public holiday" has the meaning given to it by the Organisation of Working Time Act, 1997.
- 2 Nothing in the Registration of Clubs Act 1904 to 2004 or contained by virtue only of the operation of Paragraph (1) of this Rule, shall operate to prohibit the supplying for consumption on the Club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person
- (a) on Christmas Day, between 12.00 midday and 10.00p.m. or
 - (b) on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the club, by virtue of sub paragraph (1)(b) of this Rule to supply any excisable liquor for consumption on the club premises,
- if in each case the excisable liquor is-
- (i) ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and
 - (ii) consumed by that person during the meal or after the meal has ended.

GENERAL MEETINGS

41. The AGM shall be held in March or April (on a date to be determined by The Committee) to transact the general business of The Club and in particular to receive and consider
- (a) The Organising Secretary's Report
 - (b) The Auditor's Report and Statement of Accounts
 - (c) The revision of Rules
 - (d) The election of Committee and The Club's auditor
 - (e) The Recruitment Secretary's Report
- Bye-laws not directly concerning the licensing law, enacted by Committee, shall be put to subsequent General Meeting for ratification.
42. A special General Meeting shall be called by the Secretary, either by direction of The Committee, or on a Requisition signed by not less than fifty members of The Club. The requisition must specify the object for which the meeting is to be held, and must reach the Secretary at least fourteen days before the date of the proposed meeting. On receipt of such requisition, it shall be the duty of The Committee to call a general meeting forthwith. Failing notice calling such a meeting being issued within ten days after the

requisition any thirty members who have signed the requisition may issue notice calling the General Meeting. Such notice shall be sufficient if published in any two Dublin daily newspapers. No motion except adjournment or vote of thanks other than that for which the meeting is called, shall be entertained at a Special Meeting, and no resolution of such Meeting shall be valid unless agreed by three fourths of the members then present.

43. Notice of each special and General Meeting shall, subject as aforesaid, be sent to each member by email at least four days before the date of such meeting. Such notice shall contain a statement of all business to be transacted at the meeting.
44. The Chairperson of any General Meeting may, with the consent of the meeting, adjourn same but every adjourned meeting shall be treated as a prolongation of the original meeting and shall only be competent to transact the unfinished business of the original meeting.
45. A qualified accountant, or firm of qualified accountants shall be elected by the members actually present at the AGM to act as auditor or auditors of The Club's Accounts.
46. The Organising Secretary shall summon and insofar as possible attend all meetings, keep accurate minutes and particulars of attendances, formally acknowledge all communications and bring them before The Committee at its next meeting, prepare the agenda for all meetings and present a report of the affairs of The Club at each General Meeting.
47. The Financial Secretary shall
 - (1) Receive all monies paid to the account of The Club,
 - (2) Place it to the credit of The Club in the bank/credit union selected by The Committee,
 - (3) Keep correct accounts and books showing the financial affairs, receipts and disbursements of The Club, all of which shall be ready when required, for submission to The Committee; and
 - (4) Shall keep The Committee informed of The Club's financial position.
48. The Recruitment Secretary shall enrol new members and keep an accurate up to date list of all members.
49. All monies received shall be applied for the benefit of The Club. All cheques must bear the signatures of two Officers of The Club.

TRUSTEES

50. Every Trustee shall be a member of The Club. There shall be three Trustees – the President of The Club, the Treasurer of the INTO and another member who shall not be an officer, who shall be elected by the AGM.
51. The premises, the property of The Club, shall subject to existing agreements, be vested in The Trustees, who shall act as directed by The Committee or by resolution passed at General Meeting. All of The Trustees may be removed from office by a resolution of a General Meeting duly convened for the purpose. The Committee shall have power to fill any vacancy in the number of Trustees.
52. On vacation of office of Trustee all the rights, which any vacating Trustee may have had, and all the property, the legal estate of which is vested in her/him, shall vest in the surviving Trustees until the appointment of a new Trustee. All deeds, documents, securities or property in the power, possession or procurement of the vacating Trustee shall be handed to the surviving Trustee or new Trustee. The right to enforce this provision is reserved to The Trustees acting with the approval and direction of The Committee. Should it so happen that the office of all Trustees be vacant together for any period then, pending the appointment of new Trustees, the rights and duties of such Trustees shall vest in The Committee of The Club and on the appointment of new Trustees, shall vest in such new Trustees. The Trustees shall be the persons to sue or to be sued on behalf of The Club.
53. All deeds, documents of title and security of The Club shall be held by the Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of The Club as they shall think fit, and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands, or under their control, and shall produce them for inspection by the Auditors when required by them and whenever required by a resolution of a General Meeting and shall hand

over same to the Organising Secretary of The Club for the time being, but they shall not be under any personal liability other than such as is imposed on them by law. The Trustees, and each Trustee, shall have the right to sue for and recover from the members a proportionate part of any sum or sums which they may have been found liable for in their capacity as Trustees in the event of The Club becoming insolvent and unable to repay the Trustees the whole or any part of such sum or sums so paid by them as aforesaid.

54. No notice, advertisement or publication of any kind, except those connected with functions held in or on behalf of The Club, shall be fixed or deposited in any part of The Club premises except by permission of The Committee.
55. No member, group of members or sub-committee, shall arrange for any function or for the formal entertainment of visitors in The Club without first obtaining the permission of The Committee, and application for permission must be accompanied by the names of the members who shall be responsible for the proper conduct of the proceedings.
56. The Committee may alter or add to the rules for the purpose of complying with the provisions of the Registration of Clubs (Ireland) Act, 1904, and any Act amending or altering the same, and save as aforesaid, no new Rule shall be made, nor shall any existing Rule be amended, altered or rescinded, unless with the consent of two thirds of the members present at the AGM, or at a Special Meeting called for that purpose, and unless notice of such proposed new Rule or change, with the names of proposer and seconder be received by the Organising Secretary and posted on the Club website fourteen days previous to the holding of such a meeting.

STANDING ORDERS

1. For all General and Special General Meetings, the members present at the appointed time shall form a quorum.
2. When the Chairperson rises to speak, all the members shall immediately be seated.
3. The proposer and seconder of any motion or amendment be allowed not more than ten minutes, and each succeeding speaker not more than five minutes.
4. Whenever an amendment is moved to any motion, no other amendment shall be taken into consideration until the first amendment is disposed of.
5. The decision of the Chairperson on any question shall be final.
6. No member shall be permitted to speak more than once on the same proposition, except the proposer of a motion, who shall have the right to reply.
7. No person shall address the meeting until called on by the Chairperson.
8. When a member has been called upon by the Chairperson to speak, all other members shall at once be seated.
9. Every resolution shall be put to the vote by a show of hands. No division to be taken unless the vote be challenged by at least five members, who shall express their desire that a division may be taken by rising in the places.
10. That all reports, papers, and resolutions, passed or approved by the Meeting be handed to the Secretary, who will be responsible for their safe custody.
11. That at any time during the discussion of a resolution or amendment, it shall be open to any members to move without debate “that the question be now put”; and if it should appear on a show of hands that a majority of the members are in favour of terminating the discussion, the question shall be put to the vote, and the decision of the meeting taken without further discussion, provided that no speech be interrupted for the purpose, and that the proposer of the resolution be not denied the right of reply.