



THE ARTILLERY CLUB



RULES

Effective from 04 December 2015



RULES – THE ARTILLERY CLUB

Designation Mission and Objectives

1. Designation

The Club shall be known as “The Artillery Club”, or in Irish “An Chumann Airtléire”, and hereafter in the rules shall be referred to as “the Club”.

2. Mission

The Club supports the preservation of the Artillery Corps unique legacy and distinctive traditions, promotes professional excellence, provides a focal point for remembrance and camaraderie, in order to encourage and foster the Corps admirable Esprit de Corps.

3. Objectives

The Club’s objectives are:

- a. Arising from its Mission and compatible with the ethos of its members, the Club provides opportunities for appropriate activities, outings, visits and endeavours, while maintaining a positive image, and refraining from any political activity.
- b. The Club facilitates a networking environment throughout Ireland, enabling members to maintain a lasting bond with colleagues, retaining contact with their parent Regiments, the Artillery School, and by extension the Corps.
- c. The Club provides a focal point for remembrance and comradeship, both of which are vital for the cohesiveness and operationality of the Artillery School and the Regiments of the Artillery Corps.
- d. The Club supports the preservation for posterity, the proud military heritage of the Artillery Corps.
- e. The Club promotes professional excellence through sponsoring the Best Student Award on Artillery Young Officers and Number 1s Courses.
- f. The Club encourages the study of military history associated with Field Artillery, Air Defence Artillery and Coast Defence Artillery, and circulates appropriate publications and information.
- g. The Club supports military and regimental museums, in the maintenance and display of Artillery weapons, equipment, material and artefacts.



- h. The Artillery Club promotes effective and efficient liaison and mutual support between other Corps Clubs.

Membership

4. Categories of Membership

Membership of the Club shall fall under three categories: ordinary members, associated members and honorary members.

5. Ordinary Membership

- a. Ordinary membership of the Club shall be confined to serving and retired commissioned officers of the Permanent Defence Force, the Army Reserve or An Fórsa Cosanta Áitiúil who are, or were, commissioned officers of the Artillery Corps at any time during their service with the Defence Forces.
- b. The control and direction of the Club's policy and affairs, subject to the provision of the Club's Rules, shall be vested in the ordinary membership of the Club, as expressed in motions adopted at the Club's Annual General Meeting.

6. Election to Ordinary Membership

Candidates for ordinary membership shall complete the necessary application form and shall be proposed and seconded by a member of the Club. Each application for ordinary membership shall be ruled by the Club's Committee who shall elect, or otherwise, the applicant for membership. On election, each new member shall be provided with a copy of the Club Rules and shall be subject to the annual subscription.

7. Associate Membership

The Club's Committee may elect an individual to associate membership who does not fulfil the prescribed qualifications for ordinary membership. Such associate members may fully participate in Club activities, but will not be permitted to vote at General Meetings, or fill office appointments on the Committee. On election by the Committee, each new associate member shall be provided with a copy of the Club Rules. The Committee shall exercise prudence to ensure that associate membership status is not diminished by becoming a frequent occurrence.

8. Honorary Membership

Honorary Membership is the highest distinction that can be bestowed by the Club and shall only be conferred in exceptional circumstances. Proposals for Honorary Membership shall in the first instance be formally considered by the Club's Committee. Thereafter, the Annual General Meeting of the Club may elect to Honorary Membership as a distinction to those whom it deems worthy to honour.



Honorary members, with the exception of those who were ordinary members, shall not have the right to vote at Annual General Meetings, or to be elected as officers of the Club. Honorary members are exempt from the annual subscription.

9. **Termination of Membership**

- a. A member shall cease to be a member once a written resignation has been received by the Club's Secretary. Subscriptions shall not be reimbursed on resignation.
- b. The Club's Committee may sanction, suspend or expel any member whose conduct, either inside or outside the Club, is or has been, in the Committee's opinion, injurious to the character, ethos, or interests of the Club.
- c. Any member who is been considered for expulsion shall be given 28 days notice of the associated Committee meeting, shall be entitled to make a written or oral submission regarding the proposal to the Club's Committee, and / or appeal the Committee's proposal to expel at the next Annual General Meeting .
- d. A suspended member shall not be eligible to enjoy the privileges of the Club.
- e. Upon expulsion, a member shall forfeit, ipso facto, all rights or claims on the Club.

