
CLUB CONSTITUTION

Lakewood Athletic F.C.



Constitution Lakewood Athletic FC

Article 1: Name

The club shall be called Lakewood Athletic Football Club, hereinafter referred to as “the Club”.

Article 2: Main Object

The main object for which the Club is established is to promote the sport of association football.

Article 3: Mission Statement

Lakewood Athletic Football Club is a non-sectarian, anti-racist, Association Football Club whose aims are to provide a safe and friendly environment in which to instruct and develop the basic skills, needed to become an accomplished footballer.

Article 4: Membership

Membership of the club consists of the players registered to play for the Club, Committee members and all officials appointed by the Committee. Members playing underage football (U18 or below) are deemed to be represented by their parents/guardians. The Committee may grant other categories of the Club to individuals.

Article 5: Government of the Club

- a) The Club shall be governed by a minimum eight member Management Committee.
- b) The Committee will consist of a Chairperson, Vice Chairman, Secretary, Treasurer, Coaching Coordinator, Child Welfare Officer, Facilities Officer and Public Relations Officer.
- c) All Committee members must stand for re-election after five years continuous service.
- d) The Chairperson will always have the deciding vote on any split votes at all Committee Meetings.
- e) The Committee shall have control and management of the property (excluding all and any land and buildings) of the Club. Funds of the Club shall be withdrawn from the Bank Account(s) with which they are on deposit by the signatures of the Treasurer and either the Chairperson or Secretary.

- f) Expenditure over €500 requires approval of a majority of the Committee.
- g) The Committee may appoint sub-committee to oversee special projects. These committees should be chaired and coordinated by the relevant officer from the management committee.
- h) By a majority vote, the Committee can fill any vacancies on the Committee that arise during the year by direct appointment. However, such appointees must stand for re-election at the next AGM.
- i) The Constitution can only be amended by a majority approval of the members of the Club at an AGM or EGM.
- j) The Committee may from time to time make, promulgate or repeal and amend all and any such regulations (provided they are not inconsistent with the constitution) as it may think expedient for the management and well-being of the Club. All and any regulations made by the Committee from time to time under this article shall be binding on the members of the Club unless repealed by the Committee or set aside by a resolution at an AGM or EGM of the Club.

Article 6: Annual General Meeting of the Club

- a. Annual General Meetings (AGM) must be held within 6 months of the end of the Financial Year of the Club. The financial year shall be the 30th June of any year. The Secretary shall notify the members of the AGM, in writing, at least 14 days before the date of the meeting. This will be presided over by the current Chairperson. If the Chairperson is not available then the Vice-Chairperson, or in his/her absence, any officer can perform this role. Only fully paid up members may attend this meeting.
- b. The Treasurer must present accurate accounts of the Club's finances to the members of the Club at the AGM. Copies of the statement of accounts together with a balance sheet, agreed by the Committee prior to the AGM, shall be sent to the members at least 14 days before the date of the Annual General Meeting. The Committee shall give all information and explanations with reference to such accounts and records, which the members in the AGN may require.
- c. It is the duty of the presiding officer to give a statement to the members on the current state of the club and to organize all necessary elections at the AGM.
- d. Extraordinary General Meetings (EGM) can only be called by a unanimous vote of the Committee or a petition of by a majority of the members of the club. This will be presided over by the current Chairperson. If the Chairperson is unavailable, then any other officer can perform this role. All members may attend this meeting.

- e. The Chairperson or presiding officer will always have the deciding vote on all split votes at both AGM's and EGM's.
- f. Each member of the Club may cast only one vote. All members have equal rights.
- g. All members may propose motions of debate at AGM's and EGM's. A second member must second all motions at the AGM and at any EGM. Proposals should be sent, in writing, to the Secretary, at least 7 days, before the AGM or EGM.

