



Munich Irish Rovers Football Club e.V.

Standing Orders

In accordance with §6 of the Constitution, Munich Irish Rovers Football Club has established the following set of Standing Orders to regulate the holding of all meetings.

Board Meetings

- §1 Invitations to Board Meetings shall be sent, together with the agenda and copies of reports and supporting documents, as well as copies of the minutes from the previous meeting, by the Club Secretary to other Board members, at least three days in advance of the Meeting.
- §2 At Board Meetings, a quorum is formed when at least three Board members are present, at least one of whom must be either the Chairman, or the Vice-Chairman.
- §3 The minutes of all Board Meetings and General Meetings shall be published and made available for inspection by members.

General Meetings

- §4 Invitations to Meetings shall be made in writing and include the agenda and state the venue for the Meeting. The Club Secretary shall distribute these at least fourteen days in advance of the Meeting. Official notification of the Meeting shall be given at least twenty-eight days in advance of the Meeting taking place.
- §5 A record shall be kept of the attendance of members at each meeting. This shall be signed by every attending member.
- §6 Apologies received from members unable to attend shall be read out to the Meeting.
- §7 At all Meetings the Club Secretary shall present the minutes of the previous Meeting and, upon the Chairman enquiring about any omissions or errors, these shall, if necessary be corrected. The minutes shall then be proposed, seconded and passed as a true and correct record.
- §8 The Club Secretary shall, if deemed necessary by the Board or other members present, summarise the content and read to the meeting items of correspondence, either received or sent.
- §9 The business on the agenda shall be proceeded with in such order as the chairman may direct. This can be amended by a majority decision.
- §10 Members present may only speak when called upon to do so by the Chairman. On speaking, a member shall address himself to the Chairman and not to any other member. A member wishing to speak shall indicate his wish by raising his hand. The general length of time allowed for speaking shall be determined in each individual case by the chairman.

- §11** The Chairman may allow members to speak, outside the agenda, with regard to personal or actual declarations. Leave to speak, in such cases, shall, usually, be granted at the conclusion of deliberations.
- §12** Suspended members are excluded from participation at any General Meeting.

Elections, Motions and Amendments

- §13** Motions shall, preferably, be submitted in writing not less than twenty-one days in advance of any meeting. Motions submitted after the expiry of this period must be submitted as emergency motions.
- §14** The submission of emergency motions, or amendments, is possible at all meetings. The urgency of such motions may be recognised. This is the case when at least two-thirds of members present confirm the urgency of the matter.
- §15** Elections shall only be held at the Annual General Meeting or at extraordinary General Meetings. At every election, the Chairman shall appoint an Elections Committee, which shall consist of three members. The Elections Committee shall, among itself, appoint a Foreman to conduct the elections.
- §16** The Elections Committee shall formally relieve the outgoing Board.
- §17** All elections to the Board shall be held by secret ballot.
- §18** The meeting shall not be addressed during the holding of ballots.
- §19** The candidate receiving the majority of votes cast is elected. A simple majority shall suffice – i.e. the candidate receiving more than 50% of valid votes cast shall be elected. If none of the candidates are able to achieve a majority, then a second ballot, between the two leading candidates in the first ballot, shall be held.
- §20** Abstentions and unused voting slips shall not be counted as votes cast and, as shall invalid votes, remain outside the calculation of the majority.
- §21** A candidate for election must be proposed by another member and seconded by a further member. The proposed candidate shall be asked by the Elections Committee Foreman if he is willing to accept the nomination, before the ballot is held.
- §22** Members unable to attend the Meeting may appoint another member to, as a proxy, exercise their right to vote on motions or in elections, on their behalf. All proxy appointments must be forwarded to the Club Secretary for verification, no later than the beginning of the meeting.
- §23** Proxy appointments shall be made in writing and must contain the signature of the member making the appointment, as well as clearly stating the identity of the appointee. Proxy appointments made by electronic mail must be forwarded to at least two Board members, who will then confirm receipt of same.
- §24** The Club Secretary will issue a proxy voting card for each proxy appointment. For election ballots, a ballot paper will be issued upon presentation of each proxy appointment.
- §25** Should no majority be achieved on any motion, excluding those referred to under the special circumstances described in paragraphs 7 (h) and 11 of the Club Constitution, the Chairman shall have a casting vote.

Maintenance of Order

- §26** The Chairman may, in case of serious disorder, exclude a member from participation in the meeting. The member shall, upon being requested to do so, leave the meeting. Should he refuse to leave, the meeting shall be suspended.

In accordance with Paragraph 6(e) of the Club Constitution and the stipulations of the “*Bürgerliches Gesetzbuch*” in German Federal Law, the above set of Standing Orders were formally adopted at the Board Meeting held 12th March 2002 (Minute No. 2/12.03.2002) and are valid with immediate effect.

