

# **PLUCKLEY F.C. - CLUB CONSTITUTION**

## **Name**

The name of the Club shall be Pluckley Football Club (Pluckley FC) and its address shall be deemed to be that of its incumbent Secretary. Individual age groups can also have a suffix to the club name, subject to approval by the committee. For example, Pluckley Raptors for the 2021/22 Under 9's side.

## **Club Colours**

The Club colours shall be;

Home strip: Pink shirts, dark blue shorts, dark blue socks.

Away strip: Black shirts with a diagonal pink stripe (or an acceptable variation thereof), black shorts, black socks.

Any alternative strip must be agreed by the Committee.

## **The Purpose of the Club**

The Club is a not-for-profit, voluntary sporting organisation set up to provide football activities and opportunities for local young people aged 6 years to 18 years as set out more specifically in the Club's General Statement of Purpose and in its various policies.

The club seeks to advance the love of football, promote a healthy lifestyle and enhance the local community of Pluckley and the surrounding area. The club particularly seeks to promote essential life skills such as teamwork, leadership and communication.

Reflecting the fact that in life there are sometimes winners and losers, the club understands and supports healthy competition. As a result, we seek to produce high performance teams who seek to win. We aim to develop our players to their maximum potential, recognising that some will advance further than others; whilst providing opportunities for all, we do not follow an "equal minutes" policy, rather focusing on what is best for the overall team in each situation.

## **Membership**

Membership is generally open to local young people between the ages of 5 years to 18 years at youth level as set out more specifically in the Club's joining rules. Maximum numbers and age limits will be determined by the Committee, where necessary, by reference to the capacity of the Club to adequately support its members. Membership is open to young people in special circumstances and will be determined by the Committee by reference to the Club's ability to provide appropriate facilities and supervision for such applicants.

## **Application for Membership**

All players wishing to join the Club will complete a registration for Pluckley FC and will not play for a competing Club in the same league whilst that registration is in force.

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## **Registrations/Subscriptions**

Players' registration fees and match subscriptions shall be decided by the Committee at each AGM or at another Committee meeting if necessary in accordance with the Club's financial policy. Except in cases of hardship, applicants are required to pay their registration fee at the time of registration or at the start of each season. However, special arrangements may be made at the discretion of the Committee.

Where subscription payments are not received by four weeks from the due date and no reason provided, the committee will make three attempts to request payment

1. The Treasurer will send an email reminder when 4 weeks overdue
2. The relevant coach will make contact by whatsapp when 8 weeks overdue, warning that the child is at risk of no longer being selected for matches
3. When payments are 12 weeks overdue the Chairman will send a formal letter stating that the child is suspended from training and matches until payments are brought up to date
4. At 16 weeks overdue, the player's registration will be withdrawn from the league. The player will not be able to register with a new club until the debt is settled.

## **Club Rules and Policies**

The Club will operate in accordance with its current rules and policies and all officers, players, supporters, helpers and Committee members are required to comply with those rules and policies.

## **Management**

The Club shall be managed by a Committee supported by other adult helpers.

## **The Committee**

The Committee will comprise of Officers, and other committee members as necessary. Persons must be elected to the offices of Chairman, Secretary, Treasurer and Welfare Officer (or any other officer positions which may from time to time be necessary) in order for a Committee to exist. Wherever possible each age group should also be represented on the Committee. The Committee's function is to administer the Club properly in accordance with all the Club's policies and objectives and for the benefit of the players.

## **Elections to the Committee**

Elections will normally take place at an Annual General Meeting but can take place at other Committee meetings if necessary and when approved by the Committee. Any adult who can demonstrate a reasonable interest in the Club's activities shall be entitled

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to attend an AGM and be entitled to vote in the election of the offices of Chairman, Vice-Chairman, Treasurer, Secretary and Welfare Officer (or other officer posts as may from time to time be required) and sufficient other committee members to form a committee of at least four. That Committee shall subsequently approve the appointment of Team Managers in the manner set out in the Club's policies.

Reflecting the substantial work involved in the creation of the club, the founding officers are appointed for an initial period of three years. The positions will become subject to the usual annual election rules from April 2025.

### **Meetings of the Committee – General**

In the event that the Chairman is unable to attend a meeting he or she should advise the Secretary, or the Treasurer to act as proxy Chairman for that meeting. If neither the Chairman or a proxy Chairman is present at a meeting, the Committee members present must elect a temporary Chairman for that meeting. A proxy or temporary Chairman shall be entitled to act as Chairman for the duration of that meeting.

