



Farncombe Youth Football Club

Constitution – the “Club Rules”

1. NAME

1.1 The name of the club is **Farncombe Youth Football Club** (“the Club”).

2. OBJECTS

2.1 The objects of the Club shall be to promote and provide, for the benefit of people living in Farncombe, Godalming and surrounding areas, training and playing facilities for football, social activities related thereto and such other sports and social activities that the Club may from time to time determine in General Meeting.

2.2 The Income and Property of the Club shall be applied solely towards promoting the Club’s objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

3. STATUS OF RULES

3.1 This Constitution and the Rules of Conduct together form “the Club Rules” and form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

4.1 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 Football 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.

4.2 The Club Rules may only be altered by the Annual General Meeting or Extraordinary General Meeting under procedures described in Section 13.

4.3 Where appropriate, alteration to the Club Rules shall be submitted to the parent Association for formal written approval.

4.3.1 The Club will also abide by The Football Association’s Child Protection Policies and Procedures, Code of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5. CLUB MEMBERSHIP

5.1 PLAYING MEMBERS

5.1.1 {No Rule.}

5.1.2 Youth Playing Members shall take no part in the formal running of the Club and are not Full Members as defined in Rule 5.2 below.

5.1.3 The Membership Secretary shall keep a register of Playing Members and enter in it their names, dates of birth and addresses.

- 5.1.4 Within one month of registering with the Club, a Playing Member shall pay a seasonal membership fee as set at the Annual General Meeting.
- 5.1.5 Playing Members shall pay match fees as determined at the Annual General Meeting.
- 5.1.6 Playing Members where possible will play in their correct age group unless agreed by the Managers in the age groups concerned and Committee. This agreement has to be made on a season by season basis.
- 5.1.7 Membership is open to the whole community without discrimination.

5.2 FULL MEMBERS

- 5.2.1 Every parent or guardian of a Playing Member shall automatically become a Full Member.
- 5.2.2 Before such membership becomes effective, a membership application form for a Playing Member, together with the appropriate seasonal membership fee must be lodged, with the Membership Secretary.

5.3 ASSOCIATE MEMBERS

- 5.3.1 Membership may continue after the relevant child (or children) has ceased to be a Playing Member, at a fee set at the Annual General Meeting.
- 5.3.2 Any person supporting the objects of the Club is eligible to be nominated for membership of the Club. There must be lodged with the Secretary a written nomination of every person who wishes to become a member, stating the name and address of such person and signed by the prospective Member and two Full Members as proposer and seconder respectively.
- 5.3.3 The name and address of each person nominated for membership under 5.3 shall be displayed on the Club noticeboard for not less than two weeks before his or her name is proposed for election to membership.
- 5.3.4 A person nominated as an Associate Member shall not become a Member until he or she is elected as such by the Committee and has paid the annual subscription at a rate set by the Annual General Meeting.
- 5.3.5 The Secretary shall keep a register of Associate Members and enter in it the names and addresses, telephone and e-mail addresses where known of all persons who become Members.

6. RESIGNATION AND EXPULSION

- 6.1 A Member shall cease to be a Member if he/she gives to the Secretary written notice of resignation of his/her membership.
- 6.2 A Member shall cease to be a Member if he/she fails to pay the appropriate membership fee or subscription within one month after the due date of payment.
- 6.3 A Member shall cease to be a Member if they are removed from membership as a result of a hearing held under the Club Complaints Procedure.

7. SEASONAL MEMBERSHIP

- 7.1 The seasonal membership of the Club shall be decided at the Annual General Meeting and shall be payable in advance of a date to be determined in each year.

7.2 The Annual General Meeting of the Club shall have the power to vary the membership fees and subscriptions by ordinary resolution.

8. OFFICERS

8.1 The Officers of the Club shall be a Chairperson, a Treasurer, a Secretary, a Child Welfare Officer, Membership Secretary, Commercial Officer, Club Development Officer and Fundraising Officer and must be Full Members or Associate Members of the Club.

8.2 Honorary Vice-Presidents of the Club may be appointed and removed at the Annual General Meeting.

8.3 Any Officer may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each Annual General Meeting, but shall be eligible for re-election at that meeting.

9. THE COMMITTEE

9.1 The Committee consists of the Officers, the co-opted Team Managers, and not few than four and not more than eight other Full Members or Associate Members.

9.2 A Team Manager and Coach if applicable shall be nominated by the parents of the age group concerned and shall be approved by the Committee prior to each football season to manage each age group or squad, and shall become co-opted members of the Committee. Such approval shall not be unreasonably withheld.

9.3 Any member of the Committee may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each Annual General Meeting, but shall be eligible for re-election at that meeting.

9.4 Any casual vacancy on the Committee or of any office including that of Trustee or Accountants arising between Annual General Meetings may be filled by the Committee, including co-opted members, subject to Rule 9.1.

9.5 Any member of the Committee who fails to attend three consecutive meetings of the Committee without giving a reason acceptable to it shall cease automatically to be a member of the Committee.

9.6 The Committee shall manage all the affairs of the Club and shall have a power to do everything necessary for that purpose, including the appointment of sub-committees.

9.7 The quorum of the Committee shall be five, including two officers.

9.8 Committee meetings shall be held not less than once in every month.

9.9 Not less than three days' written or oral notice shall be given by the Secretary to members of the Committee of every monthly meeting, but in an emergency, at the discretion of the Chairperson and Secretary, additional meetings may be called on not less than 24 hours notice.

