Readstone United Junior Football Club

Constitution & Rules

1. **Name**

The Club, formed in 1989, shall be known as **Readstone United Junior Football Club**, hereinafter referred to as 'the Club'.

2. **Objects**

To provide organised and structured opportunities to play football and arrange social and recreational activities for members.

3. **Status of Rules**

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

4. **Club Membership**

(a) A member is a person whose properly completed Player Registration or Membership Application has been accepted by the Club and who has paid the applicable fee.

(b) Election to membership shall be at the sole discretion of the Committee and membership shall be effective upon an applicant's name being entered in the membership register. The members of the club, therefore, shall be those persons who are listed in the register of members which shall be maintained by the Secretary.

(c) A Player Registration or Membership Application will normally be completed and submitted online (on the Club's website), but for those without internet access a paper form can be provided on request;

(d) All elected and appointed Club officials shall be members of the Club;

(e) All members must conduct themselves in a proper manner whilst representing the Club or participating in the Club's activities and comply with the Club's Rules, Code(s) of Conduct and its Policies and Procedures as published on the Club's website and/or in its handbook. Failure to comply may result in disciplinary action and will be dealt with as the Committee deem fit, subject to a right of appeal which must be made to the Secretary within 14 days of any decision that gives rise to such an appeal;

(f) In the event of a member's resignation or expulsion his or her name shall be removed from the membership register.

5. **Fees & Subscriptions**

(a) Members will pay an annual membership fee and/or a player subscription as set by the members at the Club's Annual General Meeting.

(b) All fees and subscriptions will be payable electronically, via Standing Order or bank transfer.

(c) The Committee shall have the authority to levy further fees or subscriptions from its members as are reasonably necessary to fulfil the objectives of the Club.

(d) At the discretion of the Committee, fees and subscriptions may be reduced for Parents/ Guardians/Carers who have more than one player playing for the club in a season.

6. **Fines, Administration Charges & Suspensions**

Players or Officials representing the Club whose conduct, before, during or after an official club activity, gives rise to a fine and/or administration charge issued to the Club by the League, or the FA, shall be responsible for re-imbursing the Club within 14 days of being notified of such by the Club Secretary. For Players, the responsibility for re-imbursement rests with the Parent / Guardian.

Failure to re-imburse such a fine or administration charge will result in a suspension from training and/or matches, over and above any suspension issued by the relevant authority, until the club is re-imbursed in full. In exceptional circumstances, the Committee may consider an appeal and, at its discretion, may amend or waive the requirement to re-imburse the Club for its outlay.

7. **Resignation & 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 Committee of their resignation.

(b) A member whose annual membership fee or subscription is more than 2 months in arrears shall be deemed to have resigned.

(c) The Committee shall have the power to warn, suspend, expel or take such other actions deemed appropriate against any member of the Club deemed guilty of a breach of club rules or conduct prejudicial to the good name of the Club.

(d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club's property and shall return to the Club any and all playing kit, equipment or any such property of the Club within 14 days of the acceptance of their resignation or notification of their expulsion.

8. **Management**

(a) The Club shall be managed by an elected Committee which will comprise of:

- Chair
- Secretary
- Treasurer
- Club Welfare Officer
- Club Development Officer
- Communications Officer

(b) The Committee will appoint all other Club Officials including:

- President
- Team Managers and Assistants
- Coaches and Assistants

(c) The Committee may also nominate Sub-Committees at their discretion for the furtherance of the Club's objects including:

- Events & Fundraising Sub-Committee

(d) One person may not hold any more than two official club roles at any one time.

(e) Committee roles should be fulfilled by separate persons and a majority of the members of the Committee must be unrelated or non-cohabiting.

(f) Other Officers may be elected or appointed at the Committee's discretion.

(g) The Committee will appoint three Trustees.

(h) The Committee shall be responsible for the affairs of the club. Decisions of the Club will be made by a vote on a simple majority, the Chair or acting Chair will have the casting vote. Where a Chair is not present, an acting Chair will be appointed from amongst those present.

(i) The quorum for the transaction of business of the Committee shall be three.

(j) Any member of the Committee may call a meeting of the Committee by giving no less than 7 days' notice to all members of the Committee. The Committee will meet as required but no less than 5 times per year.

(k) All members of the Committee shall be elected at the Annual General Meeting. Each Committee member will serve for one year, unless otherwise resolved at a Special General Meeting, with their position being open for re-election at each subsequent AGM.

