

Constitution of Ridirí Football Club (Ridirí FC)

Preamble

We, the members of Ridirí Football Club (Ridirí FC), united by our passion for the beautiful game of football and our commitment to fostering sportsmanship, and community development, hereby establish this constitution to govern the operations and principles of our football club.

Article I: Name, Colours and Location

Section 1: Name

- 1.1.** The name of this football club shall be Ridirí Football Club, hereinafter referred to as "Ridirí FC" (The "Club").

Section 2: Colours

- 2.1.** The colours of the club shall be yellow and white.

Section 3: Location

- 3.1.** The club shall be based in Limerick, Ireland, and may have its training facilities and home ground within the city or its environs.

Article II: Mission and Objectives

Section 1: Mission

- 1.1.** Ridirí FC's mission is to promote the sport of football, develop the skills and talents of its members, and contribute positively to the community through sportsmanship and community engagement.

Section 2: Objectives

The objectives of Ridirí FC shall include, but not be limited to:

- 2.1:** Developing and nurturing football talent at all age levels.
- 2.2:** Participating in competitive football leagues and tournaments.
- 2.3:** Promoting the physical, mental, and social well-being of its members.
- 2.4:** Encouraging fair play, discipline, and respect for all participants.

- 2.5: Engaging in community outreach and charitable activities.
- 2.6: Establishing a strong and sustainable football club culture.
- 2.7: It is the stated policy of Ridirí Football Club not to discriminate against any person or group on any grounds whatsoever, especially regarding their colour, age, sex, gender, disability, or any other protected characteristic under applicable law. Discriminatory actions or behaviours of any kind will be addressed by the Governing Body of Ridirí FC.

Article III: Membership

Section 1: Membership Categories

Ridirí FC shall have the following membership categories:

- a. Active Players: Individuals actively participating in football activities with the club.
- b. Junior Players: Individuals under the age of 18 participating in youth development programs.
- c. Supporter Members: Individuals who support the club's mission and objectives.

Section 2: Eligibility

- 2.1: Membership at Ridirí FC is inclusive and welcomes individuals of diverse backgrounds, abilities, and ages, on the condition that they adhere to the club's rules and code of conduct.
- 2.2: Minimum eligibility criteria for Active Players membership registration
 - a. Must be at least 18 years old to be eligible.
 - b. A valid health insurance policy is mandatory.
- 2.3: Minimum eligibility criteria for Junior Players membership registration
 - a. A valid health insurance policy is mandatory.
 - b. Eligibility for Junior Players Membership is limited to individuals under the age of 18 years.
- 2.4: Minimum eligibility criteria for Supporter Members membership registration
 - a. Must be at least 18 years old to be eligible.

Section 3: Rights and Responsibilities

- 3.1: All members are entitled to take part in club activities and join club meetings. Furthermore, it is mandatory for members to observe the club's rules and code of conduct.
- 3.2: Members are required to clear their current membership fees in full before being eligible to take part in Ridirí FC's matches, activities, or training sessions.
- 3.3: 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 governing body/ Club Membership Officer of his/her resignation.

Section 4: Membership Cost

- 4.1:** The Governing Body will establish membership fees, which will be unveiled at the AGM (Annual General Meeting). The aim is to keep these fees at a reasonable level to ensure that they do not create substantial hindrances for community members who wish to join.

Section 5: Revocation of Membership

5.1: Grounds for Revocation

- a.** Violation of the club's code of conduct or rules and regulations.
- b.** Non-payment of membership fees within a specified timeframe.
- c.** Conduct detrimental to the reputation and interests of the club.
- d.** Any other justifiable cause as determined by the governing body.

5.2: Revocation Process

5.2.1. Initiation of Revocation

- a.** Revocation of membership may be initiated by a written complaint filed by any member of the club, or upon the discovery of non-payment of fees by the Club Membership Officer.
- b.** The complaint or issue shall be submitted in writing to the club's governing body.

5.2.2. Investigation

- a.** The governing body shall conduct a fair and impartial investigation into the alleged misconduct or non-payment of fees.
- b.** The member facing revocation shall be given an opportunity to present their side of the matter and provide any relevant evidence.

5.3: Review and Decision

5.3.1: Governing Body Review

- a.** Upon completion of the investigation, the governing body shall review the findings and make a preliminary determination regarding revocation.

5.3.2: Appeal Process

- a.** The member in question shall have the right to appeal the preliminary decision to the executive committee within a specified timeframe.
- b.** The executive committee shall review the appeal and conduct any necessary hearings.

