

LISBURN YOUTH FOOTBALL CLUB

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Club Constitution

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Club Constitution

1. Title.

The name of the organisation shall be Lisburn Youth Football Club.

2. Colours.

The Club colours shall be Orange and Black.

3. Object.

The object of the Club shall be:

(1) To provide a safe environment for members to participate in association football and such social and recreational pursuits as may be deemed desirable by the Committee.

(2) To develop, coach and train for football by:

encouraging participation in these activities.

Providing members with suitable training and match facilities.

Assisting members to improve their personal football skills and fitness.

Providing equal opportunities for all sections of the community.

4. Affiliation.

The Club shall be affiliated to the Irish Football Association and any other leagues as decided by the Club Committee. It shall be bound by the rules of such organizations.

5. Membership.

All members are subject to the constitution of the Club and the rules and regulations of the I.F.A. All applications for membership are to be forwarded on the appropriate membership form to the Club Secretary to be registered to play for the club. The management committee may reject an application for membership without giving reason to the applicant. Membership shall be open to all persons aged 5 or over.

Membership is to the club only and does not include League Registration or the guaranteed right to play matches.

All members will receive a copy of the relevant code of conduct and a copy of the Club Constitution. Each member will be obliged to sign and return an acknowledgement that they have read and agree to abide by the code of conduct and the constitution.

6. Officers.

(a) The Officers of the Club shall be Chairman, Vice-Chairman, President, Secretary, Club Treasurer, Team Managers.

(b) The Club Secretary shall service the management committee as it shall from time to time resolve by recording the proceedings of all meetings, dealing with all correspondence and keeping a register of all members. The Secretary shall co-ordinate entries for all competitions and all League Fixtures and shall have responsibility for all other organisational matters such as travel arrangements connected thereto.

(c) The Treasurer shall furnish bank statements of accounts as required by the management committee and shall co-ordinate fund raising activities.

(d) The Management Committee shall meet the 1st week of every month.

7. Organisation and Management.

(a) General management of the club affairs shall be vested in the Management Committee, which shall be comprised as follows: Chairman, Vice-Chairman, President, Club Secretary, Club Treasurer, Team Managers and up to six others elected at the Annual General Meeting.

(b) The Management Committee shall have the power to :

(i) Conduct its business as it shall from time to time by resolution determine and regulate its own procedure.

(ii) Co-opt additional members in an advisory capacity and appoint such sub-committees and assistants to the

office bearers as it deems necessary.

(iii) Fill vacancies arising during its time in office.

(iv) Accept or reject applicants for membership.

(v) Deal with or suspend any member who has infringed the club constitution, or who is indebted to the Club, or whose conduct is likely to bring the Club into disrepute, in accordance with the complaints and disciplinary procedures.

(vi) Levy any extra charges or fees, which may arise from player's fines.

(vii) Appoint any delegate to the governing bodies and to any other bodies which may from time to time require representation.

8. Complaints and Investigations Procedures.

Any member who believes the conduct of another member is contrary to the Constitution of the Club, or whose conduct may bring the Club into disrepute may inform any member of the Management Committee in writing. A meeting of the Management Committee shall be held within fourteen days after the complaint has been received. All parties involved will be invited to attend individually to speak to the Management Committee. The Management Committee shall inform in writing, both the member who made the complaint and the member who is the subject of the complaint, of their decision within seven days of a decision being made.

9. Disciplinary Procedures.

Where a complaint is deemed of appropriate severity by the Management Committee, the Management Committee have the right to invoke the disciplinary procedure.

The Management Committee shall have the following options at its disposal under the disciplinary procedure:

(i) Impose a fine where applicable. The member being fined will be informed of the amount in writing and the date by which it must be paid. All fines will be paid to the Treasurer. Failure to pay the fine will result in further disciplinary options being invoked.

(ii) Impose a period of suspension for a defined period.

(iii) Terminate the membership of the person.

During the period of suspension the member is suspended from all activities of the Football Club and therefore shall be ineligible to participate as a member in the affairs of the club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The management committee shall inform all the members in writing of the suspension. The member may invoke the appeals procedure.

The management committee has the power to reinstate the suspended member if the decision of the appeals procedure finds in favour of the member and the secretary shall inform the member in writing of the date from which he is reinstated.

10. Appeals Procedure.

A member may appeal the decision of the management committee in respect of a disciplinary matter or complaint. The appeal must be made in writing to the secretary within fourteen days of the member being notified about the outcome of the complaint procedure or disciplinary procedure.

11. Termination of membership.

The management committee shall have the power to terminate the membership of any individual member where it has been clearly demonstrated that a breach of club constitution has taken place.

The individual member shall have the right to be heard by the management committee before the final decision is made.

The management committee shall inform the member in writing of any decision to terminate their membership.

12. Finance.

(i) Club dues/subscriptions are to be paid each training session and / or match day for players. The cost of these dues/subscriptions shall be set by the Management Committee at the annual general meeting for the following season.

(ii) All monies shall be lodged in a Bank Account in the name of the club.

(iii) The treasurer shall close the books on 30th May annually.

(iv) The annual statement of accounts shall be certified prior to presentation at the annual general meeting.

(v) Cheques shall be signed by any 2 nominated officers. The current nominated officers are the Chairman, Secretary and President.

13. Annual General Meeting.

(i) The annual general meeting shall be held in the first week in June or as near that date as is practically possible at such a venue as the management committee may decide.

(ii) At least seven days notice shall be given to all members.

(iii) The annual general meeting shall receive the Chairman's report, Secretary's report, Treasurer's report and such other reports as reflect the workings of the Club during the preceding year.

(iv) Officials and members of the committee for the coming year shall be elected..

(v) Decisions taken at the annual general meeting shall be taken by a simple majority of those present entitled to vote and voting. Motions for such decisions having been proposed and seconded. Decisions so taken shall not be rescinded at any subsequent meeting except with the consent of two thirds of those present entitled to vote and voting, prior written notice of each intended item to be rescinded having been conveyed

to each member in the convening of said meeting.

14. Extra Ordinary General Meetings.

An extra ordinary general meeting may be called by:

- (i) The management committee
- (ii) At least ten members who shall state in writing the business to be discussed.
- (iii) At least seven days notice shall be given to all members.
- (iv) Only the business specified in the notice convening the meeting shall be discussed.

15. Club Trophies.

- (i) Winners of club trophies must hold same for one year unless resigning and must undertake to return them when requested.
- (ii) Managers shall pick annual Player awards.

16. Resignation.

Any member wishing to resign or move clubs must notify the Secretary in writing to that effect and must be clear of all liabilities before the resignation can be accepted.

17. Transfers

Transfer of members to or from other clubs must be undertaken in accordance with the appropriate League rules.

18. Insurance

The Club must hold a public liability insurance.

19. Dissolution.

In the event of the dissolution of the club, any assets remaining after settlement of all outstanding debts and liabilities shall be not be distributed amongst the members, but shall be given to charity, decided by the management committee.

20. Amendments to the Constitution.

This constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an annual or extra- ordinary general meeting.

21. Special Powers.

The management committee shall have the power to deal with any matter not specifically provided for in the constitution or of such urgency as would preclude the calling of an extra-ordinary general meeting, provided that their action is reported to a meeting at an early stage.