



## *Constitution*

### **Tandragee Rovers Football Club**

This Constitution was adopted by the members of Tandragee Rovers Football Club at a Special General Meeting held on 24<sup>th</sup> March 2005.

#### **1. NAME**

The name of the organisation shall be Tandragee Rovers Football Club (hereinafter called "TRFC").

#### **2. OBJECTIVES**

TRFC is established:

1. To promote the benefit of the inhabitants of the Tandragee area and its environs (hereinafter described as "the area of benefit") without distinction of age, sex, race, political, religious or other opinion. It will so do by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to advance sporting excellence, recreation or other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
2. To establish a Community Development Initiative and to co-operate with other relevant organisations in the promotion of activities by TRFC and its constituent bodies in furtherance of the above objects.

#### **3. POWERS**

3.1 In furtherance of the above objective, but not further or otherwise TRFC may:

1. Provide or secure the provision of recreational facilities and practical assistance for residents within the area of benefit.
2. Provide, maintain and equip or assist in the provision, maintenance and equipment of premises and facilities designed to carry out the objectives of TRFC.
3. Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.
4. Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property, and any rights and privileges necessary for the promotion of the above objectives and construct, maintain and alter any buildings or erections which TRFC may think necessary for the promotion of its objectives.

5. Make any regulations for any property which may be so acquired.
  6. Subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of TRFC with a view to the furtherance of its objectives.
  7. Receive money on deposit or loan and borrow or raise money in such a manner as TRFC shall think fit subject to such consents as may be required by law.
  8. Invest the monies of TRFC not immediately required for the furtherance of the said objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law. No surpluses or assets will be distributed to TRFC members.
  9. Recruit and train volunteers with relevant skills to carry out the objectives of TRFC.
  10. Employ and pay any person or persons, not being a member of the Management Committee referred to below (“The Committee”) to supervise, organise and carry on the work of TRFC and make all reasonable and necessary provision for the payment of remuneration to any employees.
  11. Payments will not be made to players for playing for TRFC.
  12. Promote and organise co-operation in the achievement of the above objectives and to that end to work in co-operation with local authorities and other voluntary organisations engaged in the furtherance of the above objectives in the area of benefit.
- 3.2 Do all such other lawful things as may be necessary for the attainment of the above objectives or any of them.

#### 4.0 **MEMBERSHIP**

- 4.1 Membership of TRFC shall be open to the following, irrespective of their sex, race Political affiliation, nationality or religious persuasion..
- 4.2 All those living within the area of benefit who subscribe to the objects of TRFC and whose applications for membership the Committee accepts. Such members shall be called “Individual Members” and shall be entitled to vote at meetings of TRFC.
- 4.3 Organisations within the area of benefit, whether voluntary or statutory, may upon application to and with the approval of the Committee, be admitted as “Affiliated Members and such approval shall not be unreasonably withheld. Each Affiliated organisation shall be entitled to one single vote at meetings of TRFC.
- 4.4 Well-wishers from other than the area of benefit, or other persons who, in the opinion of the Committee have special knowledge or experience to offer TRFC may be admitted at the discretion of the Committee as “Associated Members.” An Associated Member shall be entitled to attend at meetings of TRFC but shall not be entitled to vote at any such meeting.
- 4.5 The Membership Committee referred to below shall make rules governing the conditions for and rights and privileges of members, and shall make regulations for

the admission to and termination of membership PROVIDED THAT any member affected by a proposal to terminate her or his membership shall have the right to state a case against such proposal to the Committee.

