



Finn Valley Women's Football Club

Club Constitution

1. NAME

The Club shall be called Finn Valley Women's Football Club (Hereinafter referred to as the Club) and it shall seek affiliation to and be bound by the rules of the Football Association of Ireland and the Donegal Women's League.

2. OBJECTS

- i. The object of the Club shall be to arrange football matches and training for each of the playing members of the Club.
- ii. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3. RULES AND REGULATIONS

- i. The Club shall have the status of an Affiliated Member Club of The Football Association of Ireland.
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.

4. MEMBERSHIP

- i. The membership shall consist of the following categories:
 - i. *Player Member: (no vote)*
 - ii. *Committee Member: One vote*
 - iii. *Non-Player Member: One parent/ guardian per registered child able to vote at the AGM.*
- ii. Members in each category shall pay Membership fees as fixed at each Annual General Meeting. The Club in General Meeting may also require Members to contribute to the funds of the Club by way of a special levy.

- iii. All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club. They will also be required to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.
- iv. Any person seeking to join the Club outside of the AGM shall apply in writing to the Executive Committee.
- v. Members shall be admitted by the Executive Committee. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, or gender.
- vi. The Secretary shall keep a Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

5. THE COMMITTEE

- i. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurers, Secretary and Minutes/Assistant Secretary, plus up to 5 other members (Registrar, PRO, Child Welfare Officer, Disciplinary rep, and Co-opted committee member) elected at an Annual General Meeting. The Officers of the Club on the committee are all honorary (non-paid). All Committee members are classed as members of the Club.
- ii. Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.
- iii. The Club Committee shall be responsible for the management of all the affairs of the Club.
- iv. 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.
- v. Meetings of the Club Committee shall be chaired by the Chairperson/Vice Chair or in their absence then secretary.
- vi. The quorum for the transaction of business of the Club Committee shall be four.
- vii. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- viii. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- ix. 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.

- x. The Club Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules. The Executive committee will comprise of the Chairperson, Secretary, Treasurer, Registrar, Child Welfare Officer, PRO, Disciplinary Rep (if appointed) and Co-opted committee member (s).

6. GENERAL MEETINGS

The Annual General Meeting usually fulfils the basic purposes of electing officers and other members of the Executive Committee, of reviewing the Accounts and of considering other matters of importance to the Club membership. It also considers changes to the Constitution.

- i. The Club shall hold an Annual General Meeting between the months of October thru December to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairperson and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the Executive Committee.
 - Appoint someone responsible for certifying the Club's accounts.
 - Fix the subscription for the ensuing year.
 - Consider changes to the Constitution.
 - Review and consider any Bye-laws.
 - Deal with other relevant business.
- ii. Nominations for election of members as Club Officers shall be made in writing (by submission of expression of interest forms) by the proposer and seconder or by the person seeking the role, all of whom must be existing members of the Club, to the Club Secretary not less than 12 days before the AGM. Notice of any resolution/ motions to be proposed at the AGM shall be given in writing to the Club Secretary not less than 4 days before the Meeting.
- iii. A Special General Meeting (SGM) may be called at any time by the majority of the Committee. 10% of the Club Members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an SGM may be any business that may be transacted at an AGM.
- iv. The Secretary shall communicate to members of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.
- v. The quorum for a General Meeting shall be four committee members and four general members.
- vi. The Chairperson or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote (one vote per registered player parent/guardian) and resolutions shall be passed by a simple majority or secret ballot. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

- vii. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

7. FINANCE AND ACCOUNTS

- i. The financial year shall run from December to October of each year.
- ii. The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- iii. The Accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting.
- v. All cheques drawn against the Club's funds shall be signed by the Treasurer and one of two other nominated office-bearers.
- vi. All members of the Club shall be jointly responsible for the financial liabilities of the Club.

8. CLUB TEAMS

- i. Appointments of new team managers/ coaches is to happen directly after the AGM or at its first meeting following each AGM.
- ii. 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.
- iii. 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. The club member will be the manager and their backroom team for the season will also be appointed where applicable.

