

CONSTITUTION & RULES

MILTON KEYNES ATHLETIC FC



1. CLUB

The club shall be called:

MILTON KEYNES ATHLETIC FOOTBALL CLUB

Hereafter; it will be referred to as, *the Club*.

2. OBJECTS

The objects of the Club shall be to;

- Provide Facilities
- Promote the Game of Association Football
- Arrange Matches and Social Activities for its Members
and
- Promote Community Participation in the same

3. STATUS of RULES

These rules (the Club Rules) form a binding agreement between each Member and the Club.

4. RULES and REGULATIONS

(a) The members of the Club shall so exercise their Rights, Powers and Duties. They shall; where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited (the FA), County Football Association to which the Club is affiliated (Parent County Association) and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA:

- Child Protection Policies & Procedures
- Codes of Conduct and
- Equal Opportunity & Anti-Discrimination Policy as shall be in place and varied from time to time.

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) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies that are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA & Parent County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE

(a) An Annual Fee, payable by each member shall be determined from time to time by the Club Committee and set at a level that will ensure the full costs of the Club are met via Membership Fees, sponsorship from local businesses and fundraising by the club. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be refundable.

(b) The Club Committee shall only have the authority to levy further subscriptions from the members following it appearing on the agenda of a Club Meeting and discussion around the item and cost.

7. MEMBER DISCIPLINARY ISSUES

(a) A member is expected to adhere to any disciplinary decision taken by the club or ruling FA board.

(b) All fines received to the club in relation to the any member will be paid by the club and claimed back from the member and will be subject to an admin fee. The admin fee will be set out at the club annual general meeting.

8. Resignation 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 his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club 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 Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) 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 (the Club Property).

9. Club Committee

(a) The Club Committee shall consist of the following Club Officers; Chairperson, Secretary, Treasurer and Child Welfare Officer (CWO). It is envisaged that more roles will be added to the Committee – with regular Club Meetings identifying the need for the role and ensuring the members are notified of the role and allowing people to nominate themselves for the role. In the event more than one person applies for any available role, the Committee shall decide who is best placed to fulfil the role and communicate this decision at the next Club Meeting.

(b) Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at an Extraordinary General Meeting (EGM). 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. The Chairperson shall chair meetings of the Club Committee or, in their absence, the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three (3).

(c) Decisions of the Club Committee of meetings shall be entered into the Club Minute/Action Tracker 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 seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings a year.

(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 FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer 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.

10. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year (season) 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

and

(iv) Consider; Any Other Business (AOB)

(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 existing members of the Club, to the Club Secretary not less than 14 days before the AGM, the 14 day rule may be waived in exceptional circumstances. Notice of any resolution to be proposed at the AGM shall be given in writing or via email to the Club Secretary not less than 7 days before the meeting, the 7-day rule may be waived in exceptional circumstances.

(c) An EGM may be called at any time by the Club Committee and, where appropriate, shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address or email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be eight (8) persons.

(f) The Chairperson; or in their absence, a member selected by the Club Committee, shall take the chair. Each member present shall have one (1) vote and resolutions shall be passed by a 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 their absence, a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. 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 report of the activities of the team.

12. 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 without the prior approval of 2 officers. Cheques up to the value of £250 may be signed by one officer (usually this will be the Treasurer), cheques over £250 must be signed by two (2) of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Club 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.

(d) 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.

(e) The Club may also in connection with the sports purposes of the Club;

(i) Sell and Supply Food, Drink and related Sports Clothing and Equipment

(ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present (iii) Pay for reasonable hospitality for visiting teams and guests

and

(iv) Indemnify the Club 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)

(f) 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 (6) years.

(g) 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.

(h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and no more than four (4) custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute/Action Tracker shall be conclusive evidence of such a decision.

13. 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 be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

ADOPTED:

21st May 2024

Amended AND Ratified:

21st May 2024 - Version 1.0