



Standing Orders

**Irish Wheelchair Association – Sport
National Sports Executive Committee**

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Standing Orders of the Sports Section of Irish Wheelchair Association (IWA-Sport)

IWA-Sport is an integral part of Irish Wheelchair Association. Our policy is to develop and improve opportunities for people with physical disabilities to participate in sport at a level of their choice. We encourage everyone to participate regardless of age, ability or disability.

These standing orders govern the functioning and management of IWA-Sport, subject to any directions from the Board.

Preliminary

1. In these Standing Orders, unless there be something in the subject or context inconsistent therewith:
 - a) The **'Board'** means the Board of Directors of the Company.
 - b) The **'Company'** means I.W.A. Limited trading as Irish Wheelchair Association.
 - c) The **'Disciplinary Rules'** means the disciplinary rules adopted by the Sports Executive Committee from time to time.
 - d) **'IWA-Sport'** means the Sports Section of the Company.
 - e) The **'National Sports Executive Committee'** or **'NSEC'** means the Executive Committee of IWA-Sport as selected from time to time in accordance with these Standing Orders.
 - f) A **'Sports Club'** or **'Sports Specific section'** means any club or branch which is a constituent part of the Company in accordance with the Rules of the Company and whose primary activities relates to sport.
 - g) **'In writing'** means written or printed or partly written or printed and shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and any other modes of representing or reproducing words in visible forms.
 - h) Words importing the singular number shall include the plural number and vice versa and words importing the masculine gender only shall include the feminine gender and reference to persons shall include bodies corporate and unincorporated.
 - i) Unless the contrary intention appears, the words or expressions contained in these articles shall bear the same meaning as in the Companies Acts.
 - j) Where a reference is made to a particular section or sections of any Act the reference shall be such section or sections as the same may be from time to time amended or replaced.

Members

2. No person shall be admitted as a member of IWA-Sport class unless he/she is first a member of the Company.
3. Members of the Company who:
 - a) Are members of a Sports Clubs; and/or
 - b) Who have been applied for and been accepted as members of the sports section of the IWA shall be registered as members of IWA-Sport.
 - c) Persons of reduced mobility, who subscribe in writing to the rules and Standing Orders of the Company and who have declared their interest in participating in the Company and who also agree to be listed on the Company's Register of Members by completing the IWA Membership Application Form.
 - d) Volunteers who work with persons of reduced mobility, who subscribe in writing to the Standing Orders and Rules of the Company and who have declared their interest in participating in the Company and who also agree to be listed on the Company's Register of Members by completing the IWA Membership Application Form.
 - e) Volunteers who agree to be Garda Vetting for working with members, vulnerable adults and children.
 - f) Volunteers who agree to undertake mandatory training as outlined by IWA from time to time.
 - g) Sports Specific sections and Sports Clubs have the right to refuse membership to any person but must specify and minute the grounds on which membership is refused.

Associate Membership

4. Associate members may attend and contribute to the IWA Annual General Meetings (AGM) and Emergency General Meetings (EGM), however do not participate in the voting process.
5. All Sports Clubs must register the names and addresses of all participant and general members with the National Sports Executive Committee on or before 31st December. To vote at an AGM a member must be registered on the 31st of December prior to the AGM.
6. All individuals and clubs must register the names and addresses of all members with the National Sports Executive Committee on or before 31st December. To vote at an AGM a member must be registered on the 31st of December prior to the AGM.
7. The rights and privileges of a member as such shall be personal and accordingly shall not be transferable and shall cease on death.
8. Membership of IWA-Sport shall cease on cessation on membership of the Company or if otherwise determined by IWA-Sport in accordance with the Disciplinary Rules.

General Meetings

9. All General Meetings of IWA-Sport shall be held within the state.
10. IWA-Sport shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meetings as such in the notice calling it. IWA-Sport shall hold the Annual General Meeting each year between 1st January and 28th February, and in any event prior to the Annual General Meeting of the Company for that year.

So long as the Company holds its first Annual General Meeting within eighteen months of its incorporation it need not hold it in the year of its incorporation or in the following year. Subject to the above, the Annual General Meeting shall be held at such time and at such place in the state as the board of directors shall appoint.

11. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
12. The NSEC may, whenever they think fit, convene an Extraordinary General Meeting and an Extraordinary General Meeting shall also be convened on such requisition, or in default, may be convened on the requisition of not less than 20 registered members of IWA-Sport.
13. An audited statement of accounts, prepared by a qualified auditor who is not an officer of IWA-Sport shall be presented to each AGM.