5.3.3: Final Action

- a.** The executive committee shall make the final decision regarding membership revocation after considering the findings of the governing body and any appeals.
- b.** The decision of the executive committee shall be communicated in writing to the member.

5.4: Notification

- a. The member facing revocation shall be provided with written notice of the final decision, including the reasons for revocation.
- b. The member shall be given a reasonable timeframe to return any club property and settle any outstanding financial obligations to the club.

5.5: Recordkeeping

- a. Records of membership revocation proceedings, including all complaints, investigations, and decisions, shall be maintained by the Club Membership Officer for reference and accountability.

5.6: Confidentiality

- a. All proceedings related to membership revocation shall be handled with confidentiality to the extent allowed by applicable laws and regulations.

Article IV: Governance Structure

The club's governance structure will be overseen by a Governing Body, consisting of 20 members who are elected by eligible club members.

Section 1: Governing Body

- 1.1.** The governing body shall consist of 20 elected members.
- 1.2.** The governing body must comprise of two committees: the Executive Committee and the Management Committee
 - 1.2.1.** Composition of the Executive Committee
 - a. The Executive Committee is composed of 13 members selected from the pool of 20 elected Governing Body members.
 - 1.2.2.** Designations within Executive Committee
 - a. Club Chairperson
 - b. Club Vice Chairperson
 - c. Club Secretary
 - d. Club Joint Secretary
 - e. Club Treasurer
 - f. Public Relations Officer
 - g. Club Development Officer
 - h. Head Coach
 - i. Club Marketing Officer
 - j. Social Media Manager
 - k. Web Master
 - l. Team Manager
 - m. Social Secretary

- 1.2.3.** Composition of Management Committee
 - a. The Management Committee is composed of 7 members selected from the pool of 20 elected Governing Body members.
- 1.2.4.** Designations within Management Committee
 - a. Club Welfare Officer
 - b. Club Membership Officer
 - c. Contracts Management Officer
 - d. Club Statistician
 - e. Youth Representative
 - f. Volunteer Coordinator

Section 2: Eligibility, Election and Term of Office

2.1: Eligibility

- a. Eligibility for candidates seeking positions within the governing body requires a minimum of two consecutive years of active membership. Active Membership means individuals from the membership categories Active Players and Supporter Members whose membership has remained uninterrupted over the preceding two years.

2.2: Election

- 2.2.1.** Eligible Club Members of membership categories active players and Supporter Members shall elect the Governing body members every two years.
- 2.2.2.** Appointment of Club Chairperson and Governing Body Members
 - a. The Club Chairperson and 19 other members of the governing body shall be appointed during the Annual General Body Meeting, either through a voting process or by nomination.
 - b. In the event of multiple candidates vying for the position of Club Chairperson, a voting procedure shall be employed to determine the outcome. The individual running for the position of Club Chairperson who garners the greatest number of votes shall assume the role of Club Chairperson.
(Refer Article IV, 2.2.2 d)
 - c. If there are more than 19 nominations for the governing body positions, the selection of the 19 governing body members shall be carried out through a voting process, with Club Members participating in the election. The first 19 members with the greatest number of votes shall secure positions on the governing body.
 - d. When a voting election is necessary, it must be supervised by two former Governing Body members, preferably the Joint Secretary and Social Secretary, along with an active club member who currently holds no official position.
- 2.2.3.** Appointment of Executive and Management Committee Positions
 - a. The elected Club Chairperson will seek expressions of interest from the 19 Governing Body members regarding their potential roles within the Executive and Management Committee.
 - b. If more than two Governing Body members express interest in a single position, the Club Chairperson shall organize an election among these candidates within the Governing Body.

- c. The candidate receiving majority votes shall be declared as the winner.
- d. The Club Chairperson shall oversee this election and refrain from voting.

2.3: Terms of Office

- a. The elected governing body shall hold office for a term of two years, with the possibility of re-election.

Section 3: Duties / Roles of Governing Body Positions

3.1. The Governing Body shall be responsible for managing the club's day-to-day operations, financial affairs, and strategic planning. Each committee member shall have specific duties outlined in the club's bylaws.

