

## **KINSALE ATHLETIC FOOTBALL CLUB (KAFC) CONSTITUTION**

### **1. NAME**

The Club shall be called Kinsale Athletic Football Club KAFC (Hereinafter referred to as the Club)

### **2. MAIN OBJECT**

- The main object for which the club is established is the promotion of the sport of association football.

### **3. SUBSIDIARY OBJECTS**

In furtherance exclusively of the foregoing main objective of the club shall have the following subsidiary objects

- To arrange football matches and training for each of the playing members of the Club.
- To encourage the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.
- To recognise the uniqueness and importance of every member of the club and to promote the harmonious physical and emotional development of each member.
- 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 objectives of the club here stated.

### **4. RULES AND REGULATIONS**

The Club will abide by the club "Ethical Framework and Rules" and Disciplinary Process" and The Football Association of Ireland's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. The club "Ethical Framework and Rules" and "Disciplinary Process" cannot be altered except at a General meeting and then only by a two thirds majority of those present and voting.

### **5. MEMBERSHIP**

The membership shall consist of the following categories

- Senior Player Member
- Juvenile Player Member (defined as players under 18 years of age)

- Committee Member
- Coaches who have been ratified by the executive committee
- Non playing adult member
- Honorary Member
- Patron

NB - One parent or guardian of each Juvenile Player Members will have full voting right at General Meetings of the club - subject to a maximum of one vote per parent or guardian.

Members in each category shall pay Membership fees as fixed at each Annual General Meeting. Any member whose Membership Fee remains unpaid for two months shall cease to enjoy the privileges or amenities of the Club. Neither shall he /she be eligible for selection on any Club Teams.

The Club in General Meeting may also require Members to contribute to the funds of the Club by way of a special levy.

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 “Ethical Framework and Rules” and “Disciplinary Process”.

Any person seeking to join the Club shall submit an application in writing to the Club 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 race, occupation or gender.

The Secretary or Registrar 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.

All members shall be admitted by the Club Committee.

Any application form for membership shall contain a clause whereby the applicant consents for the purpose of the Data Protection Act, to the Club holding and processing the data on the form for the purposes of the Club

## **5. THE CLUB COMMITTEE**

The Club Committee shall consist of the following Club Officers: Chairperson, Vice-chairperson, Treasurer, Vice Treasurer, Secretary and Vice Secretary. Of the 5 officers afore-mentioned at least two will be representatives of the underage section of the club and two will be representatives of the senior section of the club. The Club Committee can also include up to 5 other members, elected at an Annual General Meeting or co-opted by the Club Committee during the year if these 5 positions could not be filled at the AGM.

Club Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting.

Any member of the Club Committee absenting him/herself from three consecutive meetings without reasonable cause, automatically ceases to be a member of such Committee and the Committee may co-opt a new member in his/her place.

The Club Committee shall be responsible for the management of all the affairs of the Club.

The Club Committee shall have the power to open bank accounts and borrow for the purposes of the club.

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

Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice-chairperson or another member elected by those present at the meeting.

The quorum for the transaction of business of the Club Committee shall be four.

Decisions of the Club Committee of meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.

Any member of the Club Committee may call a meeting of the Committee by giving not less than 7 days' notice to all members of the Committee.

The Club Committee shall hold not less than four meetings a year.

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 Committee members and approved by a simple majority of the remaining Committee members.

The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(For clarity wherever mentioned in Kinsale Athletic FC communication - The "Executive Committee" shall refer to the chairperson, secretary and treasurer )

## **6. GENERAL MEETINGS**

The Club shall hold an Annual General Meeting in the month of June (this may be delayed but no later than 3 months after the close of the clubs financial year) 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.
- Appoint someone responsible for certifying the Club's accounts.
- Fix the subscription for the ensuing year.
- Consider changes to the Constitution.
- Review and consider any Bye-laws.
- Deal with other relevant business.

Nominations for election of members as Club Officers shall be made either in writing to the Club Secretary not less than 14 days before the AGM by a proposer and seconder, both of whom must be existing members of the Club or by two members of the outgoing committee at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the meeting unless otherwise approved by a simple majority of the outgoing committee at the AGM.

A Special General Meeting (SGM) may be called at any time by a 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 SGM may be any business that may be transacted at an AGM.

The Secretary shall send to each member at their last known address written notice/email of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.

The quorum for a General Meeting shall be fifteen.

The Chairperson or in their absence the Vice-chairperson or another member of the Club Committee selected by those members of the Club Committee present at the meeting 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.

The Club Secretary or Vice Secretary, or in their absence another member of the Club Committee, shall enter Minutes of the General Meetings into the Minutes of the Club.

## **7. FINANCE AND ACCOUNTS**

The financial year shall run from June 1<sup>st</sup> to May 30<sup>th</sup> each year.

The Treasurer shall be responsible for the preparation of Annual Accounts of the Club. The Accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting. (Ensure that the AGM date leaves sufficient time for certification of the Accounts 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 knowledge of accountancy and who is not a member of the Club Committee. )

All cheques drawn against the Club's joint account shall be signed by two Club Committee members one of whom represents the senior and one the juvenile section of the club. All other accounts shall have at least 2 signatories who are members of the Club Committee.

All members of the Club shall be jointly responsible for the financial liabilities of the Club. The liability of Juvenile Members is assumed by their parents jointly.

## **8. CLUB TEAMS**

At its first meeting following each AGM, the Club Committee shall appoint a Club member "Team Manager" to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

## **ADDITIONAL CLAUSES**

### **Income and Property**

The income and property of the club shall be applied solely towards the promotion of the main object as set forth in this constitution. 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 members of the club. No officer shall be appointed to any office in the club paid by salary or fee or receive any remuneration or other benefit in money or moneys 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 (not being an officer) for any services to the club
- B. interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer 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 an officer in connection with their attendance to any matter affecting the club

- E. fees , remuneration or other benefit in money or in moneys worth to any Company of which an officer may be a member holding not more than on hundredth part of the issued capital in such a company;

### **Winding Up**

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 objects similar to the main objects 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 and will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

### **Additions , alterations and amendments**

No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping 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.

### **Keeping of accounts**

Annual audited accounts shall be kept and made available to the Revenue on request.

Chairperson - Trina ONeill\_\_\_\_\_

Secretary - Frank Hill \_\_\_\_\_