

Claygate Royals Constitution 2018

Version 1.0 Reviewed by Committee meeting on 20/6/2018
Proposed for approval at AGM 2018



Name

The Club shall be called Claygate Royals Football Club (the Club) and shall be affiliated to the Surrey County Football Association.

Objects

The objects of the Club shall be to arrange association football matches for its members and such social activities as may be deemed desirable by the committee.

Status of Constitution

The constitution of the Club forms a binding agreement between the Club and its members.

Rules and Regulations

The Club shall have the status of an Affiliated Member Club of the Football Association. The rules and regulations of the Football Association Limited and the Football Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Constitution. No alteration to the Club Constitution can be made except at the Annual General Meeting or at an Extraordinary General Meeting.

Club Officers

The Officers shall consist of the Chairman, Vice-Chairman, the Secretary, the Principal Welfare Officer and the Treasurer. The officers shall hold office from the date of appointment until the next Annual General Meeting. Nominations for officers must be sent to the Secretary 7 days prior to the Annual General Meeting.

Club Committee

The Club Committee shall consist of the Club Officers. The Club committee will meet only when a meeting is deemed necessary to discuss Club matters. For each meeting the Committee can invite at their discretion any non-elected officer, Club manager, Club volunteer or any other person who is required to provide input in to Club business. The minimum quorum for Club Committee meetings shall be two.

Powers 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 Chairman of the Club Committee meeting shall have the casting vote in the event of a tie. The Club Committee shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club. The Club Committee shall have the power to fill vacancies which arise between Annual General Meetings.

Club Membership

Each registered player within the Club shall be regarded as a member and have one vote at any meeting they attend. Where a player is under 18 years of age, a parent or guardian may cast a vote on their behalf.

All members, including parents and guardians, shall be bound by the Club's Code of Conducts.

The Club committee reserves the right to suspend a player from taking part in any Club activity if Club registration fees are not paid by the dates specified.

Subscriptions

The annual subscription to the Club is only payable in respect of its playing members.

All fees or part fees, as specified by the Committee, should be paid within one month of notification by the Club (electronic or otherwise) being sent to a member. All players must pay a Club registration fee, whether they are a Full or Training Only member, to qualify for the Club's personal accident insurance and to comply with the Club's Public Liability insurance.

The subscription shall be determined annually by the Club Committee and any changes to subscriptions will be communicated at the Annual General Meeting, with the revised subscriptions applying to the following season.

Fees are partially or fully refundable in exceptional circumstances only with the decision being made solely by the Chairman or Treasurer.

The Club Committee has the authority to reduce subscriptions under exceptional circumstances.

Annual General Meeting (AGM)

The AGM shall be held not later than 31 July each year. The Secretary shall give fourteen days clear notice, in writing, of the AGM to all members. The AGM will conduct the following business:

- Approve the financial statement of the Club for the year ended 31 May.
- Elect the officers of the Club committee.
- Appoint the Club Auditor
- Transact any other business

Decisions of the AGM shall be made by a simple majority of those attending the AGM.

The chairman of the AGM will be appointed by the Club Chairman.

The Chairman of the AGM shall have the casting vote in the event of a tie.

Extraordinary General Meeting (EGM)

An EGM may be called at any time by the Club Committee or shall be called within twenty eight days of the receipt by the Club Secretary of a requisition in writing signed by not less than ten members stating the purposes for which the meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an Annual General Meeting. The Club Secretary shall give fourteen days clear notice, in writing, of the EGM to all

members together with details of the proposed resolutions. Decisions of the EGM shall be made by a simple majority of those attending the EGM. The Chairman of the Club shall have the casting vote in the event of a tie.

Club Finances

A bank account(s) shall be opened and maintained in the name of the Club. Each officer of the Club Committee is designated as a Club payment card holder, along with other people deemed necessary and approved by the Committee.

Each card holder should seek the approval of either the Club's Treasurer or Chairman before carrying out any transaction. Should neither officer be available due to holidays or illness, permission should be sought from the Secretary.

Payment limits for each Club card holder are determined by the committee.

Payments beyond the limits set by the Club Committee must be approved in advance by 2 other Committee members.

All receipts should be sent to the Treasurer for recording.

All monies payable to the Club shall be received by the Treasurer and deposited in the Club bank accounts, or electronically directly to the Club bank account(s).

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

The financial year of the Club will be from 1st June to 31st May. The Club shall prepare an annual audited financial statement for presentation to the members at the AGM

Child Protection

The Club will comply with all aspects of the English Football Association's guidelines and rules regarding child protection and Safe-guarding.

Dissolution

A resolution to dissolve the Club shall only be proposed at an AGM or EGM and shall be carried by a majority of at least 75% of the members present at the meeting.

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.

Legislative Compliance

The Club will remain compliant with all relevant legislation.

Instated July 2018