

FC IRLANDE ASBL

CLUB CONSTITUTION

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Article 1

Definitions

1. Club Committee: as defined by article 4.1 of the Constitution;
2. Director of Football: Club member elected every year, during the AGM, whose role is specified in Chapter 6 of the FC IRLANDE – The Football Booklet (2013-2014), published on the club's website and approved at the E.G.M. held on
3. Football Committee: as defined by article 4.2 of the Constitution;
4. Disciplinary Committee: as defined by article 9 of the Constitution.

Article 2

Aim of the club

1. The aim of FC Irlande (henceforth referred to as “the club”) is to offer football to players of all nationalities. Whilst being open and welcoming to all the club should have an “Irish ethos” on and off the pitch. On the pitch this shall include the Irish tradition of sportsmanship, competitiveness and camaraderie; off the pitch this shall include promoting Irish cultural events, working with other Irish sports clubs in Brussels and maintaining links with former players in the Republic of Ireland and other countries.
2. The club shall be run on a non-profit making basis in accordance with its status as an ASBL. It shall be permitted to have a reasonable financial reserve for contingencies, as well as the accumulation of funds for specific projects related to the status approved at a General Meeting of the club.
3. The club shall enter teams into the local Belgian Men's and Women's amateur football leagues.
4. Its home venue/s shall be chosen by the Club Committee in consultation with the Football Committee based upon availability and cost of facilities and this can be subject to change.
5. The official operating language of the club shall be English.

Article 3

Membership

1. The club shall have 3 categories of membership:

- (a) Standard **(Full)** member: An individual in full employment.
- (b) Special category **(Full)** member: An individual who is currently not in employment, or in full time study.
- (c) Social member: An individual who wishes to participate in club social events and play limited occasional games up to a maximum of 4 games per season.

| For all purposes, categories 1(a) and 1(b) are to be considered equal.

2. A person shall be considered to be a member of the club when his/her subscription has been paid. The Club Committee reserves the right of refusing an application for membership.

3. The membership fees for each category shall be set at the Annual General Meeting (AGM).

4. All players playing competitive games for the club shall have paid their membership fees within 3 weeks of the start of the season i.e. around the 3rd week of September. The exact date will be set by the Club Treasurer. For newly registered players, their subscription is due after they have been selected and played in 4 games for the club.

5. Exceptions to 3.4 may be granted when a new player is registered during the season after a significant number of games have already been played or when an individual (already registered but no longer a paid up member) is invited to play for the club at short notice due to shortage of regular players for a specific game. In this regard these or any other exceptions may have to be approved by the club Committee who will set an appropriate subscription fee to be paid when necessary.

6. All members will be informed of the club rules and values, which together with the club Constitution can be found on the club website.

7. All members are expected to contribute to the running of the club and its activities. The Football Committee defines the detailed roles to be undertaken by club members to support the club on match days and training evenings.

Article 4

Committees and running of the club

1. The club shall be run by a **Club Committee** henceforth referred to as "Committee". This shall comprise of a minimum of 5 and a maximum of 12 officials, including a Club President, Vice-President, Club Treasurer, Club Secretary and Director of Football.

Responsibilities:

- Management of the overall budget;
- Control of actual expenses - purchases;
- Collection of Annual Subscriptions;
- Sponsorship and Funding;
- ASBL related matters;
- Management of all Club Contracts;
- Administrative relationship with Local Football Leagues, Ground Owners, Suppliers;
- Branding and both internal and external communication;
- Club Website;
- Organization of social events;
- Organization of the AGM and regular Committee Meetings.

2. For all operational Football related matters, the activities will be handled by the **Football Committee**, headed by the DOF, including the team captains as members, without prejudice of the powers of the Committee and the Disciplinary Committee.

Responsibilities:

- Management of all Club Teams;
- Training Setup, Schedule and Coaching;
- Equipment;
- Football Competitions;
- Operational relationship with Ground owners, suppliers;
- Recruitment;
- Organisation of regular Football Committee Meetings.

3. **Club President** has overall responsibility for the Club's Activities and all committees will report directly to him/her. Strategically it is their responsibility to ensure that the Club moves forward and continues to develop in light of changing requirements and is able to respond quickly to any issue which might arise. The **Vice President** will assist in this task and will assume full powers of the Club President role if it is required to deputise for the Club President due to temporary indisposition or unavailability.

4. In order to discuss matters related to the club, the Committee and the Football Committee shall meet in joint session at the beginning of the season and once again at the mid-point of the season.

