

Carterton Football Club Constitution

1. NAME: The name of the Club shall be “CARTERTON FOOTBALL CLUB” (the “club”). This name must not be changed for at least 5-years (season 2009/10)

2. OBJECTS: The objectives of the Club shall be to:

- a) To provide facilities for and promote participation of the whole community in the sport of football.
- b) Provide regular training, competitive and friendly football matches.
- c) To encourage the enjoyment of football played in a sporting manner.
- d) Encourage players to have an understanding of the ‘Laws of the Game’.

3. CLUB RULES: These rules (the “Club Rules”) form a binding agreement between each member of the Club.

- a) The Club shall be affiliated to the Oxfordshire Football Association {OFA} and shall be a member of the Leagues decided at the Annual General Meeting (AGM) and will participate in such games by said leagues, in age groups as decided at the Club’s AGM.
- b) The Club will also abide by The FA’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. OFFICERS; Club’s Executive Committee (Trustees) will comprise:

- ❖ Chair
- ❖ Vice Chair
- ❖ Hon. Secretary
- ❖ Hon. Treasurer
- ❖ Football Co-ordinator
- ❖ Business Manager

All members of the Executive Committee must have served at least 2-years on the General Committee, subject to availability from existing Committee Members. If no suitable nominations are forthcoming, a unanimous vote must be received by the full committee.

a) Club’s General Committee in addition to the Executive Committee members will comprise of:

- ❖ Managers/Assistants
- ❖ Deputy Secretary
- ❖ Minute Secretary
- ❖ Disciplinary Secretary
- ❖ Fixture Secretary/ATP & Indoor Training Co-ordinator
- ❖ Welfare/Child Protection Officer
- ❖ Mini Soccer Centre Co-ordinator
- ❖ Girls Football Co-ordinator
- ❖ Youth Football Co-ordintor

- ❖ PR Officer
- ❖ Press Officer
- ❖ Tour Co-ordinator
- ❖ Newsletter Co-ordinator
- ❖ Disability Officer
- ❖ Maintenance Co-ordinator
- ❖ Groundsman
- ❖ General Committee Members

b) Each Club Officer and General Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than two positions of club officer at any one 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.

c) The Club Committee shall have the power to appoint such sub-committees as may from time to time be deemed necessary and receive reports from such sub-committees at its meetings from the nominated Chairperson of the sub-committee.

d) Club President: At the inaugural AGM a Club President and Vice Presidents may be elected. Any person so appointed shall have no voting rights on Club Management Committees in order to maintain an independent perspective of Club activities.

5. MEMBERSHIP: Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

a) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

b) The Club will have 3 different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The three categories of membership are:

- ❖ Members (Voting rights - except Under Eighteen Registered/Enrolled Players)
- ❖ Life members (Voting rights)
- ❖ Social members (Voting rights)

6. MEMBERS
(Voting rights)

a) Registered team players over the age of 18 years and all committee members as named in the club register.

b) Nominated parent/guardian of registered/enrolled youth/junior players under the age of 18 years.

7. LIFE MEMBERS

(Voting rights)

a) The Executive Committee shall have the power to propose to elect a persons) to Life Membership on the grounds of outstanding service to the Club or such other meritorious grounds.

b) Any such proposal must be agreed at an Annual General Meeting.

c) No such election shall take place until the name and address of the proposed Life Member has been displayed for at least two clear days in a prominent position in the Club Room, (to be days when the Club is open).

d) Life Members of Carterton Rangers/Town FC shall be considered as Members for all purposes.

e) Life membership shall be free.

8. SOCIAL MEMBERS

(Voting rights)

a) Annual Renewal of Social Membership will take place between 1st August and 30th September of each year.

b) Application for membership must be made on the prescribed form, accompanied by the appropriate subscription.

9. MEMBERSHIP ROLL

The social members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary or authorised representative. Membership shall become effective upon an applicant's name being entered in the Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

10. FUNCTIONS FOR NON MEMBERS

Intoxicating liquor may only be supplied to non members for consumption on the premises to:

a) Persons attending the Club premises for social or other functions as permitted by the Premises Licence.

