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# FC ABBEY MEADS Club Constitution



Title	FC Abbey Meads Club Constitution
Author (s)	Justin Gale
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Application	To all Managers, Coaches, Players, Parents and volunteers involved in any capacity with FC Abbey Meads

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### 1. NAME

The Club shall be called FC Abbey Meads.

# 2. OBJECTS

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation.

# 3. STATUS OF RULES

These Rules (the "Club Rules") form a binding agreement between each member of the Club. The agreement is made signing the respect rules and upon registering as a club member.

### 4. RULES AND REGULATIONS

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Wiltshire FA") and Competitions in which the Club participates, for the time being in force.
- (b) The Club will also abide by policies written for the club, this includes Safeguarding Children, Equal Opportunities and Code of Conduct. As well as this the club abides by the FA Code of Conduct, Safeguarding Children Policy, Anti-Discrimination and Equal Opportunities 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 and other nominated committee members.
- (b) Any person who wishes to be a member must apply on the Membership Application Form which will be sent to them by the club secretary, club assistant secretary or chairman. (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Wiltshire FA can request access to the membership register and must be done in writing to the club secretary.

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### 6. CLUB MEMBERSHIP FEE

(a) Membership fees are agreed by the club committee and adopted at the Annual General Meeting (AGM). These at the time are paid either monthly via Paypal through the FA Matchday app or paid after presenting an invoice from the club treasurer to pay all fees annually.

### 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 his / her resignation.

A member whose membership fee or further subscription is more than two (2) months in arrears shall be removed from being able to play until further payments are made.

- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee and be reviewed at the next monthly committee meeting.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club.

### 8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, Assistant Secretary, and up to Five (5) other members, all elected at an Annual General Meeting ("AGM").
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) 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 or in their absence the quorum for the transaction of the business of the Club Committee shall be three (3).
- (c) Decisions of the Club Committee shall be noted and shared with the club committee after the meeting has taken place and saved in the clubs SharePoint site.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving no less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year. The club management committee will aim to complete a meeting per month during the season.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and Regulations of The FA, Wiltshire FA and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

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- (g) The position of a Club Officer shall be vacated if such a person is 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.
- (h) During committee meetings, points of order on the agenda will be voted on and passed via a simple majority.

- 9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS (a) An 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 members of the Club Committee; and (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) An EGM may be called at any time by the Club Committee and shall be called within 28 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than ten members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 28 days before the meeting.
- (e) The quorum for a General Meeting shall be 5 (five) members
- (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 the Minutes of General Meetings and distribute as appropriate.

### 10. CLUB TEAMS

At its first meeting following each AGM , the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible

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for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

### 11. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the "FC Abbey Meads"). 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 in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club. Payments of good for use in club activities are agreed by at least 51% of the committee in writing before purchase.
- (ii) Exceptions to 11 C are agreed and mandatory payments, this includes but is not limited to items and goods such as registration fees, FA fees and insurance fees, items below £100 where the Secretary can use their discretion.
- (d) The Club 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.
- (e) The Club 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 Club Committee without the person concerned being present;
- (iii) pay for reasonable hospitality for visiting teams and guests; and
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- (g) The Club 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 members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"),

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who shall deal with the Club Property as directed by decisions of the Club Committee, and having the decision noted as a minute shall be evidence of this.

(i) 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.

# 12. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

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