3.2. Club Chairperson

- a. Chair committee meetings and the club's Annual General Meeting.
- b. Assist the Secretary in the preparation of meeting agendas for both committee meetings and the club's Annual General Meeting (AGM).
- c. Collaborate with the committee in making decisions that serve the best interests of the entire club, which may encompass matters related to disciplinary actions and strategic planning.
- d. Represent the Committee's Interests
- e. Serve as a Coordinator for Club Events

3.3. Club Vice Chairperson

- a. In the absence of the Chairperson due to illness, absence, or any other reason, the Club Vice Chairperson shall assume the responsibilities of the Chairperson.
- b. The Club Vice Chairperson may be responsible for overseeing specific committees or aspects of the club's operations as delegated by the Chairperson or the Executive Committee.

3.4. Club Secretary

- a. Document and maintain written records of attendance and minutes for all meetings and distribute relevant information to committee members.
- b. Handle all correspondence and respond to inquiries as needed.
- c. Schedule committee meetings and collaborate with the Chairman to prepare the meeting's agenda.
- d. When possible, send out the meeting agenda to committee members before the scheduled meeting.
- e. Document minutes for any Annual General Meeting or Governing Body Meeting convened.
- f. Disseminate minutes of committee meetings to all committee members.

3.5. Club Joint Secretary

- a. In the absence of the Club Secretary due to illness, absence, or any other reason, the Club Joint Secretary shall assume the responsibilities of the Club Secretary.

- b. The Club Joint Secretary assists the Secretary in the organization and management of club meetings.

3.6. Club Treasurer

- a. The Club Treasurer is responsible for maintaining comprehensive records of all financial activities carried out by the club.
- b. Keeping accurate and up-to-date records of all financial transactions conducted by the club.
- c. Ensuring timely settlement of all invoices, thereby establishing the club's reputation for integrity and dependability in financial matters.
- d. Regularly updating the committee on the club's financial standing, providing periodic reports that detail the financial position of the club.
- e. Preparing an annual statement of accounts summarizing the club's financial activities over the fiscal year.
- f. Making arrangements for an independent audit of the club's financial statements to ensure transparency and accuracy.
- g. Presenting a comprehensive end-of-year financial report to be discussed and approved at the Annual General Meeting

3.7. Public Relations Officer

- a. Communication involves the management of information flow between Ridirí FC and the general public, with the aim of portraying a positive image and reputation for our club.
- b. Portray the club in a favourable light.
- c. Collaborate with the club's committee, officers, and officials to ensure effective communication of important events, news, and initiatives.
- d. Develop and execute strategies to enhance the club's visibility and reputation.

3.8. Club Development Officer

- a. The Club Development Officer shall be responsible for identifying areas of improvement in the club's facilities and infrastructure.
- b. The Officer will track the progress of players and coaches, identifying areas for improvement and recommending appropriate interventions to the Governing body.
- c. The Club Development Officer shall oversee the planning and implementation of player and coach development programs.

3.9. Head Coach

- a. The Head Coach shall be responsible for the development of players within the club, both in terms of their technical skills and their understanding of the game.
- b. Select and organize squad for matches, taking into consideration player abilities, positions, and team dynamics.

3.10. Club Marketing Officer

- a. Seek out and manage sponsorship agreements and partnerships that align with the club's values and objectives.
- b. Create comprehensive marketing plans and strategies to promote the club's events, matches, and initiatives.

- 3.11. Social Media Manager**
- a. The Social Media Manager shall be responsible for creating and curating engaging content for the football club's official social media platforms, including but not limited to Facebook, Twitter, Instagram, and YouTube.
 - b. They shall ensure that the content posted is relevant, accurate, and aligns with the club's image, mission, and values.
 - c. The Social Media Manager should maintain a content calendar to plan and schedule posts, considering match schedules, events, and important announcements.
 - d. It is the responsibility of the Social Media Manager to monitor and report any inappropriate or harmful content or behaviour on the club's social media platforms and take appropriate action, such as moderation or reporting to relevant authorities.
- 3.12. IT/Software Manager**
- a. The IT/Software Manager shall be responsible for the overall management and maintenance of the club's official website.
 - b. The IT/Software Manager shall assess the club's technological needs and implement software solutions to streamline club operations.
- 3.13. Team Manager**
- a. The Team Manager organizes and coordinates all aspects related to team participation in matches or competitions, including scheduling games, arranging transportation, and securing playing facilities.
 - b. They communicate game schedules, venues, and any other relevant information to team members and coaching staff in a timely manner.
 - c. On match days, the Team Manager ensures that players have the required equipment, uniforms, and necessary documentation (e.g., player cards) for participation.
- 3.14. Social Secretary**
- a. The Social Secretary shall be responsible for coordinating and organizing charity and community events on behalf of the football club.
 - b. They will identify suitable charitable causes and community initiatives that the club can support through fundraising, donations, or volunteer work.
- 3.15. Club Welfare Officer**
- a. The Club Welfare Officer shall actively advocate for the welfare and best interests of children within the club. This includes influencing policies and practices that prioritize children's needs, safety, and well-being, in line with relevant child protection guidelines and legislation.
 - b. The Club Welfare Officer shall be responsible for ensuring that all children within the club are aware of how and to whom they can report any concerns, issues, or incidents related to their well-being and safety.
- 3.16. Club Membership Officer**
- a. Ensure that all fees are collected as per the guidelines outlined in Article III