9. DISSOLUTION

- i. 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.
- ii. 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.

1. Membership

- Rule 1.1 The club shall be known as Finn Valley Women’s Football club and hereinafter the club.
- Rule 1.2 The club shall be affiliated to the Donegal Women’s League and the corresponding FAI leagues. It shall promote, foster, develop, and govern the game of association football within the league in Donegal.

2. Control

- Rule 2.1 The club shall be controlled by the Executive Committee and Committee – hereinafter referred to as “The Committee or Executive” – consisting of a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurers, Registrar, P.R.O., Children’s Officer, Disciplinary Secretary. Only main roles will be allowed to sit on the Executive. i.e., Chairperson, Secretary, Treasurer etc.
- Rule 2.2 Any 4 members shall form a quorum at Exec or committee meeting, while 4 committee members and 4 club members are required to form a quorum for a general meeting.
- Rule 2.3 The ownership of Club property is vested in the Trustees i.e., Chairperson, Secretary and Treasurer.
- Rule 2.4 All communications to the club must be sent to the club Secretary, unless specified otherwise.
- Rule 2.5 Matters relating to the registration and transfer of player(s), and fee(s) thereof must ALWAYS be sent directly to the Registrar.
- Rule 2.6 The Executive Committee will require a quorum of 4 members present to hold a meeting and will have the final say in any matters arising within the club.

3. Registration and Transfer of Player

- Rule 3.1 A player shall be registered or transferred only on the new FAI connect system and can only be done by the registrar.
- Rule 3.2 Completed registration form (s), shall be uploaded onto FAInet by the club registrar along with copy of players birth certificate and relevant fees paid to league registrar
- Rule 3.3 A player shall be eligible to take part in competitions once approved and date stamped by the league registrar on FAInet.
- Rule 3.4 A registered player may be transferred from one club to another by the lodgement of a transfer form on FAInet. The form must be signed by the player and both secretaries involved, which must be verified by the releasing club secretary to the satisfaction of the Registrar. 24-hour transfer rule applies.
- Rule 3.5 An International Clearance Certificate will be required for a player who has been a registered player in another country or a national from another country that has not played previously who is over 10 years old.

4. Protests, Appeals and the Disciplinary Committee

- Rule 4.1 Decisions of the Executive Committee on all matters shall be final and binding with exception when any matter requires the Disciplinary review.

5. The Disciplinary Committee

- Rule 5.1 The Disciplinary Secretary shall notify official (s) / club (s) of serious case (s) for decision where they may have an interest and may require a personal hearing.
- Rule 5.2 The Disciplinary Committee have the power to call before them any member of the club, to enquire into any breach of discipline or etiquette which may be alleged to have taken place, to ban, suspend or fine, or a combination of the latter, such members found guilty.
- Rule 5.3 The Disciplinary Secretary/ rep shall notify concerned official/club/player of decision (s) taken against them.

6. Discipline

- Rule 6.1 The Executive Committee hold the power to investigate any alleged misconduct with any member or mgmt. or player within the club. If anonymous concerns are raised and evidence is proven the Executive committee can provide a verbal warning to the person in question.
- Rule 6.2 If a verbal warning is not adhered to and concerns still arise, the matter can be referred to the disciplinary where they may/can issue a written warning followed by a suspension from the club if deemed appropriate.
- Rule 6.3 The Executive committee reserve the right to suspend or ask any member to leave the club at any point and time where they feel misconduct or disrespect for the club and/ or its rules is abused.
- Rule 6.4 An Executive Member, Disciplinary Member, Member of club, Club Official, Club Member, Player, who has been suspended shall not during the period of his/her suspension take part in any match or fixture under the club, or hold any office in any club, or otherwise act in any capacity under the club.