Notice of General Meetings

14. An Annual General Meeting shall be called by twenty-one days' notice in writing at least, and that any other meeting of IWA-Sport shall be called by fourteen days notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day and the hour of the meeting and, in the case of special business, the general nature of that business shall be given, in manner hereinafter mentioned, to all members of IWA-Sport.
15. 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 invalidate the proceedings at that meeting.

Proceedings at General Meetings

16. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. Save as herein otherwise provided 45 members present in person shall be a quorum.
17. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to such time and place as the NSEC may determine. And if at the

adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.

18. The Chairperson of the NSEC shall preside as chairperson at every general meeting of IWA-Sport, or if there is no such chairperson, or if at any meeting he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act as chairperson the members of the NSEC present shall elect one of their number to be chairperson of that full meeting.
19. If at any meeting no member of the NSEC is willing to act as chairperson, or if no member of the NSEC is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their members to be chairperson of that meeting.
20. The chairperson may with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
21. Every eligible full member present in person at a meeting of IWA-Sport shall have one vote each.
22. It is recognised that in some instances, because of a person's level of disability, the voting may be carried out by a personal assistant on behalf of the individual who must be present.
23. Motions referring to changes in Standing Orders must be with the NSEC by 31st January for consideration at the forthcoming Annual General Meeting. All written motions must carry the names of the proposer and two seconders. All such motions will be forwarded in writing to registered members with the calling notice for the Annual General Meeting.
24. Any resolution or motion proposed at a general meeting (including without limitation any motion referred to in paragraph 22 may be amended where:
 - a) Such amendment is proposed by a member and seconded by two other members present at such general meeting; and
 - b) The Chairman (at his sole discretion) accepts such proposed amendment; and
 - c) Such amendment is approved by a vote of such meeting.
25. In respect of voting at general meetings:
 - a) Votes shall normally be by a show of hands, but at the discretion of the Chair or on a request from the floor which has at least two secondees, a ballot vote shall be taken in accordance with the directions of the Chairperson.
 - b) When voting occurs, a simple majority shall be needed for a decision unless otherwise provided in these standing orders.
 - c) The Chairperson shall have a personal vote and in the event of a tie, shall have a second or casting vote.

- d) Any change to these standing orders shall require a 2/3 majority of the members of the IWA-Sport present at the general meeting who are eligible to vote.
26. No objection shall be raised to the qualification of any person present to vote except at the meeting at which the vote objected to is given. Any such objection shall be referred to the chairperson of the meeting whose decision shall be final and conclusive.

Representative on the Board

27. The NSEC shall elect a member of the NSEC to act as a director on the Board of the Company (**'Nominated Director'**) at a meeting of the NSEC to be held as soon as practicable after each AGM of the Sports Section. The Nominated Director shall act as a director of the Company immediately following his election until the next subsequent AGM of the Sports Section.

The National Sports Executive Committee

28. The NSEC shall consist of not less than six and not more than seven members, being: the Chairperson, the Honorary Secretary, the Honorary Treasurer, the National Children's Officer two others elected at the IWA-Sport Annual General Meeting and a member of the IWA Board (**'Board Representative'**).
29. No person shall be entitled to any remuneration for acting as a member of the NSEC but the NSEC may pay to any member thereof reasonable actual out-of-pocket expenses which such member, on the authority or within the sanction of the NSEC but not otherwise, may incur in or about the ordinary business of IWA-Sport. All actual out-of-pocket expenses must be claimed on the basis of providing 'paid' receipts.
30. The Annual General Meeting shall elect the following:
- a) Chairperson
 - b) Honorary Secretary
 - c) Honorary Treasurer
 - d) Plus two others.

The position of National Children's Officer will be a permanent position of the NSEC. This position will be elected solely by the NSEC.

Powers and Duties of The NSEC

31. The affairs of IWA-Sport shall be managed by NSEC who may exercise all such powers of the Board, subject nevertheless to the provisions of the Companies Acts and of the Articles and to such directions, being not inconsistent with the aforesaid provisions, as may be given by the Board or by the Company in general meeting; but no direction given by the Board or by the Company in general meeting shall invalidate any prior act of the NSEC which would have been valid if that direction had not been given.