Article 7: Officers and Officials of the Club

- a. The officers of the Club are Chairperson, Secretary, Treasurer, Technical Officer, Financial Officer, Facilities Officer and Public Relations Officer.
- b. The officers of the Club are Chairperson, Vice Chairperson, Secretary, Treasurer, Coaching Coordinator, Child Welfare/Disciplinary Officer, Facilities Officer and Public Relations Officer.
- c. The officers of the Club are expected to perform their roles to the best of their abilities and be up to date with the skills and knowledge required to perform their respective roles.
- d. The Committee can appoint other non-executive officers to assist in the running of the Club. These include coaches, assistant coaches, team coordinators, fundraisers, match referees and administrators
- e. All officers and officials of the Club work on a voluntary basis.

Article 8: Duties of the Officers of the Club

The duties of the officers of the Club shall be:

Chairperson

The Chairperson will preside over all meetings of the Committee, ensure that the business of the Club is conducted in accordance with the Constitution and in a mannerly fashion. The Chairperson will set the calendar and agenda for meetings of the Committee, the AGM and any EGM. The Chairperson is the chief representative of the Club and may on occasion, be required to lead any dealings with third party organizations.

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence. If the Chairperson should resign then the Vice-Chairperson shall hold the office until the next AGM or EGM where he/she must stand for re-election.

Secretary

In the absence of the Chairperson and Vice-Chairperson the Secretary shall perform these duties. The secretary will keep minutes of the meetings; take a roll call of all officers; read the minutes of the previous meeting when requested to do so by the Chairperson; read all important correspondence; record the names of members who introduce a motion; record all results of all motions; notify officers of meetings and their duties; take charge of all permanent documents pertaining to the Club; deal with all postal correspondence; keep a record of all current members of the Club

Treasurer

The Treasurer will receive and deposit all monies due to the Club; keep bookkeeping records of all funds; disburse funds on behalf of the Club; countersign all cheques made by the Chairperson or Secretary; give a statement of finances at Committee meeting; organize Insurance cover; give a complete Financial Report at any AGM or EGM; oversee any investments held by the Club. He shall, with the help of others, be responsible for obtaining and organizing financial sponsorship for the Club; obtaining and organizing funds from government agencies; organizing events to raise money for the Club etc.

Coaching Coordinator

The Coaching Coordinator is responsible for all aspects of coaching, team management match fixtures. This includes supervision, training and qualification of all coaches and assistant coaches. When deemed necessary, courses will be run by the Club or a third party organization. The Coaching Coordinator must keep aware of all aspects of the skills and knowledge required for. The Coaching Coordinator is responsible for registering Club teams and players with third party organizations. The Coaching Coordinator is responsible for nominating players for representative honors.

Child Welfare/Disciplinary Officer

The Child Welfare Officer must keep aware of the ethics of working with children and youths. He shall coordinate any disciplinary action against Children, Coaches or other members.

Child Welfare/Disciplinary Officer

The Facilities Officer is responsible for the maintenance and procurement of soccer pitches, kits, goalposts, nets, balls, flags, cones, First Aid Kits and any other equipment required by the Club's teams. The Facilities Officer is also responsible for liaison with any third parties whose facilities or equipment the Club is using. He shall be responsible for allocating the club pitches for all fixtures.

Public Relations Officer

The Public Relations Officer is responsible for publicising all events run by the Club; this includes raffles, social events and soccer trials. The Public relations Officer is responsible for promoting the good name of the Club in the community; handling any general dealings that the Club has with the media, government agencies, government representatives and any other third party organisations. The Public Relations Officer is responsible for the updating and maintenance of the Club website, www.lakewoodathleticfc.com, and all its contents.

Article 9: Elections

Appointment to the Committee is normally made by election. This is held at the end of the Annual General Meeting (AGM). All positions on the Committee shall be up for election each year. Only fully paid up members of the Club are eligible for election to the Committee. Outgoing officers should indicate their intention to go forward for re-election and the previous Committee meeting, at the latest. Nominations for new officers should be returned to the Secretary, in writing, at least 14 days before the AGM. The nomination should contain the name of the candidate, the proposer and seconder, all of whom shall be existing, fully paid up members.

