



PARK UNITED A.F.C.
Formed 1975

CLUB CONSTITUTION

1. NAME

The name of the Club shall be **Park United A.F.C.** (herein after called "the Club").

2. COLOURS

- 2.1 The official colours of the Club shall be green and white.
- 2.2 The official Club crest shall be as above and shall be on all official Club gear.
- 2.3 The official Club kit shall be a green and white hooped shirt with green socks and white shorts.
- 2.4 The alternative strip shall be a red and black shirt with black socks and black shorts, or as approved by the Club Committee.
- 2.5 A team should only use the alternative strip in the event of a clash of colours with the opposition.
- 2.6 Permission must be sought from the Committee where a set of gear is offered to a team within the Club where the colours differ from the Club colours.

3. OBJECTIVES

- 3.1 The objectives of the Club are to promote and encourage the game of association football (soccer) and for that purpose to provide and maintain playing fields and facilities for the playing of all forms of association football and, subject to the provisions of this constitution, other sports or games.

4. RULES

- 4.1 The rules of the Club will be defined by the Associations to which it is affiliated to, and in particular the National Governing Body, The Football Association of Ireland (FAI).
- 4.2 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 Policy as well as the Data Protection Act, The Irish Sports Council Code of Ethics and Good Practice for Children's Sport and the Children First Act 2015.
- 4.3 Further rules particular to the Club shall be in line with the Code of Conduct Guidelines adopted by the Club.

5. MEMBERSHIP

Classes of Members

- 5.1 All persons, male and female, are eligible to join the Club. There shall be four classes of members namely:
- a. A full member – a person over the age of 18 years on the first day of August in each year. A full member can be either a Player or a Manager/Coach/Volunteer who has paid the appropriate membership subscription.
 - b. A Youth, Schoolboy/Schoolgirl, Academy (6 to 10 years) member – a person under the age of 18 years, on the first day of August in each year and who has paid the appropriate membership subscription.
 - c. An honorary member – honorary membership of the Club may be conferred on any person who has rendered exceptional service to the Club and such honorary member may be thus appointed for life or such other period as the Committee shall decide. Honorary members shall have all the privileges of full members and shall not be obliged to pay a subscription as herein provided.
 - d. An associate member – associate membership shall be open to persons who wish to become involved in additional activities as may from time to time be promoted by the Club and such associate members shall not be obliged to pay membership subscription as herein provided.

Membership Application

- 5.2 Every person wishing to become a member of the Club shall apply for membership on the form provided by the Club which form shall include an agreement on the part of the Applicant for membership to conform to and observe all rules, standards and codes of practice or other regulations as may be prescribed by the Club from time to time.
- 5.3 Every application for membership shall be accompanied by the annual Club subscription, which shall be fixed annually at the AGM by the Club.
- 5.4 Every application for membership shall be considered by the Club Committee which shall have full discretion to refuse to admit any applicant to membership of the Club. There will be no discrimination on grounds of race, religion, occupation, gender, sexual orientation, disability or membership of the traveller community, as per current equality legislation. The Club Committee or, as the case may be, the Club Secretary shall inform such Applicant in writing of the decision of the Club Committee on such application for membership. An Applicant who is refused membership of the Club may seek reasons for such refusal.
- 5.5 A member shall pay the relevant subscription on an annual basis. Failure by such member to pay the subscription within four weeks of the same becoming due shall cease to be a member. That person's name shall be removed from the register of members without prejudice to the right of such person to reapply for membership in accordance with the provisions hereof.

Membership Rights

- 5.6 All full members of the Club shall be entitled to attend and vote at meetings of the Club as are hereinafter provided.

Register of Members

- 5.7 A register of members shall be kept by the Club Secretary.

Cessation of Membership

- 5.8 A person shall cease to be a member of the Club on the happening of any of the following events:
- a. Upon giving written notice to the Club Secretary of resignation of membership. Such notice shall be effective immediately upon receipt by the Club Secretary.

- b. Upon failure to pay the annual subscription within four weeks after the same has become due.
- c. Upon special resolution by a majority of an Annual General Meeting or Extraordinary General Meeting.

A member, whom it is sought to remove from membership, shall be entitled to be heard and/or to be represented at such meeting and is entitled to call upon the Chairperson of such meeting to hold a secret ballot. The decision of the meeting shall be final in all respects.