(l) The Secretary shall keep minutes of all Committee meetings, including a record of decisions made, and make these available to members.

(m) An out-going member of the Committee may be re-elected. A member proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Committee, which arises between Annual General Meetings.

(n) Save as provided for in the Rules & Regulations of The Football Association and the Lancashire FA to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club's rules.

(o) The position of any Club Official shall be vacated if such person is subject to a decision of The FA that such 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. **General Meetings**

(a) The Committee will set the date of the Annual General Meeting (AGM) which will take place within eight weeks of the close of the Football League season.

(b) The Secretary shall provide to each member at least 28 days' notice in writing of the date of an Annual General Meeting.

(c) Nominations for the election of members as Club Officers or as members of the Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Secretary at least 21 days before the AGM. Where no formal nominations are received in advance of the meeting, nominations may be taken from the floor, at the discretion of the Chair.

(d) Any resolution to be proposed at the AGM shall be given in writing to the Secretary at least 21 days prior to the meeting.

(e) The AGM agenda, together with the required reports and any resolutions to be proposed, will be provided to members at least 14 days before the meeting.

(f) The AGM agenda shall include:

- a Secretary's report of the activities of the Club over the previous year;
- a Treasurer's report of the Club's finances over the previous year including a verified Statement of Accounts and Balance Sheet presented for approval by the members;
- election of the Committee;
- fixing of membership fees and subscriptions;
- appointment of an Auditor/Verifier of the Financial Accounts;
- any proposed resolutions; and
- any other business

(g) A voting member shall be a person aged over 18 who has paid the Club's Annual Membership Fee and has been accepted as a member of the Club. Thereafter, they will be entitled to a vote at a General Meeting.

(h) For a General Meeting to be quorate at least 50% of teams registered with the club must be represented by a member in attendance and eligible to vote.

(i) The Chair or in their absence a member selected by the Committee shall take the Chair of a General Meeting. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chair of the meeting shall have the casting vote.

(j) The Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minute book of the Club.

(k) An Extraordinary General Meeting (EGM) may be called by the Secretary within 21 days of the receipt of a notice of request signed by either 20% of members entitled to vote or by a majority of the Committee. Such notice of request should state clearly the purpose for which the meeting is required and the resolution(s) proposed. Business at an EGM may be any business that may be transacted at an AGM.

(l) The Secretary shall send to each member by e-mail written notice of the date of an EGM together with the resolutions to be proposed at least 14 days before the meeting.

10. **Teams**

At its first meeting following each AGM the 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 Committee at its last meeting prior to an AGM a report of the activities of the team.

11. **Alterations and Amendments**

Alterations and amendments to the Club's constitution or rules shall only be made at the AGM. Notice of proposed alterations or amendments to be considered at the AGM shall be submitted to the Secretary at least 21 days prior to the date of the AGM or EGM and such proposals from members or the Committee will be published with the notice of the AGM.

12. **Dissolution of The Club**

(a) 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 members present and eligible to vote.

(b) In the event of the Club being disbanded, the Secretary will call a Special General Meeting in order to discuss the dissolution of the Club's funds and property. Fourteen days' notice shall be given of any such meeting. In the event of the dissolution of the club, the three Trustees appointed by the Committee will hold all the assets and interest therein after disposal or sale of equipment and other assets belonging to the club. After payment of all debts and liabilities, the residue will be distributed for charitable needs as the Trustees deem fit.

(c) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the club.

(d) 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.

13. **Finance**

(a) A bank account shall be opened and maintained in the name of "Readstone United Junior Football Club". Designated account signatories shall be the Chair, Secretary and the Treasurer. No sum shall be drawn from the Club account except by bank transfer or cheque authorised/signed by two of the signatories, one of which must be the Treasurer. All monies payable to Readstone United Junior Football Club shall be received by the Treasurer and deposited into the Club account. Official receipts for all monies received shall be signed by the Treasurer.

(b) A quarterly Income & Expenditure report will be presented by the Treasurer to the Committee.

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

(d) The Committee shall have the 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.

(e) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.

(f) 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 its accounting records for a minimum of six years.

(g) The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. No Officer or member of the Committee shall act as an auditor or verifier of the Club's finances.

14. **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 the Lancashire Football Association.

(b) 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 and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), the County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

Last Amended: 5/7/23