



Hampsthwaite and Birstwith Junior Football Club Constitution

1. Name

The club shall be called Hampsthwaite and Birstwith Junior Football Club, abbreviated as HBJFC, and hereafter referred to as “the Club”.

2. Objectives

The objectives of the Club shall be to provide association football for its members, both male and female, and such social and recreational pursuits deemed desirable by the Management Committee.

3. Status of Rules

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

4. Rules and Regulations

- (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to the Nidderdale Junior Football League, itself part of the West Riding Football Association. The Rules and Regulations of The Football Association Limited, the West Riding Football Association and any League or Competition to which the Club is affiliated to shall be deemed to be incorporated into the Club Rules.
- (b) No alteration to the Rules shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose and only if supported by a majority of those eligible members present and voting at such meeting and subject to approval per item.
- (d) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Safeguarding, Whistleblowing, Codes of Conduct and Equal Opportunities & Anti-Discrimination Policies and comprehend these in its own individual policies. These policies are considered to be part of the Club rules.

5. Club Membership

- (a) The members of the Club shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Club Secretary. Club membership shall consist of all players, Club Officers, Team coaches and persons co-opted onto committees.

(b) Any person who wishes to be a member must apply on the Registration Form and deliver it to the Club. Election to non-playing membership shall be at the sole discretion of the Club Management Committee and decided at the Club AGM or EGM with a quorum of not less than 3 members of the Management Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The Football Association and the West Riding Football Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee and Match Subscriptions

(a) Each player registered to play in a team competing in a league shall pay an annual registration fee. Fees shall not be repayable.

(b) The registration fee shall be payable on successful application for membership. At the discretion of the management committee, the registration fees may be reduced for Parents/ Guardians/ Carers who have more than one player playing for the club in a season.

(c) Membership and Match Subscription fees will be reviewed by the Management Committee on an annual basis.

(e) The Management Committee shall have the authority to levy further subscriptions from its members as are reasonably necessary to fulfil the objectives of the Club.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which the player's parent/legal guardian/carers gives notice to the Management Committee of their resignation.

(b) The Management Committee shall have the power to warn, suspend, expel or take such other actions deemed appropriate against any other member of the Club deemed guilty of breach of club rules or conduct prejudicial to the good name of the Club. There shall be no right of appeal.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

(d) A member who resigns or who is expelled shall return to the Club any and all playing kit, equipment or any such property of the Club within 14 days of the acceptance of their resignation or notification of their expulsion.

8. Club Management Committee

(a) The Officers of the Club shall consist of Chair, Secretary and Treasurer, all of whom shall be elected at the Annual General Meeting.

(b) The club shall be run by the Club Management Committee, which shall consist of:

(i) The Officers of the Club.

(ii) Other members who shall be elected at the Annual General Meeting. These members will normally comprise the Team Coaches plus any other members willing to contribute positively to the running of the club, i.e. Welfare Officer, Fixtures Secretary, Parent Representative

(iii) Other members who, subsequent to the Annual General Meeting, are co-opted by the Management Committee for a fixed period to expire at the date of the next Annual General Meeting.

(c) Each Club Officer and Management Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.

(d) The Management Committee shall be responsible for the management of all the affairs of the Club including the property and/or assets of the Club. Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Management Committee meeting shall have a casting vote in the event of a tie. Meetings of the Management Committee shall be chaired by the Chair or in their absence the Secretary. The quorum for the transaction of business of the Management Committee shall be five.

(e) Proceedings of the Management Committee shall be entered into the Minute Book of the Club, which shall be maintained by the Club Secretary or their nominee.

(f) Any member of the Management Committee may call a meeting of the Management Committee by giving not less than 7 days notice to all members of the committee.

(g) An outgoing member of the Management Committee may be re-elected. Any vacancy on the Management Committee arising between Annual General Meetings shall be filled by a member, proposed by one and seconded by another of the remaining Management Committee members and approved by a simple majority of the remaining Management Committee members.

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

(i) The Management Committee shall have the authority to appoint members to those Operational roles it deems necessary to fulfil the Club's objectives e.g., Welfare Officer, Parent Representative, Fixtures Secretary etc.

(j) The Management Committee shall have the authority to appoint Sub-Committees as may from time-to-time be deemed necessary and shall receive reports of such sub-committees at its meetings.

(k) The Management Committee shall have the authority to appoint to Honorary Roles, those members and former members who it deems to have contributed significantly to the Club and /or its development.

9. Annual and Extraordinary General Meetings

(a) The Annual General Meeting (AGM) shall be held no later than the 31st of July in each year to transact the following business:

(i) The minutes of the previous AGM shall be read and confirmed and any matters arising shall be dealt with

(ii) Presentation of the Chair's report.

(iii) Presentation of the Secretary's report.

(iv) Presentation of the Treasurer's report.

(v) Election of the Officers of the Club.

(vi) Election of other Members of the Management Committee.

(vii) Proposed alterations to the Club Constitution.

(viii) Any other business.

(b) Nominations for election of members as Club Officers or as members of the Management Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.

(c) 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.

(d) The Chair, or in their absence a member selected by the Management Committee, shall take the chair. Voting rights will be given to the Club Officers, Team Coaches, Members co-opted onto committees and one Parent Representative on behalf of Parent/ Guardian / Carer of

playing members. Each member present shall have one vote only and resolutions shall be passed by a simple majority of those voting. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote. A register of names of attendees at General Meetings and the playing members whom they represent will be taken.

(e) An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and also upon written request of 10% of membership. The Club Secretary shall call an EGM within 21 days of receipt of a requisition in writing, 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.

(f) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(g) The quorum for a General Meeting shall be 10% of members.

(h) The Club Secretary, or their nominee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

Coaches appointed at or subsequent to the AGM shall be responsible for managing the affairs of each of the Club's football teams. They are responsible for ensuring members and Parents / Guardians / Carers of members are aware of and adhere to the Clubs rules, Child Protection Policy and Procedures, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policies.

11. Club Finances

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

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club.

(c) In pursuance of Club objectives, the Management Committee has the authority to designate funds for specific purposes / projects. Once funds have been designated, they may only be used for the purposes / projects for which they have been designated. Designated funds may only be directed to other purposes / projects provided that a period of 5 years has elapsed since the Management Committee has taken any action in relation to the designated purpose / project and that a motion to direct the funds to other purposes / projects is carried at a General meeting.

(d) The Club 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.

(e) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time and shall be prepared for the 12 months ending 31st July each year.

(f) The Club Property, other than the Club Account, shall be vested in Club Chair, Secretary and the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Management Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

- (g) 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.
- (h) 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 vest automatically in the surviving Custodians. If there is only one surviving Custodian, an Extraordinary General Meeting shall be convened as soon as possible to appoint another Custodian.
- (i) 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.

12. Dissolution

- (a) 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.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

13. Eligibility

- (a) A players eligibility will be strictly in accordance with the registration criteria of the League for which he/she has been registered.
- (b) Players should normally play in the year group for which they qualified. Any other exceptions will be subject to League and FA rules and agreement by the Management Committee.

14. Complaints Procedure

Any member or Parent/Guardian/Carer who has a grievance or complaint should submit it in writing to the Secretary or any Officer of the Club. The written statement should address information requirements defined in the Club Complaints Procedure. The Management Committee will consider the grievance / complaint at its next scheduled meeting, in accordance with the Club Complaints Procedure.

15. Other

Any matters not governed by the foregoing rules shall be dealt with by the Club Management Committee, the decision of which shall be final and binding.