

BISHOP AUCKLAND ST MARY'S JUNIORS FOOTBALL CLUB



CONSTITUTION

OCTOBER 2007

1. **NAME**

The club shall be called St Mary's Juniors F.C. (the Club)

2. **OBJECTS**

The objects of the Club shall be to provide quality football coaching, arrange both friendly and competitive association football matches and organise social activities including fund raising for the benefit of its members. The club is committed to the continuous development of its central role in the community aiming to be widely acknowledged for its excellence in the delivery of support, advice, opportunities and service to the football community of Bishop Auckland and surrounding rural areas. The clubs central intention is to provide its service in a safe, structured and fun environment within which all members can learn and develop. At all times the club will strive to achieve sporting success through adherence to the principles of fair play and seeks in this way to contribute to the development of responsible well balanced young adults in the Bishop Auckland community.

3. **STATUS OF RULES**

These rules (the Club Rules) form a binding agreement between each member of the Club.

4. **RULES AND REGULATIONS**

(a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association.

The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

- (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
- (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. The said codes of conduct are appended to and therefore deemed to be incorporated within this constitution. They are reproduced by courtesy of the Football Association and are therefore subject to alteration as deemed appropriate by the parent association without notice and any such amendments made are deemed to be incorporated simultaneously within the club constitution.
- (d) Notwithstanding but in addition to the club's adoption of the parent association's codes it is committed to a policy of equal treatment of all its members and is opposed to discrimination in any form. It requires all members of whatever level or authority to abide by and adhere to this general principle and to the requirements of the code of practice issued by the Equal Opportunities and Commission for Racial Equality
- (e) The club is committed in support of the joint initiative of the Commission for Racial Equality and Professional Footballers Association "Lets Kick Racism Out of Football" campaign.

5. CLUB MEMBERSHIP

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- (e) The club will at all times adhere to the spirit and intention of such United Kingdom and European Data Protection Legislation as from time to time may in force.

6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. RESIGNATION AND EXPULSION

- (a) 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 Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary plus one representative from each of the teams which from time to time may operate within the club and elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a

Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Club Secretary.

- (c) The quorum for the transaction of business of the Club Committee shall be one third of the total membership of the Committee as exists within any season.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary who may appoint a minutes secretary who will be an administrative officer of the club enabled by the Club Committee to attend meetings but not entitled to vote.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year. The representative of each team on the committee may nominate a deputy to attend a scheduled meeting. Any apologies must be registered to the secretary prior to the commencement of any meeting. Any parent of an existing member of the club may attend at a Club Committee meeting.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which

arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

- (f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The Club Committee shall appoint the following administrative officers of the club who will carry out the resolutions and directives of the committee:
 - (i) Schools Liaison Officer
 - (ii) Child Protection Officer
 - (iii) Club Welfare Officer
 - (iv) Communications Officer
 - (v) Social Secretary
 - (vi) Youth Officer
 - (vii) Volunteer Coordinator
 - (viii) Minutes Secretary
- (h) The agenda for each of the ordinary Club Committee will be decided by the Club chairman, the Club Secretary and Club Treasurer and circulated among Club Committee members not less than 3 days prior to the date of the meeting. Any member of the committee may submit to the club secretary an item for consideration on the agenda not less than 7 days prior to the meeting. In the event of any matter arising ex improviso or by way of

emergency the item should be added to the agenda under any other business.

- (i) The order of business in any agenda will be as follows and events recorded in the minute book as a result of the said agenda will be taken as a true and accurate account of the Committees activities once properly endorsed by the Committee:

- (i) Opening welcome note and register of members

- (ii) Apologies

- (iii) Endorsement of the minutes of previous meeting

- (iv) Chairman's report

- (v) Secretaries report

- (vi) Treasurer's report

- (vii) Team reports

- (viii) Matters arising and specifically listed

- (ix) Any other business

- (x) Closure and date setting for next meeting

9 ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each

year to:

- (i) receive a report of the activities of the Club over the previous year

- (ii) receive a report of the Club's finances over the previous year

- (iii) elect the members of the Club Committee

- (iv) consider any other business.

- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a General Meeting shall be not less than one half of the committee as exists within in any one season.
- (f) The Chairman or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10 CLUB TEAMS

- (a) At its first meeting following each AGM, the Club Committee shall appoint a Manager and secretary to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The managers shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team over the course of the season.
- (b) All teams shall be responsible for collecting subscriptions from its members and will be committed to attempting to raise sufficient monies in order to discharge the liabilities of the team in respect of the costs occasioned by its participation in football coaching and training, friendly and competitive football matches, travel costs and the acquisition of kit and equipment.

11 CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

- (h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.
- (i) The treasurer will provide to each team a balance sheet at quarterly intervals.

12 CLUB DISCIPLINARY PROCEDURES

- (a) The Club Committee will appoint a disciplinary committee consisting of three members who will hold office for one year and elected as such at the AGM.
- (b) The disciplinary committee will convene as required upon the receipt of a properly submitted report as detailed below.
- (c) Any member who feels that he or she has suffered discrimination in any way or that the Club policies, rules or code of conduct have been broken should follow the procedure below:
 - (i) A report should be submitted to the Club Secretary at first instance or in the event that the complaint or matter arising involves the Club Secretary to such other member of the committee as may be considered appropriate to the member.
 - (ii) It should include all details of the incident such as what when and where the occurrence took place
 - (iii) Any witnesses details
 - (iv) Names of any other members supporting the complaint
 - (v) A preference for a solution
- (d) The disciplinary committee will have the power to warn as to future conduct, suspend from membership or remove from membership or deal with any member in any other way such

as to meet the natural justice of the situation including the specific right to demand that the member involved indemnify the club from such external penalties that may be imposed upon it by virtue of the clubs registration with a particular league, tournament or parent association where it is established conclusively that the individual involved was acting outside of the accepted rules of the club.

13 DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

Signed:

Chairman

Signed:

Secretary:

Signed:

Treasurer: