



Club Constitution & Rules (August 2009)

1. Definition of terms

The meaning of the following terms, as used throughout the rules and constitution, shall be as defined below:-

The Executive Committee

The officers of the Club responsible for its overall operation and management within the rules set out in this document.

The *Executive Committee* shall consist of:-

- Chairperson.
- Vice Chairperson.
- Treasurer.
- Club Secretary.
- Mini Soccer Secretary.
- Club Welfare Officer.
- Up to four other Members as from time to time are agreed by the Annual General Meeting.

Clauses 3, 6, 8, 9, 11, 13, 14 and 15 define the roles, responsibilities and election of the *Executive Committee*.

The Management Committee

The *Management Committee* is responsible for the day to day activities of the Club, including management of the playing Teams that makeup the Club.

The *Management Committee* shall consist of:-

- All Members of the *Executive Committee*.
- The Manager of each playing Team that make up the Club.

Clauses 6, 7, 8, 10, 11 and 12 define the roles, responsibilities and election of the *Management Committee*.

Members

Members are all those who are formally associated with the Club and include:-

- All Members of the *Executive Committee*.
- The Manager of each playing Team that make up the Club.
- Team coaches.
- Recognised Club referees.
- Adult volunteers.
- All players.

Membership is divided into Junior and Adult members.

Clauses 4, 5, 6, 7, 11, 13 and 15 define the roles, responsibilities and election of Club *Members*.

2. Club Name

The Club shall be called Corfe Mullen United Juniors Football Club.

3. Objectives

The objectives of the Club shall be to provide facilities to develop young players within game of Association Football, to arrange matches and social activities for its Members and where defined by the *Executive Committee*, the wider community in which the Club operates.

4. Status of the Constitution and Rules

(a) Each Member of the Club shall, on becoming a Member, implicitly agree to be bound by this Club Constitution and associated Rules.

(b) Once enacted, this Constitution and associated Rules may only be altered at a formally convened Annual General Meeting (see clause 11). Any amendments shall be agreed by a two thirds or greater majority of the voting Members in attendance.

5. Additional Rules and Regulations

(a) The Members of the Club shall endeavour to ensure they and all other Club Members conduct the business and affairs of the Club in accordance with the rules and regulations of The Football Association Limited (The FA), the County Football Association to which the Club is affiliated and any competitions in which the Club participates.

(b) The Club shall abide by the FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be put in place from time to time.

6. Club Membership

(a) The Membership of the Club shall comprise of all those formally associated with the Club and include:-

- All Members of the *Executive Committee*.
- The Manager of each playing Team that make up the Club.
- Team coaches.
- Recognised Club referees.
- Adult volunteers.
- All players.

(b) The Club Membership shall be divided into two main categories:-

- **Junior Members**, who are under 18 at the start of each playing season (considered to be the 1st September) and include all players in the Teams that make up the Club. (These Members are not entitled to vote at any General Meeting (AGM or EGM).
- **Adult Members**, who are 18 years or older at the start of each playing season and include all adult volunteers, recognised Club referees, Team coaches, and all Members of the *Management Committee*. (These Members are entitled to vote at any General Meeting (AGM or EGM)).

(c) A register of all Members (the Membership Register) shall be maintained by the Club Secretary (or other Club Member nominated and agreed by the *Executive Committee* to act on behalf of the Club Secretary, for the purposes of recording and managing Club membership).

(d) Any person who wishes to become a Member of the Club shall apply on the appropriate Membership application form and deliver it, or cause it to be delivered to the Club Secretary. (The appropriate forms shall be maintained by the Club Secretary and agreed by *the Executive Committee*).

Note: Members whose application forms are not held by the Club will not be covered by the Club's insurance policy.

(e) Election to Membership of the Club shall be at the discretion of the *Executive Committee*.

(f) Applications for Adult membership shall be considered at the next *Executive Committee* meeting following the receipt of the application form by the Secretary.

Adult members may be required to attend an interview with the *Executive Committee* prior to being granted membership and their names being recorded in the Membership Register. Once accepted an Adult membership continues indefinitely unless the member resigns or is expelled from the Club. (see clause 8).

(g) Applications for Junior membership shall be deemed to have been accepted by the *Executive Committee* as soon as the appropriate application form has been received by the Club Secretary. Junior membership is annual and must be renewed by the start of each new season, considered to be 1st September each year.

(h) An appeal against refusal of Membership may be made in writing to the *Management Committee* via the Club Secretary. All appeals shall be considered at the next scheduled *Management Committee* meeting. The decision of the *Management Committee* is final and no further appeal is permitted.

(i) Membership shall become effective upon an applicant's name being entered in the Membership Register. In the event of a Member's resignation or expulsion from the Club (see clause 8), his or her name shall be removed from the Membership Register.

(j) The Membership Register shall be considered a confidential document and not divulged to any person or body outside of the *Management Committee* without the written permission of the Club Chairman.

7. Membership Fees

(a) The Clubs aim is to be as inclusive as possible and a single annual fee is considered contrary to this aim. All Junior Members shall instead pay a weekly fee to attend Club training sessions. The level of the training fee shall be determined from time to time by the *Management Committee*.

Additionally a further fee shall be payable when playing in league or friendly matches. The level of the match fee shall also be determined from time to time by *the Management Committee*.

There are no fees for Adult Members of the Club.

(b) The *Management Committee* shall have the authority to levy further fees from the Members as are reasonably necessary to fulfil the objectives of the Club.

8. Resignation and Expulsion

(a) A Member shall cease to be a Member of the Club from the date on which he/she gives notice to the *Executive Committee* of their resignation.

- (i) An Adult member shall be considered to have resigned if he / she fails to be involved in any Club activities for a period of six months (unless the absence is previously notified to the Club Secretary).
- (ii) A Junior Member who misses paying training fees for more than six consecutive weeks shall be considered to have resigned from the club.

(b) The *Executive Committee* shall have the power to expel a Member if, in its opinion, it would not be in the interests of the Club for him/her to remain a Member. An appeal against expulsion may be made in writing to the *Management Committee* via the Club Secretary. The decision of the *Management Committee* is final and no further appeal is permitted.

(c) The *Executive Committee* shall expel any Club Member subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

(d) A Member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property. Any Club property (such as football kit or equipment) shall be returned promptly to the Club.

9. The Executive Committee

(a) The *Executive Committee* shall be responsible for the overall operation and management of the Club within the rules set out in this document.

The *Executive Committee* shall consist of:-

- Chairperson.
- Vice Chairperson.
- Treasurer.
- Club Secretary.
- Mini Soccer Secretary.
- Club Welfare Officer.
- Up to four other Members as from time to time are agreed by the Annual General Meeting.

(b) Each *Executive Committee* Member shall hold office from the date of appointment until the next Annual General Meeting (AGM), unless otherwise resolved at an Extraordinary General Meeting (EGM). (see clause 11(l)). One person may hold no more than two positions within the *Executive Committee*.

(c) All outgoing Members of the *Executive Committee* may be re-elected. Any vacancy on the *Executive Committee* which arises between Annual General Meetings shall be filled by a Member proposed by one and seconded by another of the remaining *Executive Committee* Members and approved by a simple majority of the remaining *Executive Committee* Members.

(d) The *Executive Committee* shall hold not less than four meetings a year. At least two of these shall include all members of the *Management Committee* and be deemed as *Management Committee* meetings (see clause 10). The dates of these meetings shall be published by the Club Secretary to each Committee Member not less than 28 days prior to the meeting. In exceptional cases, where, for the good of the Club, an urgent decision or action is required by the Executive Committee, additional meetings may be called, giving only 7 days notice, providing this is agreed by at least two thirds of the *Executive Committee* Members.

(e) Meetings of the *Executive Committee* shall be chaired by the Club Chairperson or in his / her absence by the Club Vice Chairperson.

(f) The quorum for the transaction of business of the *Executive Committee* shall be five.

(g) Decisions of the *Executive Committee* shall be made by a simple majority vote of those attending the *Executive Committee* meeting. In the event of a tie the Chairperson of the meeting shall have a casting vote.

(h) All decisions of the *Executive Committee* shall be entered into the Minute Book of the Club, to be maintained by the Club Secretary (or other Club Member nominated and agreed by the *Executive Committee*).

(i) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the *Executive Committee* shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Constitution or Rules.

10. The Management Committee

(a) The *Management Committee* is a simple extension to the *Executive Committee* and is responsible for the day to day activities of the Club, including management of the playing Teams that make up the Club.

The *Management Committee* shall consist of:-

- All Members of the *Executive Committee*.
- The Manager of each playing Team that make up the Club

(b) Meetings of the *Management Committee* shall be deemed as *Executive Committee* meetings and shall be convened and conducted as per the procedures defined in clause 9, sub clauses (d) to (h).

11. Annual and Extraordinary General Meeting

(a) An Annual General Meeting (AGM) shall be held annually before the 1st June in each year to:

- Receive a report of the activities of the Club over the previous year (Normally given by the Club Chairman).
- Receive a report of the Club's finances over the previous year (Normally given by the Club Treasurer).
- Elect the Members of the Club *Executive Committee*.
- Consider any other business, previously notified to the Club Secretary.