The Committee shall convene sufficient meetings to effectively manage the affairs of the Club. An Annual General Meeting shall be convened each year during the non-playing season to conduct such major items of business as: to receive and approve an audited set of accounts for the year; to elect members to the Committee and to become officers of the Club; to receive and approve proposals to change the rules or policies of the Club or to consider any other business of the Club.

### **Meetings of the Committee – Special**

In the event that the Chairman is unable to attend a meeting he or she should advise the Secretary, or the Treasurer or a Committee member to act as proxy Chairman for that meeting. If neither the Chairman nor a proxy Chairman is present at a meeting, the Committee members present must elect a temporary Chairman for that meeting.

A special Committee meeting may be convened at any time by the Committee at the request of at least 3 Committee members providing 2 weeks notice of such meeting is given to all Committee members. A request to convene a special Committee meeting should be made in writing by email or could be made orally at an ordinary Committee meeting where it should be noted in the minutes.

### **Quorums**

Except for the appointment of Team Managers and Parent Members there shall be at least 50% of the Committee members present, as set out below, at a meeting in order to

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form a quorum and make decisions on behalf of the Club. At least 2 Committee members present shall be officers of the Committee and must include the Chairman or proxy or temporary Chairman.

### **Voting Rights**

All Committee Members have equal voting rights save the Chairman's casting vote as set out in this document. All issues except the changing of Club rules and policies, which require a 2/3 majority vote, will be decided by the greater number of votes cast. Voting shall generally be conducted by a show of hands.

### **Chairman's Casting Vote**

In the event that there is an equality of votes cast, except in the case of a proposal to change the rules and policies of the Club, the Chairman (or proxy or temporary Chairman) shall be entitled to an extra vote to determine the voting.

### **Alteration of Rules**

The Committee can change the rules and policies of the Club at the Annual General Meeting, or at an ordinary Committee meeting of which all Committee members have been advised at least two weeks in advance, if the consent of two-thirds of the attending voting members is obtained.

### **Conduct**

All members of the Club (players, parents/guardians, supporters, helpers, team managers, coaches, adult helpers, Committee members etc.) are required to act in accordance with the Club's rules and policies and always to act in the best interests of the young people in the Club and in the interests of the Club in general. The Committee will have the right to take appropriate action (including expulsion) against anyone in the Club who does not act in accordance with the Club's policies.

Parents of players joining the club will be asked to sign a declaration that they understand and will abide by the clubs rules with regard to a number of areas including subscriptions, respect rules, conduct and social media.

### **Resignation**

Any Committee members wishing to resign should give adequate written notice to the Committee of the intention to resign.

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## **Dissolution of Club and Disposal of Club Assets or Funds**

In the event that there is an insufficient number of persons willing to be elected as officers of the Club or act as team managers or an insufficient number of players to operate the Club, the Club may be dissolved. That dissolution should be administered by the incumbent committee. After payment of all proper liabilities of the Club, any credit balance shall be handed over to Pluckley Primary School and a proper receipt obtained. Any assets in the hands of the Club shall also be handed over to Pluckley Primary School, or other recipient as agreed, and a proper receipt obtained. Assets not required by the agreed recipients may be offered for sale on any reasonable and practical basis to Club members or the general public and the proceeds handed over to Pluckley Primary School, or other recipient as agreed, and a proper receipt obtained. In the event that there is a deficit balance and the Club is unable to meet its liabilities, the Committee should administer the sale of Club assets sufficient to raise enough funds to meet such liabilities or should raise funds in some other way in order to discharge its liabilities.

## **Liability of individuals**

Members of the committee must act within the constitution and rules and policies of the Club and must take reasonable care in exercising their powers. Committee members will have personal liability if they act outside the authority given them by the Club or if they act outside the law. Members of the committee are liable for the acts of the Club but are entitled to an indemnity from the funds of the Club if they have acted properly. The Club herewith confirms it will indemnify individual members in such a manner. If the Club has insufficient funds, committee members are personally liable for the shortfall. The committee can decide to indemnify a committee member where that member has in good faith acted outside his or her authority or where the rules, constitution and policies of the Club have been inaccurately worded so as not to give effect to the spirit and intentions of the Club.

## **Financial year**

The Club's financial year shall be from 1st May to 30 April.