

CONSTITUTION OF EDWALTON FOOTBALL CLUB.

NAME:

The name of the club shall be Edwalton Football Club. Junior male teams will register under Edwalton Cavaliers FC, girls as Edwalton Girls Cavaliers FC and women teams as Edwalton Ladies FC, and adult male teams will register under Edwalton FC. In the event of more than one senior ladies or male team, a colour will be assigned to distinguish squads. Other teams should be identified by their age group generally, but a colour will be assigned in the event of more than one squad per age group.

OBJECTIVES:

The objects of the club shall be to:

- Arrange association football matches and social activities for its members.
- Provide easy access to football to those aged 6 onwards. The club particularly seeks to support younger age groups seeking access, who live in the Edwalton area.
- Enable players to learn about the responsibilities and benefits of team work.
- Encourage and support members to represent the community of Edwalton positively through football.
- Promote good sportsmanship and friendship through football.
- Help players to learn to respect the community they live in, and to take an active and constructive part in charitable and social activities of community benefit.
- The objectives will be reviewed at the AGM.

STATUS OF RULES:

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

RULES & REGULATIONS:

- The club shall have 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 Competitions to which the Club is affiliated for the time being shall deemed to be incorporated into the club rules.
- No alteration to the Club Rules shall be effective without prior written approval by the parent association.
- The club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Discrimination Policy.

CLUB MEMBERSHIP:

- The membership 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.
- 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 applicant's name being entered in the Membership Register.

- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and parent County Association shall be given access to the Membership Register on demand.

ANNUAL MEMBERSHIP FEE:

- An annual fee payable by each member shall be determined from time to time by the Club Committee - usually at AGM. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable. All fees to be handed over to the Membership Officer with membership application forms by the October club meeting. All fees will be paid into the central club account. (The Under 6/7 age group shall have a 50% discount on membership fees as they only play friendly fixtures).
- The Club Committee shall have the authority to levy further subscriptions from members as are reasonably necessary to fulfil the objects of the club.

RESIGNATION AND EXPULSION:

- 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 member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the best interest of the Club for them to remain a member. There shall be no appeal procedures.
- A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

CLUB COMMITTEE:

- The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chair person, Treasurer, Secretary and Minute Secretary. Plus up to 5 other members, elected at an Annual General Meeting.
- 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 the 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 the casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Club Chair or in their absence Club Vice Chair. The quorum for the transaction of business of the Club Committee shall be three.
- Decisions by the Club Committee of meetings shall be entered into the minute book of the club to be maintained by the Club Secretary.

- Any member of the Club Committee may call a meeting of the club by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall not hold less than 4 meetings a year.
- 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.
- 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.

ANNUAL AND SPECIAL GENERAL MEETINGS:

- An Annual General Meeting (AGM) shall be held in each year to:
 - receive a report of the activities of the Club over the previous year;
 - receive a report of the Club's finances over the previous year;
 - elect the members of the Clubs Committee; and
 - Consider any other business.
- 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.
- 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 Clubs Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting if required and the resolution proposed. Business at an SGM may be any business that would be transacted at an AGM.
- The Secretary shall send to each member at their last known address written notice of the date of the General Meeting together with the resolutions to be proposed at least 14 days before a meeting.
- The quorum for a General Meeting shall be 12.
- The 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 the casting vote.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter minutes of the General Meeting into the Minute Book at the Club.

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

- Players will wear Blue & White shirts, White shorts and White socks. All kit purchases must be approved by the Club Committee through the Kit Manager. The aim is to have a uniform colour system across the age groups, making identification of Edwalton teams easy, and also creating a positive image.
- Home fixtures must where possible, be played at grounds in Edwalton and as registered with the FA and league.

CLUB FINANCES:

1. Main Bank Account and Club Assets.
 - 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 Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
 - The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club.
 - The Club Committee shall have power to authorise payment of remuneration and expenses to any member of the club and to any other person or persons for services rendered to the club.
 - The Club shall prepare an annual Financial Statement in such a form as shall be published by the Football Association from time to time.
 - 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 Custodians) who shall seal with the club property as directed by the 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 the removal or resignation a Custodian shall execute a Conveyance in such a 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 is 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.
2. Age Groups Bank Accounts and Assets.
 - Each age group will be self financing being responsible for payment of training facilities/pitches etc. The club has the discretion to assist in purchasing kit, first aid kit, footballs etc. Generally, the Management committee will review kit needs prior to the start of each season.
 - Each age group will make a monthly financial contribution to clubs funds through out the football season either through fund raising or as a standing monthly fee set by the Club Committee. This will go towards the Club's running costs each season. Actual monthly financial contribution to be set by the Management Committee for each season.

- Each age group will have a Team manager and Secretary to keep simple records of club affairs to meet legal requirements. In particular simple records of finances must be kept.
- All monies taken by each group will be handed to the Treasurer for central banking. Payment of pitch fees and training will be made by the treasurer from the central account. No individual shall profit financially from club business.
- On 30.06 of each year, each age group will produce their accounts for the Club Treasurer and bring any remaining monies. Accounts Should show money in/out and assets of the age group, eg goals, training equipment owned - regardless of whether they purchased by the age group, club or direct by a sponsor. At any other time, accounts must be made available to management committee members and presented within 7 days of a request.
- All sponsorship for the season will be paid over to the clubs central account.
- Any trips out for teams to be cleared with the club Chairman for advice on FA rules and details of discounts possible on coaches etc. A contribution towards the cost of the trip would be considered by the Club Committee, but as a rule there is an expectation that the age group concerned will fund raise.

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 a manner as the members of the Club with the consent of parent Association shall determine.

Signed on the behalf of the club to indicate this constitution has been formally agreed by Edwalton Football Club.

Alan Bowbanks:.....

Hon Chairman.

Martin Richardson:.....

Hon Vice Chairman.

Witnessed:.....

Howard Kilbourn

Hon General Secretary.

Date: / /2007.

COMPLAINTS PROCEDURE OF EDWALTON FOOTBALL CLUB.

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken should follow the procedures below:

They should report the matter to the Club Secretary or another member of the committee.

Your report should include:

- Details of what, when and where the occurrence took place.
- Any witness statement and names.
- Names of any others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and whom made.
- A preference for a solution to the incident.

The Club's Management Committee will sit for any hearings that are requested.

The Club's Management Committee have the power to:

- Warn as to future conduct;
- Suspend from membership;
- Remove from membership;

any person found to have broken the Club's Policies or Codes of Conduct.