**Constitution of Cork Admirals American Football Club**

1. The club shall be called Cork Admirals American Football Club hereinafter referred to as the Club. The objectives of the Club are the playing and promotion of American Football. All other games, pastimes, or athletic activities, whether indoors or outdoors, lawfully permitted by the Club Committee, in or on the club’s property, shall be functions of Cork Admirals American Football Club, and shall be incidental or ancillary amenities, subservient in all respects to American Football and its best interest in the Club.

2. The registered address of the Club shall be: C/O Dolphin Rugby Club, Pearse Road, Cork

3. The Club colours shall be white jerseys with red numbering/text, red pants, and white socks.

4. The Committee of the Club shall consist of the President, Vice-President, Honorary Secretary, Honorary Treasurer, Assistant Honorary Treasurer, Public Relations Officer, and a maximum of three other Members elected at the Annual General Meeting. The President, once elected shall hold office for one year but may be re-elected for a maximum of three consecutive years. No officer shall hold an office for more than three consecutive years.

5. The quorum for Committee meetings shall be four.

6. Any member of the Committee absenting himself for three consecutive meetings without reasonable cause ceases to be a member of that committee and the committee shall co-opt a new member in his place.

7. The Committee shall have the power to appoint Sub-Committees. The Chairperson of each Sub Committee shall be elected at the Annual General Meeting. In the absence of such appointment at the AGM, the Committee shall retain the right thereafter, to authenticate, maintain and approve such Sub Committees, and to appoint a Chairperson thereto. Each Sub-Committee shall cease and determine with effect, from the date of the next Annual General Meeting after which it was appointed.

8. The Committee shall be elected at the Annual General Meeting of the Club, and shall hold office until the next succeeding Annual General Meeting, unless otherwise disqualified under this Constitution. In the event of any position not being filled at the AGM, the incoming Committee shall elect a member to fill the vacancy. The Committee shall hold not less than one meeting per month during the football season. No Member of the Committee shall be removed from office, save with the consent of not less than two thirds of the Members present and voting at a Special General Meeting of the Club.

9. The Committee functions shall include but not be limited to the

following:

* Management and control of all the business and affairs of the Club. Correct accounts and books shall be kept, showing the financial affairs, and the receipts and disbursements of the Club. These accounts and books shall be presented at the AGM.
* The Committee shall have the power to make regulations from time to time touching all matters affecting the Club and its property, and such regulations shall have the same force and effect as this Constitution.
* Nomination of 1st Team Coach/Club Coach, or a panel of Coaches, for ratification by the Committee.
* Nomination of the Club Captains to the Committee for appointment, following consultation with the 1st Team Coach
* Ratification of all other Coaches in the Club.
* Organisation of Coach Education in the Club.
* Player Development.
* Appointment of Selectors for all Club Teams.
* Draw up a Code of Discipline for all Club Players.
* Selection, procurement and upkeep of all branded Club playing

and leisure gear, and of training/coaching equipment.

10. The Committee shall deal with disciplinary matters referred to it by any

member or Sub-Committee in the Club, and shall have the power to

impose sanctions for breaches of discipline.

11. Any Member charged with a breach of the Club’s Constitution shall

have the right to appear in person before the Committee hearing, and

to bring a representative to the said hearing, if he/she so desires.

* He/she shall be informed in writing by the Committee Chairperson of the offence he/she is alleged to have committed, about his/her right to appear before the Committee, his/her right to bring a representative, and of the time, date and venue for the hearing. A Juvenile or Youth player shall have the right to be accompanied by a parent/guardian, and by a representative.
* The Chairperson of the Committee shall submit a written report of the outcome of the hearing to the Honorary Club Secretary, within two days of the termination of the hearing, and the Member or the parent/guardian of the Youth/Juvenile shall be informed in writing by the Honorary Secretary of the outcome of the hearing.
* Any member whose conduct is deemed by the Committee to be detrimental to the best interests of the club may be called upon by the Committee to resign his/her membership without obligation to refund his/her subscription fees but this action will require confirmation by the Committee members present.

12. Every General Meeting shall be convened by the Honorary Secretary, who shall give notice to each member, either in writing, email, text message or through an advertisement in the local press, of the hour, date and place thereof, and of the reason for convening the General Meeting, not less than fourteen days before the proposed date of the General Meeting. The quorum for a General Meeting shall be 10.

13. The Annual General Meeting of the Club shall be held in the month of October each year. Detailed reports concerning the working of the Club for the previous year, and its financial position, shall be presented by the President, the Honorary Secretary and the Honorary Treasurer. The procedure for the AGM will be as follows:

* President’s Report
* Captains report
* Secretary’s Report
* Treasurer’s Report
* Motions before the AGM
* Election of Officers to the Committee
* Any other business

14. Any member wishing to propose any Resolution at the AGM shall give notice thereof in writing, signed by the proposer and seconder to the Secretary not later than seven days before the meeting.

