

BLOXHAM FOOTBALL CLUB

CLUB CONSTITUTION



Name

The club shall be called Bloxham Football Club (“the club” or “BFC”)

Objects

The objective of the BFC shall be to promote and make available the game of Association Football in Bloxham to the highest achievable level; to provide social activities for its members; and to be an integral part of the village community.

Status of Rules

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

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) The Club will also abide by The FA’s Child Protection Policies and Procedures; its own Codes of Conduct; Equal Opportunities and Anti-Discrimination Policies; and all of its other policies.

Amendments to this Constitution shall be made only at an Annual or Special General Meeting following the submission of a written proposal to the Committee 28 days before the Annual or Special General Meeting and the assent by show of hands by a simple majority of those in attendance.

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 Membership 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 applicants 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) Membership shall either be as a playing member or non-playing member

Membership shall be open to all persons willing to abide by the rules of the BFC.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

In the case of playing members up to the age of 16, where membership is approved by the Club Committee, it is recognized that participation in a game organized by a school will take preference over a club game.

Annual Membership Fee – non-playing members

- (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.

Annual Membership Fee - playing members

- (a) An annual registration 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) Except as given in (c) and (d) below members shall also be required to pay match and training fees as separately determined by the Club Committee from time to time.
- (c) In the case of sibling minor members the registration fee of the eldest may serve as the registration fee for that member and for all of his/her brothers and sisters requiring membership of the Club.
- (d) Notwithstanding the requirements of (a) and (b) above each Team Manager shall have full discretion in their application to individual members or prospective members of his own team with the proviso that the Treasurer is to be informed of any adjustments or allowances so made.
- (e) 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.

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 non-playing member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned. A playing member whose annual membership fee or further subscription is more than 2 months in arrears shall not be eligible to play in a club match and could 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.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

Club Committee (“the committee”)

The achievement of the objectives of the club, the operation of its functions and the administration of its powers shall be executed by a Committee comprising:

- 1 President
- 2 Chairperson
- 3 Vice Chairperson
- 4 Secretary
- 5 Treasurer
- 6 Membership Secretary
- 7 Social Secretary
- 8 Fund-raising Secretary
- 9 Development Officer
- 10 Kit Master
- 11 Public Relations officer
- 12 Team managers’ representatives (2)
- 13 Co-opted Members

The holders of these positions shall acquire and retain membership of the club for so long as they are in office.

The responsibilities of the principal officers shall be as follows:

| | |
|-------------------------|--|
| PRESIDENT | To act as figurehead and principal spokesperson on public occasions |
| CHAIRPERSON | To uphold the constitution of the BFC, to ensure the efficient and proper conduct of its affairs, to preside at meetings, in the absence of the President, to act as principal spokesperson on public occasions and to exercise his casting vote whenever the need arises. |
| VICE CHAIRPERSON | <p>To prepare in conjunction with the Secretary and Chairperson the agenda for meetings, be responsible for the convening of meetings and for the taking of and publishing of minutes at the aforementioned meetings.</p> <p>In the absence of the Chairperson, carry out the duties of the Chairperson, and delegate the minute taking to another committee member.</p> |
| SECRETARY | To liaise with the Chairperson and Vice Chairperson in the preparation of meetings. To receive and keep the Committee apprised of all correspondence from outside persons and organisations regarding BFC business and to reply thereto with the prior permission of the Committee and to ensure that the BFC complies with all the requirements of the County Football Association. To register the Club with the OFA and to register the teams & squads with the appropriate league. |

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

TREASURER

To keep proper account of all monies received by or on behalf of the BFC and of all payments made on it's behalf, to present accounts annually for audit by a person or persons nominated by the Committee and having no association with the Club for presentation to each AGM and to present a report of income and expenditure to each meeting of the Committee.

MEMBERSHIP SECRETARY

To control, administer and keep records of the following activities:

- a) Registration of Club Members
- b) Registration of Players with the BFC
- c) Compliance with the FA's Child Protection Policy

SOCIAL SECRETARY

To work with the Social Sub-Committee to organise social events for the BFC.

To report to each meeting of the Committee.

FUND-RAISING SECRETARY

To work with the Fund Raising Sub-Committee to lead the active pursuit of raising funds for the Club.

To report to each meeting of the Committee.

DEVELOPMENT OFFICER

To work with the Development Sub-Committee to lead the future development of the BFC and to report to each meeting of the Committee.

KIT MASTER

To be responsible for overseeing all aspects of the BFC playing kit and equipment as follows:

- a) Acquisition
- b) Maintenance
- c) Repair
- d) Distribution
- e) Record keeping

PUBLIC RELATIONS OFFICER

To produce a regular newsletter, to arrange regular entries in the local press, and to generally raise the club profile.

TEAM MANAGERS' REPRESENTATIVES

1 representative from mini soccer and 1 from 11 a side teams. To be responsible for the activities in relation to the respective squads in their age group. To represent the other team managers on the committee. To be responsible for the induction of new managers.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

The President shall be elected by the Committee and will serve in that capacity so long as he is willing and the committee feels he is able, for life.