5. The club at the A.G.M. shall nominate a Football Secretary for both the men's teams and the women's team(s) who will then be the focal point for all footballing administrative dealings with the leagues; the Football Secretary will be a member of the Football Committee.

6. A person must be a member of the club before he/she may be considered for a position in the club.

7. The members of the committees shall be elected every year at the AGM.

8. To be eligible for the role as Club President a person shall have been a member of the club for at least three years and he/she must also have previously served on the Club or Football Committee. The candidacy must be forwarded to the Club Committee at least 10 days in advance of the published date of the AGM.

9. Decisions taken by the Committee shall be by simple majority. In the case of a tie the Club President shall have the casting vote. The quorum for the Committee to take decisions shall be 50% of its members.

10. Committee members may be removed from their position if they fail to fulfil their duties. This would require a E.G.M. to be held. To approve the dismissal the motion must be proposed and seconded and have a simple majority of the full Committee.

11. Should a Committee member resign, a replacement may be co-opted by the Committee.

12. The Club President shall be responsible for producing minutes of the meetings noting records of key decisions. The minutes will be made available to the members after they have been approved by the Committee members who attended the meeting. Information of a financially sensitive or personal nature may be withheld from the public version.

13. The Committee shall meet in closed session. However, it may invite persons other than Committee members to attend part or all of a meeting.

14. The Committee may propose additional roles as it sees fit to enhance the smooth running of the club. Sub-committees may be implemented for special tasks or special roles required to carry out a specific function throughout the year.

Article 5

Club Finances

1. The club shall remain financially solvent. The club shall aim to meet its outgoing expenditure/costs each season but this may fluctuate from year to year. Updates on the financial position of the club shall be presented at each Committee meeting. The club accounts shall be presented for approval at the Annual General Meeting.
2. Club funds shall be held in a nominated Belgian bank account.
3. All expenditure shall be agreed by both the Club President and Club Treasurer. Exceptionally, one (but not both) may proxy another person to make agreements on their behalf. The power of proxy shall be recorded in writing.
4. All expenditure below 500€ must be approved by either the Club President or Club Treasurer; any expenditure between 500€ and 2000€ must be approved by both the Club President and the Club Treasurer; expenditure beyond 2.000€ will have to be approved by the Club Committee. Expenditure beyond 5.000€ will have to be approved at the AGM or at an EGM specifically called for.
5. The club may accept sponsorship. This shall be subject to the agreement of the Committee. It is imperative that all sponsorship deals may be terminated by the club at maximum 12 months' notice.
6. The club shall have a complete inventory list (equipment, footballs, kits, bibs etc). This is the responsibility of the DOF with assistance from the Club Treasurer.

Article 6

Annual General Meeting

1. Every year the club shall have an Annual General Meeting (AGM).
2. The AGM shall be held after the end of the football season. The date of the AGM is set by the Committee.
3. The purpose of the AGM shall include:
 - approving the club accounts
 - setting membership and match fees
 - agreeing the number of teams that will be entered in competition the following season
 - agreeing to proposed club expenditures exceeding 2000 €
 - appointment of all members of the committees
 - discussing proposals made by club members
 - approving next season's club budget
4. Club members may make proposals for consideration at the AGM. They shall be submitted in writing at least 5 working days in advance of the AGM to the Club President. All such proposals, together with motions put forward by the Committee, shall be made available to members via the club mailing list in advance of the AGM.
5. All Members shall be informed by email of the date of the AGM at least 15 days in advance, and invited to attend. Notice will also be posted on the club website.
6. The AGM is open to paid up members only but if non members wish to attend they should request attendance in advance from the Committee. Only paid up members may vote at the AGM.
7. The quorum for the AGM to take decisions shall be the presence of 25 members . If this number is not attained then all decisions taken at the AGM will need to be formally ratified by a poll conducted with all club members within 10 days of the AGM meeting. A simple majority will be required to ratify the AGM decisions.
8. Decisions taken at the AGM shall be taken by simple majority. Voting shall be done by a show of hands. If for any reason there is a request for a particular vote to be taken by ballot instead then this can be considered by the Committee.

Article 7
Extraordinary General Meeting

1. An Extraordinary General Meeting (EGM) may be called at any time, either upon request of 10 Members in writing to a member of the Committee or by decision of the Committee. An EGM shall be held as swiftly as practically possible upon it being requested and accepted by the Committee.
2. The EGM is open to paid up members only but if non members wish to attend they should request attendance in advance from the Committee. Only paid up members may vote at the EGM.
3. The quorum for the EGM to take decisions shall be the presence of 20 members.
4. Decisions taken at an EGM shall be taken by a $\frac{2}{3}$ majority. Voting shall be done by a show of hands or exceptionally by ballot if approved by the Committee.