The election will normally be counted by an open hand count of the full members present and voting. Adoption of a secret written ballot for a particular office in any year may be made by simple majority approval of a motion duly made and seconded. An officer of the Club who is not standing for re-election will count all votes. Otherwise, two members, agreed on by the majority of the attendance, shall act as overseers.

All new Committee members and officials appointed shall agree to abide by the constitution of the Club. At the first Club Meeting following the election, other positions on the Committee will be agreed upon.

Article 10: Club Meetings

Meetings of the Committee should be held monthly at least. A quorum of five members of the Committee must be present for a meeting to be established. Only Committee members are entitled to make motions and vote at Committee meetings.

All full members can make motions and vote at the AGM or an EGM. A quorum of twenty full members is required for the AGM or an EGM to proceed.

Article 11: Ethics

The Club is a non-sectarian, anti-racist, Association Football Club. The Club is to be run on a voluntary and not-for-profit basis.

The Club shall follow the Code of Ethics for Under Age Soccer set out by the Football Association of Ireland (FAI). All officers, officials and members of the Club are expected to adhere to this code. Copies of this will be available from the Committee for review.

Article 12: Player Registration, Annual Subscription and Insurance

Tall players must (re-)register with the Club each year. Registrations forms will be provided from the first of August. All registration forms must be returned to the Club by the second weekend of September. All players and their parents/guardians (Under 16 down only) must sign a League Registration Form each season.

The Club shall only play those players who have returned the Club Application Form, duly signed and the official League Registration Form, in any match.

Coaches who continue to play unregistered players shall be subject to sanction or expulsion by the Committee.

The annual subscription for registering a player with the Club will be set by a majority vote of the Committee. Notice of the exact amount due will be shown on the Application Form. All subscriptions should be paid to the Club by the second week of September. Some discount may be given to members with more than one child or youth registered to play for the Club.

If the Club has insufficient members to form a team or insufficient resources to run the team at any age level, then these members' subscription fee will be returned and their registrations cancelled. The Club will endeavor to avoid this situation arising.

At the discretion of the Committee, the Club may register some players for free. These players' parents/guardians must be unable to pay the annual subscription and their team coach must support their case.

All players are covered under the Club's insurance policy once their membership fee is fully paid. Full insurance details are available from the Chairman and Secretary.

Article 13: Structure of the Club

The Club can form no new team unless sufficient players, facilities and a coaching resource are in place. A majority approval of the Committee is also required before a new team can be sanctioned.

The Club shall ideally consist of teams in all age groups, both boys and girls. The Club shall have adult teams, both Gents and Ladies. The Club shall provide first class coaching and instruction in all age groups by trained coaches.

Academy

The Academies for both Boys and Girls shall be run under the rules of the club. It shall provide structured competition for all Academy players between the ages of 6 and 10. The Club will only guarantee structured football up to the age of 10. Because of limitations within the Schoolboys and Schoolgirls Leagues, our numbers may be limited after this.

Article 14: Suspension and expulsion of a Member

A majority vote of the Committee is required to suspend or expel any member from the Club for fraud, serious breach of the Code of Ethics or conduct likely to bring the Club into disrepute. In addition, by a majority vote of the Committee, any officer or official can be suspended from the Club for continuous failure to perform their duties or actions in breach of the constitution of the Club.

Article 15: Registration of the Club

The Club must register its teams and players with the appropriate football league.

Article 16: Club Colours

The Club's colours are Red and Navy jerseys, ideally halves, navy soccer shorts and socks. A unanimous vote of the Committee is required for any alteration to the Club's colours.

Article 17: Winding-up

If upon the winding up or dissolution of the Club there remains, after the 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 its or 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.

Article 18: Additions, alterations or 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 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.

Article 19: Keeping of Accounts

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

Article 20: Income and Property

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 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 (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 members of the Club (including any officer) to the Club;
- d) reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- e) 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 capital of such Company.