

Knocknacarra Football Club Constitution

1. Name & Definitions

1.1 The Club shall be called Knocknacarra Football Club (Knocknacarra FC or KFC), hereinafter referred to as, "the Club".

1.2 The Club shall be affiliated to and be bound by the rules of the Football Association of Ireland, the Galway Football Association League(s) and any other leagues or competitions that the club may decide to participate in from time to time.

1.3 The address of the club will be Cappagh Park, Cappagh Road, Knocknacarra, Co. Galway.

1.4 The Club home colours are a red jersey with white details, blue shorts and blue socks.

2. Objectives

2.1 The club is a community based club with an emphasis on the promotion and developing the sport of association football (soccer) at local level.

2.2 The Club shall seek to develop the abilities of all players to their full potential within the limited resources of the Club at any point in time, while emphasising the principles of fair play and respect.

2.3 The Club shall organise training and arrange matches for the playing members of the club.

2.4 The Club may from time to time, organise trips for its members, if deemed appropriate for the members in question.

2.5 The Club may provide such social functions and engage in any fund raising projects that are deemed necessary or desirable to maintain and support the development of the Club in the pursuit of its objectives as detailed in 2.1; 2.2; 2.3 and 2.4.

2.6 The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

2.7 The Club promotes active participation in football regardless of that persons' gender, marital status, family status, disability, sexual orientation, age, religion, race or ethnic group.

2.8 The Club will actively nurture the core values of teamwork, ambition, commitment and mutual respect in order to foster personal development and wellbeing through association football.

3. Rules and Regulations

3.1 The Club shall have the status of an affiliated member club of the Football Association of Ireland.

3.2 The Club will abide by The Football Association of Ireland's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policies.

4. Membership

4.1 The membership shall consist of the following categories:

- A. **Non-Player Member**-a parent or guardian of a fully paid up Juvenile Player Member. NonPlayer Members may vote in General Meetings ONLY on behalf of the Juvenile Player/Member(s) they represent and they may be elected to any Club Committee. Non-Player Members may also include, members of Club Committees, Club Volunteers, Coaches and “Ordinary” Members, who are not the parents or guardians of paid up players. Such membership is granted at the absolute discretion of the Club Committee, having paid an appropriate subscription, and any member who has paid an appropriate subscription will be considered a bona fide member of the Club unless such membership has been refused by a final decision of the Club Committee.
 - B. **Juvenile Player Member (including Juvenile Football For All and Power Chair Football)**: a fully paid up member of the Club Academy, or a member of one of the clubs’ juvenile teams, i.e. up to including the Under-17 team. Each Juvenile Player Member shall be represented by ONLY ONE non-player member in General Meetings for the purposes of voting. All player Members have equal status in the club and the Club Committee shall serve ALL player members equally
 - C. **Senior Player Member Member (including Senior Football For All and Power Chair Football)**:: a member of one of the Clubs’ Senior Teams, should the Club field an Under-18 or older age team. All Player Members have equal status in the club and the Club Committee shall serve all player members equally. Senior Player members can vote in General Meetings and can be elected to the Club Committee.
 - D. **Honorary Life Members** – an appointed ceremonial membership
- 4.2 Members in each category shall pay a Membership Subscription as fixed at each Annual General Meeting. The Club may also require, following a General Meeting, that Members contribute to the funds of the Club by way of a special levy.
 - 4.3 All members joining the Club shall be deemed to have accepted the terms of this constitution and any Bye-laws subsequently adopted by the Club. They will also be required to conduct themselves in accordance with the Clubs’ ethical framework and the Bye-laws as to discipline set out therein.
 - 4.4 Any person seeking to join the Club shall submit an appropriate application to the Club Committee or a designated Club member.
 - 4.5 Membership is open to persons of the community, and no application for membership will be refused on other than reasonable grounds. Membership will be ratified by the Club Committee. There will be no discrimination on grounds of race, occupation, or gender.
 - 4.6 The Secretary shall keep a Membership Register. In the event of a members’ resignation or expulsion, his or her name shall be removed from the Membership Register.
 - 4.7 All Membership matters will be conducted while giving due cognisance to best practices laid out under current Data Protection legislation and guidelines.
 - 4.8 The Club Committee shall have the power to elect Honorary Life Members. This title shall recognise extraordinary service to the club. Honorary Life Members shall actively promote the well-being and good name of Knocknacarra Football Club.

5. The Committee

5.1 The Club Committee, who shall be honorary (non-paid), will consist as follows:

5.1.1 The Club Committee shall consist of club members elected at an Annual General Meeting (AGM) . All committee members must be paid up members (or represent a paid up member, i.e. parent or guardian of a Juvenile member).

5.1.2 All members wishing to be on the Club Committee will have their name put forward by nomination to the Club Secretary submitted no later than 7 days before the AGM.

5.1.3 The Club Committee will elect the Club Officers at the first committee meeting following the AGM.

5.1.4 The Club Officers shall be:

- A. Chairperson
- B. Vice Chairperson
- C. Treasurer
- D. Secretary
- E. Vice Secretary

5.1.5 The Club Committee will appoint the following roles as required:

- A. Registrar
- B. Child Welfare Officer
- C. Public Relations Office (PRO)
- D. Fundraising Officer

5.2 Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than two positions of Club Officer at any time.

5.3 The Club Committee shall be the decision making body of the club and responsible for the management of all the affairs of the Club.