15. A Special General Meeting may be called at any time at the request of the Committee, or on a requisition to the Honorary Secretary, signed by not less than 10 paid up full Members of the Club, giving detailed particulars of the business for which the meeting is required. The

Honorary Secretary shall, within 15 days from the receipt of such requisition, convene a Special General Meeting of the Club.

16. The President shall be the Chairperson of all Committee and General Meetings. In his/her absence, the Vice President shall be Chairperson. In his/her absence, a Chairperson may be appointed from those present and entitled to vote. The President or Chairman for the time

being, at any meeting of the club or its sub-committees, shall have the right to exercise a casting vote in addition to his ordinary vote.

17. If, at a meeting, a quorum has not assembled within 30 minutes after the time appointed for such meeting, the Honorary Secretary may at his/her discretion declare such meeting abandoned.

18. The voting at every General meeting shall be by ballot (or at the Chairperson’s discretion by a show of hands) and in the event of a tie, the Chairperson shall have the casting vote. Only Life Members, and fully paid up Members, are entitled to attend a General Meeting, and

are entitled to vote at such meetings, and to hold office in the Club.

19. Membership

The following categories of Members shall exist:

1. Life Members

2. Full Members

3. Playing Members

4. Youth Members

5. Juvenile Members

Persons under 18 years of age shall not be eligible to attend or vote at General Meetings.

Membership shall be granted at the absolute discretion of the Club Committee. All applicants for Membership must be ratified by the Committee. New Members shall pay their subscription upon ratification. Any Member who has been ratified by the Committee and has paid the

appropriate subscription shall be considered a bona fide Member of the Club, unless such Membership has been refused by a final decision of the Club Committee. No person shall be allowed to become an Honorary or Temporary Member of the Club. Any person playing or training with the Club, as a guest of the Committee, shall be deemed a Member of the Club for this specific guest period.

(a) Waiver of legal rights: pursuant to the provisions of section 34(1) (b) of the Civil Liability Act 1961, Members waive their legal right to claim against a fellow Member, Committee Member or Trustee, compensation for personal injury, loss or damage, however caused.

20. Annual Subscription

The Committee may from time to time, as they see fit, recommend membership fees to the Annual General meeting. Annual subscriptions fall due on the 1st March or prior to start of season whichever is earlier, and any paying member, whose subscription is four months overdue, shall forthwith cease to be a member of the Club.

21. The Committee shall have the power to elect Honorary Life Members.

22. Should a Member conduct himself/herself in a manner, that, in the opinion of the Committee, is detrimental to the best interests of the Club, the Committee may call for an explanation, and if they think fit, suspend or remove such a person from Membership, without any obligation to refund his/her subscription

23. Data Protection: Pursuant to the provision of the Data Protection Act 1988-2003, Members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data), solely for Club purposes, either on its computer, or its 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.

23. No alteration, amendment, or addition shall be made to the Constitution except at a General Meeting of the Club, with the consent of at least two thirds of the Members present and voting (save that an alteration, amendment, or addition required to comply with any statute may be made by the Committee), provided always, that should any motion at any General Meeting be considered by not less than ten Members present and voting, to be inimical to the best interests of American Football in the Club, such motion shall be referred to the I.A.F.A Committee, whose decision as to whether or not the Motion be so inimical, shall be final and binding, and pending the decision of that Committee, no steps shall be taken to implement the Motion, notwithstanding that it will have received the said two thirds consent.

Notice of any proposed alteration, amendment or addition shall be given to the Honorary Secretary at least seven clear days before the first day of May preceding the Annual General Meeting.

**The Youth Sub-Committee**

The duties of the Youth Committee shall include:

* Ensuring that all statutory requirements regarding Child Safety are

strictly complied with.

* Ensure that all players in the Youth Section have complied with

registration and membership requirements.

* Ensuring all youth coaches are trained as per the IAFA regulations.
* Ensure all youth coaches are Garda vetted and
* Planning for Youth player development, both in terms of their football

development, and their physical development.

* Ensuring the attendance of a delegate from the Youth Section at

IAFA Meetings

* Ensuring that the Code of Discipline, as drawn up by the Committee, is

implemented.

* Forging links with local Schools.
* Liaising with players’ parents/guardians.
* The Chairperson of the Youth Section shall submit a monthly report to

the Committee.

**Duties of Committee Officers**

**The President**

The President is the Principal Officer in the Club, and shall be treated with respect and deference by members of the Committee, members of Sub-Committees, and by all Members of the Club.

The President of the Club shall be appointed at the Annual General Meeting. In the event of nobody being appointed to the office of President at the Annual General Meeting, the Meeting should be abandoned, and a further General Meeting should be convened by the Honorary Secretary within fifteen days.

The appointment of President is for a duration of one year, but the President may be elected for further annual terms of office, to a maximum of two consecutive terms of office.

The duties of the President include:

* Presiding over all General Meetings and Committee Meetings
* Representing the Club at all Club and public functions.
* Ensuring that the Rules and Constitution of Cork Admirals AFC are

complied with.

