



AFFILIATED TO SURREY COUNTY F.A. 1921

# BOOKHAM FOOTBALL CLUB (Colts Section)

*Adopted on the 1<sup>st</sup> day of October 2009*

## **1. NAME**

The name of the organisation will be the Bookham Football Club – Colts Section. And will hereafter be the Club within this document.

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## **2. ADMINISTRATION**

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause (14) of this constitution ("STRUCTURE OF THE MANAGEMENT COMMITTEE").

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## **3. AIMS/OBJECTIVES**

The Club's aims/objectives are:

To provide all sections in the community with facilities for recreational in the interest of social welfare with the objective of improving the lives of such persons within our community.

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## **4. AREA**

The geographical catchment area of the Club shall be the Bookhams, and its surrounding environs.

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## **5. POWERS**

In furtherance of the aims/objectives a Management Committee shall exist, which will be responsible for the overall management of the Club. The Management Committee may exercise the following powers:

- To promote the amateur sport of football and use it's power to build better futures for members of the community.
- Power to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- Power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- Power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the Club;
- Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
- Power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the aims/objectives;
- Power to co-operate with other Clubs, charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar purposes and to exchange information and advice with them;

- Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objectives;
  - Power to appoint and constitute such advisory committees as the Management Committee may think fit;
  - Power to do all such other lawful things as are necessary for the achievement of the Club's objectives.
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## **6. STATUS OF RULES**

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

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## **7. RULES & REGULATIONS**

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's rules.

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

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## **8. EQUAL OPPORTUNITIES POLICY**

The Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 2005. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favorably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which is different from the requirements for others.
- Imposing on individual requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds.

The Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training may be made to such members who request it.

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## **9. ANTI DISCRIMINATION POLICY**

The Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to

confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at the Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club supports ongoing training, awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

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## **10. MEETINGS AND PROCEEDINGS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall hold no less than 5 ordinary meetings in each calendar year of which one shall be the A.G.M. to be held not more than 18 months after the last A.G.M.

There shall be a quorum when at least one third of the number of members of the Management Committee or there being three members of the Management Committee present, whichever is the greater, are present at a meeting.

The Chairperson shall act as Chairperson at meetings of the Management Committee. If the chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be Chairperson of the meeting before any other business is transacted.

The Secretary (or other person appointed by the Management Committee) shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.

Every member shall have one vote.

Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

The Management Committee may from time to time appoint one or more sub-committees and such composition and powers and terms of reference and for such duration as the Management Committee may think fit.

The Management Committee shall have the power at their discretion to reimburse members of the Management Committee or of any sub-committees in respect of their reasonable expenses incurred in connection with the business of the Club as long as receipts are supplied.

All ordinary meetings of the Management Committee will be closed, special Management Committee meetings may be called by the Chair with reasonable notice.

The Management Committee shall provide, annually, financial reports, which will be available at Annual General Meetings.

The Management Committee will produce a three-yearly development plan to be updated each year.

The Management Committee may from time to time make and alter the Codes of Conduct of the Club, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.

The Management Committee may appoint one or more sub-committees consisting of two or more

members of the Management Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceeding of any such sub- committees shall be fully and promptly reported to the Management Committee.

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## **11. MEMBERSHIP OF THE CLUB**

Is obtained by and consists of:

- Players' legal guardian fills in a membership form.
  - Players and guardian both sign membership form.
  - Players and guardians are then deemed Club members.
  - Volunteers/coaches/managers/committee members fill in application form providing references where required and agree to a CRB check.
  - Managers/coaches should hold F.A. Level 1 Coaching Certification with the associated first aid certificate.
  - Any person interested in furthering the works of the Club;
  - An up-to-date record of membership shall be kept.
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## **12. EXPULSIONS FROM THE CLUB**

A member shall cease to be a member of the Club if, a member whose annual membership fee or further subscription is more than 2 months in arrears.

The management 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. There shall be no appeal procedures.

A member who resigns or is expelled shall not be entitled to claim any compensation, or share any of the Club's Property.