5.4 Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.

5.5 Meetings of the Club Committee shall be chaired by the highest ranking committee member. The quorum for the transaction of business of the Club Committee shall be 50% of committee in attendance, one of which must include a Club Officer.

5.6 Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

5.7 For the appointment of team coaches, managers, and assistants , a sub committee will be formed chaired by the Club Chairmen. This sub-committee will present the appointment plan to the Club Committee for ratification.

5.8 Club meetings will generally be called by the club secretary giving not less than 7 days' notice to all members of the Club Committee. However, any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

5.9 All matters arising brought to the attention of the Club Secretary will be prioritised and scheduled where applicable for committee meetings. The Secretary shall take the minutes of the committee meetings and any other meetings of the Club, including the AGM.

- 5.10 The Club Chairman reserves the right to sit on all club committees or sub committees.
- 5.11 An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- 5.12 The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- 5.13 The Committee will have the power to co-opt such additional members as may be required for special purposes.
- 5.14 The Committee will have the ability to appoint sub-committees. Each sub-committee will report on a regular basis to the Club Committee. The term of office for each sub-committee will be one year.
- 5.15 Candidates for an Honorary Membership must have previously served the Club in a committee or coaching role for a minimum of 5 years. An Honorary Membership may be appointed by election at the AGM following a nomination by the Club Committee.
- 5.16 If an officer resigns during the course of a term, the position will be filled by a nominee of the Club Committee (until the next General Meeting). No officer or member of the Club Committee will be removed from office without the consent of not less than two thirds of the Club Committee present and voting at a special committee meeting.
- 5.17 Role of Chairperson. The Chairperson shall be responsible for the overall running of the club. He/she shall oversee all committee meetings. He/she shall ensure that the club as a whole performs in the best interests of its members.
- 5.18 Role of Secretary. The Secretary shall deal with all correspondence. All matters brought to the attention of the Club secretary will be prioritised and scheduled where applicable for committee meetings. The Secretary shall take the minutes of the committee meetings and any other meetings of the Club, including the AGM. The Secretary shall, in cooperation with the registrar, keep records of the membership of the club. The Secretary shall be the point of contact between the club and external organisations such as, but not limited to, the Galway Football Association, the Connacht FA, the FAI, and local authorities
- 5.19 Role of Treasurer. The treasurer shall keep up to date accounts of the finances of the club. The Treasurer shall report on a regular basis to the Club Committee on the Club's finances. The Treasurer shall collect and lodge to the accounts of the Club all money and proceeds entrusted to him/her.

6. General Meetings

The Annual General Meeting usually fulfils the basic purposes of the electing the Club Committee, of reviewing the Accounts, and considering other matters of importance to the Club membership. It also considers changes to the Constitution.

- 6.1 Every Annual General Meeting will be convened by the Club Secretary, who will give each member, or in the case of a juvenile member their parent/guardian, due notice in writing Time, Location and Agenda. The quorum for a General Meeting will be 10. Detailed

reports concerning the working of the club for the previous year and its financial position will be presented by the appropriate officers.

6.2 The Club shall hold an Annual General Meeting in the month of June to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairperson and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the Club Committee.
- Consider proposed changes to the Constitution.
- Review and consider any Bye-laws.
- Deal with other relevant business.

6.3 Notice of any motion to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.

6.4 A Extraordinary General Meeting (EGM) may be called at any time by the majority of the Club Committee. 10% of the Club Members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an EGM may be any business that may be transacted at an AGM.

6.5 The Secretary will notify the members by email or social media of the date of a General Meeting at least 14 days before the Meeting.

6.6 The highest ranked member of the Club Committee shall take the chair. Each member present shall have one vote, and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

6.7 The voting at every General Meeting will be by show of hands (or at the Chairman's discretion, by ballot) and in the event of a tie the Chairman on the night, shall have the casting vote. Only bona fide full paid up members of the club can vote at such meetings.

6.8 The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

6.9 Members whose subscription fees are received after the notice for a General Meeting will not be eligible to vote at that meeting.

7. Income, Finance & Accounts

The income and property of the Club, Knocknacarra Football Club, shall be applied solely towards the promotion of its main objectives set forth in this document. No portion of the Clubs' income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the organisation. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club in respect of such office. However, nothing shall prevent any payment in good faith by the Club of:

- reasonable and proper remuneration to any member or servant of the organisation (not being an officer) for any services rendered to the Club;
- interest at a rate not exceeding the maximum banking rate of the year in question, on money lent by Officers or other members of the organisation to the Club;
- reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
- reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;

- fees, remuneration or other benefit in money or money's worth to any company of which an Officer may be a member holding not more than one hundredth part of the issued share capital of such company.

7.3 The financial year shall run from 1st July, to the 30th June, each year.

7.4 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.

7.5 All cheques drawn against the Club's funds shall be signed by two of the four nominated signatories.

7.6 All members, other than Juvenile Members, of the Club shall be jointly responsible for the financial liabilities of the Club.

8. DISCIPLINARY MATTERS

Refer to External Doc – Complaints Disciplinary and Appeals Procedure Policy

9. DATA PROTECTION

10.1 The Club will institute measures to ensure compliance with all the relevant data protection legislation and regulations.

10. DISSOLUTION

11.1 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.

11.2 If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting or in the absence of such a resolution (or that the extent to which it cannot be given effect) to the Association to which the Club is affiliated.