10. **Membership Register**

The Club's Membership Secretary shall maintain a register of ordinary members, associate members and honorary members.

Governance

11. **Officers of the Club**

The officers of the Club shall be the President, Secretary, Treasurer and Membership Secretary, duly elected at the Annual General Meeting.

12. **Function of Officers**

The duties of the elected officers of the Club shall be:

- a. **President**
 - i. Preside at General Meetings and all Committee meetings.
 - ii. Direct the Committee in the governance and management of the Club.



- iii. Communicate with the Artillery Command structure within the Defence Forces, Corps Clubs, Veteran Associations and Regimental Associations.
- iv. Represent the Club.

b. **Secretary**

- i. Convene all meetings of the Club and Committee, perform necessary administrative functions for such meeting and issue draft agenda,
- ii. Make, distribute and preserve minutes of all proceeding of the Club at General and Committee meetings,
- iii. Conduct the Club's general correspondence,
- iv. Maintain, retain and preserve all the Club's records, including attendance records.
- v. Manage and maintain electronic and hard copy communications internally and externally on behalf of the Club,
- vi. Correspond with the Club's membership on relative issues falling under the remit of Secretary.
- vii. In conjunction with the Webmaster, ensure that all data on the website is accurate and up to date.
- viii. Preside at Committee meetings in the absence of the President.

c. **Treasurer**

- i. Custodian of all the Club's finances.
- ii. Responsible for the financial management of the Club's finances, including operating the Club's bank account.
- iii. Maintain accurate accounts and books.
- iv. Ensure with the auditor that audited accounts are available for presentation at the Annual General Meeting.
- v. Collect and lodge membership subscriptions and sales of Club Clothing.
- vi. Pay all expenditures as authorised by the Committee.
- vii. Prepare and submit up to date financial statements and other relevant financial information to the Committee.



- viii. Retain custody of the stock of the Club's Merchandise.
- ix. Preside at Committee meetings in the absence of the President and Secretary.

d. **Membership Secretary**

- i. Encourage potential members and lapsed members to join the Club.
- ii. Maintain the Club's membership records, including addresses, in both electronic and hard copy formats.
- iii. Brief the Annual General Meeting and Committee meetings on membership status.

13. **The Committee**

- a. The management of the Club shall be invested in the Committee who shall be responsible to the entire membership to uphold the Club's Rules. The Committee shall have full powers to implement the business of the Club and to make decisions between general meetings. The newly elected Committee shall take office on the day after the Annual General Meeting. Membership of the Committee is confined to fully paid up members of the Club.
- b. The Committee shall be responsible for:
 - i. The effective and efficient running of the Club,
 - ii. The interpretation of the Club's Rules,
 - iii. Managing the Club's finances,
 - iv. Appointing a member of the Committee to be the Club's Webmaster.
- c. The Club's committee shall consist of the President, Immediate Past President, Secretary, Treasurer, Membership Secretary and five members, all of whom shall be elected by ballot at the Annual General Meeting, and shall hold office until the next Annual General Meeting. The Committee shall consist of serving and retired Club members, with an appropriate regional representation of members of the Club.
- d. If a vacancy occurs in the office of President, Secretary, Treasurer or Membership Secretary, a Committee member, elected by a majority of the Committee, shall assume the office for the balance of the period up to the next Annual General Meeting.



- e. All are eligible for re-election subject to the condition that no Officer or Committee member shall serve on more than three successive Committees, unless it is otherwise decided by a majority vote at an Annual General Meeting.
- f. Vacancies in the Committee which occur after the Annual General Meeting shall be filled by a vote of the Committee.
- g. The Committee shall have the power to co-opt additional members to its body for a period to the next Annual General Meeting.