- b. Enforce the rule that players cannot participate in training or matches unless their current membership fees have been settled.
 - c. Keep the committee informed by regularly updating and reporting on the status of fees, including payments received and outstanding amounts.
- 3.17. Contracts Management Officer**
- a. The Contracts Management Officer shall be responsible for negotiating, drafting, and managing contracts and agreements on behalf of the club.
 - b. The Contracts Management Officer shall monitor and ensure compliance with the terms and conditions of all contracts and agreements.
- 3.18. Club Statistician**
- a. The Club Statistician is responsible for collecting, managing, and analysing statistical data related to the club's performance.
- 3.19. Youth Representative**
- a. Serve as a point of contact for youth players and their families, providing information on registration, schedules, and club updates.
 - b. Promote a culture of respect, fair play, and good sportsmanship among youth players, coaches, and parents, setting a positive example for all club members.

Section 4: Bye-Election

- 4.1:**The existing Governing Body must ensure that at least one year remains in its term before initiating a bye-election.
- 4.2:**The Club Chairperson is authorized to convene a bye-election at the request of the Governing Body in the event that any positions within the Governing Body become vacant.
- 4.3:Bye-Election Procedure**
- a. The Club Secretary, upon the Club Chairperson's recommendation, must issue a notice for a General Meeting to all club members at least two weeks in advance. The notice shall include the agenda item related to the bye-election.
 - b. Nomination shall serve as the method for candidate selection.
 - c. In cases where there are more candidates aspiring to join the governing body than the available positions, a voting election process shall be conducted.
 - d. The Club Chairperson shall oversee and participate in this election as a voter.
 - e. The candidates receiving the highest number of votes shall be declared the winners.

Section 5: Resignation

- a. Any member of the governing body wishing to resign from their position must submit a resignation letter/email to the Club Chairperson or to the Club Secretary.
- b. The resignation shall become effective after a notice period of at least 30 days from the date of submission of the written/email resignation. During this notice period, the resigning member shall fulfil their responsibilities and duties as required by their position within the Governing Body.
- c. The vacant position resulting from the resignation shall be addressed according to the procedures outlined in the club's constitution and bylaws, typically through a special election or appointment, as specified (Article IV, Section 4).

Section 6: Removal or Dismissal of Governing Body Member(s)

6.1. Grounds for Removal

6.1.1. Any Executive Committee member may be removed or dismissed from their position if there is just cause, which may include but is not limited to:

- a.** Gross misconduct or unethical behaviour that is detrimental to the best interests of the club.
- b.** Failure to fulfil the duties and responsibilities associated with their position.
- c.** Violation of the club's constitution, bylaws, or policies.
- d.** Any other justifiable cause as determined by the governing body.

6.2. Initiation of Removal Process

- a.** The removal process can be instigated if a minimum of 12 members of the governing body collectively file a complaint against a governing body member by submitting a letter/email that outlines the grounds for removal to either the Club Secretary or Club Chairperson of the club.

6.3. Review and Investigation

- a.** Upon receiving a removal petition, the Governing Body shall conduct a thorough review and investigation to determine the validity of the claims and whether there are grounds for removal.

6.4. Voting Procedure

- a.** The Club Chairperson will call for a special meeting of the Executive Committee to discuss the removal proposal.
- b.** All Executive Committee members, excluding the accused member, shall be eligible to vote on the removal.
- c.** The vote shall be conducted by secret ballot to ensure confidentiality and impartiality.
- d.** To remove the accused Governing body member, more than 60% of the votes cast must be in favour of their removal.
- e.** If the removal vote meets the threshold of more than 60% in favour of removal, the Club Chairperson shall have the authority to remove the accused Governing Body member from his/her position.

