

Craigavon Cowboys American Football Club: Constitution

1. General Terms

- 1.1 This is the Constitution of the constituted members club known as by Craigavon Cowboys American Football Club (herein after referred to as the Club).
- 1.2 This Constitution, as ratified by the Club Membership at its Annual General Meeting 10/09/23, replaces any and all previous constitutions of the Club.
- 1.3 Registered address of the club: 47 Drumard Road, Portadown, Co. Armagh, BT62 4HP.
- 1.4 Club colors: Orange, Black and White.

2. Aims And Objectives

- 2.1 The Club is a nonprofit making organization with the aims and objectives as laid out below:
 - The Club will promote the creation and running of a fully functional American football club in Craigavon area and surrounding areas. The Club will maintain membership and recognition of American Football Ireland (herein after referred to as AFI) as the national governing body for the sport of American football on the island of Ireland.
 - The Club lays great importance on the development of a youth base to ensure that the sport and club continue to exist and grow in Craigavon and other surrounding areas.
 - The Club will constantly develop and train coaches to bring forward talent in a safe and appropriate manner.
 - The Club will train officials to oversee the effective running of games.
 - The Club will always look for opportunities to advance its membership to higher levels within the sport.
 - 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. Affiliations

- 3.1 The Club is affiliated to the AFI which in turn is affiliated to the European Federation of American Football (EFAF) and the International Federation of American Football (IFAF). Club is also affiliated to the Armagh City, Banbridge and Craigavon Borough Council through the Armagh, Banbridge & Craigavon Sports Forum.

4. Membership

- 4.1 Club Membership shall consist of the following categories:
 - 4.1.1 Non Playing Members
 - 4.1.2 Senior Kitted Football
 - 4.1.3 Junior Kitted Football
 - 4.1.4 Flag Football
- 4.2 Members in each category shall pay membership fees as fixed by the Board of Management.
- 4.3 Membership of the Club is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on the grounds of sex, sexual orientation, age, race, creed, political belief or any other opinion.
- 4.4 All players and coaches must register with the AFI.

5. Suspension, Refusal or Termination of Membership

- 5.1 The Board of Management shall be entitled to:
 - 5.1.1 Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Section 2 of the Club Constitution.
 - 5.1.2 For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership, provided that the member concerned shall have the right to be heard by the full Board of Management before a final decision is made.
- 5.2 Any member who fails to pay their fees by the date set by the Board of Management can be required to forfeit their right to representation on the Board of Management and at General Meetings, and may be suspended from taking part in any event under the control of the Club as well as be placed on the Clubs debtors list until such fees are fully paid.
- 5.3 Any member under suspension shall be barred from taking part in any match or event under the control of the Club.
- 5.4 The Board of Management shall inform the member in writing of any decision to terminate their membership. This will also be forwarded to AFI.
- 5.5 Members have the right to voluntarily terminate their membership, provided their Club fees are fully paid and all Club owned equipment is returned to the Club.

6. Club Management

- 6.1 All aspects and activities of the Club shall be controlled by an Executive Board and a Board of Management. The Executive Board is to be comprised of the President, Treasurer and Secretary, while the Board of Management is to be comprised of the Executive Board and 4 other board members. The Executive Board will run the club on a day-to-day decisions without having to consult the whole Board of Management. The Board of Management will be kept informed of such decisions and can ask for contentious decisions to be ratified by a full board meeting. 2 or more non-executive board members can request a meeting to discuss the decision within 48 hours of being notified, and the meeting must

take place within 7 days of it being requested, with any required action delayed until a vote had to pass the action.

The roles of the Board of Management positions are laid out as follows:

- **President:** to oversee the effective functioning of the Board of Management and to represent the club at all appropriate functions. This includes, but is not limited to; ensuring that the Board meets as required, that there is adequate and sufficient communication between Board members, that there is full participation during meetings and that all matters relevant to the running and wellbeing of the Club are discussed at meetings and that effective decisions are made and carried out.
- **Vice-President:** Publicly represent the club at the request of the President and oversee board activities in the absence of the President, such as meetings and board votes. Assist other board members with tasks/responsibilities when required.
- **Secretary:** responsible for all administration relating to the Club including preparation of agenda for general meetings and Board meetings, recording, documenting and communicating meeting minutes and working closely with the other Board members to ensure that the register of members and their emergency contact information is kept accurate and up-to-date. Responsible for all internal and external correspondence relating to the clubs activities.
- **Treasurer:** to oversee all financial activities of the club including the collection of club fees and sponsorships and payment of debts. Responsible for preparation of Club accounts for AGM. An Assistant Treasurer may be appointed to help manage finances.
- **Public Relations Officer (PRO):** to project a positive image for all sections of the Club in the local print and electronic media, on the Club's website, and when possible, in the national media. Appoint and liaise with the Club's Webmaster, and provide suitable material to the Webmaster, for inclusion in the Club's Website. Liaise with the local and national media on newsworthy matters, which may arise from time to time, following consultation with the Board of Management. Is responsible for operating all club social media accounts.
- **Development Officer:** to support the Club to be well governed and financially stable. Plan and develop a strong and vibrant volunteer base, and increase playing membership. Identifying community, and partner links locally to support the Club in its ambition to grow. Always look to grow the club, both on and off the field within all versions and aspects of the game.
- **Member Representative:** responsible for managing communication between Board of Management and senior kitted players, youth kitted players, flag players and other non-playing volunteers, ensuring that the concerns and opinions of the players are brought to the Board of Management, to mediate and resolve disputes of/between players or volunteers, acting as a point of contact and support for players, particularly looking after new or 'Rookie' members and ensuring 'buy-in' from players on directives or initiatives put in place by the Board of Management.