(b) The Club Secretary (or other Club Member nominated and agreed by the *Executive Committee*) shall notify each Adult Member of the Club, at their last known address, the date, time and location of the AGM. The notification shall be sent by post or email not less than 28 days prior to the proposed meeting date. (If email is used then due care shall be exercised to ensure that all Adult Members have actually received the email notification).

The notification shall include Nomination forms for all positions on the Club Executive Committee and for notice of any proposed resolutions or other business to be considered at the meeting. The forms shall be those forms agreed by the *Executive Committee* for this purpose.

(c) Nominations for election of *Executive Committee* Members shall be made on the agreed form by a Proposer and Seconder, both of whom must be existing Adult Members of the Club, to the Club Secretary not less than 21 days before the AGM.

(d) Notice of any resolution to be proposed at the AGM shall be made on the agreed form by a Proposer and Seconder, both of whom must be existing Adult Members of the Club, to the Club Secretary not less than 21 days before the AGM.

(e) Notice of any other business to be considered at the meeting shall be sent to the Club Secretary not less than 21 days before the AGM.

(f) The Club Secretary (or other Club Member nominated and agreed by the *Executive Committee*) shall send to each Adult Member, at least 14 days before the meeting at their last known address, written notice of:-

- (i) All valid nominations for Members of the *Executive Committee*.
- (ii) All properly formulated resolutions to be considered (including any proposed changes to this constitution).
- (iii) All items of any other business to be considered at the meeting.

The notice shall be sent by post or email. (If email is used then due care shall be exercised to ensure that all Adult Members have actually received the email notification).

(g) The AGM shall be chaired by the Club Chairperson or in his / her absence by the Club Vice Chairperson.

(h) The quorum for the transaction of business of the AGM shall be nine.

(i) Except for changes to this constitution, all decisions of the AGM shall be made by a simple open majority vote of Adult Members attending the AGM. In the event of a tie the Chairperson of the meeting shall have a casting vote.

Amendments to this constitution shall be agreed by a two thirds or greater majority of the Adult Members in attendance

(j) Voting for Members of the *Executive Committee* shall be by secret ballot. The Ballot shall be conducted by two Adult Members who have not been nominated for positions on the *Executive Committee*, selected by the Club Secretary and agreed by a majority of Adult Members attending the AGM.

Where no more than one nomination has been made for a given post on the *Executive Committee*, that person shall be deemed to have been elected by the AGM.

Where more than one nomination has been received the elected Member shall be that person who receives the majority (greater than 50%) of the votes. If no Member holds a clear majority the nominee with the least number of votes shall be eliminated from the contest and votes cast again, until one nominee gains a clear majority.

In the event of a tie votes shall be re-cast until one Member achieves a clear majority.

(k) All decisions of the AGM shall be entered into the Minute Book of the Club, to be maintained by the Club Secretary (or other Club Member nominated and agreed by the *Executive Committee*).

(l) An Extraordinary General Meeting (EGM) may be called at any time by the *Management Committee* and shall be called within 21 days of the receipt by the Club Secretary of a notice in writing, signed by not less than five *Management Committee* Members stating the purposes for which the Meeting is required and the resolutions proposed.

The form of notice and conduct of the meeting shall be as for an AGM, except that only the resolutions proposed in the convening notice shall be considered.

12. Club Teams

(a) The Club shall run such football teams as are decided from time to time by the *Management Committee*.

(b) Managers of the Club Teams shall be Adult Members of the Club appointed by the *Management Committees* at a properly constituted *Management Committee* meeting (see clause 10(b)).

Managers so appointed shall remain as managers for their teams until such time as they resign or are expelled (see clause 8), progressing annually as the team moves through their respective age groups

(c) For teams playing in recognised Leagues, Team Members shall be those players who are registered with their relevant league. Players shall be deemed to be members of their 'Home Team' until the formal start of the league season following the season in which they registered, or a transfer between Teams has been agreed as defined in this rule.

Any dispute over a player's home team shall be referred to the *Management Committee* for consideration at the next *Management Committee* meeting. The decision of the *Management Committee* is final.

(d) Any Team Manager wishing to approach a player from another team within the Club, to either 'dual sign' or transfer the player between Teams, shall lodge a Transfer Request Form with the Club Secretary before any approach is made. (The appropriate form shall be maintained by the Club Secretary and agreed by the *Executive Committee*).

