

# CASTLE JUNIORS FOOTBALL CLUB



## Constitution

### CASTLE JUNIORS FOOTBALL CLUB

The club will be called Castle Juniors Football Club and will be affiliated to the Irish Football Association. Club teams may play in the Castle Juniors colours, as Castle FC or as Bangor Football Academy.

#### 1. Aims and objectives

The main aim of the Club is to provide facilities for and to promote participation in the amateur sport of football in the Bangor and North Down area through the following:

- 1.1 To offer coaching and competitive opportunities in the amateur sport of football;
- 1.2 To promote the club within all areas of the local community and the sport of football;
- 1.3 To manage the development of Castle Juniors Football Club;
- 1.4 To ensure a duty of care to all members of the club; and
- 1.5 To provide all its services in a way that is fair and open to the whole community.

#### 2. Membership

- 2.1 Membership shall be open to anyone interested in amateur football regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 2.2 All present and future members will receive fair and equal treatment.
- 2.3 Membership will consist of officers and members of the club.
- 2.4 All members will be subject to the regulations of this constitution and by joining the club will be deemed to accept these regulations and all policies and procedures that the club has adopted; and have the choice of becoming a full member (Volunteer, Playing and Associate).
- 2.5 The Club will seek to maintain subscriptions at levels that will not pose a significant obstacle to members of the public participating.

### **3. Members will be enrolled in one of the following categories**

3.1 Volunteer Member (Volunteers, Coaches and Officers).

3.2 Playing Member (those registered players aged 18 or over)

3.3 Associate Member (Parents/Guardians of registered players aged 17 or younger).

3.3 Junior (Non-voting) Playing member aged 17 or younger.

3.4 Life Member (Special Membership as recommended by the Management Committee to a General Meeting of the Club).

#### **Notes:**

- A Volunteer Member is defined as any volunteer who has been Access NI approved for Castle Juniors FC.
- Associate Members will automatically become non-members when their child no longer plays for the club unless otherwise approved by the Management Committee.

### **4. Membership fees**

4.1 Membership fees will be set annually and agreed by the Management Committee.

4.2 Fees will be paid monthly, annually or as agreed by the Management Committee.

4.3 Fees must be fully paid to date and membership valid for 3 months prior to any AGM or EGM for voting rights.

### **5. Management Committee**

5.1 The club will be managed through the Management Committee consisting of:

- The club chairperson
- The club secretary
- The club treasurer
- The marketing and communications officer
- The director of football
- The grassroots and community officer
- The Complaints and Discipline Committee chair

5.2 Only these representatives will have the right to vote at meetings of the Management Committee. If any vote is tied then the Chairperson is to have the casting vote.

5.3 Management Committee meetings will be convened by the Chairperson of the club and held no fewer than 2 times per year.

5.4 The quorum required for business to be agreed at Management Committee meetings will consist of 4 Management Committee members.

- 5.5 The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 5.6 The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Club as necessary to fulfil its business.
- 5.7 The Management Committee will have the final say on all decisions but will recognise the views of the Lead Coaches and Managers Group when making decisions.
- 5.8 Members of the Management Committee will be elected at the Annual General Meeting for a two year term, the club chairperson, club treasurer and director of football in one year; and the club secretary, marketing and communications officer, grassroots and community officer, and Complaints & Discipline Committee chair in the following year. Members will retire at the end of their term but will be eligible for re-election.
- 5.9 Terms of office of members of the Management Committee will commence at the conclusion of the Annual General Meeting.
- 5.10 The roles of the members of the Management Committee are set out in the club's Roles and Responsibilities document.

## **6. Safeguarding**

- 6.1 We at Castle Juniors Football Club are committed to good practice which protects children and adults at risk from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes this at all times.

## **7. Finance**

- 7.1 All club monies will be banked in an account held in the name of the club. The Club Treasurer will manage the finances of the club.
- 7.2 The financial year of the club will end on 20 July each year. A statement of annual accounts will be presented by the Treasurer to the Annual General Meeting.
- 7.3 Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other Management Committee member unless alternative arrangements are agreed by the Management Committee. Payments up to £500 may however be paid by one officer or the Treasurer without a second signature.
- 7.4 All surplus income or profits will be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

## **8. Annual General Meetings**

- 8.1 Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not fewer than 21 clear days notice is to be given to all members.
- 8.2 The AGM will receive a report on the activities of the club and a statement of the annual accounts.
- 8.3 Self-nominations for representation on the Management Committee will be sent to the Secretary 14 days prior to the AGM. Elections of members of the Management Committee will take place at the AGM. Those eligible to vote will be Playing Members whose fees are paid up to date, Associate Members whose children's fees are paid up to date, and Volunteer Members. The quorum for AGMs will be a minimum number of members namely 11 present.
- 8.4 In the event of no self-nomination being received for any position, or the resignation of a member of the Management Committee between AGMs, the remaining members of the Management Committee will nominate a replacement member. The replacement member will serve with full authority until the following AGM.
- 8.5 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Discipline and appeals**

- 9.1 All concerns, allegations or reports of poor practice/abuse relating to Club procedures will be recorded and responded to in accordance with the club's Complaints and Discipline Policy and Procedures.
- 9.2 The Club has the power to take appropriate disciplinary action, including the termination of membership.
- 9.3 A Complaints and Discipline Committee consisting of four individuals who are not members of the Management Committee and who are elected by the AGM, and a Chair who will be a Management Committee member, will be responsible for managing complaints and disciplinary matters involving the club.
- 9.4 In the event of insufficient nominations for the Committee, or the resignation of a member of the Complaints and Discipline Committee between AGMs, the Management Committee will nominate a replacement member. The replacement member will serve with full authority until the following AGM.

## **10. Dissolution**

- 10.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a 75% majority vote of those voting members who are present.
- 10.2 In the event of dissolution, any assets of the Club that remain will become the property of the Irish FA Foundation Limited.

## **11. Amendments to the constitution**

- 11.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### **Declaration**

Castle Juniors Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

**AS AGREED AT THE CLUB AGM HELD ON 7 MARCH 2022**

**Signed:**

*Trevor Reid*

*Iain Greenway*

**TREVOR REID  
CHAIRPERSON**

**IAIN GREENWAY  
TREASURER**

**Date: 7 March 2022**