



Badshot Lea Colts Football Club

The Club Constitution

Version 3.0
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Contents

1. Club Name	1
2. Objects	1
3. Status of Rules	1
4. Rules and Regulations.....	1
5. Club Membership	2
6. Club Membership Fees	2
7. Club Membership Resignation and Expulsion	2
8. The Executive Committee	3
9. Annual General Meetings	4
10. Extra-Ordinary General Meeting.....	4
11. Team Control	4
12. Club Finances.....	5
13. Emoluments	5
14. Dissolution.....	5

1. Club Name

- 1.1. The Club shall be known as Badshot Lea Colts Football Club and is referred to hereafter in this document as the “Club”.

2. Objects

- 2.1. 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 in the same.
- 2.2. The Club shall be affiliated to Surrey County Football Association and each team will be registered with the County FA.
- 2.3. Each team shall be affiliated to a league. This league shall be at the recommendation of the team manager and with the approval of the Executive Committee.
- 2.4. The Club shall abide by the rules, regulations and practices of the Football Association and each team to the governing rules of the league they are registered in.
- 2.5. The Club shall be run as a non-profit organisation. All profit and surpluses will be used to maintain or improve the Club’s facilities for the benefit of its members. No profit or surplus will be distributed other than to another non-profit making body.
- 2.6. The Club shall provide opportunities to the local community for all children to participate in footballing activities including team matches, regardless of race, gender, religion or ability.
- 2.7. The club will actively encourage participation for all junior and youth age groups as governed by the Football Association.
- 2.8. The Club shall be maintained to a minimum of a “FA Charter Standard Club”. At the discretion of the Executive Committee, a higher standard maybe maintained wherever so agreed. All Committee members, Club Officers, Team Managers and Team Coaches shall abide by the requirements of the County Football Association to maintain the agreed standard.

3. Status of Rules

- 3.1. The Rules of the Constitution form a binding agreement between each member of the club.

4. Rules and Regulations

- 4.1. 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 affairs of the Club are carried out in accordance with the Rules and Regulations of the Football Association (“The FA”), the County Football Association to which the Club is affiliated (the “Parent County Association”) and Competitions in which the Club participates.

- 4.2. The Club will abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

- 5.1. The members of the Club shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Membership Secretary.
- 5.2. The annual membership period shall be from the 1st of July through to the 30th of June in the following year.
- 5.3. The members shall include players, player's parents and guardians as detailed on the player's membership application.
- 5.4. Executive Committee members, team managers and appointed assistant team managers shall be granted Club membership whilst actively engaged in their role with the Club.
- 5.5. Full membership (including the right to vote at General Meetings) for players and player's parents and guardians shall only become effective upon full payment of the membership fee into the Club's bank account.
- 5.6. Any person who wishes to be a member must apply on the membership application form and deliver it to the Club. Acceptance to membership shall be at the discretion of the Executive Committee and granted in accordance with all Club policies.
- 5.7. An appeal against refusal may be made to the Executive Committee in accordance with the [Club Grievance Policy](#).
- 5.8. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

6. Club Membership Fees

- 6.1. Annual fees shall be paid by each team playing member of the Club in accordance with the [Club Membership & Payment Policy](#).
- 6.2. The Membership fee shall be determined by the Executive Committee and set at a level that will not pose a significant obstacle to community participation.
- 6.3. The Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

7. Club Membership Resignation and Expulsion

- 7.1. A member shall cease to be a member of the Club if, and from the date on which he/she gives notice to the Membership Secretary of his/her resignation.
- 7.2. The Executive 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 Executive Committee in accordance with the [Club Grievance Policy](#).

- 7.3. A member who resigns or is expelled shall not be entitled to claim any or any share of, the income and assets of the Club.