(e) Only if the approach is agreed in writing by the Home Team Manager, (by signature on the Transfer Request Form), shall the approach be made. The Club Secretary shall retain the Transfer Request Form as documentary evidence that the approach has been agreed.

(f) If the approach is successful (and the player agrees), the approached player may transfer to, or 'dual sign' for the new team, subject to any relevant League rules. Where a player is 'dual signed' it must always be understood that his/her Home Team will always have priority in the training and use of the player.

(g) If the Home Team Manager rejects the request for their player to be approached then the approach shall not be made.

Should an approach be rejected by the Home Team Manager, the request may be referred to the *Management Committee* for consideration at the next *Management Committee* meeting. The decision of the *Management Committee* is final.

(h) If an approach is made to any player without the agreement of the Home Team Manager, the Club shall prevent the transfer from taking place. Additionally, the Club shall not endorse any formal league registration or transfer documents required for the transfer to be effected. The Club *Executive Committee* shall have the power to sanction the offending Manager, including expulsion from the club as defined in rule 8.

(i) Approaches shall only be made by nominated team Managers. Approaches by others shall be deemed to be in violation of this rule and subject to the sanctions above.

(j) Unless agreed by the *Management Committee*, and noted in the Club Minute Book, no more than two players may be approached from the same team in any season.

(k) Where a player wishes to transfer to the Club from another team outside the Club, or between teams within the Club they shall abide by any relevant League rules and shall themselves pay any transfer fees, as defined by the League or parent Football Association.

13. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated Signatories for the account shall be agreed by the *Executive Committee*. No sum shall be drawn from the Club Account except by cheque signed by at least two of the Designated Signatories.

(b) The Club Treasurer shall maintain a Club Account Book. All monies payable to the Club shall be received by the Treasurer, deposited in the Club Account and recorded in the Club Account book. All monies paid out shall be recorded in the Club Account Book, with the names of the designated signatories authorising the payment.

(c) The Club Treasurer shall maintain a record of all Club assets and liabilities so that at any time, the financial position, including the financial assets and liabilities of the Club can be ascertained. The Club shall retain all its accounting records for a minimum of six years.

(d) The Club Treasurer shall prepare an annual Financial Statement, in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by Adult Members at the AGM. If requested the financial statement shall be made available to the FA.

(e) Except as noted, all Club expenditure shall be authorised by a formal minute of an *Executive or Management Committee* meeting. Allowed exceptions, where expenditure may be simply authorised by two designated signatories are:-

- (i) Payment of League, Cup or Tournament entry fees.
- (ii) Payment of Pitch fees.
- (iii) Payment of insurance premiums
- (iv) Miscellaneous payments necessary for the smooth running of the club, up to a maximum value of £250 per month, where it has not been possible to seek prior approval of the *Executive or Management Committee*. The Treasurer shall report all such expenditure at the next *Executive Committee* meeting.

(f) The *Executive Committee* shall have the power to authorise the payment of remuneration and expenses to any Member of the Club (although the Club shall not remunerate a Junior Member for playing) and to any other person or persons for services rendered to the Club.

(g) The Club, as approved by the *Executive Committee*, may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(h) The Club, as approved by the *Executive Committee*, may also in connection with the sports purposes of the Club:

- (i) Sell and supply food, drink and related sports clothing and equipment.
- (ii) Employ Members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the *Executive Committee* without the person concerned being present.
- (iii) Pay for reasonable hospitality for visiting teams and guests.
- (iv) Indemnify the Members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

14. Club Property

- (a) The Club Property shall be applied only in furtherance of the objectives of the Club.
- (b) The Club Property, shall be vested in the *Executive Committee*. All decisions regarding the purchase or disposal of Club property shall be made by the *Executive Committee* and recorded in the Minute Book as conclusive evidence of such decisions.
- (c) The *Executive Committee* may appoint one of its Members (the 'Kit Officer') to have day-to-day responsibility for the management and distribution of all club property to the Club Teams, including all football kit and training equipment.

15. Dissolution

- (a) A resolution to dissolve the club shall only be proposed at an AGM and shall be carried by a majority of at least three-quarters of the Adult Members present.
- (b) The dissolution shall take effect from the date of the resolution and the Members of the *Executive 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 utilized 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.

16. Date of Adoption:

This Constitution is adopted as the formal Constitution of Corfe Mullen United Juniors Football Club, as duly noted in the Club Minute Book, on:-

Date: *24th August 2009*

Signed: *Nigel Stephens*

Name: Nigel Stephens (Club Chairman)

Signed: *Mike Dobson*

Name: Mike Dobson (Club Secretary)