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

#### **Annual Membership Fee**

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

#### **Resignation and Expulsion**

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

#### **Club Membership Committee**

(a) The Club Membership Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to five other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the or in their absence the quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The

Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

(f) The position of a Club Officer shall be vacated if such person is subject to a decision of The IFA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club

## **5.0 MANAGEMENT**

- 5.1 Except as provided otherwise in this constitution, the policy and general management of the affairs of TRFC shall be directed by a Committee elected at an Annual General Meeting. The Committee shall meet not less than 4 times a year and shall consist of not less than 5 members of TRFC who are entitled to vote.
- 5.2 Nominations from full members of TRFC for membership of the Committee must be in writing and must be in the hands of the Honorary Secretary of TRFC at least 7 days before the Annual General Meeting hereinafter mentioned.
- 5.3 Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of TRFC present and entitled to vote at an Annual General Meeting.
- 5.4 Should the number of nominations be less than the number of vacancies, further oral nominations may, with the approval of the Annual General Meeting, be invited from members present and entitled to vote at the said Annual General Meeting.
- 5.5 The Committee elected at an Annual General Meeting shall have the power to co-opt further members, who shall be Individual Members, Associate Members or representatives of Affiliated Members and who shall serve until the conclusion of the next following AGM, PROVIDED THAT the number of co-opted members shall not exceed one-third of the total membership of the Committee. Co-opted members shall have the right to vote at meetings of the Committee.
- 5.6 The Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer shall be the Honorary Officers of TRFC shall be full Individual Members or representatives of Affiliated Members of TRFC and shall be elected annually by and from the members of the Committee at their first meeting following the Annual General Meeting.
- 5.7 Any member of the Committee who fails to attend 3 consecutive Committee meetings without reasonable excuse shall lose her/his place on the Committee. The resultant vacancy may be filled by co-option in accordance with Clause 5.5 above.
- 5.8 The Trustees (if appointed) must be notified of and shall be entitled to attend all meetings of the Committee but without having the right to vote at such meeting.
- 5.9 A bank account shall be opened in the name of TRFC with Northern Bank Ltd or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Honorary Treasurer and 2 other members of the

Committee to sign cheques on behalf of TRFC. All cheques must be signed by not less than 2 of the 3 authorised signatories.

- 5.10 TRFC shall develop a financial policy and procedures to comply with current legislation. Such policies and procedures shall be review by the committee on an annual basis.

## **6.0 TRUST PROPERTY**

TRFC may appoint and may terminate the appointment of not less than 3 people to act as Trustees for the purpose of holding any monies or property belonging to TRFC. The title to all or any such real and/or personal property which may be acquired by or for the purposes of TRFC shall be vested in the Trustees who shall hold such property in trust for TRFC. The Trustees shall act under the instructions of the Committee who shall, subject to the approval and consent of TRFC as determined by a General Meeting, have power to fill vacancies among the Trustees.

## **7.0 ANNUAL GENERAL MEETING**

- 7.1 The first Annual General Meeting of TRFC shall be held not later than 31<sup>st</sup> December 2002 and in each year thereafter. An Annual General Meeting of TRFC shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting), as the Committee shall determine.

- 7.2 At such Annual General Meeting the business shall include the following:

- The election of members to serve on the Committee
- The appointment of an auditor or auditors
- The consideration of an Annual Report of the work done by or under the auspices of the Committee
- The consideration of the audited accounts
- The transaction of such other matters as may from time to time by considered necessary
- Review of financial polices and procedures.

## **8.0 SPECIAL GENERAL MEETINGS**

The Committee may at any time, at its discretion and shall upon a requisition signed by not less than 10 members having the power to vote and giving reasons for the request, call a Special General Meeting of TRFC for the purpose of altering the constitution in accordance with Clause 13 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

## **9.0 QUORUM**

- 9.1 The quorum at General Meetings of TRFC shall be 8 members entitled to vote and at meetings of the Committee or Sub-committees shall be 3 members or such other number as the Committee may from time to time determine.

## **10.0 STANDING ORDERS**

- 10.1 The Committee shall have the power to adopt and issue Standing Orders and/or Rules for TRFC. Such Standing Orders and/or Rules shall come into operation immediately

PROVIDED ALWAYS THAT they shall be subject to review by TRFC in General Meeting and shall not be inconsistent with their constitution.

