

# **Willow Park FC Constitution**

## **1. NAME**

**The Club shall be called Willow Park Football Club**

.....

(Hereinafter referred to as the Club) and it shall seek affiliation to and be bound by the rules of the Football Association of Ireland, the Midland Soccer League and the Combined Counties Football League(s), Leinster Senior League(s) and any other league the committee deems appropriate in order to meet the clubs agreed objectives and aims.

## **2. AIM**

- i. To provide a football education for our young players that places an emphasis on their development as a player.
- ii. To provide a happy, fun, safe environment in which our young players are free to thrive.
- iii. To provide a pathway for our young players to progress to representative youth football, to our U19 and senior team, and to professional football at home and abroad in accordance with their wishes and abilities.
- iv. To teach our players to play the game with discipline, respect and in Fair Play.

## **3. OBJECTIVES**

- i. To arrange football matches and training for each of the playing members of the Club.
- ii. Provide facilities that in the local community that are accessible to all
- iii. Promote the social inclusion of all members of our community regardless of age, race, religion, ethnicity, gender or sexual orientation.

## **4. ETHOS**

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.

## **5. RULES AND REGULATIONS**

- i. The Club shall have the status of an Affiliated Member Club of The Football Association of Ireland.
- ii. 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 Policy.
- iii. All club members are bound by the clubs constitution and by the clubs code of conduct.

## 6. MEMBERSHIP

- i. Membership shall consist of the following categories: Member, Juvenile Player Member, Committee Member, Non-Player Member etc.
- ii. There shall be an annual subscription paid by members. The amount of the subscription shall be decided by the committee following the A.G.M. of the club. Subscriptions shall be payable by a due date decided by the committee. No member shall be eligible to play for the club unless his/her subscription is duly paid.
- iii. In keeping with community traditions of the Club, within the limit of means of the Club at that time, where a member, or a prospective member, is unable to pay, in part or in full, the annual membership fee or other club related expense due to restricted financial circumstances, the Club Committee has the power to waive, reduce, or postpone, the fee accordingly. Such cases will be treated tactfully, with respect, and in confidence.
- iv. Members are expected to engage in fundraising activities organised by the Club. All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club. They will also be required to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.
- v. Members shall be admitted by the Executive Committee. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.
- vi. The Secretary shall keep a Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- Vii A person shall cease to be a member of the club:-  
  
Upon giving written notice to the secretary of resignation of membership.  
  
Upon failure to pay the annual subscription within one month after the due date for payment which shall be decided by the committee.
- Viii The committee shall have the power to renew membership under such terms as it sees fit to any person whose membership has lapsed as per Article 6 Vii.

## 8. THE COMMITTEE

- i. The Club Committee shall consist of the following Officers:

Chairperson, Vice Chairperson, Treasurer or Vice Treasurer, General Secretary, PRO, Child Welfare Officer and Juvenile Secretary, plus up to 10 other members, elected at an Annual General Meeting.

The executive officers of the club are the Chairperson, Vice Chairperson, Treasurer, PRO, General Secretary and Juvenile Secretary

All Committee members must be members of the Club as set out in article 6.

- ii. Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.
- iii. The Club Committee shall be responsible for the management of all the affairs of the Club.
- iv. 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.
- v. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence a designated officer agreed at the meeting.
- vi. The quorum for the transaction of business of the Club Committee shall be five officers.
- vii. Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Clubs General Secretary.
- viii. 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.
- ix. 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.
- x. The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- xi. Committee Members can be deemed inactive by majority vote of the committee if the committee member regularly fails to attend committee meetings and/or takes no visibly constructive part in assisting the committee fulfil its role in club management. The Committee can conduct its role without referral to inactive Committee Members
- xii. The Committee shall be indemnified by the Members of the club against all liabilities incurred by them in the performance of their duties as Officers of the Club.

