

# **WHITTLE HALL JUNIOR F.C.**

## **CONSTITUTION AND CLUB RULES**

**Review / Revision Date JULY 2017**

## A Name

The name of the Club shall be Whittle Hall Junior Football Club.

## B Objectives

The objectives of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

## C Status of Club Rules

The Club Rules form a binding agreement between each member of the Club.

## D Rules and Regulations

- (1) 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 Liverpool County Football Association and Competitions in which the Club participates (Warrington Junior Football League) for the time being in force.
- (2) No alteration to the Club Rules shall be effective without prior written approval of the Parent County Association. The FA and the Parent association reserve the right to approve any changes to the Club Rules.
- (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 as shall be in place from time to time.
- (4) The Club has a written Child Protection Policy (based upon and developed from The Football Association Policies) will be followed by coaches, managers all club officials and will be available to parents.

## E Club Membership

- (1) The members of the Club from time to time shall be those persons listed in the register of members ("Membership Register"). The Manager of each team shall maintain a Register for his / her Team. Based upon the Team Registers, A consolidated register of members shall be kept and maintained by the Treasurer.

- (2) 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 and granted in accordance with the anti-discriminatory and equality policies that are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with Complaints Procedure in force from time to time. Membership shall become effective upon the applicant's name being entered in the Team Membership Register.
- (3) In the event of a member's resignation or expulsion, his or her name will be removed from the Membership Register.
- (4) The Football Association, Liverpool County Football Association and the Warrington Junior Football League shall be given access to the Membership Registers on demand.

## F Annual Membership Fee

- (1) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (2) The Club Committee shall have the authority to levy further Subscriptions (such as weekly match subscriptions) as are reasonably necessary to fulfil the objectives and commitments of the Club.

## G Resignation and Expulsion

- (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 of their resignation. A member whose annual membership fee or other subscription is more than two months in arrears (unless exceptional circumstances prevail) shall be deemed to have resigned.
- (2) The Club Committee shall have the power to expel a member when, in It's opinion, it would not be in the interests of the Club for that member to remain in membership. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints procedure in force from time to time.
- (3) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## H Club Committee

- (1) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer, Cyber Officer, plus one representative from each age group, elected at the Annual General Meeting.
- (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 Extraordinary 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 shall have a casting vote in the event of a tie. Meetings of the Club shall be chaired by the Chairperson or in his / her absence by the Vice Chairperson or a member selected by the Club Committee. The quorum for the transaction of the business of the Club shall be three persons. In the event that an urgent decision is required, these three persons shall be three from the following officers: Chairperson, Secretary, Treasurer and Fixture Secretary.
- (3) Decisions of the Club Committee meetings shall be recorded in the Meeting Minutes prepared and maintained by the Club Secretary.
- (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 meetings on a monthly basis. Unless otherwise specified by the Club Committee, the meetings will be held on the Sunday following the monthly Warrington Junior Football League meeting.
- (5) Any outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that arises between Annual general Meetings shall be filled a member proposed by one, and seconded by another of the remaining Club committee Members, and approved by a simple voting majority.
- (6) The Club Committee may co-opt further members, at any time, should they feel it appropriate to do so.
- (7) Save as provided for in the Rules and Regulations of The FA, The Liverpool County Football 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.
- (8) The position of Club Officer shall be vacated if such person is subject to a decision of the Football Association that such person be suspended from taking part in a football activity relating to the administration or management of a football club

## I Annual and Extraordinary General Meetings

- (1) An Annual General Meeting shall be held (unless otherwise specified) in July each year to:
  - (i) receive a report of the activities of the Club over the previous year
  - (ii) receive a report of the Club's finances over the previous year
  - (iii) elect the members of the Club Committee
  - (iv) consider any other business
- (2) 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 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.
- (3) An Extraordinary General Meeting (EGM) may be called at any time by the Club 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 purpose for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (4) The Secretary shall send to each member, at their last known address, either by E:Mail or in writing, notice of the date of a General Meeting (Annual or Extraordinary) together with the resolutions to be proposed at least 14 days before the Meeting.
- (5) The quorum for a General Meeting shall be 8.
- (6) The Chairperson, or in his / her absence, the Vice Chairperson or 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 a casting vote.
- (7) The Club Secretary, or in his / her absence, a member selected by the Club Committee, shall record the Minutes of General Meetings. These minutes shall be maintained, together with all other Club Meeting Minutes, by the Club Secretary.

## J Club Teams

- (1) At its first meeting following each AGM, the Club Committee shall appoint one or two Club Members to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs and tactics of their team. The appointed members shall present to the Club Committee, at each monthly meeting and at the AGM, a report of the activities of the team.

## K Club Finances

- (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, Treasurer and Child Welfare Officer. No sum shall be drawn from the Club account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (2) The income and assets of the Club (the Club Property) shall only be applied in the furtherance of the objectives of the Club. The distribution of profits arising from the sale of Club Property to members is strictly prohibited.
- (3) In the event of an emergency, members of the Club Committee shall have the power to authorise the payment of £100 for the purchase of equipment and / or expenses to any member of the Club and to any other person or persons for services rendered to the Club. Before payment is made, notification of intent (verbal) must be made to one of the following officers; Chairman; Vice-Chairman; Treasurer; Secretary; Fixture Secretary.
- (4) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (5) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur sports Clubs as provided for in the Finance Act 2002.
- (6) The Club may also in connection with the sports purposes of the Club:
  - i) Sell and supply food, drink and related sports clothing and equipment;
  - ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present.
  - iii) Pay for reasonable hospitality for visiting teams and
  - iv) Indemnify the Club Committee and members acting in the course of running the Club against any liability incurred in the proper running of the club (but only to the extent of its assets).
- (7) 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 assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

- (8) The Club shall prepare an annual "Financial Statement", in such format as shall be available from the FA from time to time. The "Financial statement" shall be verified by an independent, appropriately qualified person and shall be approved by members at general meeting. A copy of the Financial Statement shall, on demand, be forwarded to The FA.
- (9) 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), shall deal with the Club Property as directed by decisions of the Club Committee. Entry in the Minutes shall be conclusive evidence of such decisions.
- (10) 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.
- (11) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. 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, an EGM shall be convened as soon as possible to appoint another.
- (12) 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.

## L Dissolution

- (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.
- (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 assets and liabilities of the Club.
- (3) Any surplus assets remaining after the discharge of debts and liabilities of the Club shall be transferred to another club, a Competition, The Liverpool County Football Association or The FA for use by them for related community sports.