Article 8

The teams

1. Every team in the League shall have a Team Captain. A person may only be eligible to stand if they have been a full member for at least a previous season.
2. A delegate appointed by the Club Committee will manage the process by which the teams select captains, unless he/she wishes to be a team captain which would require him/her to delegate the task to another Committee member who is not standing for captaincy.
3. All members wishing to be a team captain shall submit their name to the delegate of the Committee mentioned earlier by no later than 10 days before the AGM.
4. In the case that more than one person wishes to be team captain then all players who played at least 3 games for that team during the previous season shall be invited to vote for their 1st and 2nd preferences as captain by sending an email to the Committee delegate. The person receiving the highest number of 1st preference votes shall be selected as captain. In the event of a tie the 2nd preferences will be counted and if there is still a tie after that then the Committee will decide on the outcome.
5. Team captains may choose a vice captain to replace them when they are unavailable if they wish. The scope of their action will be approved by the Football Committee.
6. Each team captain is expected to treat players with fairness in respect of playing time. The Football Committee will decide on the rules of ensuring that players called up on Saturday are given a reasonable amount of playing time.
7. All male playing members of the club will be considered as available for selection to any of the male teams in the club with the exception of Veterans Football where a minimum age limit is applicable. Players who excel in a lower team should be recommended to a higher level team captain. Similarly players no longer able to hold their place in a team squad should be recommended to the captain of the team below. Selection policy must be seen as generally fair. Player movement between teams is a collaborative process, taking each team's needs into account. Normal procedure is discussion between the captains, eventually confirming that the player is also happy to move either permanently from one team squad to another or is asked to move for one specific match only to reinforce a depleted squad. If the captains cannot agree, they should seek the input of the Director of Football, whose decision on the matter is final. The principles to be applied, within the limits of eligibility rules, are: Priority to the first team over all other teams; within the non-Vets teams and within the Vets teams, priority to the higher team e.g. 2nds over 3rds and Vets 1 over Vets 2. Captains will be expected to show reasonableness in their dealings with each other and not have to involve the Director of Football unless absolutely necessary.
8. Each Team Captain has overall responsibility for all administration at his/her game including the collection of match fees from players and timely payment to the club Treasurer. He/She is liable for all match fees that have been collected but not paid in to the club Bank account.

9. The Director of Football, with the approval of the Club Committee, reserves the right to appoint a non playing coach for any team in the club .This individual will assume the specific responsibilities of team selection and training that is assigned to the team captain

Article 9

Disciplinary Committee

1. All members shall do their utmost to protect and enhance the reputation of the club. The club's handbook containing all the roles necessary to run the club can be found on the club's website.

2. To assist in this task, the club has created a Disciplinary Committee to deal with complaints made by club members related to football and disciplinary matters.

3. The Disciplinary Committee is composed of the Club President, Vice President and the Director of Football

Any change in the composition of the Disciplinary Committee shall be submitted to a vote during a General Meeting of the club.

4. The Disciplinary Committee shall have the authority to apply sanctions to any individual or team who is deemed to have harmed or tarnished the image of the club.

5. The following rules and procedure shall be applied to file a complaint to the Disciplinary Committee:

- Only current club members can file complaints against current club members;
- The complaints should be sent to a member of the Committee, who will forward it to one of the members of the Disciplinary Committee;
- The Disciplinary Committee will meet and decide to proceed with or to dismiss the complaint;
- If the Disciplinary Committee decides to proceed, the complainant and the concerned club member will be invited to a hearing where they will have the opportunity to explain and discuss the raised issues;
- After the hearing, the Disciplinary Committee will assess the situation and decide if a sanction should be applied and, if so, which sanction is appropriate;
- Sanctions are ranged from temporary suspension to exclusion from the club;
- The decision of the Disciplinary Committee is final and cannot be appealed.

6. Any decisions taken by the Disciplinary Committee shall be made available to all club members, unless special circumstances justifies to keep this confidential.

7. If a member of the Disciplinary Committee is concerned by a complaint, this member shall be removed from the Disciplinary Committee until a decision is taken on the complaint. The concerned member shall be replaced in the Disciplinary Committee by the Club Secretary or the Club Treasurer until a decision is taken on the complaint.

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