11. SUPPLY OF INTOXICATING LIQUOR

a) No intoxicating liquor shall be supplied to any person under the age of 18 years.

**12. CLUB MANAGEMENT -
“EXECUTIVE COMMITTEE”**

a) The Executive Committee shall meet at least once in every quarter.

b) The control and management of the Club shall be vested in the Executive Committee.

c) The Executive Committee shall consist of no more than eight and no less than four Members.

d) The inaugural Executive Committee was elected by the Members to serve the Club at the 2006 AGM.

e) At each subsequent AGM all members of the Executive Committee (in line with FA Guidelines) will seek re- election from the Members.

f) Executive Committee

i) The Executive Committee shall have the power to execute all business in the interest of Carterton Football Club.

ii) A quorum of the Executive Committee shall be deemed to consist of three members including either the Chair or Vice Chair.

iii) Any Executive Committee Member, where possible, must give three months notice of resignation.

**13. CLUB MANAGEMENT
COMMITTEE MEETINGS**

a) Any Member of the Committee failing to attend three consecutive Meetings shall ipso facto cease to be a member of the Committee unless a reason for such absence is submitted to the Committee.

b) Minutes recording the cessation of membership of the absenting Member or submission of a satisfactory reason shall be entered into the Minutes.

**14. CLUB MANAGEMENT
COMMITTEE VACANCY**

Should a casual vacancy occur on the Committee during a year, the existing Committee may co-opt another Member to fill the vacancy until the next AGM

15. FINANCES

a) A bank account shall be opened and maintained in the name of the Club (the "Business Account"). Designated account signatories shall be the Club Chairperson, The Club Secretary, Vice Chairman or the Club Treasurer. No sum shall be drawn from the Club Account except by a 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) A bank account shall be opened and maintained in the name of the Club (the "Football Account"). Designated account signatories shall be the Club Chairperson, The Club Secretary, Vice Chairman or the Club Treasurer. No sum shall be drawn from the Club Account except by a 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.

c) 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 the assets and liabilities of the club. The Club must retain its accounting records for a minimum of six years.

d) The Club shall prepare an annual "Financial Statement" in such format as shall be available to the FA from time to time and shall be approved by voting members at the Annual General Meeting. The Financial Statement shall be verified by an independent, appropriately qualified accountant.

16. CLUB EMPLOYEES

The Executive Committee may appoint permanent employees as required to successfully conduct the business of the Club.

17. SUB COMMITTEES

The Executive Committee may appoint Sub-Committees to deal with business connected with any activity it may wish to promote or any other special purposes. Each Sub-Committee shall be responsible to the Executive Committee.

18. ANNUAL GENERAL MEETING

- a) The financial year shall conclude at the end of July each year.
- b) An AGM shall take place within three months thereafter on a date to be decided by the Executive Committee.
- c) Notice of such a meeting shall be posted in the Club twenty-one days before the date so fixed.
- d) In addition the Executive Committee shall, at least fourteen days before the AGM place an advert in a local newspaper giving notice of the meeting stating the time and the place where it will be held and the business to be conducted.
- e) The quorum at an AGM shall consist no less than 30 Voting Members having voting rights.

19. AGM BUSINESS

- a) The business to be conducted at the AGM shall include:
 - Presentation of the Accounts for the previous financial year.
 - Election of Executive Committee Members as per Rule 13.
 - Appointment of Auditors.
 - Determine annual subscription to take effect on the following 1st August.
 - Any other business submitted in writing to the Hon. Secretary at least 48 hrs prior to the AGM will be included in the agenda.

20. ACCOUNTS

A copy of the report and statement of accounts to be posted on the Club Notice Board seven clear days before the AGM.

21. AUDITORS

The Statement and Balance Sheet shall have been audited and prepared by competent Accountants.

