



## **Constitution of Carbury Football Club Adopted at a General Meeting of the Club on June 11, 2021**

### **1. Name and Status**

- 1.1. The name of the club is 'Carbury FC'. Hereinafter called 'the club'.
- 1.2. The club is an unincorporated association.

### **2. Colours**

- 2.1. The club's main strip is blue, additional strips are black, red and green.

### **3. Objectives of the Club**

- 3.1. The main objective of the club is to promote, foster, and develop the game of association football, to provide competitive football for its playing membership and to undertake such activities as are necessary to support the achievement of the objectives.
- 3.2. To arrange football matches, provide training and opportunities for all of the playing members of the club and community participating in the game.
- 3.3. To encourage the highest ethical standards. All individuals involved in the club shall conduct themselves with integrity, accountability and in a fair equitable manner.
- 3.4. It is the stated policy of Carbury FC not to discriminate against any person/s or group on any grounds whatsoever, especially regarding their race, gender, age, sexual orientation, disability. Discriminatory action/behaviour of any kind will be dealt with by the Management Committee.

### **4. Rules and Regulations**

- 4.1. The club shall have the status of an affiliated member club of the Football Association of Ireland hereinafter called the FAI.
- 4.2. The club will abide by the FAI's child protection policies, and procedures, codes of conduct, concern/complaints policy and the equal opportunities and anti-discrimination policy as shall be in place from time to time. The club will also abide by rules and regulation of the League(s) it affiliated to.
- 4.3. The club shall also be a member of the Sligo Leitrim and District Soccer League.
- 4.4. The members of the club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves and that the business and affairs of the club are carried out in accordance with the rules and regulations of the FAI and any competitions in which the club participates, for the time being in force.

### **5. Finance**

- 5.1 Annual accounts shall be kept and made available to the Revenue Commissioners on request.
- 5.2. The financial year of the club will run from 1st June to the 31st May each year and it is the responsibility of the Management Committee, through the Treasurer, to prepare annual accounts of the club. The accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting.
- 5.3. A bank account shall be maintained in the name of the club (the "Club Account"). All

cheques drawn against the club's funds shall be signed by the Treasurer and one of two other nominated office holders, nominated by the Management Committee.

5.4. The income, property and assets of the club shall be applied only in furtherance of the objectives of the club.

5.5. There shall be no acquisition or disposal of land or buildings without the prior approval of the ordinary members of the club given by way of Resolution at an AGM or SGM, called for that purpose at which approval shall be passed by simple majority and in the event of equality of votes, the Chairperson shall have a casting vote.

### 6. Income and property

6.1. The income and property of the club shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution. No portion of the club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the club. 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. However, nothing shall prevent any payment in good faith by the club of:

- a. reasonable and proper remuneration to any member or servant of the club (including any officer) for any non-officer related services rendered to the club
- b. interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by the officers or other members of the club to the club
- c. reasonable and proper rent for premises demised and let by any member of the club (including any officer) to the club
- d. reasonable and proper out of pocket expenses incurred by any member in connection with attendance to any matter affecting the club
- e. fees, remuneration or other benefit in money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company

### 7. The Management Committee

7.1 The management and administration of the club shall be vested in a Management Committee which will consist of 10 members.

7.2. The committee shall hold office for a period of one year or until the next Annual General Meeting (AGM) following its election.

7.3 At its first meeting following the AGM the Management Committee shall appoint from amongst its members the honorary officers of Chairperson, Secretary, Treasurer, Assistant Treasurer, Public Relations Officer and such other officers as the Committee may determine.

7.4. In the event of no member of the Management Committee being willing to assume one or more of the honorary officer roles, the Management Committee shall have the right to co-opt an individual to fill such office or offices and such co-opted member(s) shall be deemed to be a member(s) of the Management Committee with the same rights and duties as any elected member.

7.5. The Management Committee shall have the right to co-opt up to two additional members of the Committee in order to address the skill needs of the Committee for the time being or for any other stated purpose. The term of office of any such co-opted member shall cease at the AGM following their co-option but the same person may continue to be co-opted in successive years by the Management Committee at its absolute discretion.

7.6. Meetings of the committee shall take place each month or at such frequency as the committee considers desirable provided that not less than 10 meetings shall be held in any calendar year.

7.8. The Management Committee shall cause minutes to be made in books provided for the purpose, of members present, resolutions made, and proceedings at such meetings.

7.9. Management Committee meetings shall be chaired by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson will act. In the absence of both, the Committee may elect a Chairperson for the meeting from among the other members in attendance.

7.10. Draft Minutes of committee meetings shall be circulated to all committee members and copies of approved minutes shall be available to all members of the club.

7.11. The quorum for meetings of the Committee shall be five.

7.12. Decisions of the Management Committee shall be made by simple majority vote. Each member of the Committee shall have one vote other than the Chairman who shall have a second or casting vote in the event of a tie.

7.13. The Committee shall have the sole authority for the appointment of team managers, assistant managers, coaches and any other persons assisting with the running of the club.

7.14. The Committee may appoint sub-committees to whom they may delegate functions including decision-making functions to help in the operation of the club.

a. Sub-committees shall have written terms of reference and may comprise one or more members

b. Each sub-committee shall be chaired by a member of the Management Committee

c. Sub-committee's terms of office shall not exceed 12 months unless they are re-appointed

d. Sub-committees may include those who are not members of the club subject to the approval of the Management Committee

7.15. The Chairperson, Secretary and Treasurer shall be ex-officio members of all Sub-Committees and shall have the right to attend and vote at the meetings of all such sub-committees.