7. Club Discipline on its Members

- Rule 7.1 A suspension and/or fine imposed by a club on its member is only recognized as valid by the club if the member so suspended and/or fined was informed by registered post to attend a club disciplinary meeting.
- Rule 7.2 The notice must reach member 4 clear days before the meeting and must include the following; place of meeting, date and time member is to attend meeting, case against member. The notice must be signed by the club secretary.
- Rule 7.3 The member shall be informed by registered post of any disciplinary action taken against him/her and when such action becomes effective.
- Rule 7.4 A copy of all documentation on the case i.e., proof of notification, postage registration receipt (s), case and verdict etc. shall be sent to the club Secretary by registered post within 3 days of the club's decision.
- Rule 7.5 The member has the right of appeal to the Club Disciplinary Committee and any such appeals will only be recognized if they are received by the Secretary by registered post within 72 hours of the club's decision.
- Rule 7.6 The decision of the club Disciplinary Committee will be final and binding.

8. Club Roles

Rule 8.1 The Executive Committee alone has the power to elect club and/or fill vacancies.

9. Suspension of Players

Rule 9.1 A suspended player will be notified through the club secretary of her suspension by registered post and the suspension is effective on and from the date indicated on the notice.

10. Meetings

Rule 10.1 Club Committee meetings and Delegate meetings will be held when deemed necessary and convened by the chairperson in consultation with the Club Secretary. A minimum of 7 days' notice will be giving via text or email.

Rule 10.2 The Chairperson, or in his/her absence the Vice-Chairperson or secretary, shall preside at all meetings of the club at which he/she is present. He/She shall conduct the business in accordance with the ordinary rules of procedure of which he/she shall be the judge.

Rule 10.3 Should a vacancy occur in the office of Chairperson or Vice-Chairperson the committee have the power to fill the vacancy from amongst its members.

Rule 10.4 In the absence of both Chairperson and Vice-Chairperson at any meeting a member from amongst those present shall act as Chairperson and in the event of equality of votes on any motion etc. the presiding Chairperson shall have a casting vote as well as a deliberative vote.

11. Annual General Meeting

Rule 11.1 Notification of the date, time and venue of the Annual General Meeting, and all matters which will be included on the agenda, together with any motions and any proposed alterations and/or additions to these rules, will be sent by text or email.

Rule 11.2 One voting card will be issued to each active member at the A.G.M. – one vote per registered player (i.e., one parent/ guardian only) will be allowed for the election of the new committee.

- Rule 11.3 Members of the outgoing Committee present at the A.G.M. shall have full voting rights throughout the A.G.M. except the Chairperson if re-elected.
- Rule 11.4 A Special General Meeting can be called by the Committee as they deem necessary.
- Rule 11.5 At a Special General Meeting no business shall be transacted other than that specified in the requisition to, or contained in the agenda by the club Secretary. Seven days' notice of such a meeting shall be given by the club secretary.
- Rule 11.6 Any additions and/or alterations to these rules begin deemed necessary, notice of any proposed additions and/or alterations must be sent to the club Secretary 21 clear days before the A.G.M. Alterations shall not be made unless supported by a two-thirds majority of those members present and voting at the A.G.M.

12. Rule Omissions

- Rule 12.1 The Committee shall have the power to deal with any matter arising, which is not particular covered by these rules.
- Rule 12.2 It is the responsibility of the club to obtain a copy of these rules.

13. Standing Orders

- Rule 13.1 A.G.M. procedure of elections; A Chairperson is elected pro-term then the permanent Chairperson is elected and he/she conducts the remaining elections and proceedings. The chairperson can appoint a member of the committee to proceed with the AGM agenda including any club meeting.
- Rule 13.2 The proposer of a motion must be present at the A.G.M., or his written authority submitted as proof of his/her intentions.
- Rule 13.3 Only Members will be elected at the A.G.M unless position remain open.
- Rule 13.4 Matters not on the agenda shall not be considered at the A.G.M. unless, without discussion, a majority of two-thirds of the members present a voting agree consent.
- Rule 13.5 Standing orders will not be suspended unless the notice to suspend obtains a two-thirds majority of the members present and voting.

