

# SHENLEY FC CONSTITUTION

(Adopted **November 2018**)



## 1. Name

- 1.1. The club shall be called SHENLEY FC

## 2. Objects

- 2.1. The objects of the Shenley FC shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community and participation in the same.

## 3. Status of Rules

- 3.1. The Shenley FC rules, code of conduct and parent/player agreements form binding agreements between each member of the Shenley FC

## 4. Rules and Regulations

- 4.1. The members of the Shenley FC 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 Shenley FC are carried out in accordance with the Rules and Regulations of: The Football Association Limited, The Berks and Bucks County Football Association, to which the Club is affiliated, The Border Counties and MK District Development Leagues and Competitions in which the Shenley FC participates, for the time being in force.
- 4.2. No alteration to the FA Rules shall be effective without prior written approval by The FA, Berks and Bucks, Border Counties and MK District Development to approve any proposed changes to the Club Rules.
- 4.3. The Shenley FC will also abide by their own policies and procedures and those of the FA. These include: Safe Guarding Children Procedures, Codes of Conduct and Equal Opportunities.

## 5. Club Membership

- 5.1. The members of the Shenley FC, from time to time, shall be those persons listed in the register of members (Shenley FC Register) which shall be maintained by the Club Secretary Club Treasurer.
- 5.2. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Shenley FC. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion, or beliefs, or of age sex or disability except as a necessary consequence of the requirements of Football as a particular sport. Membership shall become effective upon an applicant's name being entered in the Shenley FC Membership Register and should be renewed annually.
- 5.3. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
- 5.4. The FA and County Association or local leagues shall be given access to the Shenley Membership Register on demand.

## 6. Annual Membership Fee

- 6.1. An annual fee payable by each member shall be determined from time to time by the Shenley FC 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 be not be repayable.

- 6.2. The Shenley FC Committee shall have the authority to levy further subscriptions from the members, as are reasonably necessary to fulfil the objects of the Club. I.e. monthly subscriptions.

## 7. Resignation and Expulsion

- 7.1. A member shall cease to be a member of the Shenley FC if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- 7.2. The Shenley FC Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Shenley FC for them to remain a member. An appeal against such a decision may be made to the Club's members and decided by a majority vote.
- 7.3. 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 Shenley FC.

## 8. Club Committee

- 8.1. The Shenley FC Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson (desirable), Treasurer, Secretary, Fixtures Secretary and Child Welfare Officer elected at an Annual General Meeting.
- 8.2. Each Shenley FC Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). **One person may hold no more than two positions of Club Officer at any time.** The Shenley FC Committee shall be responsible for the management of all the affairs of the Shenley FC. Decisions of the Shenley FC Committee shall be made by a simple majority of those attending the Shenley FC Committee meeting. The Chairperson of the Shenley FC Committee meeting shall have a casting vote in the event of a tie. Meetings of the Shenley FC Committee shall be chaired by the appointed Chair, or in their absence the Vice Chair. The quorum for the transaction of business of the Shenley FC Committee shall be three.
- 8.3. Decisions of the Shenley FC Committee of meetings shall be entered into the Minute Book of the Shenley FC Club to be maintained by the Club Secretary.
- 8.4. Any member of the Shenley FC Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Shenley FC Committee. The Shenley FC Committee shall hold not less than four meetings a year.
- 8.5. An outgoing member of the Shenley FC Committee may be re-elected. **Any vacancy on the Shenley FC Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Shenley FC Committee members and approved by a simple majority of the remaining Shenley FC Committee members.**
- 8.6. Save as provided for in the Rules and Regulations of The FA, the Berks and Bucks County Association, Border Counties League and MK District Sevens Development League and any applicable Competition, the Shenley FC Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Shenley FC rules, the organisation of the club and its players and other members.
- 8.7. The position of a Shenley FC Officer 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. Annual and Extraordinary General Meetings

- 9.1. An AGM shall be held in each year to:
  - 9.1.1. receive a report of the activities of the Shenley FC over the previous year
  - 9.1.2. receive a report of the Shenley FC finances over the previous year
  - 9.1.3. elect the members of the Shenley FC Committee
  - 9.1.4. and consider any other business.
- 9.2. Nominations for election of Shenley FC Committee members shall be made in writing by the

- proposer and seconded, both of whom must be existing members of the Club, to the Club Secretary 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 14 (fourteen) days before the meeting.
- 9.3. Shenley FC Office positions will be decided at the first meeting following the AGM. This meeting should take place within 14 (fourteen days) of the AGM.
  - 9.4. An EGM may be called at any time by the Shenley FC Committee and shall be called within 14 days of the receipt by the Shenley FC Secretary of a requisition in writing, signed by not less than 5 (five) 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 AGM.
  - 9.5. The Secretary shall send to each member notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
  - 9.6. The quorum for a General Meeting shall be 6 (six).
  - 9.7. The Chairperson, or in their absence a member selected by the Shenley FC 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.
  - 9.8. The Club Secretary, or in their absence a member of the Shenley FC Committee, shall enter Minutes of General Meetings into the Minute Book of the Club. (h) These minutes should be presented at the next AGM and signed by the Chair and Secretary, when deemed to be a true representation of the meeting.

## **10. Club Teams**

- 10.1. At the first meeting following each AGM the Shenley FC Committee shall appoint representatives to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team and will act as a liaison between the team's coach, parent members and the Shenley FC Committee. The appointed members shall present to the Shenley FC Committee at its last meeting prior to an AGM a written report of the activities of the team to be included in the Chair's Speech at the AGM.

## **11. Club Finances**

- 11.1. A bank account shall be opened and maintained in the name of the Club (Shenley FC Account). Designated account signatories shall be the Club Chairperson, and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. Purchase requests of over £20 should be made to the Shenley FC Committee and agreed by a majority vote. Smaller necessary purchases may be made by Shenley Club coaches or team representatives and the receipts presented to the Shenley FC Treasurer for reimbursement.
- 11.2. The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club or third parties.
- 11.3. The Shenley FC Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Shenley FC.
- 11.4. The Shenley FC 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. Subscriptions from Shenley FC parent members may be requested for this from time to time.
- 11.5. The Shenley FC may also, in connection with the sports purposes of the Club:
  - 11.5.1. sell and supply food, drink and related sports clothing and equipment;
  - 11.5.2. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Shenley FC Committee without the person concerned being present;

- 11.5.3. pay for reasonable hospitality for visiting teams and guests;
- 11.5.4. and indemnify the Shenley FC Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Shenley FC (but only to the extent of its assets).
- 11.6. The Shenley FC 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 Shenley FC. The Shenley FC must retain its accounting records for a minimum of six years.
- 11.7. The Shenley FC shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- 11.8. The Shenley FC property, other than the Shenley FC 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 deal with the Shenley FC property as directed by decisions of the Shenley FC Committee and entry in the Shenley FC Minute Book shall be conclusive evidence of such a decision.
- 11.9. The Custodians shall be appointed by the Shenley FC Committee in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 11.10. 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 Shenley FC Committee. The Shenley FC Committee shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Shenley FC 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 Custodian.
- 11.11. The Custodians shall be entitled to an indemnity out of the Shenley FC property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## **12. Dissolution**

- 12.1. A resolution to dissolve the Shenley FC shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- 12.2. The dissolution shall take effect from the date of the resolution and the members of The Shenley FC Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 12.3. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting charitable bodies:
  - 12.3.1. A registered charitable organisation(s)
  - 12.3.2. Another Club which is a registered CASC
  - 12.3.3. The sports national governing body for use by them for related community sports.