The Committee may at anytime, at its discretion, confer the titles of Honorary Vice President upon any person subscribing to the objectives of the Club and wishing to support its work.

Honorary Vice Presidents shall be persons who are vitally interested in the well-being of the BFC and who are elected from time to time by the Committee to serve the club whether or not as full - time members. Their continuation in office is at the discretion of the Committee.

General Meetings

The Committee shall hold an Annual General Meeting (“AGM”) at the end of each season at which members of the general public may attend. Notwithstanding this, only members as referred to above, or in the case of minors, the parents and guardians of registered players may vote on nominations and resolutions at General Meetings.

Annual General Meetings and Special General Meetings shall be deemed to have been properly convened when 21 days notice has been given to those concerned.

The Secretary shall arrange for each member to receive written notice of the date of a General Meeting together with the resolutions to be proposed, and minutes of the last general meeting, at least 28 days before the Meeting.

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.

The Annual General Meeting shall:

- (a) approve minutes of the last general meeting
- (b) receive a report of the activities of the Club over the previous year
- (c) receive a report of the Clubs finances over the previous year
- (d) elect the members of the Club Committee
- (e) consider any other business.

Nominations for the respective offices may be entered by adult members of the club at or before each Annual General Meeting.

The Chairperson, Vice Chairperson, Secretary, Treasurer, Membership, Club Development Officer, Kit Master, Public Relations Officer, Social Secretary and Fund Raising Secretary shall be persons willing to serve the Club in those capacities. They will be appointed by majority show of hands at each Annual General Meeting and shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting.

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.

One person may hold no more than two positions of Club Officer at any time.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

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.

Meetings of the Annual or any Special General Meeting shall be deemed to have achieved a quorum when at least two of the following members listed separately below are present in company with at least 8 other members.

- a) The President
- b) Chairperson
- c) Vice Chairperson
- d) Secretary
- e) Treasurer

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 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.

The vice chairman, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

Club Meetings

The Committee shall normally meet each calendar month of the year (except December) and at any other time at the discretion of the Chairperson.

Committee meetings shall be deemed to have been properly convened when seven days notice is given to those concerned.

The Committee may appoint such sub - committees as it deems necessary to deal with specific matters as they arise. Such sub - committees shall be responsible to, and shall report only to the Club Committee. The chairperson of such committee must be a member of the club committee, but otherwise members of sub-committees do not need to be on the club committee.

Co-opted members shall be persons who are willing to serve on the club committee for general purposes or for some special purpose and who are properly appointed to do so by vote of the Committee.

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 chairperson or in their absence the vice chairman, or in their absence somebody appointed by a majority at the meeting. The quorum for the transaction of business of the Club Committee shall be five.

Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the vice chairperson.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

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.

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.

Meetings of the Committee shall be deemed to have achieved a quorum when at least two of the following members listed separately below are present in company with at least 3 other committee members.

- a) The President
- b) Chairman
- c) Vice Chairman
- d) Secretary
- e) Treasurer

Club Teams

At the first meeting following each AGM team managers shall be approved by the Committee in accordance with the Club's policy. Team managers will not be automatic members of the Committee. Instead a manager from the mini soccer teams and a manager from the over 11's will be selected to serve on the committee. All managers shall acquire and retain membership of the club for so long as they remain as managers.

Also at the first meeting after the AGM, the committee shall appoint a committee member to act as the communication link between the committee and the team managers. This person shall be responsible for organising and chairing regular meetings of the team managers and reporting back to the committee.

The team managers shall be responsible for managing the affairs of the team. Each will send to the Club Secretary for the last committee meeting prior to an AGM a written report of the activities of the team.

A casual manager vacancy during the year shall be filled by a person selected by the members of the relevant age group. The appointment of the new manager so selected shall be approved at the first committee meeting following his selection in accordance with the club's policy.

Club Finances

A bank account shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be the Chairperson, the 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.

The income and property of the club shall be applied by, and at the discretion of, the Committee solely towards the promotion of the aims and functions of the club as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit or pecuniary benefit to any person or group of persons not providing goods or services to the club approved by the Committee in the exercise of their duties and powers under this Constitution, provided that nothing herein shall prevent the payment in good faith of reasonable and proper repayment of out of pocket expenses incurred as the direct result of any act towards the fulfilment of the objectives of the club.

BLOXHAM FOOTBALL CLUB



CLUB CONSTITUTION

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.

No person or group of persons howsoever formed or named shall have the power to commit the Club to the payment of funds to any source without the prior approval of the Committee. In the interests of financial control and operational flexibility the Committee shall determine from time to time the limits within which expenditure may be incurred on the authority of any member of the Committee

The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

The Club Property (ie land and buildings), 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. 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.

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.

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.

Dissolution

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.

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.

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.

Liability

The BFC accepts no liability for any damage to property or injury to persons arising from its constitutional activities

Approved 25 March 2004

Version 1

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