

Rule 1. Definitions

In the interpretation of these Rules, the following rules and expressions shall have the meanings so defined and words importing the singular shall include the plural, and vice versa, words importing the masculine include the feminine.

“AGM” and **“EGM”** mean the Annual General Meeting and Extraordinary General Meeting of the club respectively.

“The Child” in accordance with National Legislation, the Child is defined as any person under the age of eighteen (18) years.

“The Club” shall mean all persons who are members, officials, benefactors.

“The Club Rules” shall mean these rules and all other rules, policies and guidelines which are binding on Members and Participants as may be introduced and amended from time to time.

“The Committee” shall mean all elected members including the Executive.

“Domestic Competitive Match” shall mean all competitions within the League that the player is registered with.

“The Executive Committee” shall mean the committee comprising the Chairman, the Vice Chairman, The Secretary, Assistant Secretary, The Treasurer, Assistant Treasurer and Club Registrar.

“Friendly” shall mean a match sanctioned in accordance with League Rules, by the League the teams are registered with.

“The Honorary Officers” shall mean The Honorary Chairman otherwise The Chairman; The Honorary Vice Chairman otherwise The Vice Chairman; The Honorary Secretary otherwise The Secretary; The Honorary Assistant Secretary otherwise The Assistant Secretary; The Honorary Treasurer otherwise The Treasurer; the Honorary Assistant Treasurer; otherwise the Assistant Treasurer, the Club Registrar and the underage Secretary.

“The League” shall mean the body the team is registered with for the coming season.

“Manager” means the official appointed by the Club that is responsible for the selection of a team.

“Match Officials” means referees, assistant referees and reserve officials.

“Members” of the Club shall be defined as the following:

- *persons who have paid the required membership subscription in full to the Treasury of the Club on their own behalf .*
- *Parent or Legal Guardian of a child who has paid the required membership in full to the Treasury of the Club on behalf of the Child.*
- *Honorary Life Members of the Club that may be appointed by the Executive from time to time.*

“Participant” means a Player, Official, Manager, Coach, Volunteer, Match Official and any other person who from time to time participate in any activity sanctioned by the club or sanctioned by the League that a team is registered with.

“Player” means a person who is registered with a League and is a member of the Club in accordance with these Rules.

“Quorum” means the number of committee members required to be present at a meeting in order to effect the business of the day.

“Team Representative” – The Team Rep means the person elected by the team players and appointed by the Executive to liaise with the Committee on behalf of the team members.

“Underage Teams” Means all juvenile teams from Academy up to and including Under 18.

Rule 2. TITLE.

The title of the Club shall be the Allenwood Celtic Association Football Club and herein after referred to as “the Club”.

Rule 3. Offices.

The principal office of the Club shall be on club grounds.

Rule 4. Club Colours.

The Clubs first colours shall be green and white. The Clubs second colours shall be yellow but may be changed by the Executive Committee.

Rule 5. Constitution.

The Club shall be strictly non political and non sectarian. The Club shall embrace all races and foster an environment of tolerance and inclusion. The Club shall not discriminate against any

person on the grounds of race, religion, sexual orientation, disability. Club members shall conduct themselves at all times in a manner befitting the ethos of the Club.

Rule 6. Objectives and Principles of the Club.

- To promote, foster and develop Association football amongst all its members.
- To comply with the Laws of the Game.
- To take all reasonable steps to guard against infringements of these Rules and the laws of the game.
- To cooperate with the Leagues and the Football Association of Ireland and the Schoolboys Football Association of Ireland in the organizing of their competitions.
- To provide the means for the continuance of social interaction amongst its members.
- To protect the child.
- To foster a culture of fair play, respect and sportsmanship amongst its players, coaches, volunteers, officials and parents.
- To promote the Club in a manner befitting an efficient and organized sporting organization.

Rule 7. Obligations of Members and Participants.

- To be bound by the rules of the Club and the rules of any competition in which they are participating.
- To safeguard the Child in accordance with prevailing Legislation.
- Respect the Laws of the Game.
- Respect the instructions and procedures of the Club.
- Foster a culture of unity within the Club.
- Ensure the election of the Committee, including the Executive Committee.
- It is the responsibility of each member to supply the Club with a mobile phone number and an e-mail address if applicable (In accordance with Data Protection Legislation, no such detail shall be provided on a 3rd Party basis save for the express permission of the subject individual member).
- Members and Participants shall not at any time make disparaging or critical comments about the club, its officials or other personnel which are contrary to the interest of the Club.

Rule 8. Officers of the Club.

The Officers of the Club shall be as follows: The Chairman, The Vice Chairman, The Secretary, The Assistant Secretary, The Treasurer, The Assistant Treasurer, The Club Registrar and the Underage Secretary.

Rule 9. Honorary Life Members.

The AGM may appoint Life Members on the recommendation of the Executive Committee.

Rule 10. Committee.

The business affairs, finance and management of the club shall be vested in and shall be under the control of a Committee of a minimum of 4 persons to a maximum of 16 persons (Plus the 4 Trustees of the Club if applicable) as set out in Club By-Laws. The Committee shall be responsible for implementing these Rules and Constitution as well as all policies agreed at the annual general meeting or any other meeting. The Committee shall regulate the expenditure of the Club and no expense shall be incurred without the express sanction of the Committee. They shall also be responsible for maintaining the club in good esteem. Each member of the Committee shall have been an ordinary member of the Club for a minimum of 2 consecutive years prior to consideration for election.

Rule 11. Executive Committee

In addition to the Trustees of the Club, the Executive Committee shall be as follows:

- The Chairman
- The Vice Chairman
- The Secretary
- The Assistant Secretary
- The Treasurer
- The Assistant Treasurer
- Registration Officer

The Executive Committee shall have the power to direct any officer, committee member or member of the Club to a meeting to answer any questions relating to a matter or incident involving the member where it could be reasonably presumed that the member was representing the Club, or any member with knowledge of an occurrence relating to the Club may be directed to attend.

Rule 12. Election of the Committee and the Executive

The Officers and other Committee members shall be elected by the members of the Club at the Annual General Meeting. Nominations for the Committee will only be accepted from fully paid up members and/or the Executive Committee and should be forwarded to the Club Secretary, in writing by registered post to be received no later than 21 days prior to the date of the AGM. The Club Secretary must inform the Executive of receipt of nominations in accordance with the provisions of Rule 10 as they are received and those valid nominations will be put forward at the AGM. Where no new nominations are received, the sitting members shall be deemed as re-elected unopposed. Those members, OTHER THAN OFFICERS IN SITUE, who are seeking election must secure the votes of two thirds of the membership in attendance at the AGM. In the event that a Committee vacancy arises during the year, the Executive shall have the power to co-opt a member of at least 2 years standing to the Committee. Not more than 4 members shall be co-opted in any one year. Should any further vacancies arise, an EGM of all members may be convened if deemed necessary by the Executive Committee to elect the required Committee members to office for the remainder of the year.

Rule 13. Committee Meetings

The Honorary Secretary or Assistant Secretary shall notify all committee members of all ensuing committee meetings 7 days in advance.

4 members of the Committee shall form a quorum. If the Chairman is satisfied that a quorum exists the meeting shall proceed. Where the Chairman is satisfied that a quorum does not exist, the meeting shall not proceed and shall be rescheduled and due notification issued to all Committee members. The Chairman shall have a casting vote at all meetings of the Club.

a) Executive Committee Meetings:

The Executive Committee shall meet as often as is deemed necessary by the Executive, but not less than 6 times per calendar year.

b) Committee Meetings:

The Club Committee shall meet as often as is deemed necessary by the Executive but not less than 3 times per calendar year.

c) Council Meetings:

A Council Meeting comprising Committee Members, Team Reps, Team Managers and non elected officers shall be held as often as is deemed necessary by the Executive but not less than 3 times per calendar year.