32. The NSEC shall cause minutes to be made in books provided for the purpose:
- a) Of all appointments of members of the NSEC;
 - b) Of all names of the directors present at each directors meeting and of any sub-committee;
 - c) Of all resolutions and proceedings at all meetings of IWA-Sport, all meetings of the NSEC and of any sub-committee.
33. While the NSEC has ultimate responsibility for all matters conducted by IWA-Sport, it is recognised that as NSEC members they cannot be aware of, or supervise the wide range of activities undertaken by IWA-Sport. However, they do have responsibility to ensure that such structures and processes are in place to ensure that the activities of IWA-Sport are operated to the very highest standards, and to set a strategic plan and policy for the Association.
34. The NSEC responsibilities include:
- a) To oversee the keeping of accurate financial records.
 - b) To ensure the implementation of the *Code of Conduct for all Members of Irish Wheelchair Association–Sport incorporating the Code of Ethics & Good Practice for Sport for Young People*.
 - c) To ensure the implementation of the Irish Sports Council's *Code of Ethics and Good Practice*.
 - d) To ensure the implementation of the *IWA-Sport Disciplinary Regulations Code*.
 - e) To ensure the implementation of WADA (World Anti-Doping Agency) regulations on banned substances.
 - f) The ratification of all team selections and the appointment of all team staff and coaches.
 - g) The appointment of National Coaches.
35. The NSEC may appoint sub-committees and shall determine their terms of reference, membership and duration. Sub committees may consist of members of the NSEC and other persons, as the Committee so decides. All sub-committees shall report to the NSEC at such intervals and in such manner as the NSEC decides.
36. All disciplinary matters regarding non-employee members shall be dealt with in accordance with the *IWA–Sport Disciplinary Regulations Code*. The Regulations outline in detail the procedures involved in relation to a disciplinary action involving a member of IWA-Sport. If the dispute remains unresolved at the conclusion of the disciplinary process, the dispute shall be referred to Just Sport Ireland for final and binding arbitration in accordance with the Just Sport Ireland Arbitration rules. The anti-doping rules of IWA-Sport are the Irish Anti-Doping Rules as amended from time to time.

37. Serious infringements or issues of concern must be referred to the IWA-Sport Director of Sport or the National Sports Executive Committee. These can be defined as any incident or behaviour that has potential to put at risk or cause damage to the reputation of IWA or a member/associate of the Association eg. financial, criminal, illegal or health & safety.
38. Sports clubs and sports specific section have the right to impose sanctions for minor infringements of IWA-Sport's Standing Orders.
39. The NSEC shall have the authority to co-opt to the committee, persons to replace any members who resign or are dismissed during the period of office. The NSEC may co-opt two persons to the committee whose expertise will be of assistance to IWA-Sport. Their term of office shall expire on completion of the project in hand or the term of office of that committee.
40. Without prejudice to the general powers and authorities conferred on the NSEC, the NSEC is hereby empowered to make, vary and repeal all such bye-laws as it may deem necessary or expedient or convenient for the proper conduct and management of the affairs of IWA-Sport. The NSEC shall adopt such means as it deems sufficient to bring to the notice of the members all such bye-laws and variations and repeals thereof and all such bye-laws so long as they are in force shall be binding upon all the members of IWA-Sports provided always that no bye-law shall be inconsistent with or shall affect or repeal anything contained in the Memorandum or Articles of Association of the Company or these Standing Orders.

Rotation of Members of the NSEC

41. Each year every member of the NSEC for the time being shall retire from office at that year's AGM. All members of the NSEC can only serve in a position for a maximum continuous period of 5 years. Persons will be re eligible for election following such 5 year period after a two year absence from the committee.
42. No person shall be eligible for election to the NSEC at any general meeting unless:
 - a) They are a member of the NSEC retiring at the meeting;
 - b) they are recommended for election by the NSEC; or
 - c) they are nominated for election at the general meeting by one member present at the meeting and that nomination is seconded by at least two other members present at the meeting.
43. Any member of the NSEC who is absent from three consecutive meetings without valid reason shall be dismissed from office.
44. The NSEC shall have power at any time, and from time to time, to appoint any persons to the NSEC, either to fill a casual vacancy or as an addition to the NSEC , but so that the total number of members of the NSEC shall not at any time exceed the number fixed in accordance with these Standing Orders.

45. The Board may in exceptional circumstances remove any or all members of the NSEC before the expiration of his period of office, notwithstanding anything in these Standing Orders or in any agreement between the Company and such member.
46. Where the Board has removed all the members of the NSEC pursuant to paragraph 42:
 - a) The Board may appoint replacement persons in place of the members of the NSEC removed from the NSEC by the Board; and
 - b) An EGM of the Sports Section shall be convened as soon as practicable by the NSEC for the purpose of electing members to the NSEC, and all members of the NSEC shall be deemed to have retired following such EGM unless re-elected at such EGM.

