



Glasnevin Football Club  
- Est. 1881 -

## GLASNEVIN SCHOOLBOYS FC CLUB CONSTITUTION

(Adopted and passed at AGM in June 2016)

1. The name of the club is Glasnevin Football Club, hereinafter called "the Club". The Club's colours are green shirts, white shorts and red socks.
2. The club is an unincorporated entity.

### **Mission statement**

"To provide a safe, friendly and positive soccer environment to develop young players. We strive to develop players capable of competing at the highest levels of competition.

"We seek to provide an equal opportunity for all soccer players to participate in an environment that develops a player's skills, knowledge and appreciation for the game of soccer by incorporating the best training, structure and development through positive coaching.

"Through experiences from playing soccer, we strive to help players mature as people and will encourage the development of important life skills such as good sportsmanship, teamwork, goal setting and fair play."

### **Rules and Regulations**

1. The Club shall have the status of an affiliated member club of the Football Association of Ireland hereinafter called the FAI.
2. The Club will abide by the FAI's rules, policies and codes of conduct. The club will also abide by rules and regulations of the Dublin District Schoolboys League (DDSL) and the Leinster Senior League (LSL).

### **Membership**

1. Members having paid any appropriate membership subscription and/or levy as required by the committee will be considered members.
2. Membership of the club shall be for a period of no less than one year.
3. Full membership shall be for a period of no less than one year shall be open to all persons of 18 years of age or over. All members accept the Club's rules, policies and procedures. Full members shall have an entitlement to speak and vote at all General Meetings.
4. Youth membership shall be open to all persons under 18 years of age. They shall not be entitled to vote or engage in the management or control of the Club. They are however subject to the rules, policies and procedures governing the Club.
5. The person seeking admission as a member of any class shall complete and sign a prescribed application form by means of online registration or paper registration and return to the Secretary.
6. Members of the Club shall comply with all rules, regulations, codes, directives and decisions of the Executive Committee and its sub-committees; the Leagues which the club's teams are registered with and their respective divisional associations and the Football Association of Ireland at all times.

## **Subscription**

1. Annual membership fees shall be determined by the Executive Committee and approved by a simple majority of members at the Annual General Meeting.
2. Senior Membership is due on September 1st EVERY YEAR. Schoolboy Membership fees are due by March 1st EVERY YEAR. Any Senior member who does not pay their annual subscription by November 31st will cease to be a member of the club. Any Schoolboy member who does not pay his fees by May 31st will cease to be a member of the club.

## **The Executive Committee**

1. THE management and administration of the club shall be vested in the committee which will consist of: Chairperson, Secretary, Treasurer, Child Protection Officer, Public Relation Officer, Assistant Chairperson, Assistant Secretary and Director of Coaching.
2. The committee shall hold office for a period of one year or until the following Annual General Meeting (AGM).
3. The Committee shall be elected at an AGM from the registered members of the club in accordance with these rules and shall be accountable to them.
4. The committee shall be entitled to place proposals for changes to these rules before an AGM or EGM for acceptance or rejection by that body.
5. Meetings of the committee shall take place each month or at such frequency as the committee considers desirable. Minutes of committee meetings shall be circulated to all committee members.
6. The quorum for meetings of the Committee shall be five. Each member of the Committee shall have one vote.
7. The Committee shall be the sole authority for the appointment of team managers, assistant managers, coaches and any other persons assisting with the running of the club.
8. The Committee may appoint sub-committees and/or individuals to whom they may delegate tasks so as to help in the functioning of the club.
9. The Chairperson, Secretary and Treasurer shall be ex-officio members of all Sub-Committees.
10. Each member shall have the right to be heard by the committee. Any complaints or representations should be sent in writing to the Secretary.

## **The Officers of the Club**

1. The Honorary Officers of the Club shall be:
  - A. The Chairperson
  - B. The Secretary
  - C. The Treasurer
2. The Honorary Officers shall hold office for one year but shall be eligible for re-election at each or any subsequent year for a maximum of five years.

## **Role of the Chairperson**

1. The Chairperson shall preside at all Committee meetings. In the absence of the Chairperson, the Vice-Chairperson will preside. In the absence of both, the Committee may elect a Chairperson for the meeting from among the other members in attendance.
2. The Chairperson or acting Chairperson of any meeting held in accordance with these rules shall have an original and a casting vote.
3. The Chairperson shall present a Chairperson's report on the work of the Club to the Committee.

### **Role of the Treasurer**

1. The Treasurer shall, together with the Chairperson and any external financial advisor appointed by the Club, oversee the financial strategy of the Club. This strategy must be presented to the Committee for discussion/input and approval or otherwise.
2. The Treasurer shall present a financial report to the Committee at every meeting keeping them informed of all significant financial matters including monies received on behalf of the Club. The financial report shall include an up to date Bank Statement.
3. The Treasurer shall provide a copy of the audited accounts of the club to all those entitled to attend the AGM at the AGM.
4. The Treasurer shall make available for inspection, to the Committee all bank books, chequebooks, bank statements and accounts records as may be requested.
5. The Treasurer shall keep records of all reimbursements made on behalf of the club in addition to records of all outstanding accounts due for payment.
6. The authority to incur expenditure on behalf of the Club is vested solely in the Committee and only expenses incurred in the name of the Club, as approved by the Committee should be reimbursed. All payments must be authorised in advance by the Committee.
7. The Treasurer shall, however, have authority to issue payments of less than €200.00 in respect of any single expense without recourse to the Committee. Any such payments must be brought to the attention of the Committee at its next meeting.
8. The Treasurer together with two other Officers shall be the official signatory authorised to the Bank on behalf of the Club.
9. In the absence of the Treasurer, another member of the Committee may assume the Treasurer's responsibilities as approved by the Committee. However, the Treasurer shall be informed of all financial transactions as soon as possible who will, in turn, inform the Committee.