## **11.0 ALTERATIONS TO THE CONSTITUTION**

11.1 Any alterations to the Constitution shall receive the assent of not less than two-thirds of the members of TRFC present and voting at the Annual General Meeting or a meeting specifically called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

11.2 At least 7 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of TRFC or otherwise brought to the attention of members, PROVIDED FURTHER THAT no alteration shall be made which would cause TRFC to cease to be a registered community amateur sports club (CASC).

## **12.0 DISSOLUTION**

12.1 If the Committee by a simple majority, decide at any time that on the grounds of expense or otherwise, it is necessary or advisable to dissolve TRFC they shall call a meeting of all members of TRFC who have the power to vote, of which meeting, not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

12.2.1 If such decision shall be confirmed by a simple majority of those present and voting at such meeting, the Committee shall have the power to dissolve TRFC and to dispose of any assets held by or in the name of TRFC.

12.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to another registered community amateur sports clubs having similar objectives to TRFC as the Committee may decide.

## **13.0 INDEMNITY**

TRFC shall indemnify and keep indemnified every officer, member, volunteer and employee of TRFC from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising there from) made or brought against TRFC in connection with its' activities, the actions of its' officers, members, volunteers or employees, or in connection with its' property and equipment but this indemnity shall not exceed to liabilities arising from wilful and individual fraud, wrong doing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.

## **14.0 EQUALITY STATEMENT**

The Management Committee of Tandragee Rovers Football Club aim to promote the sport of Football for all people who live in the Tandragee & District Area and will be mindful of the need to carry out our functions in a manner which promotes equality of opportunity between;

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.
- Between men and women generally.
- Between persons with a disability and persons without.
- Between persons with dependents and persons without.

The Management Committee of Tandragee Rovers Football Club recognises its obligations under the Fair Employment Acts (NI) 1976 and 1989, The Sex Discrimination (NI) Orders 1976 and 1988, the Equal Pay Act (NI) 1970 as amended and the Disability Discrimination Act (NI) 1995 and the Race Relations (NI) Order 1997.

## 15.0 CHILD PROTECTION POLICY

To ensure that the best practice is followed by this club, we shall work closely with our Governing Body. (Irish Football Association) In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport which are:

1. Adopt and implement the *Code of Ethics and Good Practice for Children's Sport in Ireland* as an integral part of its policy on children in the club.
2. Have our constitution approved and adopted by the club's members at an AGM or EGM.
3. Permit all members over 16 years of age to vote, where possible. One parent/guardian should have one vote for all their children less than 16 years of age, where relevant.
4. Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
5. Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
6. Clearly define the role of committee members, all Sports Leaders and parents/guardians.
7. Appoint at least one Children's Officer as outlined in 2.6.2 of this code. In the event that the Club caters for both boys and girls, one Children's Officer of each gender would ideally be appointed.
8. Designate the club Chairperson to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. (see 5.13.2) Any such reports should be made according to the procedures outlined in this Code/*Children First/ Our Duty of Care*.
9. Ensure the best practice throughout the club by disseminating its code of conduct. Including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the club.
10. Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Sports Leader or other members of the club. Regulations should stipulate that a Sports Leader who is subject of an allegation, which has been reported to the Statutory Authorities, should stand aside, while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
11. Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
12. Encourage regular turnover of committee membership while ensuring continuity and experience.
13. Develop effective procedures for responding to and recording accidents
14. Ensure that any unusual activity (high rate drop out, transfers etc,) is checked out and reported by the Club Chairperson to the Governing Body of Sport.

15. Ensure that all club members are given adequate notice of AGMs and other meetings.
16. Ensure that all minutes of the meetings (AGMs/SGMs, Committee) are recorded and safely filed.

This Constitution of TRFC was amended (clause 3.11 & clause 11.2) and ratified at a SGM held in the club rooms at 115 Madden Rd, Tandragee, Co. Armagh BT 62 2 DJ on Thursday 24<sup>th</sup> March 2005.

**Signed :-**

Chairman John Sutton

Secretary S. Starniff

Treasurer Yvonne Lamb

Trustee John Gnanan

Trustee T. Horgan

Trustee ~~K~~

Members John Redpath