* Ensuring that the ethos and traditions of American football are promoted

and executed in the Club.

**Vice-President**

Vice-President shall be appointed at the Annual General Meeting. In the

event of nobody being appointed to the Office of Vice-President at the Annual

General Meeting, the Committee shall appoint a Vice-President.

The duties of the Vice-President include:

* Representing the Club at official functions in the absence of the

President.

* Chairing General Meetings and Committee Meetings in the absence of

the President.

* Chairing the Committee.
* Convening at least one Meeting per month and informing all members

of the Committee of the time, date and venue for the meetings.

**Honorary Secretary**

The Honorary Secretary shall be appointed at the Annual General Meeting. In

the event of nobody being appointed as Honorary Secretary at the Annual

General Meeting, the Committee shall appoint an Honorary Secretary.

The duties of the Honorary Secretary shall include:

* Presenting an Annual Report to the Annual General Meeting
* Recording of Minutes at the Annual General Meeting.
* Recording of Minutes at Committee Meetings and circulating minutes

to all Committee Members.

* Notifying Members of Annual General Meetings, General Meetings and

Committee Meetings.

* Issuing of letters/emails as directed by the Committee.
* Notifying the Committee of all correspondence received.
* Player/member registration.

**Honorary Treasurer**

The Honorary Treasurer shall be appointed at the Annual General Meeting.

In the event of nobody being appointed as Honorary Treasurer at the Annual

General Meeting, the Committee shall appoint an Honorary Treasurer.

The duties of the Honorary Treasurer shall include:

* Preparation of the Financial Accounts of the Club for the annual

General Meeting.

* Responsibility for ensuring that the Annual Accounts (previously

reviewed and approved by the Committee) are submitted to the AGM

* Submission of monthly Financial Accounts to the Committee.
* Advising the Committee on all budgetary and financial matters.
* Being a co-signatory with the Member assigned by the Committee on

all cheques issued on behalf of the Club.

* Liaising with Committee Chairperson and the Membership/Registration

Chairperson regarding income streams for the Club.

* Ensuring that Club expenditure is maintained within parameters that

are affordable to the Club.

* Lodging of cash in bank
* Negotiating and liaising with financial institutions and Club creditors.
* Overseeing all Draws on behalf of the Club.

**Public Relations Officer**

The Public Relations Officer shall be appointed at the Annual General

Meeting. In the event of nobody being appointed at the Annual General

Meeting, the Committee shall appoint a Public Relations Officer.

The duties of the Public Relations Officer shall include:

* Projecting a positive image for all sections of Cork Admirals American

Football Club in the local print and electronic media, on the Club’s

website, and when possible, in the national media.

* Highlighting in the media the range of activities in the Club.
* Liaising with the Club’s Webmaster, and providing suitable material to

the Webmaster, for inclusion in the Club’s Website.

* Dealing with the media on sensitive newsworthy matters, which may

arise from time to time, following consultation with the President and

the Vice-President.

* The Public Relations Officer shall submit a monthly report to the

Committee.

**Head Coach/Team Manager**

The Senior Team Manager shall be appointed by the Committee. The duties

of the Senior Team manager shall include:

* Liaising with the Committee on the requirements of the Senior team,

and providing budgetary estimates, following consultation with the

Coach, for consideration by the Committee, on the funding

requirements of the Senior team.

* Ensuring that all Senior players in the Club comply with the registration

and membership requirements, as outlined in Rule 19.

* Attend all meetings of the Committee.
* Reporting to the Committee on the attendance record and punctuality

at training/coaching sessions, and at all matches, of the 1st Team

Coach, Assistant Coach (es), and all ancillary staff involved with the

Senior Team.

* Reporting to the Committee on all breaches of the Code of Discipline

by Players, Coaches and Ancillary Staff.

* Ensuring that the requirements of the IAFA, regarding the eligibility of players, and the submission of Team Sheets, are rigorously complied with.
* Ensuring that the regulations of the IAFA,regarding the fulfilling of official fixtures are rigidly adhered to.
* The Senior Team Manager shall submit a monthly report to the

Committee.

**Senior Team Captains**

The Senior Team Captains shall be appointed by the Committee. The duties of

the Senior Team Captain shall include:

* Provide Leadership and good example to all players on the Senior

Squad, both on and off the playing field.

* Assist the Senior Team Manager in ensuring all Senior Players are

registered and have fulfilled their Club membership requirements.

* Encourage Senior Players to periodically make themselves available

for Under-Age Coaching in the Club, and to assist at Club Events.

* To serve as an ambassador for the Club at occasional official functions

and special events.

* Report to the Committee on any concerns regarding the Senior Playing

Squad.

**Chairperson of the Youth Section**

The Chairperson of the Youth section shall be appointed at the Annual

General Meeting. In the event of nobody being elected at the Annual General

Meeting, the Committee shall appoint a Youth Section Chairperson.

The Youth Section Chairperson may propose assistants, advisors, managers

and coaches to the Committee for ratification.