6 STRUCTURE

Club Committee

- 6.1 The Club shall be administered by the Club Committee who should be entitled to create Sub-Committees from time to time for such purpose or for such period as the Committee shall decide.
- 6.2 The Club Committee shall consist of not more than 16 members.
- 6.3 No person shall be a member of the Club Committee who is not a member of the Club.
- 6.4 The Club Committee shall consist of a Chairperson, Club Secretary, Club Treasurer and Vice-Chairperson, each of whom shall be called Officers of the Club, a Child Welfare Officer, Public Relations Officer and Membership Officer and other ordinary members up to the said maximum of 16 members.
- 6.5 All Club Committees shall retire from office at every Annual General Meeting of the Club but shall be eligible for re-election at the said meeting.
- 6.6 The Club Officer positions and the Club Committee shall be filled by election at every Annual General Meeting. Where more than one eligible member is proposed for a particular Officer position or where more than the required number of eligible members are proposed for Club Committee membership, voting shall be by secret ballot. Where 2 or more candidates obtain an equal number of votes another secret ballot be taken.
- 6.7 The Club Committee shall have power, to appoint any eligible member as an Officer or other Club Committee member to fill a casual vacancy. The total number of Club Committee members shall not at any time exceed 16 and such additional member so appointed shall hold office until the next Annual General Meeting.
- 6.8 A Club Committee member may retire from office upon giving one month's notice in writing to the Club of his/her intention to do so and such resignation shall take effect upon the expiration of such notice.
- 6.9 The Club may, by ordinary resolution at Annual General Meeting or Extraordinary General Meeting, remove any Club Committee member before the expiration of his period of office.
- 6.10 The Club Committee shall hold meetings on a monthly basis or more frequently at the discretion of the Chairperson or Club Committee.
- 6.11 Decisions of the Club Committee shall be made by simple majority of those attending the meeting. The Chairperson shall have a casting vote in the event of a tie.
- 6.12 The quorum for the transaction of business at a Club Committee meeting shall be 7 members.
- 6.13 Any member of the Club Committee who shall have absented himself/herself from three consecutive meetings shall be deemed to have resigned from the Club Committee unless the committee grants the member explicit leave of absence.
- 6.14 The Club shall keep a register containing the names of all Club Committee members which register shall be available for inspection by members of the Club.

- 6.15 The Club Committee may meet together for the dispatch of business and may adjourn or otherwise regulate their meetings and proceedings as they shall think fit. In particular they may determine a quorum necessary for the transaction of business from time to time provided always that a minimum of five members of the Club Committee shall be present at each such meeting. If at any such meeting the Chairperson is not present at the time appointed for holding such meeting the Club Committee members so present shall choose some one of their number to be Chairperson of such meeting.
- 6.16 The interpretation of the Constitution shall be vested in the Club Committee, who shall decide on all questions relating to the Constitution.
- 6.17 No events shall be run or expenses incurred or sponsorship sought under the name of the Club, without prior permission from the Club Committee.
- 6.18 Each member of the Club shall have the right to be heard by the Club Committee upon any complaint or representation sent by him/her to the Club Secretary.

Sub-Committees

- 6.16 Sub committees formed pursuant to the provisions hereof (paragraph 6.1) may from time to time make rules and guidelines for the effective day to day management of the sub-committee and/or teams and coaching sessions or other activities of the sub-committee.
- 6.17 Each sub-committee shall present a report of its activities to the Club Committee annually or at such shorter interval as the Committee shall from time to time in its absolute discretion determine. Each sub-committee shall also provide, if required, a report to the Annual General Meeting.

Disciplinary Sub-Committee

- 6.18 The Club Committee shall form a disciplinary sub-committee which shall have the power to discipline members subject to the rules of practice and Code of Conduct Guidelines of the Club. The disciplinary sub-committee will determine any matter arising from a complaint against a member. The member will have the right to appeal any such decision to the Committee and ultimately to the President of the FAI or his nominee whose decision shall be final.

7 OFFICERS

- 7.1 The Club Officers shall be Chairperson, Club Secretary Club Treasurer and Vice-Chairman.
- 7.2 The duties of the Club Officers shall be as defined in FAI document *The Club Committee*, excepting that the Chairperson is not necessarily the designated person responsible for dealing with concerns about the protection of children.