22. EXTRAORDINARY GENERAL MEETING

a) An Extraordinary General meeting may be called by resolution of not less than one third of the Membership having voting rights or twenty Members having voting rights, whichever is the less, provided that at least seven clear days notice is given in writing to the Hon. Secretary.

b) An Extraordinary General Meeting may also be called by resolution of the Executive Management Committee subject to the giving of at least seven clear day's notice.

23. CONDUCT OF MEETINGS

The Chair of the Meeting shall decide all questions of order, relevancy and competency, and their ruling shall be final.

24. VOTING

a) Voting by Committee members and members shall be by a show of hands, unless at least two thirds of Members present at a meeting shall demand a secret ballot.

b) For such a ballot two members of the Club present shall be appointed Tellers and they shall count the votes and declare the result.

25. CASTING VOTE

In the event of equality of voting the Chair or Sub Committee Chair shall have a casting vote at all Committee and Sub Committee Meetings of the Club.

26. ANNUAL SUBSCRIPTION

a) The annual subscription for Club Membership will be the amount determined by members at the AGM and shall be paid within two months.

b) The annual subscription shall become due on 1st August each year.

c) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

27. TRADING AND SUPPLIES

The Club shall only trade in items concerning alcohol, beverages, catering, confection, tobacco and cigarettes and sporting equipment.

28. TRADING RESPONSIBILITIES

a) Are determined by the Executive Committee.

29. PROPERTY & FUNDS

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

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.

The Club may also in connection with the sports purposes of the Club:

- a) Sell and supply food, drink and related sports clothing and equipment;
- b) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- c) Pay for reasonable hospitality for visiting teams and guests;
- d) Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Committee will have due regard to the law on disability discrimination and child protection.

30. CLUB HOURS

a) The Club shall open at such times as the Executive Committee shall determine subject to the availability of the Club premises between the hours of 9 am and 2 am

b) The sale of intoxicating liquor, as directed by the Club Chairperson shall only take place as permitted by the Premises Licensing Laws.

c) Business will be normally conducted as follows:

- ❖ Monday to Saturday 10.00-23.00
- ❖ Sunday 12.00-22.30
- ❖ Good Friday 12.00-14.00
19.00-20.30

d) All appropriate provisions of the Licensing Legislation currently in force must be strictly adhered to at all times.

e) The Executive Committee reserves the right to reduce these hours with reasonable notice.

31. CLUB RULES

- a) A copy of these Rules shall be displayed in the Club Room and be available to Members at all times.
- b) No Rule may be amended except by resolution at the Club AGM or Extraordinary General Meeting when a 2-1 majority is required.

b) The Executive Committee shall as soon as possible and in any event within twenty one days of the amendment to these rules give notice to the Chief Officer of Police and to the Local Authority WODC any changes in hour of consumption of intoxicating liquor and of any change of the Named Premises License holder.

32. SUSPENSION AND /OR EXPULSION FROM CLUB MEMBERSHIP

a) The Executive Committee shall have the power to suspend or expel any members/persons who shall offend against the rules of the Club or is deemed guilty of conduct prejudicial to the good name of the Club or whose conduct shall in the opinion of the Committee render him/her unfit for use of the Club.

b) Before a member/person can be expelled the Hon. Secretary shall give the member/person fourteen days written notice to attend a meeting of the Executive Committee.

c) The notice shall contain particulars of the complaint made against him/her.

d) No member/person shall be expelled without first having the opportunity of appearing before the Committee to answer the complaint made or unless at least two thirds of the Committee then present vote in favour of expulsion.

33. WINDING UP

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened AGM or EGM.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

a) To another Club with similar sports purposes which is a registered charity and/or

b) To another Club with similar sports purposes which is a registered CASC and/or

c) To the Club's governing body for use by them for related community sports.

Any deficiency shall be made good by the Members in equal shares.

34. PRIORITY

Where there is any conflict between any of the above Rules (“key Rules”) and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

35. REVIEW

Carterton FC Committee shall review the constitution on an annual basis, and their recommendations shall be brought to its members at the AGM

Club Chairman

Club Secretary