



## Club Constitution and Rules

### 1: Name and objectives

- A) The name of the organisation shall be **Aslockton Cranmers Football Club** referred to in the remainder of this document as **ACFC**.
- B) ACFC's Objectives
- (i) To encourage the playing of the game of football through the provision of practice and playing facilities, coaching and fixtures in the Aslockton, Whatton and Orston area for all playing members.
  - (ii) To afford all members such benefits and privileges as it may be possible to arrange.
  - (iii) To ensure all members, playing and non-playing, conform to the laws of the game and codes of conduct.
  - (iv) To encourage members of all categories to participate in the life of ACFC through playing, social and fund-raising activities and general management.
- C) To provide the Orston Playing Field facility, as a safe and secure venue, for both club members and members of the public and local community to utilise for activities whether that be sports or not.

### 2: Status of Rules

These rules (the club rules) form a binding agreement between each member of ACFC.

### 3: Rules and Regulations

- A) ACFC shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to the Nottinghamshire Football Association. The rules and regulations of the Football Association Ltd, and the Nottinghamshire Football Association and any league or competition to which ACFC is affiliated from time to time shall be deemed to be incorporated into the club rules.
- B) ACFC shall also abide by the Football Association's child protection policy and procedures, codes of conduct, first aid, equal opportunities and anti-discrimination policy.

### 4: Club Membership

- A) The members of ACFC, from time to time, shall be those persons listed in the register of members (the membership register) which shall be maintained by members of the Club Committee.

- B) Any person who wishes to become a member must apply on a membership application form and deliver it to a club official. Election of membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon the applicants name being entered into the membership register.
- C) The Football Association or The Nottinghamshire Football Association shall be given access to the membership register on demand.
- D) Where the member is under 16 years of age
- i. His or her rights under this constitution including the right to vote in general meetings and to hold posts as officers of the club may only be exercised by the member's parents, carers or guardians;
  - ii. The member's parent's carers or guardian will be bound by the rules and codes of conduct of the club in the same way and subject to the same disciplinary powers as the member.

## **5: Annual Membership Fee**

- A) An annual membership fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable upon a successful application for membership and annually by each member.
- B) The Club Committee shall have the authority to levy further fees from members as are reasonably necessary to fulfil the objectives of the club.

## **6: Resignation and Expulsion**

- A) A member shall cease to be a member of ACFC if, and from the date on which, he/she gives notice to the Club Committee of their resignation.
- B) The Club Committee may expel a member whose fees are more than two months in arrears.
- C) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for him or her to remain a member. There shall be no appeals procedure.
- D) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of ACFC assets or funds

## **7: Committee's**

- A) The 'Club' committee shall be responsible for the management of all ACFC's affairs except those specifically reserved to a general meeting, and those relating to the Orston Playing Field.
- B) The 'Orston Playing Field' committee shall be solely responsible for the management and the running of the Orston Playing Field on behalf and for ACFC and other than this will have no other active participation in the management of ACFC.
- C) The 'Club' committee shall consist of the following officers:-
- Chairperson
  - Vice Chairperson
  - Secretary

Treasurer  
Manager representing each team  
Child Welfare Officer  
Groundsman  
Website manager

D) The 'Orston Playing Field' committee shall consist of the following officers co-opted from the Club Committee but may not necessarily hold the same position except for that of the Treasurer who shall be the same as the Club Treasurer:-

Chairperson  
Secretary  
Treasurer  
Co-opted members (3 Maximum)

E) One person may hold no more than two positions of club officer at any time.

F) The Committees will have the power to co-opt other members at their discretion. Co-opted members will have the same rights to attend and vote at meetings as other members of the committee.

G) Decisions of the Committees will be valid even if all the posts are not filled providing the meeting is quorate

H) The quorum for the transaction of any business at either the Club or the Playing Field Committee shall be five.

I) The Club committee members will be elected by a simple majority at each Annual General Meeting and will hold their positions until the next Annual General Meeting. The Playing Field Committee members will be elected by the Club Committee and will hold their positions until they resign or are removed by a majority vote of the Club Committee.

J) Decisions of either committee shall be made by a simple majority of those attending any committee meetings. The Chairperson shall have the casting vote in the event of a tie.

K) Meetings of either committee shall be chaired by the Chairperson, or in the case of the Club Committee in his or her absence by the Vice Chairperson. If both are absent the relevant Committee shall elect a chairperson for the duration of that meeting.

