

GARSTANG FC

Constitution and Club Rules

1. Name

The club shall be called "Garstang Football Club".

2. Objectives

The objectives of the Club shall be to provide facilities and promote the game of Association Football within the local community. This will include arranging matches and social activities for both its members and the community as a whole.

3. Status of Rules

The rules and regulations detailed below form a binding agreement between each member of Garstang Football Club.

4. Rules and Regulations

4.1 The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavors 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"), The Lancashire Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

4.2 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.

4.3 Where any issues arises that deems it necessary the Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

5. Club Membership

5.1 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.

5.2 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 which 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.

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

5.4 The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

6.1 At present the club will not charge any membership fee, however the club reserves the right to change this in the future should it be in the best interests of the club. Any future fees payable by each member shall be determined by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for

membership and annually by each member. Fees shall not be repayable.

6.2 The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

7. Resignation and Expulsion

7.1 A member shall cease to be a member of the Club if, and from the date on which, he/she gives written 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.

7.2 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.

7.3 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").

8. Club Committee

8.1 The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary and Minutes Secretary and a minimum of three other members, elected at an Annual General Meeting.

8.2 Each Club Officer and 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. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be five.

8.3 Decisions of the Club Committee of meetings shall be minuted and these minutes circulated to all those on the committee regardless of attendance at the said meeting. A record of all the minutes shall be maintained by the Club Secretary.

8.4 Any member of the Club Committee may call a meeting of the Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than six meetings a year.

8.5 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.

8.6 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.

8.7 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.

9. Annual and Extraordinary General Meetings

9.1 An AGM shall be held in each year to:

- 9.1.1 Receive a report of the activities of the Club over the previous year
- 9.1.2 Receive a report of the Club's finances over the previous year
- 9.1.3 Elect the members of the Club Committee
- 9.1.4 Consider any other business.

9.2 Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 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.

9.3 An EGM 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 three 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.

9.4 The date of any General Meeting (whether an AGM or an EGM) shall be displayed, together with the resolutions to be proposed, on the club website and at the club house at least 14 days before the meeting to give all members the opportunity to attend.

9.5 The quorum for a General Meeting shall be six committee members.

9.6 The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one 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.

9.7 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.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a manager to be responsible for each of the Club's football teams. The appointed person shall be responsible for managing the affairs of the team. The appointed person shall report (either verbally or in writing) to the Club Committee on a regular basis in respect of the activities of the team.

11. Club Finances

11.1 A bank account(s) shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be any one from the Club Chairperson, the Club Secretary and the Treasurer. All monies payable to the Club shall be received by the Treasurer and dealt with accordingly. The club Treasurer will provide the club committee with a written record of the clubs finances at each committee meeting held.

11.2 The Club Property shall be applied only in furtherance of the objectives of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

11.3 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.

11.4 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.

11.5 The Club may also in connection with the sports purposes of the Club:

11.5.1 Sell and supply food, drink and related sports clothing and equipment

11.5.2 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

11.5.3 Pay for reasonable hospitality for visiting teams and guests

11.5.4 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).

11.6 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.

11.7 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 an 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.

11.8 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 Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

11.9 The Custodians 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.

11.10 On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. 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, an EGM shall be convened as soon as possible to appoint another Custodian.

11.11 The Custodians 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.

12. Equality Policy

12.1 The club will adhere to and embrace the FA Equality Policy in full.

12.2 Any members found not to be adhering to this policy will be dealt with by the committee in accordance with the policy.

13. Codes of Conduct

13.1 All members of the club will embrace and support the FA "Respect" campaign and adhere to the FA code of conduct.

13.2 The managers, coaching staff and club officials will adhere to the FA Code of Conduct for Coaches and Team Officials.

13.3 All playing members will adhere to the FA Code of Conduct for Adult Players.

13.4 All members will actively promote and police the code of conduct.

13.5 All spectators of the club will be encouraged to adhere to the FA Code of Conduct for Spectators.

13.6 Any breaches of the respective codes will be dealt with by the committee in line with the guidance set of within the codes themselves.

14. Dissolution

14.1 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.

14.2 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.

14.3 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.