14. **Nominations for Committee**

Nominations to fill vacancies for Officers, Committee members and Auditor shall be sent, in writing, to the Club's Secretary to arrive at least twenty-eight days before the Annual General Meeting. The nominations must be signed by the Proposer and Secunder, both of whom must be members of the Association. In addition, the written consent of the Nominee must accompany the nomination. To be selected as an Officer, a Committee member or Auditor, an individual shall be a paid-up member of the Club. A copy of each nomination, with the names of the Proposer and Secunder, shall be circulated to all members in advance of the Annual General Meeting.

15. **Committee Meetings**

The Committee shall meet not later than eight weeks after the Annual General Meeting and thereafter at a time and place as determined by the President, in consultation with the Secretary. Where possible, notice of Committee meetings will be promulgated at least seven days before the date of the meeting. The quorum of a Committee meeting shall be three, including at least one officer.

16. **Voting at Committee Meetings**

Voting on motions which have been proposed and seconded shall be determined by a simple majority of those present, entitled to vote and actually voting. The Presiding Officer shall have an ordinary vote, and in the case of equality of voting, shall have a casting vote.

17. **Sub-Committees**

The Committee shall have the power to appoint from among its members of the Club, such sub-committees as it may deem necessary. Such sub-committees shall conduct their business in accordance with the Committee's direction.



Financial Matters

18. Club Funds

The Club's Committee shall have the sole control of the current finances and property of the Club, and shall regulate its expenditure. The Club is a non-profit organisation. The Club's Treasurer shall present a Financial Statement to meetings of the Club's Committee. No expenses shall be incurred without the express sanction of the Club's Committee.

19. Financial Year

The Club's financial year shall commence on the first day of November and shall end on the last day of October.

20. Subscriptions

- a. An annual membership subscription is charged to ordinary and associate members in order to cover administration costs and to support projects approved by the Club's Committee. The annual membership subscription shall be determined at the Annual General Meeting and shall become payable on the first day of November. The preferred payment option shall be by Standing Order. Unless requested, receipts shall not be issued for membership subscriptions.
- b. An ordinary or associate member whose subscription is not paid within 12 months of the day in which it was due (first day of November) shall be deemed to be lapsed. The Club's Treasurer shall write to such a lapsed member, informing him or her of the situation and invite him or her to correct it. A lapsed member shall not enjoy the privileges of the Club.

21. Bank Account

The Committee shall have an account in the name of the Club in a Bank of its choice within the State. The Club's Treasurer shall be responsible for the operation of the account. Two signatures shall be necessary to sign each cheque, namely the Club's President and Treasurer.

22. Auditor

On an annual basis, the financial affairs of the Club shall be subject to audit. An ordinary member of the Club shall be elected at the Annual General Meeting to inspect the Club's books and other records, to audit the Club's accounts and balance sheet for the ensuing financial year, and present the said accounts, with such observations as deemed necessary, to the Annual General Meeting as a true and accurate representation of the financial affairs of the Club.



General Meetings

23. Category of General Meetings

The Club's General Meetings shall fall under two categories: Annual General Meetings, and Extraordinary General Meetings.

24. Annual General Meetings

The Club shall hold an Annual General Meeting within three calendar months of the end of the financial year. Where possible, Annual General Meetings shall normally take place in December coinciding with Saint Barbara's Day.

25. Proceedings at Annual General Meetings

The proceedings at Annual General Meeting shall include:

- a. Presentation of the President's Report,
- b. Presentation of the Secretary's Report,
- c. Presentation of the Treasurer's Report and Accounts, such accounts to bear the certificate and observations if any of the Auditor.
- d. Presentation of the Membership Secretary's Report,
- e. Election of Officers, Committee members and Auditor for the coming year,
- f. Resolutions and or Amendment(s) to the Club's Rules,
- g. Such other matters as are on the agenda of the meeting, and
- h. Artillery Corps Brief.

26. Extraordinary General Meetings

- a. The Club's Committee, may at any time, call an Extraordinary General Meeting of the Club upon giving at least seven days notice and specifying in the form of a resolution or resolutions the subject or subjects for discussion and these shall constitute the sole business of the meeting.
- b. An Extraordinary General Meeting shall also be called by the Club's Committee with all convenient speed, upon receipt of a written requisition signed by fifteen members of the Club setting out in the form "a" above the matters for discussion, and these shall constitute the sole business of the meeting.