Summary of Official Duties

Chairman

- Is the senior club official
- Co-ordinates and liaises with other board members regarding the running of the Club
- Represents the Club at functions and meetings
- Is responsible for public relations
- Ensures that other board members' duties are covered in case of absence or illness
- Determines the date for all Board / Club meetings
- Sets the order of business for meetings
- Delegates tasks to other (Board) members, as and when appropriate

Deputy Chairman

- Assists the Chairman in the carrying out of his duties
- Is able to deputise for the Chairman in case of absence or illness
- Is responsible for event management

Treasurer

- Is responsible for the keeping of accurate financial records, as required by law
- Collects and banks all monies received by the Club
- Produces financial statements and other reports required by statute
- Provides information to the Secretary regarding membership subscriptions
- Collects monies given to team captains as players match dues
- Advises the Board on the setting of limits for expenditure on events and equipment
- Has a duty to constantly monitor Club finances and advise upon proposed expenditure

Secretary

- Is responsible for all general internal and external communication
- Receives and sends official, general Club correspondence, including orders for new equipment etc. (as requested by DoF)
- Maintains a register of all players currently active and ensures they are included on insurance records
- Keeps minutes of all official meetings
- Produces all internal information documents including fixture lists, address lists, travel instructions (in liaison with DoF), notices of meetings and any other items, as instructed by the board
- Is responsible for maintaining the Club's information database, liaising regularly with other Board members in respect of the needs the database must meet

Director of Football

- Has overall responsibility for matters affecting the general running all of the Club's organised teams
- Is responsible for the appointing of coaching staff, subject to the final approval by the board
- Ensures that playing and coaching equipment is maintained and replaced, as required
- Establishes necessary matchday organisational procedures with regard to obligations set out in the Rules of the Bavarian FA (payment of referees, stewarding, first-aid duties, marking of pitch etc.)
- Ensures that the Club's obligation to communicate the results of matches to the relevant media organisations, as required by the Bavarian FA, is met
- Completes registration documents for new players and forwards these to relevant internal and external sections
- Organises friendlies and other fixtures in close liaison with coaching staff
- May impose fines, or other disciplinary measures for breaches of discipline by players/coaching staff and shall inform the Board of same.
- Ensures that travel instructions to away fixtures are clear, correct and are distributed in reasonable advance of matchdays
- Monitors relevant sections of "*Bayernsport*" for issues affecting the Club
- Informs training staff and players of disciplinary measures imposed by the Bavarian FA (BFV) and other official bodies.

General Board Duties

- Completion of registration documents may be carried out by any Board member
- All Board members have a responsibility to provide those maintaining the Club's website and other media with relevant information

General Rules

Official Language

1. The first language of the Club is English.
2. Reports, minutes and other documents shall be provided in English.
3. The Constitution has been written and registered in German and this is the legally binding version. An English translation is available. Members have a right to a copy of the Club Constitution, in either language.
4. The Standing Orders document, as required by Paragraph 6 (e) of the Constitution, is an internal document and, thus, shall be written in English.

Membership

5. All new members shall pay a joining fee of €15.00
6. Annual subscriptions shall be for
 - i) Full members €75.00
 - ii) Associate members €25.00
 - iii) Non-active full members €50.00
7. Associate members do not have a right to vote at General Meetings.
8. The Board may exclude a member from participation at social events (e.g. Christmas Party) organised by the Club, if that member's subscriptions are in arrears.
9. The Director of Football is empowered, on behalf of the Board, to withhold a player's pass (i.e. eligibility to participate in matches), should that player's subscriptions be in arrears.

Personal Insurance

10. All active members must have medical insurance cover before participating in any of the sporting activities organised by the Club.
11. Members are obliged, on losing medical insurance cover, to inform the Club of this without delay.

Internal Disciplinary Sanctions

12. Disciplinary sanctions imposed by the Board, as outlined in Paragraph 4 of the Constitution, for behaviour likely to bring the Club into disrepute, or inconsistent with the good order and proper running of the Club, may take the form of a expulsion, suspension, a fine, a combination of a fine and suspension, or any other sanction considered appropriate in relation to the nature of the misconduct.
13. Fines collected from members as a result of misconduct, shall be placed in a separate fund and made available to Club social purposes.
14. Training staff and/or players shall be excluded from participation in any of the Club's sporting activities, including training, if they are in an obviously intoxicated condition.

15. In advance of sporting events in which the Club is due to participate, players, or other persons officially attending shall be delegated, usually by the training staff, or the Director of Football, separately to attend to the following equipment:

- i) playing kit
- ii) medical case and contents
- iii) drinks containers

Should any of this equipment be defective, or incomplete, the Director of Football, or the team coach must be informed immediately.

Official Correspondence

16. In order to maintain a central record of official communications, as a means to ensure the consistency of all information contained in same, the Club Secretary shall keep a file of all correspondence.
17. Items of correspondence, whether originals or copies, shall be forwarded to the Club Secretary without delay.
18. The Club Secretary will maintain a database of all contact numbers and addresses relating to individuals and organisations relevant to the running of the Club. This information shall be kept up-to-date and be readily available for access by all Board members, or, if required for the carrying out of an official duty, by other Club members.

Expenditure

19. The Club Treasurer will endeavour to ensure financial irregularities, whether statutory or in relation to the stipulations of FIFA, the German FA (DFB) or the Bavarian FA (BFV), do not occur.
20. The Club Treasurer's approval is required for sundry expenditure in excess of €50.
21. Expenditure in excess of €500 requires the sanctioning of the Board.
22. In accordance with Paragraph 6 (e) of the Club Constitution, all items of expenditure exceeding €5000 require the sanctioning of a General Meeting.
23. The Club shall not be liable for any non-sanctioned items of expenditure.

<p>These General Rules were adopted by the Club at the Board Meeting held 12th March 2002. The General Rules may be amended, or supplemented, as considered necessary, from time to time, by the Board.</p>