6.5. Notification and Record Keeping

- a.** The Club Chairperson shall notify the accused Governing body member in writing of their removal and the reasons for it.
- b.** The club shall maintain records of the removal process, including the written proposal, responses, and the outcome of the removal vote, in accordance with record-keeping practices.

6.6. Vacant Position

- a.** In the event of a successful removal or dismissal, the vacant position shall be addressed according to the procedures outlined in the club's constitution and bylaws, which may include appointment or special election (Article IV, Section 4).

Article V: Meetings

Section 1: General Meetings

- 1.1. Ridirí FC shall hold an annual general meeting (AGM) to report on its activities, finances, and to elect the Executive Committee.
- 1.2. The Club Secretary, upon the Club Chairperson's recommendation, must issue a notice for a General Meeting to all club members at least two weeks in advance.
- 1.3. The meeting's agenda must be circulated to all members at least two weeks in advance by the Club Secretary.
- 1.4. Approve the Minutes from the General Meeting of the preceding year/meeting.
- 1.5. Review a financial report from the club's treasurer concerning the financial activities of the past year.
- 1.6. Additional general meetings may be called by Club Chairperson or upon the request of a majority of governing body members as needed.
- 1.7. Consider any other business approved by the Club Chairperson.

Section 2: Governing Body Meetings

- 2.1. The Governing Body meeting shall meet regularly to discuss club matters and make decisions.
- 2.2. Special meetings may be called by the Club Chairperson or upon the request of a majority of committee members.
- 2.3. A minimum attendance rate of 50% is mandatory for members of the governing body during governing body meetings held within a year. Falling short of this attendance requirement will be deemed a failure to meet their duties and responsibilities associated with their position (Article V, Section 6.1).

Article VI: Finances

Section 1: Financial Management

- 1.1. Ridirí FC shall maintain a bank account for its financial transactions. The Treasurer shall oversee the club's finances, and financial records shall be available for members' inspection during the Annual General Meeting.

Section 2: Fundraising

- 2.1. The club may engage in fundraising activities to support its operations, development programs, and community initiatives. Fundraising efforts shall comply with relevant laws and regulations.

Section 3: Club Budget

- 3.1. The club shall maintain a comprehensive annual budget that outlines anticipated income and expenses for each fiscal year.

- 3.2. The approved budget shall be presented to the club's membership at the Annual General Meeting (AGM) or a designated financial meeting.
- 3.3. The Treasurer, or a designated financial officer, shall present the budget to the membership, providing a detailed breakdown of income sources, planned expenditures, and financial projections for the upcoming fiscal year.
- 3.4. In the event that the budget is not approved, the Executive Committee may be required to revise and resubmit the budget for reconsideration by the General Body Members
- 3.5. If significant changes or amendments to the approved budget become necessary during the fiscal year, the Executive Committee shall present these changes to the Governing Body for approval at a regular Governing Body meeting.

Article VII: Liability of the Club

- a. The club shall operate as a separate legal entity from its members, and its liability shall be limited to its assets.
- b. Members of the club, including the Governing Body Members, shall not be personally liable for the debts, obligations, or liabilities of the club. The club's liability shall not extend to the private assets of its members.

Article VIII: Amendments

Section 1: Amendment Proposal Approval

- 1.1. An amendment proposal must be passed by the Governing Body members with a majority vote of at least 60% among Governing Body members.

Section 2: Amendment Proposal Submission in General Meeting

- 2.1. The Club Chairperson shall present the proposed amendments to the Members during the Annual General Meeting or special meeting scheduled for this purpose.
- 2.2. To pass as an amendment to the constitution, the proposal must receive a majority vote of at least 60% among members present at that General Meeting.
- 2.3. A majority of 60% vote is required to make the proposed changes a part of the constitution.

Article IX: Dissolution

In the event of the club's dissolution, any remaining assets shall be distributed to local charities or sports organizations, as determined by the Executive Committee and approved by a majority vote of members present at a general meeting.

This constitution of Ridirí Football Club, Ridirí FC, shall come into effect upon approval by the founding members and shall be binding upon all members and officials. Any changes or amendments shall be made in accordance with Article VIII.

****Note:** Please ensure that this constitution is reviewed by legal counsel or relevant authorities to ensure compliance with local laws and regulations. Additionally, specific details such as membership fees, bylaws, and operational procedures should be outlined in separate documents that complement this constitution.**