Rule 14. Sub-Committees

A sub-committee to promote, research or conduct any activity may be formed with the approval of the Executive Committee. The sub-committee shall nominate a person within said committee to take minutes of all meetings held and present a copy of them to the Club Secretary.

The Chairman, Honorary Secretary, Honorary Treasurer shall be ex officio members of all sub-committees.

The Executive Committee shall have the sole right to appoint sub-committees and approve any funds in the hands of such sub-committees.

The Executive Committee shall have the power to dissolve any sub-committee it has appointed.

Rule 15. Membership of the Club

a) Ordinary Members – Who shall be:

- Players or supporters of the Club paying in advance an annual subscription.
- Parents/Guardians of child players of the Club who have paid an annual subscription on behalf of the child.

b) Honorary Members - Who shall be benefactors of the Club or Life Members

c) Associated Members - Who shall be such persons deemed by the General Body of Members to be fit and proper persons to be associated with the activities of the Club.

d) Juvenile Members – Who shall be all persons under the age of 18 at the time of paying an annual subscription or having said annual subscription paid on their behalf by a parent or legal guardian.

The Executive Committee reserves the right to refuse an application for membership.

Rule 16. Period of Membership

a) Adult Players and Adult supporters – Membership will run from date of payment of annual subscription to the relevant registration date (as set out in Rule 18) in the year following the payment of the annual subscription.

b) Juvenile players – Membership will run from the date of payment of annual subscription to relevant registration date (as set out in Rule 18) in the year following the payment of the annual subscription.

c) Parents/Legal Guardians of Juvenile Players - Membership will run from the date of payment of annual subscription to relevant registration date (as set out in Rule 18) in the year following the payment of the annual subscription.

Rule 17. Subscriptions

Prior to being admitted as a member of the Club a person must pay in advance an annual subscription which shall be decided upon by the Executive Committee.

Membership fees cannot be subsidized in any way and must be paid in full by the person or parent/legal guardian in the case of a child member.

Rule 18. Payment of subscriptions

- a) The Club will facilitate a registration day for adult players, the date of which will be decided upon by the Executive Committee which in any event will occur on or before the 31 March in the year following the AGM.
- b) Adult players and ordinary members shall pay their subscriptions in full no later than the relevant registration date (as above) in each year and in the case of newly elected members and new playing members whether joining prior to or after the scheduled registration date, subscriptions shall be paid in full immediately with application.
- c) The club will facilitate a registration day for the underage players the date of which will be decided on by the Executive Committee.
- d) Players representing the clubs underage teams and their parents/legal guardians shall pay their subscriptions no later than relevant registration date (as above) in each year and in the case of new playing members whether joining prior to or after the scheduled registration date, subscriptions shall be paid in full immediately with application.
- e) Payment of subscriptions shall be the responsibility of the individual.
- f) No membership subscriptions shall be accepted 21 days prior to the AGM.

Rule 19. Ceasure of Membership

A person who has been elected to the Club shall not cease to be a member of the club unless that person submits in writing their resignation from the Club to the Club Secretary. Without prejudice to RULE 21, a person may apply in writing, by registered post, to the Club Secretary for a refund in whole or in part of any subscriptions paid if their resignation as a member of the Club is accepted within 8 weeks of paying said subscription. The Executive Committee will make a decision on any such application.

Rule 20. List of Members

- a) The Club Registrar will publish a list of all members in the Club Rooms no later than 14 days from the dates of the respective adult and underage registration days.
- b) Persons who have not paid in full their membership subscriptions within the time stipulated in RULE 18 shall be deemed as not being members of the Club and are therefore not entitled to represent the club in any domestic competitive match, friendly match, club activity or participate in any club training session.

Rule 21. Removal from the List of Members

The Executive Committee shall have the power to suspend and if they deem fit, remove from the list of members of the Club, any person whom it considers to have acted in a manner derogatory to the interest or welfare of the Club as provided for in RULE 5.