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## **13. PAYMENT OF FINES**

Fines and disciplinary charges may be levied against Club by the Leagues in which the Club competes, or by the Surrey County Football Association.

League fines will be paid by the Club – unless it is deemed that responsibility lies specifically with an individual in which case they may be deemed to be liable for payment.

Fines levied against the Club by the SCFA as part of any disciplinary action against a member of the Club will be reclaimed from that member and the following procedure followed:

- On receipt of notification that a fine has been issued against the Club, the Club Secretary will ensure all paperwork is signed as required and payment forwarded to the SCFA
  - If the fine is the result of action by a member of the Club, the Secretary shall write to that member, enclosing all relevant paperwork, and requesting reimbursement of the amount paid by the Club.
  - If no payment is received by the original deadline set by the SCFA, the player concerned will immediately be suspended by the Club and his registration card surrendered to the Club Secretary.
  - Upon receipt of payment the Registration card will be returned to the relevant team manager and the player permitted to play for the Club
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#### **14. ANNUAL MEMBERSHIP FEE**

The management Committee shall determine annually the fee payable by each playing member. Any fee shall be payable on a successful application for membership and annually by each playing member. Fees shall not be repayable.

The management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.

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#### **15. STRUCTURE OF THE MANAGEMENT COMMITTEE**

Individuals directly nominated by and from the Club's membership and elected at the Annual General Meeting to form a Management Committee shall manage the Club.

Each Club Officer or 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.

The Management Committee shall have a Chairperson, Treasurer, General Secretary, Development Officer, Child Protection Officer plus such officers as the Management Committee shall from time to time determine.

One person may hold no more than two positions on the Club's Committee.

The management committee shall be responsible for the management of all the affairs of the Club.

The Management Committee shall consist of not less than four members nor more than ten members of which the following posts must be held:

- Club Chairperson
- Club Development Officer
- Club General Secretary
- Club Treasurer
- Club Child Protection Officer

The Management Committee shall appoint the officers from their own members.

Up to 4 members can be co-opted by the management Committee at any ordinary meeting of the Management Committee to ensure that the representatives of the Committee reflect the parental views and cultural diversity of the membership (in line with the organisations Equal Opportunities Policy). These members will not have voting rights unless agreed by the full core committee to give them such rights.

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#### **15. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED**

No member of the Management Committee shall acquire any interest in property belonging to the Club or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by Management Committee.

Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club: Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm is under discussion.

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## **16. TERMINATION OF MEMBERS TO THE MANAGEMENT COMMITTEE**

A member of the Management Committee shall cease to hold office if he or she:

- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- Is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated;

or:

- Upon receipt by the Chairperson of the Management Committee of their written resignation; which will require 1 months notice.

A Management Committee meeting may remove any member of the Management Committee on a vote with a majority of two-thirds or more of the members of the Management Committee present at the meeting. Any former member that has been asked to leave the Management Committee may not stand again at any future date.

Any outgoing member of the Management 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 Management Committee, which arises between Annual General Meetings.

Except as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.

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## **17. ANNUAL AND SPECIAL GENERAL MEETING**

There shall be an Annual General Meeting of the Club, which shall be held at an interval of no more than 18 months from the date of the last Annual General Meeting for the purpose of:

- Reporting to its members the Club's activities for the year
- Receipt and approval by the members of the Club's accounts
- Electing a new Management Committee
- Resolving any other proposals that members have submitted.
- Receive a report of the Club's finances over the previous year

Before any other business is transacted at the first Annual General Meeting the persons present shall appoint a chair of the meeting. The chair shall be the chair of subsequent Annual General Meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chair of the meeting.

Nominations for election of members as Club Officers or as members of the management Committee shall be made in writing by the proposer and seconded, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Should nominations exceed vacancies, election shall be by ballot.

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.

The Management Committee shall present at each Annual General Meeting the report and accounts of the Club for the preceding year.

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 150 members eligible to vote 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 Secretary shall send to each member at their last known address written notice of the date of a S.G.M. together with the resolutions to be proposed at least 14 days before the Meeting.