9.10 Decisions at meetings of the Committee shall be made by a simple majority and in the event of equality of voting the Chairperson (or the acting chairperson of that meeting) shall have a second or casting vote.

9.11 Decisions at meetings of the Committee shall be recorded in a minute book to be maintained by the Secretary.

9.12 The Committee has the power on a majority vote only to enforce a fine up to a maximum amount agreed on any Manager/Assistant Manager not abiding by the Rules of the Club.

10. PLAYERS' COUNCIL

10.1 Playing Members from each age group or squad shall be consulted by the Committee from time-to-time on matters of concern or interest to Playing Members.

11. ANNUAL GENERAL MEETING

11.1 An Annual General Meeting shall be held every year.

11.2 The business of the Annual General Meeting shall be:

11.2.1 To receive the Chairperson's Report of the activities of the Club during the preceding year;

11.2.2 To receive reports from the various age groups;

11.2.3 To receive and consider the accounts of the Club for the preceding year and the Accountant's report on the accounts and the Treasurer's report on the financial position of the Club;

11.2.4 To elect Officers and other members of the Committee, and appoint or remove Honorary Vice-Presidents;

11.2.5 To remove and elect the Accountants and the Trustees or to confirm that they remain in office; and

11.2.6 To determine the annual subscription for the Associate Members and the seasonal subscriptions and match fees for Playing Members.

12. EXTRAORDINARY GENERAL MEETINGS

12.1 An Extraordinary General Meeting may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution or resolutions to be proposed at it. The requisition must be signed by whichever is the lesser of 30 Members and one-tenth of the Members and served on the Secretary by personal delivery or recorded delivery post. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition, the requisitioners or any one or more of them on behalf of the others may give notice of the meeting.

12.2 The business which may be conducted at an Extraordinary General Meeting may be any one or more of:

12.2.1 Removing all or any of the Officers, other members of the Committee, Trustees and Accountants of the Club and filling the vacancies caused by such removal;

12.2.2 Altering these rules;

12.2.3 Determining the annual subscription for Members and the Seasonal Subscriptions and match fees for Playing Members; or

12.2.4 Dissolving the Club.

13. PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

13.1 Not less than 14 days' prior notice in writing setting out the resolutions to be proposed at the meeting shall be sent to every member at his last known address.

13.2 Resolutions at Annual General Meetings shall be passed by a simple majority of two-thirds of the votes entitled to be cast by the Members present at the meeting.

13.3 Each Member shall have one vote on every resolution.

- 13.4 In the event of equality in voting at an Annual General meeting the Chairperson (or Acting Chairperson at that meeting) shall have a second or casting vote, but there shall be no second or casting vote on any resolution proposed at an Extraordinary General Meeting.
- 13.5 Nomination of persons for election as an Officer must be made in writing to the Secretary not less than seven days before the meeting at which elections for that office are intended to be proposed. Each nomination must be accompanied by a seconder.
- 13.6 Other Committee Members shall be nominated and elected at the Annual General Meeting.

14. TROPHIES

- 14.1 The season will finish with an internal competition and an activity at which the Club trophies will be presented.
- 14.2 There will be two Club trophies for each age group:
- a) Most improved player selected by training staff;
 - b) Player of the year selected by Playing Members.

15. TRUSTEES

- 15.1 The number of Trustees shall be five and no more than one shall be a serving Officer of the Club.
- 15.2 The Trustees shall hold office until death, resignation or removal from office by a resolution of Members.
- 15.3 There shall be vested in the Trustees all the property of the Club other than cash which will be under the control of the Treasurer.
- 15.4 The Trustees may deal with the property, as vested in them by way of sale, mortgage, charge and lease or otherwise as directed by the Club. The Trustees may also raise loans as directed by the Club. Such direction shall be given by a resolution of the Members of the Club passed by a majority of the Members present at a duly convened meeting of the Club and when so passed shall in favour of a purchaser, mortgagee, charge, lessee or grantee be binding upon all members of the Club. A certificate signed by the Secretary and Chairperson for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

16. ACCOUNTS, INCOME AND PROPERTY

- 16.1 The financial year of the Club shall end on 30 June in every year to which day the accounts shall be balanced and drawn.
- 16.2 As soon as it is practicable, after the end of the financial year, there shall be prepared a statement of the assets and liabilities of the Club at the end of the financial year, and a statement of income and expenditure during that year, which statements shall be audited by the Accountant not less than 21 days before the Annual General Meeting.
- 16.3 Copies of the certified statement of accounts shall be distributed at the Annual General Meeting and be available to any Member on application to the Secretary.
- 16.4 The examination of the Club accounts will be carried out by an independent accountant who is not a Member of the Club, and will be appointed at each Annual General Meeting, and will hold office until the end of the following Annual General Meeting.

16.5 All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee, and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two Officers.

16.6 No action involving expenditure on behalf of the Club shall be taken, and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution of the Committee.

17. INDEMNITY

17.1 The Trustees and members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

18. DISSOLUTION

18.1 The Club may be dissolved:

- (i) by a resolution passed under Rule 12.2.4;
- (ii) by a resolution of the Committee if the number of Members is less than 10 for a period of not less than twelve months.

18.2 The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for the winding up of the assets and liabilities of the Club.

18.3 If any property remains after the discharge of all debts and liabilities of the Club it shall be distributed to such charities as determined by a majority of the Trustees after consultation with the Committee.