

# BOLLINGTON UNITED FOOTBALL CLUB

## CONSTITUTION



### 1. Name

- 1.1. Bollington Football Club has merged with Bollington United Junior Football Club (the "JFC") and the Constitution governing the JFC will also apply to Bollington Football Club.
- 1.2. Following the merger the Club shall be known as BOLLINGTON UNITED FOOTBALL CLUB (the "Club") Provided that the merger shall not affect any of the rights and obligations owed to or by each of the JFC and Bollington Football Club entered into before the merger and for such purposes the JFC and Bollington Football Club shall continue to exist and be governed by the terms of this Constitution.
- 1.3. The Club reserves the right to use the names Bollington United Junior Football Club, Bollington United JFC and Bollington United AFC in respect of any league, competition, tournament or otherwise to which the Club has affiliated, joined, applied to or otherwise.

### 2. Affiliation

The Club shall be affiliated to the Cheshire County Football Association and be governed in accordance with the rules, regulations, by-laws and practices of the Football Association ("The FA").

### 3. Aims and Objectives

The club shall aim to positively promote the game of football to its members and offer coaching and development opportunities to all those members who wish to play. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

### 4. Equality Statement

- 4.1 The club is fully committed to the principles of the equality of opportunity.
- 4.2 No participant, volunteer, job applicant, member or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.
- 4.3 The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.
- 4.4 The club recognises its legal obligations not to discriminate and will regard discrimination

by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

### 5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe fun environment by adopting the procedures and working practices of The FA.

### 6. Membership

- 6.1. The club shall consist of the Club Officers, Team Managers and the other members.
- 6.2. The members of the Club from time to time shall be the Club Officers, Team Managers, players registered with the Club and the parents or guardians of junior members (of whom details have been supplied to the Club). The Management Committee has the discretion as to whether to accept the membership of any person (the decision shall be made in accordance with the Equality statement in paragraph 4)
- 6.3. All members agree to abide by the Constitution of the Club and the decisions of the Management Committee.  
All members are also required to abide by the appropriate FA Football Code of conduct.
- 6.4. Players under the age of 18 on the 1st September of a playing year will be classed as junior members and shall not have the right to vote at general meetings.
- 6.5. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Management Committee of his/her resignation. The Management Committee shall be entitled to treat a member whose annual membership fee or further subscription is more than two (2) months in arrears as having resigned.
- 6.6. The Management 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 Management Committee in accordance with the Complaints Procedure in force from time to time.
- 6.7. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club.

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### 7. Membership Fees

- 7.1 Membership fees shall be set at the Annual General Meeting.
- 7.2 Annual membership fees shall be required in June of each year (this can be part or full payment as determined by the Management Committee) and are payable to the club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season.

### 8. Management Committee

- 8.1 The Management Committee will act for the members of the club and shall be comprised of the following nominated personnel: Chairperson, Secretary, Treasurer, and Welfare Officer (Youth Teams) and Welfare Officer (Adult Teams) ("Club Officers"). The Management Committee may create up to six additional Club Officer positions within the Management Committee as it considers appropriate for the efficient running of the Club.
- 8.2 The Club Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.
- 8.5 The quorum necessary for Management meetings shall be 3.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club. Any vacancy on the Management Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Management Committee members

and approved by a simple majority of the remaining Management Committee members.

- 8.9. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Constitution.
- 8.10. The position of a Club Officer, Manager or Coach shall be vacated if such 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

### 9 Finance

- 9.1 All monies raised by, or on behalf of the club and any other income of the Club and its assets ("the Club Property") shall be applied to further the aims and objectives of the club and for no other purpose. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- 9.2. The club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 9.3. The financial year of the club starts on 1st June and ends 31st May
- 9.4. The funds of the club shall be lodged at a bank in an account in the name of the club ("the Club Account"), with business telephone banking service and debit cards for use by the management committee. It permits the primary user the Treasurer to have access to the accounts by telephone, make payments solely and have the ability to delegate access to other users namely the Chairperson. In the event of the treasurer being unable to access the account for whatever reason the Chairperson will have full access.
- 9.5. The Management 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.
- 9.6. 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.



- 9.7. The Club may also in connection with the sports purposes of the Club:
- sell and supply food, drink and related sports clothing and equipment;
  - employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present;
  - pay for reasonable hospitality for visiting teams and guests; and
  - indemnify the Management 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).
- 9.8. 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.
- 9.9. The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- 9.10. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Trustees"), who shall deal with the Club Property as directed by decisions of the Management Committee and where such decisions have been properly minuted this shall be conclusive evidence of such a decision.
- 9.11. The Trustees 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.
- 9.12. On their removal or resignation a Trustee shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Trustee or the existing Trustees as directed by the Management Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Trustee, any Club Property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee, an EGM shall be convened as soon as possible to appoint another Trustee.
- 9.13. The Trustees 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 and the Management Committee may obtain an appropriate insurance policy or policies in respect of any such expenses and liabilities for the benefit of the Club, the Management Committee and/or the Trustees.
- ### 10. Annual General Meeting and other meetings
- 10.1. The Annual General Meeting (AGM) of the club shall be held in June of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 10.2. The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3. All elections of Club Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4. The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 10.5. The quorum for general meetings shall be 20 members present who are eligible to vote.
- 10.6. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 20 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.
- ### 11. Voting Procedures for all meetings
- 11.1. All members entitled to vote at meetings shall have equal voting rights.
- 11.2. A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.
- 11.3. In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.



### 12. Discipline and Appeals

- 12.1. The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.
- 12.2. Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare officer will be informed.
- 12.3. All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.
- 12.4. Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 12.5. An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 12.6. An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

### 13. Dissolution procedures

- 13.1. In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the Cheshire County Football Association. No member shall obtain any asset from the club.
- 13.2. The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 20 members of the club.

### 14. Review of the Constitution

- 14.1. This Constitution should be reviewed a minimum of once every two years. Any amendments to the Constitution can only be agreed at the Club's AGM.
- 14.2. All suggested amendments should be signed and seconded.
- 14.3. In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 7 days prior to the AGM.
- 14.4. Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 14.5. Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 14.6. All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.