The quorum for a General Meeting shall be 10 % of the current membership at that date.

Only members over the age of 18 are entitled to one vote.

A member selected by the Committee, shall take the chair until the chairperson has been appointed. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

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## **18. NOTICE OF MEETINGS**

The Chairperson must convene meetings of the Management Committee within seven days of the written request of not less than 3 members of the Management Committee being served upon the Chairperson.

With the consent of half of the members of the Management Committee a meeting of the Management Committee may be convened upon shorter notice.

The notice shall specify the nature of the business to be discussed.

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## **19. THE COMPLAINTS AND DISCIPLINARY PROCEDURE**

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

They should report the matter to the Club's General Secretary in writing or another member of the Committee.

There 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 to whom made.
- A preference for a solution to the incident.

The Management Committee will sit for any hearings that they deem necessary.

The Management Committee will have the power to:

- Warn as to future conduct
  - Suspend from membership
  - Remove from membership
  - Any person found to have broken the Club's Rules Policies or Codes of Conduct. All decisions will be final there will be no appeals.
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## **20. CLUB TEAMS**

At its first managers meeting following the end of each season, the meeting shall appoint managers to be responsible for each of the football teams for the next season.

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## **21. ACCOUNTS/FINANCE**

The funds of the Club, including all donations, subscriptions, grants and bequests, shall be used solely to further the objects of the Club.

A bank account shall be opened and maintained in the name of the Club (the Club's Account). Designated account signatories shall be the Chairperson and the Treasurer. No sum shall be drawn from the Account except by cheque signed by the two designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The Management Committee shall cause proper books of accounts to be kept with respect to:

- The keeping of accounting records for the Club
- The preparation of annual statements of accounts for the Club;
- The auditing or independent examination of the statements of account of the Club.
- The transmission of the statements of account of the Club to the County FA.
- All sales and purchases of goods by the Club and, Assets and liabilities of the Club

The books of accounts will be kept by the Treasurer and shall be open to inspection at any meeting of the Management Committee.

The Management 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.

At every A.G.M. the Management Committee shall present an Income and Expenditure in respect of the past financial year a Balance Sheet as at the end of that year and a report by the Auditor on the books and accounts of the Club.

The income and property of the Club shall be applied solely towards the promotion of the purposes set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise.

The Club's Property, other than the Club's Account, shall be vested in not less than two and no more than four trustee's one of whom shall be the Chairman. The trustee's who shall deal with the Club's Property as directed by decisions of the Management Committee, and entry in the Minutes shall be conclusive evidence of such decisions.

The trustee's 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.

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## **24. AUDIT**

The Management Committee shall appoint a qualified and independent Auditor by the third week of May before the A.G.M., which should be held by the end of September each year.

Once at least in every financial year the books and accounts of the Club shall have an independent examination or other such steps that the Club's commission shall determine and report thereon in writing to the Management Committee before the A.G.M.

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## **25. ALTERATION OF THE CONSTITUTION**

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made to clause ...(1)...(the name of Club clause), clause ...(3)... (The aims/objectives clause), clause ...(15)... (Management Committee members not to be personally interested clause), clause ...(24)... (The winding up / dissolution clause) or this clause without the prior consent in writing of the Commissioners.

No amendment may be made which would have the effect of making the Club cease to be a Club at law.

The Management Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

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## **26. WINDING UP/DISSOLUTION**

The Club may be dissolved by a resolution at the full General Meeting by at least a three quarters of the members present and entitled to voting at a General Meeting convened for the sole purpose of considering and passing such a resolution and of which not less than twenty one days notice specifying the proposed resolution shall be given to all members of the Club and by advertisement in at least one local newspaper circulation in the Bookhams area.

On dissolution any property and assets belonging to the Club shall be applied to educational purposes in the Bookhams area, as the Management Committee shall determine. Any capital assets, which have been funded by funding bodies and are still liquid, will revert back to them upon dissolution of the Club. A copy of the statement of accounts, or account and statement, for the final accounting period of the Club must be sent to the Commissioners.