## 9. GENERAL MEETINGS

- i. 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 Executive Committee.
  - Consider changes to the Constitution.
  - Deal with other relevant business.
- ii. Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club as set out in section 6 of the clubs constitution, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- iii. A Special General Meeting (SGM) may be called at any time by the majority of the 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 SGM may be any business that may be transacted at an AGM.
- iv. The Secretary shall give notification of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- v. The quorum for a General Meeting shall be 8
- vi. The chairman or in their absence a member selected by 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.
- vii. You must be a member of Willow Park FC as set out in section 6 of the clubs constitution to nominate, propose, second or vote at any AGM, SGM or EGM.
- viii. The Club General Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 10. Trustees and property of the club

- I. The assets and property of the club shall be vested in at least four trustees and held by them for the use and benefit of the club. The income and property of the Club shall be applied solely towards the promotion of its main objects as set out in Section 3 of this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly in any way howsoever by way of profit to the Members of the Club.
- II. Only members of the Club as set out in section 6 of the clubs constitution are entitled to become trustees
- III. A trustee must be elected by a two thirds majority of voting members at an Club General Meeting
- IV. A Trustee will hold office for 10 years unless death, resignation or removal by the club at a General Meeting occurs.
- V. Any Trustee who ceases to be a member of the club shall be deemed to have resigned his/her trusteeship.
- VI. A Trustee shall retire after 10 years of service however they can offer themselves for re-election.
- VII. Trustees shall deal with such assets and property as directed by resolution of a general meeting of which an entry in the minutes signed by the Chairperson shall be conclusive evidence of same.
- VIII. Trustees have the power to buy, sell, lease, mortgage or pledge the clubs property.
- IX. There shall be no acts or disposal of property without prior approval of the ordinary members by way of a resolution at an AGM or General meeting called for this purpose at which not less than two thirds of those present and voting pass such a resolution.
- X. The Club shall not incur any expenditure exceeding €10,000.00 without the consent in writing of the Trustees of the Club
- XI. The trustees shall be indemnified by the Members of the club against all liabilities incurred by them in the performance of their duties as Trustees of the Club.
- XII. No Trustee or Club Member appointed to any Office of the Club shall be paid any salary or fees or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of -
  - A. A reasonable and proper remuneration to any Member, Officer, or servant of the Club (not being a Trustee) for any services rendered to the Club.
  - B. Reasonable and proper rent for premises demised and let by any Member of the Club (including any Trustee) to the Club.
  - C. Reasonable and proper out of pocket expenses incurred by any Trustee or Member of the Club in connection with attendance to any matter affecting the Club.

## **11. FINANCE AND ACCOUNTS**

- i. The financial year shall run from Jan 1 to Dec 31 of each year.
- ii. The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- iii. The Accounts shall be certified by an appropriate independent person elected annually.
- iv. An independent Auditor is essential to protect the interests of the Club's members. The Auditor should be a reasonably independent person and may be a Club member with a knowledge of accountancy and who is not a member of the Executive Committee.
- v. The Auditor will be selected and appointed by the committee following the AGM of the club.
- vi. All cheques drawn against the Club's funds shall be signed by the Treasurer and one other nominated office-bearer.
- vii. All members of the Club shall be jointly responsible for the financial liabilities of the Club with the exception of Junior members.

## **12. DATA PROTECTION**

All members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data) solely for Club purposes, either on its computer or manual filing system. Furthermore all members consent to the use of all such data, including its disclosure to third parties, for the proper and effective management of the Club.

## **13. CLUB TEAMS**

- i. The Clubs Director of Football nominates Club member's to be responsible for the Club's Senior football teams and the Juvenile football teams.
- ii. The Director of football will present his/her candidates and ratification of the candidates is the responsibility of the clubs Executive committee.
- iii. Once a candidate is presented by the director of football and then ratified by the clubs Executive committee the individual will be appointed team manager.
- iv. Team managers shall be responsible for managing the affairs of the clubs teams. These appointments should be made as soon as possible after the AGM.
- v. The appointed members shall present to the Clubs Executive Committee at its last meeting prior to an AGM a written report on the activities of the team.
- vi. Termination of a Management appointment is within the remit of the Executive Committee.
- vii. In the absence of a Director of Football the club Executive Committee Club will negate the requirement for a nomination and managers will be appointed by a simple majority of the Executive Committee.

#### **14. DISSOLUTION**

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.

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.