

# STOWUPLAND FALCONS FOOTBALL CLUB

## Constitution & Club Rules – June 2014



### 1. NAME

The Club shall be called **Stowupland Falcons Football Club**. Herein after referred to as **The Club**

### 2. OBJECTIVE

The objective of the Club shall be to arrange association football matches and social events for its members.

### 3. STATUS OF RULES

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

### 4. RULES & REGULATIONS

- (a) The Club shall have the status of an Affiliated Member of The Football Association (herein referred to as The FA) by virtue of its affiliation/membership of The FA. The Rules of The FA Limited and Parent County Association (herein after referred to as Suffolk FA) 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 Suffolk FA
- (c) The Club will also abide by The FA Child Protection Policies & Procedures, Codes of Conduct, Equal Opportunities & Anti-Discrimination Policy

### 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 a Membership Application form and deliver it to the Club Chairperson. Election to membership shall be at the sole discretion of the Club committee. Membership shall become effective upon an applicants name being entered in the Clubs Membership Register
- (c) In the event of a members resignation or expulsion, his or her name shall be removed from the Clubs Membership Register
- (d) The FA and Suffolk FA shall be given access to the Members Register on demand

### 6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee shall be payable by each playing member and shall be determined at an Annual General Meeting (AGM) by the Club Committee. The fee shall be payable by the 1<sup>st</sup> October of each year, or half yearly at the discretion of the Club Committee. The second half of the Annual Membership Fee to be paid on or before the 1<sup>st</sup> February of each year.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club
- (c) All members of the Club become members of the Stowupland Sports & Social Club. Herein after referred to as the **SSSC**. A portion of the annual fee (as determined by the SSSC at their AGM) is then paid to the SSSC for each club members SSSC membership.
- (d) Any playing member making less than 6 League or Cup appearances will be entitled to claim half of the annual fee back, minus the SSSC membership fee.

### 7. RESIGNATION & EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which he/she gives written notice to the Club Committee of their Resignation. A member whose annual membership fee or further subscriptions 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 best interests of the Club for them to remain a member. There shall be no appeal process
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of the Club property

## 8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Welfare Officer
6. Charter Standard Officer
7. Club Development Officer
8. Fundraising Officer
9. Football Development Officer
10. Football Foundation Officer
11. Kit and Equipment Officer
12. Adult Section Officer
13. Youth Section Officer
14. Youth Section Officer
15. Village Hall Trustee for Football Club
16. Sports and Social Club Officer

all elected at an AGM or SGM.

- (b) In addition to the Club Committee roles, the Committee shall appoint a number of volunteer roles. The volunteer roles may be required to attend Committee or Manager meetings. The volunteer roles may vary from time to time and can be appointed to any Member of the Club. Volunteer roles include, but not limited to:
  1. Minute Secretary
  2. Fixture Secretary
  3. Results Secretary
  4. Press Officer
  5. Website Manager
  6. Grounds-person
  7. Event Manager(s)
  8. League Representatives
  9. Sports and Social Club representatives (up to 3)
  10. Girls and Women's Football Development
- (c) Each Club Officer and Club Committee member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting (SGM). One person may hold no more than ONE position 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 vote 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 Chairperson or in their absence, the Vice Chairperson.
- (d) The Quorum for the transaction of business of the Club Committee shall be ten.
- (e) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary

- (f) Any member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGM's 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 vote of the remaining Club Committee members.
- (g) Save as provided for the Rules & Regulations of The FA and the Suffolk FA, 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
- (h) All matters discussed at Club Committee meetings are confidential to the committee. Matters discussed and/or resolved concerning Club members will have the resolutions communicated directly with the Members concerned.
- (i) Any alleged breakdown of Club Rules and Regulations will be thoroughly investigated by a designated Club Officer. Investigatory Officer will be designated by the Club Chairperson dependant on the specific Club Rule and Regulation allegedly broken. The investigating officer will gather all the facts concerning the allegation and bring his/her findings to the Club Committee who will resolve the matter.

#### 9. ANNUAL & SPECIAL GENERAL MEETINGS

- (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 Clubs finances over the previous year
  - (iii) Elect the members of the Club Committee
  - (iv) Consider any other business
- (b) Nominations of election of members as Club Officers or as members of the Club Committee shall be made in writing by the Proposer and Secondary, both of whom must be existing members of the Club Committee, to the Club Secretary not less than 21 days before the AGM.
- (c) 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 AGM
- (d) A Special General Meeting (SGM) maybe called at any time by the Committee and shall be called 21 days of the receipt by the Club Secretary of a requisition in writing, signed by no less than eight members of the Club Committee, stating the purpose for which the meeting is required and the resolutions proposed. Business at an SGM maybe any business that maybe transacted at an AGM
- (e) 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.
- (f) The quorum for a General Meeting shall be twelve
- (g) The Chairperson, or in their absence the Vice Chairperson, or in their absence a member selected by the Club Committee shall take the Chair. Each member present shall have one vote and any resolutions shall be passed by a simple majority vote. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- (h) The Club Secretary, or in their absence a member of the Club Committee, shall enter minutes of the General Meeting into the Minute Book of the Club.

#### 10. TEAM MANAGER APPOINTMENT and MEETINGS

- (a) At its first meeting following each AGM the Club Committee shall re-appoint existing Team Managers to be responsible for managing the affairs of their team.
- (b) Appointment of any NEW Team managers will be the responsibility of the Adult and Youth Section Officers and will be carried out at the appropriate time.

- (c) Team Managers will be required to appoint an Assistant (and Parent Representative for Youth teams) for their team. Exceptions to this rule may be granted by the Adult and Youth Section Officers.
- (d) Team Managers and Assistants will be required to complete all necessary training and compliance processes as defined by the FA Charter Standard requirements, in an appropriate timeline. Commitment/Pay back agreements will need to be signed by all undertaking Club paid courses.
- (e) A meeting will be scheduled by the Youth and Adult Section Officers on a regular basis for Team Manager and Assistants and Parent Representative. They will be attended by the Chairperson or Vice-Chairperson. The purpose of these meetings will be to provide updates to the teams and listen to any issues or concerns which require Committee attention. Committee members may also attend these meetings to discuss specific topics.
- (f) From time to time Team Managers may be requested to attend Committee meetings to discuss specific issues.
- (g) The Team Manager is solely responsible for the prompt payment of Club subscriptions from their players. Any issues with collection of subscription should be discussed with the Club Secretary.

## 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 Club 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 into the Club Account.
- (b) The Income and Assets of the Club (the Club Property) shall be applied only in the furtherance of the Objective of the Club.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any 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 FA 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 (The Custodians) one of whom shall be the Club Treasurer, who shall deal with the Club Property as directed by decisions of the Club Committee and entry into the Club Minute Book shall be conclusive evidence of such a decision.
- (f) The Custodians shall be appointed by the Club Committee in an AGM and shall hold office until death or resignation, unless removed by a resolution passed at an AGM or EGM.
- (g) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or existing Custodians as directed by the Club Committee.
- (h) 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 (SGM) shall be convened as soon as possible to appoint another custodian.
- (i) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them carrying out their duties.

## 12. 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 assets and liabilities of the Club shall be transferred to the Suffolk FA 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 matter as the members of the Club with the consent of the Suffolk FA shall determine.

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