Rule 22. Complaints

All complaints or communications on Club matters shall be considered at a Committee Meeting and brought to an AGM or to an EGM if deemed necessary by the Executive Committee.

Rule 23. Property of the club

- a) Club property that is lost or damaged by members shall be replaced or made good by said member(s).
- b) Failure to adhere to Rule 23(a) shall result in disciplinary action being taken against that member.

Rule 24. FUNCTIONS

(a) – Role of the Chairman

- ❖ The Chairman shall preside over All Meetings of the Club. In the absence of the Chairman, the vice Chairman shall take the chair. In the absence of both a Chairman shall be elected from those present.
- ❖ He shall keep proceedings to an orderly fashion.
- ❖ He shall remain impartial in proceedings.
- ❖ He shall be entitled to vote and in the event of a tie shall have the casting vote
- ❖ He shall undertake any reasonable task assigned by the Executive Committee.

(b) Role of the Honorary Secretary

- The Secretary shall be deemed to be the official representative of the Club at all outside meetings or functions unless otherwise decided by the Executive Committee.
- The Honorary Secretary shall convene All Meetings of the Club. In his absence, the Assistant Secretary shall assume his duties. In the absence of both a Secretary shall be elected from those present.
- He shall attend or be represented at All Meetings of the club and take minutes of the proceedings at all such meetings.
- The Secretary shall keep a record of attendance at all Club Meetings.
- He shall correspond with all members of the Club in relation to any matter pertinent to the Club.
- He shall correspond with the Leagues and their representatives on behalf of the Club.
- He shall register all Adult Playing members with their relevant Leagues.
- He shall undertake any reasonable task assigned to him by the Executive Committee.

(c) Role of the Honorary Treasurer

- The Honorary Treasurer shall keep correct accounts showing the financial affairs and all receipts and disbursements of the Club.
- All subscriptions shall be collected by him or a person nominated by him and he shall pay all expenses sanctioned by the committee.
- He shall submit a statement of finance to the committee on foot of a minimum of 4 weeks notice.

- He shall prepare a statement of account at the end of each season and present such accounts to the AGM.
- He shall publish a statement of account on the Club Notice Board within 21 days of said accounts being ratified at the AGM.
- He shall at the request of the committee and on foot of 2 weeks notice prepare team accounts for presentation at the following committee meeting.
- He shall attend or be represented at all meetings of the Club.
- He shall undertake any reasonable task assigned by the Executive Committee.

(d) Role of the Registration Officer (Registrar)

- The Registrar shall receive Club and League Registration Forms from all playing members.
- The Registrar shall receive Club Registration Forms from all non playing members.
- The Registrar shall compile and maintain an orderly record of all received Club and League Registration forms.
- The Registrar shall be responsible for the safe deliverance of all completed League Registration forms to the Club Secretary.
- The Registrar shall be responsible for collecting all membership subscriptions and for their safe deliverance to the Club Treasurer.
- The Registrar shall issue receipts to all fully paid members.

Rule 25. Annual General Meeting

- (1) A General Meeting of the Club shall be held each year before 31 March as arranged by the Executive Committee.
- (2) All motions must be submitted in writing, by registered post, and be received by the Honorary Secretary not less than 21 days before the date of the AGM.
- (3) Adoption of proposed changes to the constitution and rules require the approval of two thirds of those present and who are eligible to vote.
- (4) The following business shall be transacted at the AGM:
 - Minutes of the previous AGM.
 - Chairmans report.
 - Secretarys report.
 - Treasurers report.
 - Electing the Executive Committee.
 - Electing Club Committees.
 - Notice of Motions.

- Transacting any other business.

The Club Secretary shall put the date and time of the AGM on the Club Notice Board at least 30 days prior to said AGM.

Rule 26. Valid Motions

A motion for discussion at the AGM is deemed valid and eligible for discussion when:

- a) It has been submitted by the Executive Committee.
- b) It has been communicated to the Club Secretary in writing, by registered post, a minimum of 14 days before the date of the AGM by a fully paid up member.
- c) It is not considered by the Committee to be vexatious or contrary to the ethos of the Club.

Rule 27. Emergency General Meeting

- a) An E.G.M. of the members may be convened at any time by the Executive Committee or by a written requisition of the Club Secretary signed by no fewer than 12 members and stating the business of the meeting. No other business will be discussed at the meeting.
- b) The Club Secretary shall call the E.G.M. within 10 days of the receipt by him of such requisition by placing such requisition on the clubs notice board.
- c) The Club Secretary shall give seven days notice to each Club member of the time and place fixed for the holding of such a meeting and the business to be transacted thereat.

Rule 28. Vote

- ❖ All matters going before the Committee/Executive Committee and requiring a vote shall be decided by a simple majority of those present and eligible to vote.
- ❖ Adoption of proposed changes to Constitution and Rules require the approval of two thirds of those present and who are eligible to vote.
- ❖ Voting shall be by a show of hands but any two members entitled to vote may request and be granted a secret ballot.
- ❖ Each fully paid up member/committee member shall be entitled to one vote i.e one person one vote rule applies.

- ❖ The parents/legal guardians of each fully paid up child member shall be entitled to one vote at an AGM/EGM on behalf of that child member i.e. one child one vote to a maximum of 2 votes per family.

Rule 29. Amendments to the Constitution & Rules

- I. These rules shall not be altered, amended or added to save by a resolution of an Annual General Meeting or an Extraordinary General Meeting of the members carried by a two thirds majority of those present and eligible to vote.
- II. The Club Secretary must receive 21 days written notice, by registered post, containing full particulars of any proposed change duly signed by twelve members prior to such General Meeting.
- III. The Executive Committee may submit a proposed change 21 days prior to such a General Meeting.
- IV. The Secretary will then notify all Club Members 14 days before the meeting.
- V. He will then post full particulars of the proposed change on the Club Notice Board and furnish a copy of the particulars to all Committee Members and any other Club Members on request.

Rule 30. Dissolution of the Club

- a) The Club may be dissolved by a resolution passed by a two thirds majority of the members present and eligible to vote at any general or emergency meeting provided that there shall be not less than half of the total number of members of the Club present thereat and that such resolution shall be subsequently confirmed by a majority of two thirds of the members present and voting at an EGM convened for that purpose. Not less than one half of the total voting members of the Club shall be present.
- b) If after 15 years from the dissolution of the Club the Club has not reformed, the outgoing Committee shall forthwith realize the assets of the club to discharge all liabilities.
- c) Should any liability remain outstanding, the Committee shall apportion said liability equally on all club members who will be liable to discharge said liability.
- d) Should any monies be found in surplus after all of the Clubs liabilities are discharged, that surplus will be divided equally between the Kildare & District Football League and the Kildare & District Underage League for the betterment of soccer in Co Kildare.

Rule 31. Acceptance of Constitution

- a) A copy of these Rules shall be displayed prominently in the Club. Acceptance of these Rules and any amendments made by the general body of members shall be a condition of membership of the Club,
- b) These Rules shall be binding on every member.
- c) Each new member shall be furnished with a copy of these Rules on request.

Rule 32. Trustees

- a) The property of the Club shall be vested in 4 Trustees who are hereby indemnified by the members of the Club against any claim or demand in respect of any liability properly incurred on behalf of the Club.
- b) In the case of a vacancy in the office of Trusteeship, a new Trustee shall be elected at the next ensuing General Meeting of the Club.
- c) The continuing or surviving Trustees or trustee of the Club shall have the power to act notwithstanding any such vacancy as may occur in the number of Trustees.
- d) The Trustees shall be permanent members of the Executive Committee of the Club.
- e) The Trustees shall have the power to borrow or raise money in such a manner and in such amounts as shall be Authorised by Resolution of the Executive Committee and to secure the repayment of any money borrowed, raised or owing by mortgage, charge or loan upon the or any part of the Clubs assets.