7.16. Each club member shall have the right to present complaints or representations for consideration by the Committee whose decision shall be final. Any such complaint or representation shall be sent in writing to the Secretary and shall be considered by the Committee at the next available meeting following its receipt by the Secretary.

### 8. Rules of Procedure

8.1. The club shall prepare and adopt at a General Meeting of the club rules of procedure for the Management Committee and any sub-committees provided such rules are consistent with this Constitution.

8.2. The Management Committee shall abide by the adopted rules of procedure

### 9. Role of the Chairperson

9.1. The Chairperson or acting Chairperson of any meeting held in accordance with these rules shall have an original and a casting vote.

9.2. The Chairperson shall present a Chairperson's report on the work of the Club to the Committee.

### 10. General Meetings

10.1 General Meetings of the club are the Annual General Meeting ('AGM') or a Special General Meeting ('SGM').

10.2. The AGM of the club shall take place on, or as near as possible to, the 12th of June each year.

10.3. Notice of any resolution to be proposed at the AGM shall be submitted in writing to the Secretary not later than 14 days before the meeting.

10.4. The Secretary shall either

a. send to each member at their last known postal address written notice of the date of any General Meeting together with details of any resolutions to be proposed or matters to be approved at least 7 days before the meeting or

b. send notice to each member by electronic means (as defined in Section 2(1) of the Companies Act, by sending it to such electronic address as has last been supplied to the club by the member as the e-mail or other electronic address for correspondence.

10.5. A Special General Meeting may be called at any time by the majority of the Management Committee or by at least seven club members provided such request is forwarded to the Secretary in

writing and specifies the nature of the business to be transacted.

10.6. On receipt of a request as set out at Article 27 above the Secretary shall arrange an AGM for a date not later than 21 days following receipt by him of the said request.

10.7. Each member present by entitlement shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have a second or casting vote.

10.8. The following business shall be transacted at the AGM.

- a. Minutes of the previous AGM
- b. Financial statement submitted by the Treasurer
- c. Election of members of the committee
- d. Any motions of which prior notice has been given
- e. Any other competent business

### 11. Disciplinary Committee

11.1. The club shall appoint a Disciplinary Committee from time to time as necessary to investigate alleged breaches of club discipline.

11.2. A Disciplinary Committee is authorised to determine whether a breach of the rules of the Club has taken place and to determine what sanction, if any, should be imposed in the event of its finding that such a breach has occurred.

11.3. A Disciplinary Committee of the Club shall be a three-person subcommittee of the Committee and shall include at least one Honorary Officer.

11.4. No member of the Management Committee shall participate in any investigation concerning a matter where there are serious grounds for questioning their impartiality or which may involve a potential conflict of interest for them.

11.5. Disciplinary Committees shall follow and abide by procedures which shall be determined by the Management Committee from time to time.

### 12. Giving of notice

12.1. All notices including notices of decisions, shall be communicated by electronic mail and/or by post. An electronic delivery report or registered post receipt is sufficient evidence that a decision has been properly notified.

### 13. Data Protection Act

13.1. Pursuant to the provisions of the Data Protection Act 1988-2003 committee members and players consent to the club obtaining, recording, holding and retaining their personal data (including sensitive personal data) solely for club purposes, either on its computers or its manual filing system, and consent to the use of all such data, including disclosure to third parties for the purpose and effective management of the club.

13.2. The club shall adopt and publish a Data Protection Policy from time to time which policy shall specify the manner in which personal data of members is held and the purposes for which it may be used.

### 14. Exclusion of Liability

14.1. Subject to Articles 14.3 and 14.4 below, every member of the Management Committee, or former member of the Management Committee, and every member and former member of a sub Committee appointed by the Management Committee (hereinafter collectively referred to as "the Officers") shall be entitled to be indemnified, to the greatest extent permitted by law, by the members of the club against any and all losses, liability, expenses or legal claims which he or she may sustain or incur in or in performance of their duties as Officers of the club.

14.2. Notwithstanding Article 48 above, the Officers shall not be entitled to be indemnified by the members of the club, against any losses, liability, expenses or legal claims which arise from any fraud or criminal conduct on the part of such Officer.

14.3. If the indemnity provided in Article 73 above shall be adjudged by any court or regulatory authority or agency of competent jurisdiction to be void and unenforceable in relation to any matter then such indemnity shall nevertheless apply, and the members shall procure (by amendment of this Constitution or otherwise) that such indemnity shall apply, to the greatest extent permitted by relevant

law with such modifications or provisos as may be necessary to ensure its validity.

14.4. Notwithstanding paragraphs Articles 48 to 50 above the club shall maintain in force liability insurance for the members and officers of the Management Committee and general liability insurance from recognised insurers with policy limits appropriate to the scope and scale of its operations and shall furnish a copy of such policies to each member and Officer on request.

14.5. To the greatest extent permitted by law, no Officer shall in any way be liable to the club or to any member for any loss, damage or misfortune, which may happen to or be incurred by the club or any member (howsoever caused) arising from the execution of the duties of his or her office, (whether negligently or otherwise) other than in circumstances where such Officer is guilty of fraud or criminal conduct.

### 15. Dissolution

15.1. A resolution to dissolve the club shall be carried by a majority of at least 75% of committee members.

15.2. If upon the winding up or dissolution of the club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the club. Instead, such property shall be given or transferred to some other institution or institutions having main objectives similar to the main objectives of the club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the club under or by virtue of the Income and Property Clause hereof. Members of the club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

### 16. Alterations and Amendments

16.1. No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the same shall have been proposed at a General Meeting of the club and adopted with not less than three-quarters of the committee members voting in favour.

16.2. No addition, alteration or amendment shall be made to the provisions of the main objective clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.