

Herne Bay Youth Football Club

Affiliated to the K.C.FA



Club Rules and Constitution Season 2011/2012

The club shall be called **Herne Bay Youth Football Club** (the Club)

The objects of the Club shall be to arrange association football matches and social activities for its members and the participation of the whole community in the sport of football.

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

1. RULES AND REGULATIONS

1.1 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 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.

1.2 No alteration to the Club Rules shall be effective without prior written approval by the parent Association.

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

2. CLUB MEMBERSHIP

2.1 The members of the Club from time to time shall be those persons (*Child Players*) listed in the register of members (*the Membership Register*) which shall be maintained by the Club Secretary.

2.2 Any person who wishes to be a member must apply on the Membership Application Form signed a parent or guardian (*Voting Members*) and deliver it to the Club. Membership shall become effective upon an applicant's name being entered in the Membership Register and payment of the annual Membership fee.

2.3 In the event of a member's expulsion, his or her name shall be removed from the Membership Register.

2.4 The Football Association and parent County Association shall be given access to the Membership Register on demand.

2.5 The Club may refuse membership or expel from membership only for sufficient cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against refusal or expulsion may be made to the Club Committee in accordance with the complaints procedure in force from time to time and decided by a majority vote.

3. ANNUAL MEMBERSHIP FEE

3.1 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.

3.2 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.

4. RESIGNATION AND EXPULSION

4.1 A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee or report via manager/coach. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.

4.2 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. An appeal against refusal or expulsion may be made to the Club Committee in accordance with the complaints procedure in force from time to time and decided by a majority vote.

4.3 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club's income and assets (the Club's Property).

5. MONTHLY SUBSCRIPTIONS

5.1 Members shall pay monthly subscriptions as determined at the Annual General Meeting in addition to the Annual Membership fees. The monthly membership fee must be paid in advance on the 1st of each month from September to April as agreed at AGM, or as determined by the Club Committee.

5.2 Once monies are collected, the Team Manager must pay these to the Treasurer before or at the next Managers meeting. Failure to pay in the monies by the Friday immediately following the Managers Meeting will result in the team being suspended from fixtures until

they are up to date. All payments from Team Managers must be accompanied by a Team Paying in Sheet showing a breakdown of payments in and out.

5.3 If a Team Manager is unable to attend the Committee meeting for any reason, the monies shall be passed to the Treasurer before the meeting, or another Committee member for submission to the Treasurer at the said meeting.

6. CLUB COMMITTEE

6.1 The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Club Secretary, Club Welfare Officer, Mini-Soccer Secretary, plus up to 3 other Committee members, elected at an Annual General Meeting.

6.2 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two 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 Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.

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

6.4. 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. The Club Committee shall hold not less than four meetings a year.

6.5. 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.

6.6. 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.

7. ANNUAL AND SPECIAL GENERAL MEETING

7.1 An Annual General Meeting (AGM) shall be held no later than 31 May in each year to:

7.1.1 Receive a report of the activities of the Club over the previous year

7.1.2 Receive a report of the Club's finances over the previous year

7.1.3 Elect the members of the Club Committee

7.1.4 Consider any other business.

7.2 Nominations for election of members as Club Officers or as members of the Club Committee, to the Club Secretary before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary before the Meeting.

7.3 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. The quorum for the transaction of business of the Club at an AGM/SGM is three.

7.4 The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

7.5 The Chairperson, or in their absence a member selected by the Club Committee, shall take the Chair. Each member present will have one vote and resolutions will be passed by a simple majority. In the event of an equality of votes, the Chairperson will have a casting vote. The Club Secretary or in their absence a member of the Club Committee shall record and maintain minutes of AGM's and SGM's

8. CLUB TEAMS

8.1 At its first meeting following each AGM or at the AGM, if agreed by the Committee, the Club Committee shall appoint a Club members to be Managers and Assistant Managers/Coaches responsible for each of the Club's football teams. The appointed

members shall be responsible 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 on the activities of the team.

8.2 All Managers/Coaches must read and sign a Code of Conduct.

8.3 All team Managers should attend the monthly Club Meetings, and if not able to do so must send along another representative of the team. Consistent failure to attend Club Meetings could result in action being taken by the Club Committee.

8.4 It is the responsibility of the Club Committee to appoint/terminate Team Managers or their Assistants at any time.

9. CLUB FINANCES

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

9.2 The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

9.3 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.

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

9.5 The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Appointed 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.

9.6 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.

9.7 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.

9.8 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.

10. DISSOLUTION

10.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

10.2 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.

10.3 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.

We the undersigned certify that this is a true copy of the Club Rules/Constitution of Herne Bay Youth Football Club

CHAIRPERSON _____ **DATE** _____

SECRETARY _____ **DATE** _____