8. The Executive Committee

- 8.1. The Club Executive Committee shall consist of the following Club Officers:

- Club Chairperson
- Club Vice Chairperson
- Club Secretary
- Treasurer
- Membership Secretary
- Fixtures and Facilities Secretary
- Kit Manager
- Development Officer
- Child Welfare Officer
- PR/Liaison Officer

- 8.2. An existing member of the Executive Committee may be re-elected.
- 8.3. Each Executive Committee member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM").
- 8.4. Any vacancy on the Executive Committee which arises between AGMs shall be filled by a nominee proposed by one member and seconded by another one of the remaining Executive Committee members and approved by a simple majority of the remaining Executive Committee members.
- 8.5. The Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. In the event of an equality of votes, the Club Chairperson shall have a casting vote.
- 8.6. Meetings of the Club shall be chaired by the Club Chairperson, or in their absence the Club Vice Chairperson.
- 8.7. The quorum for the transaction of the business of the Executive Committee shall be five (5). Two of which must be either the Club Chairperson, Club Vice Chairperson, Club Secretary or Treasurer.
- 8.8. Decisions of the Executive Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- 8.9. Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than seven calendar days' notice to all members of the Executive Committee.
- 8.10. The Executive Committee shall meet at least once each calendar month.
- 8.11. 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 Rules.
- 8.12. The position of Club Officer shall be vacated if such a person is subject to a decision of The FA that such a person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual General Meetings

- 9.1. An AGM shall be held each year between the dates of 30th April and 30th June to:
 - a) Receive a report of the activities of the Club over the previous year.
 - b) Receive a report of the Club's finances over the previous year.
 - c) Elect members of the Executive Committee.
 - d) Amendments of the Club Constitution or Club rules.
 - e) Consider any other business.
- 9.2. Nominations for election of members to the Executive Committee shall be made to the Club Secretary not less than 21 days before the AGM.
- 9.3. 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.
- 9.4. The Club Secretary shall give notice of not less than 14 days to all members of the date of the AGM, together with the resolutions to be proposed at the meeting.
- 9.5. The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair.
- 9.6. Each member present who is 18 years old or more shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 9.7. The Club Secretary, or in their absence a member of the Executive Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. Extra-Ordinary General Meeting

- 10.1. An EGM may be called at any time by the Executive Committee or the members. The meeting shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by at least 3 members of the Executive Committee or 25 ordinary members of the Club, stating the purpose for which the meeting is required and the resolutions proposed.
- 10.2. Business at an EGM may be any business that may be transacted at an AGM.
- 10.3. The Club Secretary shall give notice of not less than 14 days to all members of the date of the EGM, together with the resolutions to be proposed at the meeting.
- 10.4. The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair.
- 10.5. Each member present who is 18 years old or more shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 10.6. The Club Secretary, or in their absence a member of the Executive Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

11. Team Control

- 11.1. At its first meeting following each AGM, the Executive Committee shall appoint a Club member(s) to be responsible for the team management of each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.
- 11.2. A register shall be kept of all Officers, football teams, team managers, and team assistants detailing their personal details and relevant qualifications.

- 11.3. Each team manager shall maintain a register detailing all equipment (hard and soft kit) provided to them by the club. This register shall be made available for inspection to the Executive Committee members when requested.

12. Club Finances

- 12.1. A bank account shall be opened and maintained in the name of the Club (the "Club Account").
- 12.2. Designated Club Account signatories shall be nominated by the Executive Committee.
- 12.3. Any sum drawn from the Club Account shall only be done through standard banking methods and internal controls as approved by the Executive Committee.
- 12.4. All monies payable to the Club shall be received by the Club Treasurer and deposited in the Club Account.
- 12.5. 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 these accounting records for a minimum of seven (7) years.
- 12.6. The Club shall prepare an annual Financial Statement in such format as shall be available from The FA. The Financial Statement shall be verified and approved by members at a General Meeting. A copy of the Financial Statement shall, on demand be forwarded to The FA or Parent County Association.
- 12.7. The Club Property (assets) shall be applied only in furtherance of the objectives of the Club. The distribution of profits or proceedings arising from sale of the Club Property to members is prohibited.
- 12.8. 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 member for playing) and to any other person or persons for services rendered to the Club.

13. Emoluments

- 13.1. Emoluments will not be paid to any person or organisation whatsoever, for any goods or services provided to the Club.

14. Dissolution

- 14.1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least 75% of the members present.
- 14.2. The dissolution shall take effect from the date of the resolution and members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 14.3. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another non-profit making sports organisation or to charity organisations nominated by the Executive Committee.