



Hykeham Tigers  
Junior Football Club

## Club Constitution

### 1. Name

The club shall be called "Hykeham Tigers Junior Football Club" (The Club).

### 2. Objects

The object of the club is to provide facilities for and promote participation of the whole community in the sport of football.

### 3. Status of Rules

These rules (The Club Rules) form a binding agreement between each member of the club.

### 4. Rules and Regulations

**4.1.** 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 Football Association and any league or competition the club is affiliated to for the time being shall be deemed to be incorporated into the Club Rules.

**4.2.** No alteration to the club rules shall be effective without **prior agreement by the Club Committee** a majority vote of members present at an AGM or SGM. Changes must be submitted in writing by an existing club member and seconded by another no less than 21 days prior to an AGM or SGM.

**4.3.** The club shall also abide by the Football Association's child protection policies and procedures, Codes of conduct and Equal Opportunities an Anti-Discrimination Policy.

### 5. Club Membership

**5.1.** The members of the club from time to time shall be those persons listed on the register of members (The Membership Register), which shall be maintained by the club secretary.

**5.2.** Any person wishing to be a member must apply on the Membership Application Form and deliver it to the club. Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion of beliefs; or of age, sex or disability except as a necessary consequence of the requirements of football as a particular sport. Membership shall be at the sole discretion of the **Club Committee head of age group for**

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which the applicant falls into unless an objection is raised by the club committee in which case a simple majority vote shall decide admittance. Membership shall become effective upon an applicants name being entered in the Membership Register.

**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 committee and decided by a majority vote.

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

**5.5.** The Football Association and County Association shall be given access to the Membership Register on demand.

## **6. Monthly Membership Fees**

**6.1.** A Monthly fee payable by each member shall be determined from time to time by the Club Committee. Any fees shall be payable by the end of each month when the member has been a member for more than 15 days in that month.

**6.2.** The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the club.

## **7. Resignation and Expulsion**

**7.1.** A member shall cease to be a member of the club if, and from the date on which, he/she gives notice to the club committee of their resignation. A member whose monthly membership fees are more than 2 months in arrears shall be deemed to have resigned.

**7.2.** The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the best interest of the club for them to remain a member.

**7.3.** A member who resigns or is expelled shall not be entitled to claim any or a share of any, of the club property.

## **8. The Club Committee**

**8.1.** The Club Committee shall consist of the following Club Officers: Chairperson, Secretary and Treasurer plus a head of age group for each age group the club has voted to run for the coming season. These positions shall

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be elected at the Annual General Meeting. Up to 3 other committee positions may be appointed by the club committee at any time.

**8.2.** Each Club Officer and 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 2 positions of Club Officer at any time. The Club Committee shall be responsible for the management of all affairs of the club. Decisions of the Club Committee shall be made by a simple majority vote of those attending the Committee Meeting. The Chairperson shall have a casting vote in the event of a tie. Meeting of the Club Committee shall be chaired by the Club Chairperson or in their absence, the Club Secretary. The quorum for the transaction of business of the Club Committee shall be for **three six**.

**8.3.** Decisions of the Club Committee at meetings shall be entered into the minute book of the club to be maintained by the Club Secretary.

**8.4.** Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than **2 4** meetings per year.

**8.5.** An outgoing member of the Club Committee may be re-elected. Any vacancy of the Club Committee which arise between Annual General Meeting'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.

**8.6.** The club committee may delegate certain tasks to a sub-committee for a specified time period which they feel necessary. Upon forming this sub-committee they must stipulate the tasks they wish to delegate and the powers the sub-committee shall have. This sub-committee may or may not be made up of members of the main committee however one member of the main committee shall be nominated to chair the sub-committee. The sub-committee must submit a copy of the minutes of any meetings to the club secretary for entry into the minutes book.

## **9. Annual and Special General Meetings**

**9.1.** An Annual General Meeting (AGM) shall be held each year during May to:

1. Receive a report of the activities of the club over the previous year.
2. Receive a report of the Club's finances over the previous year.
3. **Decide on the age groups to run in the coming season.**

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4. Elect the members of the Club Committee.
5. Consider any other business.

**9.2.** Nominations for the election of members as Club Officers or as members of the Club Committee shall be made in writing by the proper and seconder, both of whom must be existing members of the club to the Club Secretary **not less than 21 days before the commencement of the** AGM. 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 AGM.

**9.3.** 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 5 members stating the purpose for which the meeting is required and the resolution proposed. Business at an SGM may be any business that may be transacted at an AGM.

**9.4.** The secretary shall send to each member **at their last known address through the team manager** written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

**9.5.** The quorum for a General Meeting shall be 8.

**9.6.** The Club Chairperson or in their absence the Club Secretary 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.

**9.7.** The Club secretary or in their absence a member of the club committee, shall enter minutes of General Meetings into the minute book of the club.

## **10. Club Managers**

**10.1.** At the first meeting following each AGM, The committee shall appoint a Football Team Manager to be responsible for each of the Clubs Football Teams. **The head of age group shall propose the number of teams to run at each age group and a manager and coaches for each team.** Previous Managers may be re-appointed. They shall be responsible for managing the affairs of the team. They shall prepare a written report of the activities of the team to the Club Committee at its last meeting prior to the AGM.

## **11. Head of Age Groups**

**11.1.** **Although team managers are encouraged to decide on player team allocation between them, the head of age group shall have the final say over this decision.**



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### **12. Club Finances**

**12.1.** The club's financial year shall run from 6<sup>th</sup> April – 5<sup>th</sup> April.

**12.2.** A Bank account shall be opened and maintained in the name of the club (The Club Account). Designated account signatories shall be the Club Treasurer and **one other committee member up to 3 other committee members** as elected by the committee. No sum may be drawn from the club account except via cheque signed by at least **one two** of these signatories. All monies payable to the club shall be received by the treasurer and deposited into the club account.

**12.3.** The income and property of the club shall be applied solely towards promoting the Club's objects as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

**12.4.** The club committee shall have the power to authorize payment of remuneration and expenses to any member of the club and any other person or person's for services rendered to the club.

**12.5.** The club shall prepare an annual financial statement in such form as shall be published by the Football Association from time to time.

**12.6** 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

### **13. Dissolution**

**13.1.** 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.

**13.2.** In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation(s).
2. Another Club which is a registered CASC
3. The sports national governing body for use by them for related community sports.