Proceedings of the NSEC

47. The NSEC may meet for the despatch of business, adjourn or otherwise regulate their meetings as they think fit. The NSEC shall meet at least 8 times a year and in any event not less than once every two months.
48. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the chairperson shall have a second or casting vote. If the members so resolve it shall not be necessary to give notice of a meeting of the NSEC to any member thereof who being resident in the State for the time being is absent from the State.
49. The quorum necessary for the transaction of the business of the NSEC shall be fixed by the NSEC, and unless so fixed shall be four.

National Sports Council

50. The National Sports Council shall consist of the NSEC, representatives from each IWA-Sports club, sports specific groups, the national children's officer and the anti-doping officer and sports development officers. Each group is entitled to two representatives who shall have one collective vote. The NSEC chairperson shall chair the meeting or in their absence the vice-chairperson shall preside. In the case of a tied vote the chairperson shall have the casting vote.
51. The National Sports Council shall meet a minimum of one meeting each year.
52. The relevant bodies shall have the authority to co-opt persons to the Council to replace any members who resign or are dismissed during the period in office.
53. The minimum number of members present to enable business to be conducted shall be eight non NSEC members.
54. The Chairperson shall report to the National Council on the activities of the NSEC.

Sports Clubs and Sports Specific Sections

55. A sports club or sports specific section means any club or group which is a constituent part of the Company in accordance with the Rules of the Company and whose primary activities relates to sport.
56. A '**sports club**' is defined as *locally based groups* of members and volunteers, operating as a sports club within the overall structure of IWA and operating in line with the aims and objectives of IWA-Sport and the Association. A sports club can either be sports specific ie wheelchair basketball or multi-sport as is the case with most junior (U18) clubs.
57. A '**sports specific section**' is defined *as a national group* of members and volunteers who have a specific interest in and responsibility to one sport only. A sports specific section operates within the overall structure of IWA and in line with the aims and objectives of IWA-Sport and the Association.
58. Sports clubs and sports specific section run their own independent programmes.
59. Members are admitted to sports clubs or sports specific section formally when they fulfil the criteria and are accepted on to the sports club or sports specific section register, having read, understood and signed the appropriate documents. This procedure protects the interests of members where certain personal checks must be carried out in accordance with statutory requirements.
60. Sports clubs and sports specific section shall regulate its affairs in accordance with these Standing Orders. At all times sports clubs or sports specific sections are subject to the policies of IWA. The sports clubs and sports specific section shall be managed by a committee comprising a Chairperson, Honorary Secretary, Honorary Treasurer, Club Children's Officer and a minimum of two ordinary members, which may meet at its own discretion. The appointment of co-options are allowed to enable special expertise to be brought into the committee and can be made in line with the respective sports clubs or sports specific section respective Constitution.
61. The sports club or sports specific section membership will elect a Chairperson, an Honorary Secretary and an Honorary Treasurer. The Club Children's Officer should be elected by the managing committee only. Having been elected, they shall hold office for one year, after which they are eligible for re-election.
62. The Chairperson shall act as Chairperson of all meetings.
63. In the event of the absence of the Chairperson, the Vice-Chairperson or the Honorary Treasurer shall act as Chairperson of the meeting, and if at any meeting the Vice-Chairperson or Honorary Treasurer are not present within fifteen minutes of the time appointed for holding the same, the committee present may choose one of their number to be Chairperson of the meeting.