6.2 When the Board of Management is calling an AGM or SGM (Special General Meeting), the Club Membership will be given no less than 21 days' notice of the meeting.

6.3 Any fully paid up member of the Club can put their name forward for election for any position on the Board of Management, when the term of office is ending or position becomes vacant. Candidates must put their names forward in writing 14 days prior to the Annual General Meeting. Club President to be a stand-alone election, with the other 6 positions being elected via secret ballot. When more than 6 candidates stand for election, rounds of voting will take place where the candidate with the least votes in each round is eliminated until 6 candidates remain, and therefore elected.

- 6.4 All fully paid up members will have voting rights but the candidate may not vote for themselves. Elections shall be by secret ballot.
- 6.5 The Board of Management shall meet at least once a month during playing season, with minimum 10 meetings a year, with 7 days' notice being given to each member of the Board and all records are to be kept by the Secretary in writing.
- 6.6 A Board of Management monthly meeting requires a quorum of 4 with each member having one vote. Simple majority carries. In the case of a tied vote, the Club President has the deciding vote, should any board member abstain from voting.
- 6.7 Any member of the Board of Management absenting themselves from 50% of yearly meetings without reasonable cause will have their status as a Board member reviewed. Following review, should the remaining Board members vote to remove the absentee Board member from the Board of Management, the Board may appoint a replacement until the next AGM of the Club.
- 6.8 If any Board member voluntarily leaves before the end of their elected term, the Board may appoint a replacement until the next AGM of the Club.
- 6.9 The Board of Management is responsible for all aspects of running of the Club and in doing so, as the need arises, has the authority to make decisions on behalf of the Club Membership, as long as those decisions do not contradict the Club Constitution.
- 6.10 The Board of Management shall have the power to appoint directors or create member sub-committees to render special services to the club.
- 6.11 The Board of Management shall have the power to make, alter or rescind rules for the internal management of the club and may delegate any of its powers to member sub-committees within the club as it sees fit to advance the aims of the club. Any member sub-committees shall adhere to the Constitution and rules of the club.
- 6.12 The Board of Management will be responsible for the nomination of Club Captains, following consultation with the Senior Team Head Coach.

7. Complaints Procedure

- 7.1 It is vital that a member should feel safe and secure while taking part in any Club activities and should not feel uncomfortable in any situation.
- 7.2 Should a member feel dissatisfied at any time, they should have access to redress.
- 7.3 Any complaints should be made to any member of the Board of Management who should refer the member to the complaints procedure document.

8. Finance

- 8.1 The Club shall keep accurate accounts and record all income and expenditure. Details of all financial transactions are to be presented by the Treasurer at the AGM.
- 8.2 A Club bank account is to be kept at Ulster Bank, 14/16 Market Street, Lurgan under the title "Craigavon Cowboys". All cheques are to be signed by 2 of 3 signatories.

9. Data Protection

9.1 Pursuant to the provision of the Data Protection Act 1998, Members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data), solely for Club purposes, either on a computer, or a manual filing system, and consent to the use of all such data, including disclosure to third parties, for the proper and effective management of the club.

10. Provision for Dissolution of the Club

10.1 If, on the grounds of expense or otherwise, the Board of Management decide upon the dissolution of the Club, a resolution shall be considered by an Extraordinary General Meeting (herein after referred to as EGM) called at not less than 14 days' notice to members for that purpose.

10.2 The club shall be dissolved only by a two thirds majority of the members present and voting at the EGM.

10.3 Following a resolution to dissolve the Club, assets of the Club shall, following satisfaction of all debts and liabilities, be transferred to one or more charitable associations having objectives and aims similar to those of the Club, as determined by a simple majority at such an EGM.

11. Amendments to the Constitution

11.1 The Constitution shall only be amended by resolution passed by a two thirds majority of the Members present at an Annual General Meeting or Special General Meetings.

11.2 Notice of proposed amendments to the constitution must be given not less than 14 days before the AGM or SGM.

11.3 No amendments shall be made to cause the club to cease to be a non-profit making or community organisation.

11.4 The clubs charitable status is also protected by this Club constitution.

Appendix 1

The Board of Management will consist of a President and 6 voting members.

Election dates corrected as of 10th September 2023.

- 1) President: Term of office is 3 years. Next election 2026.
- 2) Vice-President: Term of office is 2 years. Next election 2025.
- 3) Secretary: Term of office is 2 years. Next election 2025.
- 4) Treasurer: Term of office is 3 years. Next election 2026.
- 5) Public Relations Officer: Term of office is 1 year. Next election 2024.
- 6) Development Officer: Term of office is 2 years. Next election 2025.
- 7) Member Representative: Term of office is 1 year. Next election 2024