### **Role of the Secretary**

1. The Secretary shall ensure that all significant matters are brought to the Clubs attention and shall present a Secretary's report to the Committee.
2. The Secretary shall carry out the instructions and the decisions of the Committee.
3. The Secretary shall, if requested to do so by the Chairman, assist on an issue by issue basis on matters pertaining to the affairs of the Club.
4. The Secretary shall be responsible for the maintenance of the club membership register.
5. The Secretary shall keep himself up to date of football Rules, FIFA / UEFA directives, governance, employment and other appropriate legislation.
6. The Secretary shall be responsible for the preparation of all minutes of all AGM/EGM meetings and all of the meetings of the Committee. The minutes shall be recorded in a minute book with each item numbered for reference. In the absence of the Secretary, a person nominated at the meeting may assume the Secretary's responsibilities.
7. The Secretary shall delegate such tasks as s/he sees fit.

### **Role of the Director Of Coaching**

Responsible to the Executive Committee, the Director Of Coaching implements an overall strategy for player development and coaching through all levels at the club in line with the FAI's Player Development Plan and ensures that this is applied by all coaches.

The Director Of Coaching will also be required to advise each coach and team to help achieve the club's overall objectives.

### Responsibilities:

- Work closely with club committee to develop the club's overall strategy.
- Be the point of contact for committee members and coaches for all coaching & player development matters.
- Have a sound understanding of the club's rules, regulations & codes.
- Maintain close relationships with all coaches to ensure objectives are being met.
- Develop and manage a budget for coaching within the club in partnership with the Treasurer.
- Ensure there are enough coaches to fulfil minimum requirements with each team.
- Ensure all Coaches have the appropriate qualifications & maintain a coaching register.
- Arrange regular coaching meetings and in-club workshops.

### General Meetings

1. No less than 14 days' notice of all Annual, General meetings shall be given by the Secretary to all registered full members of the Club.
2. The Schoolboys' AGM of the club shall be held on or before November 30th as arranged by the committee. The Seniors AGM shall be held on or before June 30th, as arranged by the committee.
3. In case of the AGM, all motions must be in the hands of Secretary not less than 14 days before the date of the AGM.
4. The following business shall be transacted at the AGM.
  - A. Agree on the Standing Orders
  - B. Minutes of the previous AGM
  - C. Financial statement submitted by the Treasurer
  - D. Election of Officers and members of the committee
  - E. Fix subscriptions for the following year
  - F. Motions
  - G. Any other business
5. A Special General Meeting of the Club shall be called by the Secretary within 14 days if directed by the committee or in writing by no less than 33% of the registered full members who shall state the object of the meeting. No other business shall be transacted.
6. 12 registered full members entitled to vote shall constitute a quorum at a special or general meeting of the club.

### Disciplinary Committee

1. The Disciplinary Committee is authorised to sanction any breach of the rules of the Club.
2. The Disciplinary Committee of the Club shall be a three-person sub-committee of the Committee with at least one Honorary Officer.
3. Members of the Disciplinary Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality.
4. The members of the Disciplinary Committee shall ensure that disclosures made to them remain confidential to the disciplinary body.
5. The members of the Disciplinary Committee of the Club may not be held personally liable for any deeds or omissions relating to any disciplinary procedure.
6. The Disciplinary Committee shall notify any Member or Official of any Disciplinary charge being brought against them. The Disciplinary body shall set a date for a hearing giving at least 7 days' notice unless such a shorter time period is necessary due to the nature of the offence. Any person charged shall be entitled to attend and present or be represented at a hearing if they so wish

7. The Disciplinary Committee shall determine the procedures for the hearing and nominate one of their members to act as Chairperson. The Disciplinary Committee may adjourn a hearing and reconvene if necessary.
8. The Disciplinary Committee shall ensure a copy of its decision is sent to all parties to the procedure within 7 days.
9. Decisions shall be communicated by fax and/or electronic mail and/or by post. A fax or electronic delivery report or registered post receipt is sufficient evidence that a decision has been properly notified.
10. Anyone dissatisfied with a decision of the Club may have the right to an internal appeal or an appeal to the relevant league which the club is registered with in accordance with rules of that body which may be amended from time to time.

### **Data Protection**

1. **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.

### **Property**

1. The Club shall have the power to acquire, hold, sell, lease, mortgage or change real and club property. Real property shall not be transferred, sold, leased, conveyed, mortgaged or otherwise changed or dealt with, without the consent of an AGM/EGM or Trustees if any appointed.
2. The Club shall have full rights, vested in the Committee, to hold over any funds and property obtained in the name of the Club by team managers, assistant managers, coaches, committees and sub-committees as well as any individuals authorised to act on behalf of the Club.

### **Dissolution**

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 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.
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 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.