Rule 33. Income & Property

- a) The income and property of the Club shall be solely directed towards the promotion of its main objectives as set out in this Constitution.
- b) No portion of the Clubs income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.
- c) No Trustee or Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or benefit in money or monies worth from the Club.
- d) However, nothing shall prevent, in good faith, by the club of:
 - I. Reasonable and proper remuneration to any member, Officer or Servant of the Club (not being a Trustee) for any services provided to the club.

- II. Reasonable and proper out of pocket expenses incurred by any Trustee/Officer in connection with their attendance on any matter affecting the club.

Rule 34. Code of Ethics & Good Practice for Childrens Sport

Allenwood Celtic shall devise and implement a code of ethics and good practice for the benefit of its child members. Such code of ethics shall be drawn from the principles of good practice in childrens sport as enshrined in the Irish Sports Councils Code of Ethics and Good Practice for Childrens Sport and the Football Association of Irelands Good Practice guidelines.

Every member of Allenwood Celtic AFC shall at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organization and the guidelines contained in the Code of Ethics and Good Practice for Childrens Sport.

Rule 35. The Protection of the Child

- a) All persons involved in the coaching, mentoring, supervision of child members shall be required to be Garda Vetted prior to taking up such a role.
- b) All Coaches shall be required to undergo Child Protection Workshops during the course of their involvement.
- c) The management of the Senior Mens and Senior Ladies Teams shall be required to be Garda Vetted & to participate in a Child Protection Workshop so as to allow players under the age of 18 years to represent the Club on their teams. Notification of the date, time and venue for Child Protection Workshops shall be provided by the Underage Secretary directly.
- d) The Club shall appoint Child Welfare Officers annually and endeavour to provide them with full support in their role. Such appointments shall be made no later than 1 August in each year.

Rule 36. Unregistered Players.

- a) Allenwood Celtic shall, in the interest of indemnifying itself against claim or sanction, adopt a zero tolerance policy regarding the use in a domestic competitive match and/or friendly by any of its teams of a player who is not a Club member i.e. has not paid in full their membership by the stipulated registration date and who has not been registered by the Club with the appropriate League.

- b) The Executive Committee shall have the power to impose a sanction on the team manager and or team. Such sanction may include a suspension of the team manager, a time ban at the discretion of the Executive on the unregistered player from membership of the Club, a monetary sanction at the discretion of the Executive, and/or the withdrawal of the team from the remainder of League and Cup competition for the remainder of the season.

Rule 37. Sanctions

- a) The Executive Committee shall from time to time appoint a disciplinary sub-committee to deal with any matter, other than those that fall within the remit of the Child Welfare Officer, in an arbitrary and independent manner.
- b) The disciplinary sub-committee shall comprise 3 Officers of the Club but excluding the Chairman who must remain independent for the purpose of deciding finally, if required, on any matter brought before the committee.
- c) Sanctions open to the committee may include:
 - I. Written warning
 - II. Club Suspension
 - III. Fine
 - IV. Expulsion from the Club.

Rule 38. Additions, Alterations and Amendments

No additions, alterations or amendments shall be made to the Constitution of Allenwood Celtic AFC save for the passing of a resolution by a two thirds majority of members present and eligible to vote at an AGM or EGM.

Rule 39. Interpretation

The Executive Committee shall be the official interpreter of the constitution and rules.

Rule 40. Management Committee

The Executive Committee of the Club shall have the power to decide on all matters not covered by these rules.

Rule 41. BYLAWS

- I. The Executive Committee may approve and update a list of Bylaws.
- II. The Bylaws shall be used as regulations to assist the Committee in the week to week running of the Club.
- III. The Bylaws shall not contravene or supersede the Rules and Constitution of the Club in any way.
- IV. The Bylaws shall be posted on the Club notice board periodically.