

HOWDEN AFC

Constitution and Club Rules

1. NAME The club shall be called HOWDEN AFC (the Club)
2. OBJECTS The objects of the Club shall be 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 the Club and 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/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
 - (c) All members must agree to adhere to the various Codes of Conduct issued by the Club. Failure to do so may result in expulsion from the Club.
 - (d) Any matter relating to breach of the Club rules and/or Codes of Conduct will be dealt with in accordance with the published Disciplinary Procedure.
5. CLUB MEMBERSHIP
 - (a) The 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.
 - (b) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of football as a particular sport. The Club Committee 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 members and decided by a majority vote. Note all members under the age of 7 on 1st September of the current season must be supervised by a parent or guardian at all times.
 - (c) Any person who wishes to be a member must apply on the relevant Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register, and on payment of the appropriate membership Fee.
 - (d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (e) The Football Association and parent County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE AND SUBSCRIPTIONS

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The annual membership fee is set at £12.00 for Junior teams and £15.00 for Senior/Veterans and must be paid within one month of receipt of membership form. Payment of Junior membership by any child who is under 18 will also cover any siblings up to and including Under 18. Anyone in breach of this rule might not be selected for any club team.

(c) Members joining during the current season may be offered a reduced subscription, at the discretion of the committee.

(d) Playing members will be liable to the following payments:
Small-sided teams £2:00 per session (match or training);
11-a-side junior teams: Matches £3:00 if selected in starting eleven, £1.00 for substitutes; Training £2.00 per session where costs are incurred, otherwise £1:00. Senior teams Matches £5:00 if selected in starting eleven, £2.00 for substitutes; Training £2.00 per session where costs are incurred, otherwise £1:00. Anyone in breach of this rule might not be selected for any club team. Until such time as the training or match fee has been recorded, the club does not accept any liability for any individual member, with regards accidents, injury or personal well-being.

(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) All fines incurred by individuals over the age of 16 years whether through the club or from outside agencies must be reimbursed to the club by said individual within 28 days of notification. Failure to comply with this rule will result in suspension from the club, and ultimately by the County FA.

7. 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 their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall, at the discretion of the Club Committee be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. Appeal against such a decision may be made in accordance with clause 5(b).

(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) All outstanding debt, both financial and with regards any club property held by a member, must be cleared before resignation is approved. This is in accordance with FA and Hull Sunday Boys' League regulations.

8. CLUB COMMITTEE

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer and Secretary, elected at an Annual General Meeting, plus representatives of the playing membership and other members co-opted as appropriate. For voting purposes, representatives of particular age groups shall only have one vote irrespective of the number of attendees.

(b) 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 the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Secretary or in their absence the Treasurer. The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) 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 not less than four meetings a year. All members may attend committee meeting, provided notification has been given in advance. No voting rights will apply in these circumstances.

(e) 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.

(f) Save as provided for in the Rules and Regulations of The Football Association and the County 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 Rules.

(g) All parents or guardians of members, or other non playing members may stand for election to the club committee.

9. ANNUAL AND SPECIAL GENERAL MEETING

(a) An Annual General Meeting (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 the members of the Club Committee

(iv) Consider any other business.

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

(c) 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 five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at a SGM may be any business that may be transacted at an AGM.

(d) 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.

(e) The quorum for a General Meeting shall be 15.

(f) The Chairman, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) 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 TEAMS

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

All persons involved with the running of any team must undertake a Football Association Criminal Records Bureau (CRB) check, and where appropriate attend all mandatory training courses as specified by their team's league governing bodies.

With regards the "Mini-Soccer" sides all children must be accompanied by a designated adult, as notified by the parent/guardian, at all times.

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 Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheques 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. Expenditure by club members must be approved by the club committee or in exceptional circumstances by approval from at least two of the elected club officers, to be ratified at the next committee meeting. Failure to follow this rule may result in any expenses not being re-imbursed.

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No portion thereof shall be paid or transferred, directly or indirectly, to Members of the Club.

(c) The Club 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.

(d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four 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.

(f) 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.

(g) 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

(h) 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 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 not be paid to or distributed among the members of the Club, but shall be transferred to the sport's parent Association for use by them for community related sport.