L) Decisions made by either committee shall be entered into the club minute book to be maintained by the club secretary.

M) The Club Committee will set each year a club development plan at or before the beginning of every playing season and in setting that plan will take into account views expressed in any general meetings.

N) Any member of either committee may call a meeting of that committee by giving no less than seven days notice to all members of that committee. Each-committee shall hold no less than four meetings a year.

O) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that arises between AGM's, shall be filled by a member, proposed by one and seconded by another, of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

P) Same as provided for in the rules and regulations of the Football Association and the Nottinghamshire Football Association, and same for those tasks delegated to the disciplinary committee by these rules, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning ACFC's rules and codes of conduct

## **8: Annual and Special General Meetings**

A) The Annual General Meeting (AGM) shall be held no later than 14<sup>th</sup> July in each year to:-

- Receive reports on the activities of the club over the previous year
- Receive reports on the clubs finances over the previous year
- Elect members of the Club Committee
- To consider the appointment of president and life presidents
- To consider constitution and rule changes
- To consider any other matters arising

B) Nominations for the election of members as club officers or as members of the Club Committee shall be made in writing by a proposer and a seconder, both of whom must be existing members of the club, to the club secretary not less than 21 days before the AGM. Notice of any resolutions to be proposed at the AGM shall also be given in writing to the club secretary not less than 21 days before the meeting.

C) A Special General Meeting (SGM) 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 no less than five members stating the purposes for which the meeting is required and the resolutions proposed. Business at a SGM may be any business that may be transacted at an AGM.

D) The secretary shall hand to each member or send to their last known address via first class post and/or email, written notice stating the date of and resolutions to be proposed at the AGM or SGM at least 14 days before the meeting.

E) The quorum for an AGM or SGM shall be 10

F) The club Chairperson, or in their absence the club Vice Chairperson shall take the chair. In the event that both are absent the Club Committee shall elect a Chairperson for the duration of that meeting. Each member present shall have one vote and a simple majority of those present and voting shall pass resolutions, The Chairperson of that meeting shall have the casting vote in any event of a tie in voting. Parents carers or guardians of members under 16 are entitled to attend the AGM (and other meetings as appropriate), and shall have one vote in lieu of each member they represent.

G) The club secretary or assistant secretary shall enter minutes of the AGM into the club minute book.

## 9: Managers

- A) The Club Committee shall appoint a manager for each team after consulting the members in the age group for the team to which the manager is to be appointed.
- B) Each manager will have the right to appoint an assistant or assistants.
- C) The manager will be a member of the Club Committee ex-officio and will have the right to vote on all matters to be decided by the Club Committee.
- D) The manager will have the right to exercise all the club's powers of discipline (as set out in 11H below) over a member other than the right to expel him or her from the club and subject to the right of appeal to the disciplinary committee. Where a manager thinks it is appropriate to expel a member the manager must complain to the disciplinary committee using the procedure set out in 11 below.
- E) The manager's decision on all questions of team selection and tactics will be final and subject to no right of appeal.

## 10: ACFC Finances

- A) A bank account shall be maintained in the name of the club, **Aslockton Cranmers FC** (the club account). Designated account signatories shall be:-
- The Chairperson
  - The Vice Chairperson
  - The Secretary
  - The Treasurer
  - Each Manager representing their team

No sum may be withdrawn from the ACFC account except by cheque signed by the Treasurer and one other signatory. All monies payable to ACFC shall be received by the Treasurer and deposited in the club account. Other accounts may be opened and maintained by ACFC at the discretion of the Club Committee.

- B) All expenditure must be authorised in advance by the Club Committee unless the Club Committee has exercised its powers to delegate the power to spend the club's money, including where relevant to the Playing Field Committee.
- C) The Club Committee may delegate the power to spend monies to an individual or group or groups of individuals providing that delegation is made in a properly constituted Club Committee meeting and is recorded in the minutes of the meeting. This power includes the right to delegate a general power to spend money to an individual or group of individuals as well as a right to authorise particular transactions.
- D) The income and the assets of ACFC shall be applied only in furthering the objectives of ACFC.
- E) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the club or to any other person for services rendered to ACFC.
- F) The Treasurer shall prepare an annual financial statement in such form as shall be published by the Football Association from time to time.

