

HOLT UNITED FOOTBALL CLUB CONSTITUTION



REVISED June 2022

TOTAL OF 16 CLAUSES

1. Name of the Club

The name of the club shall be HOLT UNITED FOOTBALL CLUB (the club), and any team representing the club shall have HOLT UNITED as part of the team name.

2. Aims

The Holt United Football Club aims to make football a safe, positive, enjoyable, inclusive and successful experience for anyone who lives in or around the Holt area and wants to play or be involved in the game of football. Through football we aim to work in partnership with our local community to ensure equal opportunities for every player, and club member free from discrimination. We aim to spread the benefit of football throughout our local community and by so doing contribute to the well-being of all.

3. Membership

The club president, vice-president, paid up players over the age of sixteen, volunteers, life members, parents/guardians of paid up youth members under the age of sixteen, team managers, team coaches and assistant coaches are club members and have the right to vote at any General Meeting. Those under the age of sixteen shall be deemed members but shall not have the right to vote at a General Meeting nor hold committee membership.

4. Club Management Committee (the Committee

a) A committee of the club is to oversee the day to day running of the club and shall consist of the officers elected in (c) in addition, up to ten other committee members (20 in total) elected at the AGM which takes place in June or as soon thereafter. The term of office of all committee members shall run from one AGM to the next

b) All nominees for the committee and for officer posts (see d. below) shall be proposed and seconded and approved by the attendant AGM membership before joining the committee. Where an appointment requires discussion the potential appointee shall leave the meeting while the matter is discussed and voted upon. Decisions for appointments shall be by a simple majority. The chair of the meeting shall have the casting vote should there be equality of votes.

c) The Chair, Vice-Chair, Welfare Officer, Treasurer, Secretary, Youth Secretary, Chair of the Youth Sub-Committee, Youth Sub-Committee Treasurer and PR / Communications Officer shall be elected from the membership by the membership at each Annual General Meeting of the club with the

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Club's (Adult) Captain/Players Representative to be nominated by the first Team Manager and the appointment ratified by the Club Committee at a later meeting. The outgoing Committee Vice-Chair shall take the Chair while the meeting elects the Committee Chair for the forthcoming year.

d) Where possible non-officer members of the committee will have lead responsibilities in addition to general committee membership. They include fixtures secretary, publicity officer, match-day coordinator (adult), match-day coordinator (youth), assistant welfare officer, meeting note-taker, event fund-raising coordinator, sponsorship coordinator and kit manager. The names of the member fulfilling these roles, committee membership and officers shall be posted at the club's Headquarters and on the club's website.

e) The committee may co-opt to fill vacancies and to replace a member who resigns mid-season.

f) The manager of the club's first team (adult) may not hold a position on or be a member of, the committee except temporarily in exceptional circumstances. All Team Managers are encouraged to attend Committee meetings in a non-voting capacity.

g) A full list of committee members and officers shall be displayed at the club's headquarters and on the club's website.

5. Committee Meetings

The committee shall meet at least once a month. Meetings require the presence of a quorum of not less than five committee members, of whom two must be committee officers. Meetings will usually be 'face to face' held in the club headquarters (clubhouse). Virtual meetings may be allowed by the Committee Chair in extreme circumstances as may decisions by email, with votes being recorded.

6. Voting

Proposals that have been seconded shall be put to a vote and determined by the majority of votes of those present and eligible to vote. In the case of equality of votes the meeting chair shall have a casting vote. "To be present at a meeting" includes participating in a virtual meeting and/or in an email vote.

7. Chairing Meetings

If the Committee Chair is absent from any meeting the Committee Vice-Chair shall preside. If both the Committee Chair and the Committee vice-Chair are absent members present and eligible to vote shall, before any business is transacted, choose one of them to preside.