64. The sports club or sports specific section Honorary Treasurer is permitted to open a current and/or deposit account only, in the name of the sports club or sports specific section. The sports club or sports section Honorary Treasurer and one of the two other officers of the committee shall be signatories to the deposit and current accounts. All funds kept by sports clubs or sports specific section must be disclosed in their mandatory Statement of Accounts. Sports club or sports specific section will be answerable to the Director of Sport at all times in relation to accounting procedures.
65. A sports club or sports specific section may not acquire property or enter into written contracts of any kind with third parties. All title sponsorship or partnership agreements must seek approval from the National Sports Executive Committee.
66. Purchases in excess of €8,000 must first receive approval in writing from the Director of Sport. Each sports club or sports specific section shall maintain an updated register of all capital items which exceed €500 in value. This register must be forwarded to the Director of Sport as part of the annual reporting process with a closing date of December 1st annually.
67. The status of sports clubs or sports specific sections shall be accorded only by the National Sports Executive Committee in writing.
68. The Board shall have the right to disband or suspend a sports Club or sports specific section.
69. All product, property and monies received by a sports club or sports specific section shall be the product, property and monies of IWA.
70. Sports clubs or sports specific section annual expenditure shall be directly aligned to the annual operational plan of the respective sports club or sports specific section and will comply with achieving the overall aims and objectives of IWA-Sport.
71. All cheques must be signed by at least two authorised persons for all sports club or sports section expenditure. No cheque may be signed in advance of its being fully completed, and clear details of the expenditure must be shown on the stub.
72. All donations, legacies and/or promissory notes are the property of IWA. Funds raised in this way shall be prioritised for local expenditure (ie within the framework of the existing sports club or sports specific section) in the area from whence they came. Due cognisance shall, however, be taken of any and all stipulations made by the donors.
73. Sports club or sports specific sections shall not permit funds to be used in such a way as would contravene the aims and objectives as set forth in the Memorandum and Articles of Association of I.W.A. Limited.
74. Notice of the holding of the Annual General Meeting sports Club or sports specific section must be sent to all members/delegates a clear twenty-one days before the holding of the Annual General Meeting. Email is regarded a suitable means of communication if members have communicated relevant details.
75. Non receipt by any member of written notice will not invalidate the holding of the Annual General Meeting provided that those members present are satisfied that every reasonable care was taken to issue notices to all relevant members.

76. All communications, records and files of Sports Clubs or Sports specific section are subject to the Freedom of Information Act and Data Protection Act. Great care should be taken therefore in compiling minutes of meetings, which should only record
- a) Decisions taken.
 - b) Financial reports.
- All records must be kept for a minimum period of seven years, which is the statutory requirement.
77. All sports club or sports specific section enquiries for support, training and opinions on legislation, health and safety, etc. will be directed in writing to the Director of Sport, who in turn will use the resources of IWA to ensure maximum support to the sports club or sports specific section
78. All members and volunteers, on signing up for membership of IWA, must commit themselves to safe working practices.
79. Documents relating to Standards, Guiding Principles, Policies and Procedures, Health and Safety Statement and other aspects of IWA are available from the Director of Sport upon request.

Sports Disciplines

80. Each club/sports discipline shall meet to appoint two co-ordinators (**Co-ordinators**), either of whom may represent the discipline and/or club at National Council.
81. The Co-ordinators shall be responsible for:
- a) The planning, development and implementation of a sports programme for their discipline.
 - b) The submission of a sports programme and budget by 1st November each year for ratification by the NSEC.
 - c) The dissemination of relevant information to participant and general members of IWA-Sport.
 - d) The organisation of training/coaching sessions throughout the year.
 - e) The liaison with the Director of Sport in relation to all the above and to assist in the compilation of an annual sports calendar.

Selectors

82. The Selection Committee shall be unique to each sports section and shall comprise of three members as follows:
- a) The Head Coach of the squad seeking approval.
 - b) Two other selectors who are currently involved in the on-going activities of the said squad.
 - c) Where possible, the two additional selectors will be elected at the respective sports sections AGM, otherwise the selectors may be chosen by the Head Coach.
 - d) Prior to any squad being selected all members of the selectors committee must be ratified by the NSEC.
 - e) To avoid a conflict of interest, athlete's eligible for selection and family members of any athletes eligible for selection may not form any part of the selection committee.
 - f) International squad selection must be submitted to the Director of Sport by the Squad Head coach for approval by the NSEC. All squads must be submitted for approval a minimum of 28 days before the respective competition first entry.
 - g) In exceptional circumstances where due to limited participation numbers it is not possible to avoid the inclusion of active athletes and/or family members of eligible athletes as selectors, the section coordinator may submit a team selection to the Director of Sport for approval by the NSEC.

Notices

82. Any notice or other document required to be served on any member shall be deemed sufficiently served by personal service; by leaving the same at or sending it prepaid through the post to the registered address of such member; by sending it to the electronic mail address of such member (if applicable); or by printing it in IWA-Sport's Newsletters or Periodicals. With regard to those members whose registered address is unknown, a notice posted up in the Office shall be deemed to be well served on them at the expiration of twenty-four (24) hours after it is so posted.
83. Each member who has an electronic mail address should communicate this from time to time to IWA-Sport and all notices or other documents sent to or delivered at such address shall be deemed to have been duly received by such member.

End.