27. **Methods of Notification – General Meetings**

The Secretary shall send out written notification of general meetings to all members with at least fourteen days notice. The notification for the meeting shall include the Agenda, any notices of resolutions received, or any proposal to instigate any changes to the Club's Rules.

28. **Quorum General Meetings**

At any General Meeting, fifteen of the total membership, including one officer, shall constitute a quorum. In the event of a quorum not being reached within twenty minutes of the announced starting time, the President shall dissolve the meeting and shall re-convene it on a suitable future date, at which time the same number as attended when the General Meeting was originally scheduled shall constitute a quorum.

29. **Resolutions at General Meetings**

A member who wishes to propose a resolution to a General Meeting shall give notice thereof, in writing to the Club's Secretary at least fourteen days in advance of the General Meeting. A copy of such resolution or resolutions, with the names of the Proposer and Secunder, shall be circulated to all members in advance of the General Meeting. The Proposer of a resolution shall be present at the General Meeting. The meeting's agenda shall reflect the resolution.

30. **Voting General Meetings**

At General Meetings, each member present, who has paid the annual subscription, shall be entitled to one vote. Voting shall be determined by a show of hands, unless a secret ballot is demanded by at least five of the members present and voting. At all meetings, the Presiding Officer shall have an ordinary vote, and if necessary shall have a casting vote. Proxy votes or postal votes shall not be accepted.

Miscellaneous Provisions

31. **Communications**

- a. For effectiveness and value for money, the Club's primary means of communications shall be by electronic mail and postings on the Club's website.
- b. Communications shall include newsletters, news bulletins, notifications and general correspondence.
- c. The submission of an email address by a member shall be construed to mean that the said member accepts that electronic means shall be the principal method of communication.



- d. Notification of meetings of the Club's Committee, and associated documentation shall be exclusively by electronic means.
- e. Newsletters, news bulletins, notifications, and any general correspondence to and from members may be distributed by postal means in cases of no email address, at the discretion of the Committee.
- f. Requests for holding an Extraordinary General Meeting, nominations for election and notices of resolutions which have to be signed, shall be submitted in hard copy to the Club's Secretary.
- g. All correspondence to a member being considered for termination of membership or expulsion shall be by registered post.

32. **Website**

The Club's website shall provide an easily accessed on-line reference point for the communication of a range of matters of interest to Members. The website enables access to photographs and archived material. The website also provides a mechanism whereby members, or other interested parties, may initiate contact with the Club's officers. The website shall be managed by a Webmaster appointed by the Committee, who shall normally be a member of the Committee.

33. **Club Merchandise**

Articles of Club merchandise, such as plaques, ties, jackets, caps and lapel pins, shall only be provided to Club members, or at the sole discretion of the Committee, to external individuals or institutions.

34. **Addition or Amendment to the Rules**

Notice in writing of any proposed new rule(s), or amendment(s), shall be given to the Club's Secretary, at least twenty eight days before the date of the meeting. Additional rules, or amendments to existing rules, shall require the consent of two thirds majority of the members present and voting at the Annual General Meeting, at which the proposal(s) are made. Approved modifications to the Club's Rules shall have effect on and from the date of the Annual General Meeting at which they were approved.

35. **Arbitration**

In any dispute regarding the interpretation of these Rules, the Annual General Meeting shall be the final arbiter.



36. **Dissolution**

A resolution to dissolve the Club shall be proposed only at an Extraordinary General Meeting whose sole purpose shall be the proposed dissolution of the Club. The resolution shall require a majority of three quarters of the members present and voting. Dissolution shall take effect from a date fixed by the meeting. The Club's Committee shall be responsible for the winding up of the Assets and Liabilities of the Club and the archival of Club records. Any property remaining after the discharge of the debts and liabilities of the Club shall be disposed of in accordance with the direction of the Extraordinary General Meeting.

37. **Adoption of Rules**

These Rules were formally adopted at the Artillery Club's Annual General Meeting held on 4 December 2015, in McKee Barracks, and incorporate the Rules as adopted at the Club's Annual General Meeting held on 4 December 1997.

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