8. General Meetings

The club shall hold an Annual General Meeting at which all members eligible to vote are to be invited to attend. Annual General Meetings will receive reports from the Committee Chair, Treasurer, Secretary and receive the consolidated club accounts for the preceding year. Should any member wish to raise a matter at an Annual General Meeting the member must raise the matter, in writing, with the Club Secretary.

Extraordinary General Meetings may be called upon application to the Committee Chair, in writing or by email, by no less than twenty members of the club eligible to vote. General Meetings will usually be 'face to face' and held in the club's headquarters (clubhouse). Virtual meetings may be allowed by the Committee Chair in extreme circumstances as may decisions by email, with votes being recorded.

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Notices of an Annual General Meeting and of an Extraordinary General Meeting shall be displayed in the club's headquarters (the clubhouse) and on the club's website.

9. Constitution

Proposed alterations to this constitution must be submitted in writing or by email to the club secretary, not later than fourteen days before a General Meeting. Alterations to this constitution must be agreed by two-thirds of those members eligible to vote and attending a General Meeting. The club constitution is to be reviewed at least every five years by a club General Meeting.

10. Rules and Regulations

The club shall be affiliated to the Football Association (FA) and the club and its members will abide by the FA's general rules, its child protection policies, equal opportunities policies and policies to combat discrimination and anti-social behaviour on and around the pitch. The club shall make available to its members details of these policies via notices and postings on the club website.

The club shall maintain a code of conduct for its players and ensure that all adult players and the parents/guardians of youth players, are in receipt of a copy and shall post a copy in the club's headquarters (the clubhouse) and on the club's website. Club members shall abide by the FA's 'Respect' requirements.

Urgent decisions that cannot await the next routine committee meeting may be taken by the Chair. Subsequently the Chair is to seek endorsement of such decisions by the committee at its next routine meeting.

11. Records of Meetings

The note-taking secretary shall ensure a full and adequate record is maintained of all business conducted by the committee, general meetings and formal sub-committees.

12. Committee Membership Resignations

Members who fail to attend three consecutive meetings without good cause or tendering an acceptable apology will be deemed to have resigned. The Committee Chair shall advise the member accordingly.

13. Sub-Committees

The club shall maintain a standing sub-committee to oversee youth football. This sub-committee shall be chaired by a member of the main committee, have its own secretary, treasurer (who may be an assistant treasurer to the main committee) and up to six members drawn from the membership including from the main committee. This sub-committee shall meet at least once a quarter and report to the main committee.

At the discretion of the club committee, temporary sub-committees may be formed to address specific issues and be chaired by a member of the main committee. The committee may delegate decisions to sub-committees to enable projects to be undertaken without constant recourse to the main committee.

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All sub-committees must have their proceedings recorded by or under the supervision of, the notetaking secretary.

14. Team & Group Managers/Coaches/Team Aides

An appropriately qualified team manager must be appointed by the committee for all teams representing the club in league, cup and 'friendly' competitions, in a committee meeting to be held in June of each year or as soon as practical thereafter. The manager of the club's (adult) first team and the sub-committee Chair for the youth teams shall be invited to attend this meeting to express views on the nominations before any appointment is endorsed.

The appointment of coaches, trainers, assistant's team aides and match officials is the responsibility of team and group managers, subject to ensuring through the club secretary that all are properly qualified and, for youth teams and groups, properly welfare checked.

15. Dissolution

a) A resolution to dissolve the club shall only be proposed at a General Meeting and will need to be carried by a majority of at least three-quarters of those members present eligible to vote.

b) The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for winding up the assets and the liabilities of the club.

c) Surplus assets remaining after the discharge of the debts and liabilities have been settled shall be surrendered to the Norfolk Football Association Limited in accordance with their membership rules and regulations pertaining at the time.

16. The undermentioned are signing to confirm that this constitution has been adopted by either a properly constituted club annual general meeting or a properly constituted club extraordinary general meeting.

Holt United Football Club Committee Chair.....

Holt United Football Club Committee Secretary.....

Date.....

Note: Signed copy held by the Club Committee Secretary.