



Press Junior Football Club Constitution

1. NAME

The name (herein after called “the Club”) shall be Prees Junior Football Club.

2. OBJECTS

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation.

3. STATUS OF RULES

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

4. MEMBERSHIP

a) Members of the Club will be those persons/families who have paid/committed to pay the annual registration fee. There are two membership strands:

(i) **Staff Membership:** Any person who volunteers at the Club, for example as a coach or on the Club Committee, will receive a discounted annual registration fee. This fee will be reviewed annually.

(ii) **General public membership:** Any person wishing to join the Club and make use of its services/facilities will pay an annual fee to the Club. This fee will be reviewed annually.

b) The annual fees will be set at a level that will not pose a significant obstacle to community participation.

c) Any fee shall be payable on a successful application for membership and annually by each member.

d) Fees shall not be repayable.

e) 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

- f) Membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies that are in place.
- g) An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place.
- h) Membership shall become effective upon an applicant's name being entered in the Membership Register.
- i) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- j) The FA and Parent County Association shall be given access to the Membership Register on demand.

5. RULES AND REGULATIONS

- a) By becoming a member of the Club, it is expected that in doing so all members agree to abide by all rules and codes of conduct put in place by the Club Committee to ensure a safe and positive environment for everyone.
- b) Members 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 the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- c) The Club will abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

6. THE CLUB COMMITTEE

- a) The Club Committee shall consist, wherever possible, of the following Club Officers.

Club Officer	Term of Office	FILLED/VACANT	NAME
Club Chair Person	3 years	FILLED	A GROOM
Club Vice Chair Person	3 years	FILLED	T WAKEFIELD
Club Secretary	3 years	FILLED	K MORRIS
Club Treasurer	1 year	FILLED	K MORRIS
Club Welfare x 2	1 year	FILLED	T WAKEFIELD P BEST
Club Development	1 year	VACANT	-
Fundraising	1 year	VACANT	-
Social media/website	1 year	FILLED	I BEST

- b) The Club Committee shall be responsible for all the affairs of the Club and the furtherance of its objects.
- c) Other Club Officer roles that promote the objects of the Club can be formed as the need arises and at the discretion of the Club Committee.
- d) No person will hold more than two (2) Club Officer roles within the Club.
- e) Roles within the club will be open to all members and filled in a timely manner in accordance with each role's term of office. Roles will be filled prior to the Club's AGM via nominations/expressions of interests and then a vote of members.
- f) An outgoing member of the Club Committee may be re-elected.
- g) The Club's Committee will disseminate information, in the first instance, to the Club's managers/coaches via a quarterly 'Managers' Meeting.' Manager/coaches will then be expected to share that which affects the wider membership through their own channels of communication.
- h) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting.
- i) The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- j) The Club's rules, policies and constitution can only be changed through a majority vote of the Club Committee.
- k) Meetings of the Club Committee shall be chaired by the Chair Person, or in their absence the Vice Chairperson.
- l) The quorum of the Club Committee shall be three (3).
- m) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- n) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee.
- o) The position of a Club Officer shall be vacated if such a 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.

6. RESIGNATIONS AND EXPULSION

- a) 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 his / her resignation.
- b) A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- 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 them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure.
- d) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club.

7. ANNUAL And EXTRAORDINARY MEETINGS

- a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect members of the Club Committee; and
 - (iv) consider any other business.
- b) Nominations/expressions of interest for election of members as Club Officers or as members of the Club Committee shall be made in writing 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) An Extraordinary General Meeting (EGM) 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 not less than 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.
- e) The Secretary shall send to each member at their last known address written 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.
- f) The quorum for a General Meeting shall be three (5).
- g) The Chairperson, or in their absence a member selected by the Club 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.

h) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

8. CLUB TEAMS

a) At its first meeting following each AGM , the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

b) The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of their team.

9. 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 Chairperson, the Club Secretary and the Club Treasurer. If the Club Secretary and Club Treasurer are the same person, then another member of the Club Committee must be a signatory.

b) 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.

c) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

d) The Club 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 Club.

e) 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.

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

(i) sell and supply food, drink and related sports clothing and equipment; (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Club 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).

g) 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 (6) years.

h) The Club shall prepare an annual “Financial Statement” in such format as shall be available from The FA upon request. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the AGM. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

i) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) 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.

(ii) 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 Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. 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 EGM shall be convened as soon as possible to appoint another Custodian.

(iii) 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.

10. DISSOLUTION

a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 Club 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 another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

The Club’s constitution will be reviewed annually and before an AGM by the Club Committee and shared at the AGM and made available on the Club’s website for all members.

This constitution was reviewed on: 20/07/2020