

## **LFCDC By-Laws**

In accordance with Official Liverpool F.C. Supporters Club (OLSC) requirements, the Official Liverpool F.C. Supporters Club of Washington, D.C. (LFCDC) establishes the following By-Laws:

### **SECTION I – MISSION**

1. LFCDC will represent Liverpool Football Club (LFC) in Washington, D.C. and surrounding metropolitan area
2. LFCDC will bring local supporters together through their love of LFC
3. LFCDC will protect and enhance the good name of LFC
4. LFCDC will organize high quality services and events for LFCDC members
5. LFCDC will promote, maintain, and value the history of LFC
6. LFCDC will communicate the views of LFCDC members to LFC
7. LFCDC will support LFC-related charitable causes and local charitable causes

### **SECTION II – REQUIREMENTS**

1. All LFCDC members must follow Code of Conduct under Section III of these By-Laws
2. LFCDC will not be run for personal financial gain
3. LFCDC will maintain a membership of at least 50 members – with a minimum of 15 LFCDC members also holding an Official LFC Membership
4. LFCDC members will live in Washington, D.C. and the surrounding metropolitan area, including Maryland and Virginia
5. LFCDC will not charge any membership fee to join nor will LFCDC establish a club bank account
  - a. If LFCDC charges a membership fee in the future, LFCDC will:
    - i. Notify LFC and provide all details on membership fees, including documentation of membership fees and explanation on the purpose and use of the membership fees
    - ii. Provide a receipt to each LFCDC member paying a membership fee
    - iii. Revise By-Laws as needed

- b. If LFCDC establishes a club bank account in the future, LFCDC will:
    - i. Notify LFC and provide all details on the club bank account, including documentation of club bank account and explanation on the purpose and use of the club bank account
    - ii. Revise By-Laws as needed
6. LFCDC will use LFC trademarks, logos, or club crests in accordance with the full branding guidelines received upon LFC granting Official Status to LFCDC
7. LFCDC will establish a committee under Section IV to ensure the fair running of LFCDC, represent LFC in an appropriate manner at all times, and be accountable to its membership
8. LFCDC will have an Annual General Meeting at a date, time, and location to be determined
9. At the first Annual General Meeting, LFCDC will establish a set of By-Laws fit for the regulation and good management of LFCDC, Committee Meetings, and Annual General Meetings
10. Annual General Meeting minutes will be recorded and available upon request, meeting agendas will be drafted and distributed prior to the meeting start, Annual General Meetings will be “open floor” with any member having the right to raise any issue under any LFCDC business
11. LFCDC will not share any personal (e-mail address, mailing address, phone number) or financial information with any outside third parties
12. Amendments to these By-Laws must be submitted and voted on at the Annual General Meeting – subject to a simple majority vote
13. Each LFCDC Committee position will be subject to a simple majority vote, serving a one-year term, and require re-election at the Annual General Meeting
14. Each LFCDC Committee nominee must meet the following requirements:
  - a. Must have an Official LFC membership (required by LFC)
  - b. Must be willing and available to carry out their roles and responsibilities
  - c. Must uphold the mission and abide by the By-Laws of LFCDC
  - d. Must live in the Washington, D.C. area and attend matches at Ri Ra Irish Pub or Queen Vic British Pub as regularly as possible

### **SECTION III – CODE OF CONDUCT**

While LFCDC members bring diverse opinions on all aspects related to the business of LFCDC, we are committed to respecting each other and reaching a consensus on all matters. We are determined to act justly, and are bound by these By-Laws, to deliver outcomes that are in the best interests of everyone associated with LFCDC. All LFCDC members are part of LFC's Association of International Branches and, therefore, must uphold the values and good name of LFC. LFCDC members are expected to be exemplary representatives of LFC and as such are asked to follow this Code of Conduct. All members shall treat fellow LFC supporters as well as supporters of other football clubs with courtesy and respect. No supporters shall threaten another football fan or sing offending chants toward other supporters. No member shall degrade or commit an act of violence on any other person while attending matches at Ri Ra Irish Pub or Queen Vic British Pub or any other LFCDC event. Any violation of the Code of Conduct by an LFCDC member could result in the expulsion from LFCDC.

### **SECTION IV – LFCDC COMMITTEE**

1. LFCDC Committee will be comprised of the following positions with the expected duties and responsibilities:

#### Chairman/Chairwoman

- Serves as LFCDC primary point-of-contact with LFC and OLSCs
- Prepares LFCDC Newsletter
- Manages LFC ticket allocation process, when applicable
- Leads Annual General Meetings
- Addresses all communications and membership requests from [www.lfcdc.net](http://www.lfcdc.net)
- Manages OLSC application

#### Vice-Chairman/Chairwoman

- Supports Chairman/Chairwoman in her/his role, duties, and responsibilities
- Develops recruiting ideas to increase awareness and membership
- Addresses any questions pertaining to individual LFCDC membership or Official LFC Membership
- Manages membership records, including list of LFCDC members, and those with Official LFC Membership numbers
- Manages LFCDC gear, including design, order, and distribution

#### Secretary

- Organizes Annual General Meeting
- Writes agenda for Annual General Meeting
- Records minutes for Annual General Meeting
- Maintains all written records and files of LFCDC

Treasurer

- Maintains bank account details, documentation, expense records, and releases funds
- Serves as LFCDC primary point-of-contact with LFC for all details on membership fees, including documentation of membership fees and explanation on the purpose and use of the membership fees
- Manages receipt distribution to each LFCDC member paying a membership fee
- Serves as LFCDC primary point-of-contact with LFC for all details on the club bank account, including documentation of club bank account and explanation on the purpose and use of the club bank account

Event Coordinator

- Develops and coordinates social and charitable events (pub events, food drives, fundraisers, toy drives, football matches, charity/community events, etc.)

Queen Vic British Pub Liaison

- Serves as primary point-of-contact between LFCDC and Queen Vic management

Ri Ra Irish Pub Liaison

- Serves as primary point-of-contact between LFCDC and Ri Ra management