



Kirton Kestrels Football Club



Constitution

1 Name

The Club shall be called Kirton Kestrels Football Club.

2 Objects

The Objects of the Club shall be to arrange association football matches and social activities for its members.

3 Status of the Rules

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

4 Rules and Regulations

- a) The Club shall be affiliated to Suffolk County Football Association and shall follow its Rules and Regulations. The Club will also follow the Rules of any league or competition to which the Club is affiliated and which will be deemed to be incorporated into the Club Rules.
- b) The Club will abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and Equal Opportunities and Anti-Discrimination Policies, and will inform all members of these policies and any updates. Copies of current policies are available from the Secretary or can be viewed on the club website.

5 Club Membership

- a) Club membership shall be dependent on completion of the appropriate forms and payment of the relevant fees as decided by the Committee, and acceptance of the application by the Committee or their appointed representative(s). Members are entitled to take part in all activities pursued by the Club.
- b) No person shall represent the Club in competition unless they are a member of the Club. No person shall represent the Club if he/she is registered for another club in direct competition with this Club.
- c) A member shall not be registered with the Club until such time as their registration details (i.e. name, date of birth, address and telephone number) have been provided to the respective team manager.
- d) The Committee shall have the right, by a simple majority vote, to cancel the registration of any member.
- e) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to their team manager of their resignation.
- f) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the best interests of the Club for them to remain a member.
- g) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
- h) Every parent/guardian MUST be met face-to-face before new members are registered. This could be at the trials or during the pre-season meeting - then make sure you have their correct contact details on the registration forms. No member is to be "hired or fired" by text message, there must be a face-to-face conversation.

6 Annual Membership Fee

- a) An annual fee payable by each member shall be determined at the AGM by the Club Committee. A minimum of half this fee must be paid by the end of September at the start of the playing season. Any remaining amount must be paid by the end of the following month (October). Fees may be repayable in special circumstances if agreed by the club committee.

7 Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary and Club Welfare Officer plus a representative of each age group, elected at an Annual General Meeting.
- b) The responsibilities of the Club Officers are summarised below:

Chairperson

To preside over and control meetings of the Club

To ensure that other Officers of the Club are diligent in the performance of their duties.

Secretary

To ensure that records are kept of all meetings of the Club

To handle and record all correspondence relating to the day to day affairs of the Club

To ensure that such statistical records of the Club as may be required by membership of external bodies, such as the Football Association and leagues, are maintained

To ensure that receipts of signing up, match and training fees are adequately recorded

Treasurer

To maintain a true record of all financial transactions involving the Club

To produce such financial records as may be required by membership of external bodies, such as the Football Association and leagues

To produce a statement of accounts at Committee and Annual General Meetings

To advise the Committee of improvements necessary in the handling of Club finances

Club Welfare Officer

To ensure the club adopts its own Safeguarding Policy

To make sure that members, volunteers, parents etc. are aware of and adhere to the Codes of Conduct and Safeguarding Policies

To ensure that DBS checks are completed for all club members who require the check and all managers and assistants have completed the Safeguarding Course

Be the first point of contact for parents, volunteers, members etc. where concerns about a person's welfare, poor practice or potential abuse are identified

- c) Each Club Officer and Club 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. The Club Committee shall be responsible for the management of all affairs of the Club.
- d) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings 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.
- e) Save as provided for in the Rules and Regulations of the Football Association and the Suffolk County Football Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Constitution.

8 Meetings

- a) An Annual General Meeting is to be held no later than 30th June every year.
- b) One Committee meeting is to be held every other month in the playing season.

- c) 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.
- d) An Extraordinary General Meeting is to be held if called by at least six members. Such a meeting to be held between seven and 21 days from the receipt of the formal request, which must be made in writing to the Club Secretary.
- e) The Chairperson, or in his/her absence the Secretary, shall take the chair at all meetings.
- f) All Club members over the age of sixteen, or parents of members under the age of sixteen, shall be entitled to vote at an Annual or Extraordinary General Meeting. Only Committee Members shall be entitled to vote at Committee meetings. Each member present shall have one vote and resolutions shall be passed by simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- g) The Club Secretary, or in his/her absence a member of the Club Committee, shall produce Minutes of General Meetings and distribute to the Club Committee for approval.
- h) The quorum of all meetings shall be five.

9 Club Teams

At the AGM or during 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.

10 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 Chairperson and Treasurer. No sum shall be drawn from the Club Account except by cheque signed by one of the two 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 Objects of the Club.
- c) The Club Committee shall have the 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.
- d) The Club shall prepare an annual Financial Statement.

11 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 Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets and funds remaining after discharge of the debts and liabilities shall be transferred to the management committee of a similar football club in Suffolk.