- Rule 13.6 Agenda; All matters on the agenda shall be dealt with in rotation from item one onwards, unless agreed otherwise.
- Rule 13.7 These rules are devised to regulate procedures at meetings and once adopted they can only be changed at a subsequent A.G.M., or Extraordinary General Meeting, of all members present by passing a special resolution i.e., one passed by a two-thirds majority of the members present and voting.
- Rule 13.8 Each candidate must be proposed and seconded. Nominations for committee positions must be received prior to the meeting via expression of interest and if the position is not filled can be received at the meeting.
- Rule 13.9 The straight vote system method of voting shall be used with the option of a secret ballot.
- Rule 13.10 A secret ballot will be allowed on the request of three present and voting members.

14. Executive Meeting Procedures

- Rule 14.1 Roll Call.
- Rule 14.2 Minutes of previous Meetings to be read/submitted and adopted and signed by the Chairperson.
- Rule 14.3 Matters arising from the minutes, progress reports on resolutions passed at the previous meeting are to be dealt with.
- Rule 14.4 Correspondence.
- Rule 14.5 Items of Business.
- Rule 14.6 Any Other Business.

15. Annual General Meeting Agenda

- Rule 15.1 Chairperson's Opening Address.
- Rule 15.2 Roll Call.
- Rule 15.3 Minutes of previous A.G.M. to be read/submitted, and adopted and signed by the Chairperson.
- Rule 15.4 Matters arising from the Minutes.
- Rule 15.5 Secretary's Report.
- Rule 15.6 Treasurer's Report.

- Rule 15.7 Reports from other Officers/Persons on the committee. where deemed necessary.
- Rule 15.8 Chairperson's Closing Address and election of pro-tem Chairperson.
- Rule 15.9 Election of Chairperson and club Committee.
- Rule 15.10 Motions and amendments.
- Rule 15.11 Close of Meeting.
- Rule 15.12 Appointment of Team management and backroom teams for the coming season. (This can only happen when the AGM has closed or at the next general meeting).
- All managers or coaches nominated are asked to remain along with the committee (anyone else is asked to leave)
 - The committee have the final say in the selection of the managers for the upcoming season.
 - Each manager must be proposed and seconded and in the event of multiply candidates it goes to a committee discussion / vote
 - The committee can decide based on relevant qualifications, experience, vetting etc or take a vote (The chairperson does have a vote at this and has the deciding vote in the event of a tie)
 - The committee reserve the right to postpone any decisions to another meeting where they cannot come to an agreement on the night.
 - The committee will also sanction/ approve the proposed backroom team based on the following criteria. (Considering the number of mgmt., the club have outlined is allowed to work with any one team)
 - Garda Vetting
 - Safeguarding
 - Qualifications
 - Experience
 - If the committee cannot decide on the managers, they reserve the right to select a separate interview panel to interview all candidates for the positions.
 - If a member of the committee is going for a manager's role, that committee member cannot have a vote.
 - The selected manager must put forward his/her backroom team which the committee must approve also. The committee have the right to deny any persons on the backroom team where they deem them not qualified or not vetted or safeguarded, until such time that they provide this information. The committee have the final say.

16. Chairperson

- Rule 16.1 The club Chairperson shall only have a casting vote and has the right only to vote in the event of a tie during the AGM.
- Rule 16.2 He/She can suspend standing orders if he/she thinks fit.
- Rule 16.3 The Chairperson at his/her discretion can adjourn a meeting until a later time or date because of a lack of quorum, disorder etc.
- Rule 16.4 He/she can postpone a meeting due to a bereavement etc.
- Rule 16.5 He/she has the power to maintain order, decide points of order, postpone meetings etc.
- Rule 16.6 The Chairperson can call to order any member that he/she feels is taking too often or too much of any issue.
- Rule 16.7 In the absence of the Chairperson, the Vice-Chairperson takes the chair. If both are absent from a meeting then the meeting can appoint a chairperson for that meeting and the person so appointed will have a casting vote as well as a deliberative vote.

17. The Club Secretary

- Rule 17.1 The Secretary will draft agendas, keep minutes, carry out resolutions, and see to correspondence.

Reviewed and Adopted after the AGM on the 25th of October 2023 by the new Executive

Chairperson: _____

Secretary: _____