

# **Hitchin Town Youth Football Club Constitution**

## **1. NAME**

The club shall be called Hitchin Town Youth Football Club. (the “ Club “)

## **2. OBJECTS**

The objects of the Club shall be to arrange association football matches and social activities for its members.

## **3. STATUS OF THE RULES**

These rules (the Club Rules) form a binding agreement between 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 membership of the Hertfordshire Football Association. The Rules and Regulations of the Football Association Limited and Hertfordshire Football Association and such league or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules wherever they shall be deemed to be overriding. No alteration to the Club Rules shall be effective without prior written approval by the Parent Association (Hitchin Town F.C.).

(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 persons appointed to manage a club team (the” Club Managers”) shall agree to abide by a Code of Conduct for managers.

## **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 sole discretion of the Club Committee (as hereafter defined) Membership shall become effective upon the applicant’s name being entered in the Membership Register.

(C) In the event of a members resignation or expulsion, his or her name shall be removed from the Membership Register.

(D) The Football Association and Parent County Association shall be given access to the Membership Register on demand.

(E) For the purposes of these Rules, the term “Member” shall be a playing Member, being an individual who has successfully applied to join the Club in a playing capacity or his/her parent(s) or legal guardian. The annual fee referred to in (6) shall be payable only in respect of a playing Member. The parent(s) or legal guardian of a playing Member shall be treated as acting for the playing Member as regards attendance at an AGM, SGM or at Club Committee/Executive Committee meetings.

## **6. ANNUAL MEMBERSHIP FEE**

(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. The Executive Committee (as hereafter defined) shall at its discretion determine a lower fee on grounds of financial hardship of a member or in respect of applications made after 1 January of that season.

(b) 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.

## **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 will be required to have their membership reviewed by the Executive Committee.

(b) The Executive 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. There shall be no appeal procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or any share of any of the Club property.

## **8. CLUB COMMITTEE AND EXECUTIVE COMMITTEE**

(a) The Club Officers shall consist of the following : Chairperson, Vice Chairperson, Accountant, Treasurer, Secretary, Registrations Secretary, Pitch Secretary and Welfare Officer. These Club Officers will be elected at an Annual General Meeting and will be known as the Executive Committee. They shall hold not less than 4 meetings a year. The Executive Committee shall from time to time include Special Members who will be appointed for set periods of time to assist with Club tasks.

(b) The Club Committee shall consist of the Executive Committee and the following Club Members: Team Managers or their declared representative.

(c) Each Club Officer and Club Committee member shall hold office from date of appointment until the next Annual General Meeting (AGM). One person may not normally hold more than 2 positions of Club Officer at any one time.

(d) The Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Executive Committee shall be made by simple majority of those attending the Executive Committee Meeting. The Chairperson of the Executive Committee shall have a casting vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the Chairperson, or in their absence the Vice Chairperson. The quorum for the transaction of business of the Executive Committee shall be three.

(e) Decisions of the Executive Committee should be made available to the Club Committee members within 7 days of such meetings held. Decisions of the Executive Committee shall be entered into The Minute Book maintained by the Club Secretary.

(f) Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. 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 shall have the casting vote in the event of a tie. The quorum for transaction of business of the Club Committee shall be not less than 4.

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

(h) 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 4 meetings a year. Any manager absent from 3 consecutive meetings, without giving a satisfactory explanation in writing or sending a designated deputy, shall be considered to have resigned their position as manager.

(i) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between the AGM's 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.

(j) Any Club Committee members can attend meetings of the Executive Committee by advising the Chairperson of the Executive Committee in advance that they wish to attend. Club Committee members may not vote at Executive Committee meetings.

(k) Save as provided for in the Rules and Regulations of the Football Association and the Parent Association, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

## **9. ANNUAL AND SPECIAL GENERAL MEETINGS**

(a) An Annual general Meeting (AGM) shall be held in each year to :

- Receive a report of the activities of the Club over the previous year
- Receive a report of the Club's finances over the previous year

- Elect the officers of the Club
- Consider any other business

(b) Nominations for the election of the Executive Committee as Club Officers shall be made in writing by the proposer and seconder both of whom must be existing members of the Club, to the Club Secretary no less than 7 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 Club 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 5 members stating the purposes for which the meeting is required and resolutions proposed. Business at a SGM may be business that may be transacted at an AGM.

(d) The Secretary shall send to each member written notice of the date of an AGM and/or a SGM together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for an AGM or SGM shall be 4 members.

(f) The Chairperson or in his absence a member selected by the Club Committee shall take the chair. Each member shall have one vote and resolutions shall be

passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Executive Committee shall enter minutes of AGM's or SGM's into the minute book of the Club.

## **10. CLUB TEAMS**

(a) 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 member shall be responsible for managing the affairs of the team.

(b) The club colours for the team shall be yellow shirts and green shorts or the second kit or third kits as used by Hitchin Town FC unless otherwise determined by the Executive Committee. Team shirts shall bear the club badge and may include the name of a sponsor.

## **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 Accountant, and two additional Committee members. The designated account signatories will have authority to submit payments up to and including £500 from the Club Account. Anything over this threshold will need to be approved by 2 of the 3 designated signatories. All monies payable to the Club shall be received by the Treasurer and/or Accountant and deposited in the Club Account. An annual audit shall be made of the Club accounts by an independent auditor approved by the AGM.

(b) The income and assets of the club (the Club Property) shall be applied only in furtherance of the objects of the club.

(c) The Executive Committee shall have the power to authorise the payment and remuneration of expenses to any Member of the Club and to any other person or persons for services rendered to the Club. No remuneration is payable unless agreed in advance with the Treasurer and at least one other member of the Executive Committee. No remuneration is payable to any persons without a receipt.

(d) The Executive Committee 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 2 and not more than 4 custodians, one of whom shall be the Treasurer, (the custodians) who shall deal with the Club Property as directed by decisions of the Executive 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 an AGM or SGM and shall hold office until death or resignation unless removed by a resolution passed at an AGM or SGM.

(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 existing custodians as directed by the Club. 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 incurred by them in carrying out their duties.

(i) The Club shall hold a Public Liability Insurance on behalf of its members, this to be renewed each year, responsibility to ensure renewal lies with Club Secretary.

## **12. Codes of Conduct and Child Protection Policy**

(a) The Club has responsibility to ensure the highest standards of its members and to ensure that the reputation of the Club and football remains high. The Club shall produce and review annually a 'Child Protection Policy' and an 'Anti Discriminatory Policy'.

(b) The Club shall produce and review annually Codes of Conduct relating to :Players, Coaches and Parent/Guardians

(c) Members of the Club are bound by the Codes of Conduct and Policies issued and non compliance will be treated as at Section 7

## **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 those present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Executive 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 debts and liabilities of the Club shall be transferred to the Parent Association who shall determine how the assets will be utilised for the benefit of the game. Alternatively such assets may be disposed of in such a manner as the members of the Club with the consent of the Parent Association shall determine.

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