



THE CAMOGIE ASSOCIATION

An Cumann Camógaíochta

Clemency Committee Terms of Reference

Approved by Ard Chomhairle on 08/07/2020

1. Overview

The purpose of the Clemency Committee is to hear appeals from members/units only in the event of a period of suspension being or more than twelve months.

2. Membership

1. The Clemency Committee is a sub committee of Ard Chomhairle.
2. The Terms of Reference of the Clemency Committee must be approved and ratified by Ard Chomhairle.
3. The Committee shall comprise of up to three members. Only members of the committee have the right to attend committee meetings. Committee members must not be members of Ard Chomhairle.
4. Nominations to the Clemency Committee will be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtaran must ensure that no nominee will have sat for more than 6 consecutive years on the same committee
5. Appointments to the Committee shall be for a period of three years and will take place on a three yearly cycle to coincide with incoming Uachtarán taking office. In making appointments to the committee, Ard Chomhairle shall ensure there is adequate continuity from one three year cycle to another. Ideally, at least 50% of the Clemency Committee members should continue from one Uachtarán's three year cycle to the next, to assist continuity and in retaining Association memory.
6. In the event that a committee member resigns or becomes unavailable due to sickness/death/other commitments, before the end of his\her term , the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. Any member copted by the Uachtaran must be ratified by Ard Chomhairle.

7. In the event that a committee member over their term is deemed by the Chair of the Committee to be unable to commit to the responsibilities of the Committee, the Uachtarán in this case has the authority to remove a member from the Committee and to co-opt a replacement(s) for the remainder of the Uachtarán's term. In such circumstances the co-opted member must be ratified by Ard Chomairle.

3. Secretary

1. A Secretary shall be appointed by the committee¹. The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

4. Quorum

1. The quorum necessary for the transaction of business shall be three.

5. Meetings

1. The committee shall meet as required.

6. Notice of meetings

1. Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.
2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven working days before the date of the meeting.

7. Minutes of meetings

1. The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft minutes of committee meetings shall be circulated promptly to all members of the Committee Committee. Once approved, minutes should be made available in physical form or through a link to a digital repository to all other members of the Ard Chomhairle.

8. Annual Congress

1. The committee Chair should report to the Annual Congress on his/her stewardship of the Clemecey Committee for the previous twelve months and to answer any member's questions on the committee's activities, where appropriate.

9. Duties

¹ The Secretary can be a staff member.

The committee shall:

1. Hear appeals from members/units only in the event of a period of suspension being or more than twelve months.
2. Liaise with other Ard Chomhairle Sub Committees as appropriate and as required.
3. To provide regular reports to Ard Chomhairle and a report to Annual Congress on its activities/decisions as required.

10. Reporting responsibilities

1. The committee chair shall report in writing to Ard Chomhairle annually on its proceedings on all matters within its duties and responsibilities.
2. The committee shall make whatever recommendations to Ard Chomhairle it deems appropriate on any area within its remit where action or improvement is needed

11. Other matters

The committee shall:

1. Have access to sufficient resources in order to carry out its duties, including access to the Association's staff for assistance as required.
2. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members.
3. Review its terms of reference annually and make recommendations for any changes to the Governance Committee.
4. Arrange for periodic reviews of its own performance annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval.

12. Authority

1. The committee is authorised by Ard Chomhairle to obtain, at the Associations expense, outside legal or other professional advice on any matters within its terms of reference subject to prior approval by Ard Chomhairle.

Note:

These terms of reference are framed so as to ensure that the Association is compliant with:

- Sport Ireland's Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations (CVC)
- Sport NI governance requirements
- Good practice for non-profits in general