- G) The club property, other than the club's bank 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 and entries into the minute book shall be conclusive evidence of any such decisions.
- H) 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.
- I) On their removal or resignation a custodian shall execute a conveyance in such form as is published by the Football Association from time to time, to a newly elected custodian, or the existing custodians as directed by the Club Committee. On the death of a custodian, any club property vested in them shall automatically vest in the surviving custodians. If there is only one surviving custodian a SGM shall be convened as soon as possible to appoint another custodian.
- J) The custodians shall be entitled to an indemnity out of ACFC funds for all expenses and other liabilities incurred by them in carrying out their duties.

## **11 Disciplinary**

- A) The disciplinary committee will consist of the Chairman, Vice Chairman and Club Secretary. If the complaint is against any one of those three individuals then he or she may not decide on the complaint. In such circumstances the remaining two members of the disciplinary committee will choose a third person from the other members of the Club Committee to hear the complaint with them.
- B) Any member, parent, carer, guardian or member of the Club Committee may complain to the Chairman or Vice Chairman a breach of the code of conduct.
- C) If he or she thinks it appropriate the Chairman or Vice Chairman may discuss the complaint with the parties and try to bring them to an understanding that will lead to the complaint being withdrawn.
- D) If that is not possible the Chairman or Vice Chairman will then put the complaint to the member, parent, carer, guardian or member of the committee concerned either orally or in writing as he or she thinks appropriate.
- E) The member, parent, carer, guardian or member of the committee will then have the right to reply to the disciplinary committee either orally or in writing as he or she thinks fit.
- F) The disciplinary committee will then meet to consider the complaint and the reply.
- G) If the disciplinary committee thinks fit or if the member, parent, carer, guardian or member of the committee requires it the disciplinary committee will invite the relevant people to attend the meeting.
- H) After considering the complaint and the reply and after carrying out whatever further investigations it deems appropriate the disciplinary committee may then impose whatever sanctions on the member, parent, carer, guardian member of the committee it thinks fit using the powers set out in 11,I below.

- I) Those sanctions may include imposing a fine of up to £10 to be paid into the club funds, suspension from either playing or training or both for a period of up to one month or expelling the member from the club.
- J) In the case of a suspension or expulsion the disciplinary committee will give written reasons for its decision
- K) The complainant, member, parent, carer, guardian or member of the committee has the right to appeal against the decision of the disciplinary committee to the Club Committee providing he or she gives notice of that appeal in writing stating the grounds of his or her appeal to the Club Secretary within 14 days of being told of the decision of the disciplinary committee.
- L) The Club Committee will deal with the appeal as rehearing of the complaint, they will have the same powers as the disciplinary committee and they may vary or substitute the sanction as it thinks fit.

## **12: Amendments to the Constitution**

Amendment(s) to this Constitution shall only be made at an Annual or Special General Meeting by a simple majority of those members present and voting. The notice calling the meeting at which amendments are to be proposed must contain full details of those proposed amendments.

## **13: Dissolution**

- A) A resolution to dissolve ACFC shall be proposed at a general meeting and shall be carried by a majority vote of least three-quarters of the members present.
- B) The dissolution shall take effect from the date of the resolution and the members of Club Committee shall be responsible for the winding up of all the assets and liabilities related to the club.
- C) In the event of Aslockton Cranmers FC disbanding any remaining Landfill Communities Fund money shall be transferred to any enrolled Environmental Body, and not to an organisation of similar objects and status
- D) Any surplus assets remaining after the discharge of all debts and liabilities relating to ACFC (effective of rule 13,C) shall be transferred to The Archbishop Cranmer Primary School who shall determine how the assets shall be utilised for the benefit of sport in the school.
- E) The work of Aslockton Cranmers FC shall not be for the benefit of landfill site operators who may contribute to Aslockton Cranmers FC and claim credit under the Landfill Communities Fund. Nor shall it be for the benefit of contributing third parties, as defined in the landfill tax regulations.

#### 14: Orston Playing Field Facility

- A) The Orston Playing Field shall be run and maintained by the Playing Field Committee (described in rule 7D).for use by any member of the public or member of the local community or organisation who wishes to utilise the facility.
- B) The primary object of the development is for the use by anyone and not solely for that of Aslockton Cranmers FC and its members.
- C) A member of the Playing Field Committee shall be appointed to manage and maintain bookings of this facility and a diary shall be displayed via the club website.
- D) The Playing Field Committee shall make every effort to offer this facility for hire, through advertising via press articles and on the club website.

Constitution adopted 7<sup>th</sup> January 2009