8 GENERAL MEETINGS

- 8.1 The Club shall hold an Annual General Meeting (herein "AGM") every twelve months and not more than fifteen months shall elapse between the date of one AGM and that of the next. All General Meetings other than AGM shall be called Extraordinary General Meeting (herein "EGM").
- 8.2 An AGM or EGM shall be called by fourteen days' notice. Notice of Meetings shall be made by email or text to all full and honorary members and by the giving of notice on the Club Notice Board, the Club website and the Avondhu newspaper.
- 8.3 In the case of the Annual General Meeting, all motions and nominations must be received by the Club Secretary not less than seven days before the date of the Annual General Meeting.
- 8.4 The following business shall be transacted at the Annual General Meeting:
 - a. Minutes of the previous General Meeting

- b. Annual Report submitted by the Club Secretary
 - c. Financial Statement submitted by the Club Treasurer
 - d. Election of Club Officers and members of the Club Committee
 - e. Notices of Motion
 - f. General Business
- 8.5 The Committee may at any time convene an EGM either of its own motion or on written request by not less than 25% of the voting members. Such a request for a meeting must state the objectives of the meeting proposed to be called.
- 8.6 Any notice convening an EGM shall state the agenda of the meeting and no other subject shall be discussed nor any other business transacted at such meeting.
- 8.7 The quorum for the transaction of business at a General Meeting shall be 15 members.
- 8.8 If, within half an hour from the time appointed for the meeting, a quorum of voting members is not present the meeting shall stand adjourned to some date to be fixed by the Committee. In the case of a meeting convened on the request of voting members, if within half an hour from the time appointed for such meeting a quorum of voting members is not present the meeting shall stand dissolved.
- 8.9 The Chairperson of the Club Committee shall preside as Chairperson of every General Meeting of the Club. If he/she is not present within fifteen minutes after the time appointed for the holding of such meeting or is unwilling to act, the members of the Club Committee present shall elect one of their numbers as Chairperson of that meeting.
- 8.10 The Chairperson may adjourn the meeting to an alternative time and/or place and no business shall be transacted at any reconvened meeting other than the business left unfinished at the adjourned meeting.
- 8.11 At any General Meeting, voting shall be by a show of hands, unless a poll is demanded by the Chairperson or in writing by at least two voting members.
- 8.12 If a poll is demanded in the manner aforesaid the same shall be taken in such manner as the Chairperson directs and the result of the poll shall be deemed valid for all purposes whatsoever.
- 8.13 Where there is an equality of votes, whether on a show of hands or on a poll the Chairperson of the meeting shall be entitled to a second or casting vote.
- 8.14 Each full and honorary member of the Club shall have one vote only at General Meetings.
- 8.15 An objection to the qualification of any voter shall be referred to the Chairperson of the meeting and his decision shall be final.
- 8.16 Votes must be given in person and not by proxy.

9 CLUB TEAMS.

- 9.1 At its first meeting following each AGM, the Club Committee shall appoint a Club member 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.

10 AMENDMENTS

- 10.1 This constitution may be amended by vote of the members at either an Annual General Meeting or at an EGM called for that purpose.
- 10.2 Any amendment shall be deemed passed if approved by simple majority at such meeting.

11 INCOME AND PROPERTY

- 11.1 The income and property of the Club shall be applied solely towards the promotion of its main objectives 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 the members of the Club. No Officer, appointed to any office of the Club, shall be 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) Any reasonable and proper remuneration to any member of the Club (not being an Officer) 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 Officer) to the Club;
 - c) Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club.

12 FINANCE AND ACCOUNTS

- 12.1 The financial year shall run from 1st June to 31st May each year.
- 12.2 The Club Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- 12.3 The Accounts shall be certified by an independent person appointed annually by the Club Committee who may be a Club member but not a member of the Club Committee.
- 12.4 All cheques drawn against the Club's funds shall be signed by the Club Treasurer and one of two other nominated Club Officers.
- 12.5 Annual certified accounts shall be made available to the Revenue Commissioners on request.

13 DISSOLUTION

- 13.1 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 objectives 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.
- 13.2 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 objectives similar to those 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.

References:

- A Guide to Meetings, FAI.
- The Club Committee, FAI.
- Code of Ethics & Good Practice for Children's Soccer 2009, FAI.
- Code of Conduct for Coaches, FAI.
- Code of Ethics & Good Practice for Children's Sport, Irish Sports Council 2009.
- Park United Code of Conduct Guidelines 2016.