



## Nuneaton Borough Community FC

### CONSTITUTION AND RULES

#### 1. Title

- 1.1. The club shall be known as Nuneaton Borough Community Football Club.
- 1.2. The club shall be members of, or be affiliated to any such bodies that the General Management Committee may decide.
- 1.3. The object of the club is to provide facilities for and promote participation of the whole community in the sport of association football.

#### 2. General Management Committee

- 2.1. The General Management Committee shall consist of the following:
  - Honorary President;
  - Chairperson;
  - Two Vice Chairs:
    - One for Ladies and Girls;
    - One for Men and Boys;
  - Secretary;
  - Assistant Secretary;
  - Minutes Secretary;
  - Treasurer;
  - Promoter;
  - two Child Protection Delegates;

Plus equal representation from each team within the club currently set as (1).

#### 3. General Management Committee Meetings

- 3.1. The General Management Committee shall meet on the first Thursday of each month, unless otherwise agreed.

#### **4. Special Meetings**

- 4.1. A Special Meeting of the club may be called by any registered player of the club or Parent/Guardian of a registered player, or any member of the Management Committee, providing 28 days notice is given along with the reason for calling the meeting and is submitted to the Secretary.
- 4.2. The Secretary shall acknowledge such a request in writing and subsequently notify all the General Management Committee, all the registered players and parents/guardians of the meeting being called, along with the notice/agenda. With the exception of rules 17 (*Dissolution*) the rule 19 (*Alterations and Additions to Rules*) a Special Meeting can only be called if supported by 66% or more of the club's registered players or parents/guardians of the players and members of the Management Committee.
- 4.3. Only the business or issues outlined on the agenda or notice will be discussed at a Special Meeting.
- 4.4. Only one vote per player or guardian (not both) will be allowed at a Special Meeting. The General Management Committee shall be allowed to vote. The Chairperson may exercise the right to a casting vote when votes are equal. The Chairperson's decision shall be final.

#### **5. Annual General Meeting**

- 5.1. The Annual General Meeting shall be held on the first Thursday in June of each year. The Secretary shall confirm in writing the date, venue and commencement time to all registered players, parents/guardians at least 7 days in advance.

#### **6. Nominations and Voting at the Annual General Meeting**

- 6.1. The Chairperson shall at the Annual General Meeting call for nominations to fill the positions outlined in rule 2 (*Noting that the Chairperson's term of Office is for 3 years*). The meeting shall also appoint an auditor to audit the accounts of the club. All nominations must be proposed and seconded. Where there is more than one nomination to fill a vacant position, a ballot shall be conducted to conclude the outcome.
- 6.2. All the General Management Committee shall be allowed to vote at the Annual General Meeting (AGM) and all the players or parents/guardians shall be allowed to vote on the basis of one registration in the previous season per vote. Where the votes are of equal numbers to fill any position, the Chairperson may exercise the right to a casting vote or call upon a ballot of the

entire membership of the club, including all the members of the General Management Committee and all the registered players, parents/guardians (one vote per registration). This ballot shall be conducted in the week following the AG.M. The decision of the Chairperson shall be final.

## **7. Business of the Annual General Meeting**

7.1. The business of the AGM shall follow the agenda as set out below.

7.2. The Chairperson, Vice Chairperson or Honorary President shall preside over the meeting.

- Minutes of the previous Annual General Meeting;
- Chairperson's Report;
- Secretary's Report;
- Managers' Reports of each team;
- Auditor's Report and Adoption of Balance Sheets;
- Election of Officers as outlined in Rule 2 & 6;
- Appointment of Auditor;
- Any other business of which prior notice has been given.

## **8. Voting**

8.1. All the General Management Committee shall be allowed to vote on any issue. All motions must be proposed and seconded. The Chairperson may exercise the right to a casting vote when votes are equal. The Chairperson's decision shall be final.

## **9. Quorum**

9.1. A General Management Committee Meeting. A Special Meeting or the Annual General Meeting shall not proceed unless attended by at least 50% of the General Management Committee.

## **10. Membership**

10.1. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability, except as a necessary consequence of the requirements of association football as a particular sport.

10.2. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

10.3. A club registration/membership form shall be completed and returned to the Team Manager who shall authorise the form and return the said form to the Secretary or Assistant Secretary so that the player can be placed on the Clubs membership register. All members of the Club shall be subject to the subscription conditions set out in Appendix 1 and the Code of Conduct set out in Appendix 2.

## **11. Insurance Cover**

11.1. The Club shall ensure that all registered players are insured whilst representing the Club. The level of cover shall be agreed by the General Management Committee prior to the commencement of each season. The General Management Committee shall also ensure the Club include public liability cover.

## **12. Child Protection**

12.1. The Club shall ensure the safety, welfare and protection of all minors registered with the Club in accordance with the Football Association Child Protection Policy, Procedure and Practices. The Club shall continue to promote best practice and the Club shall ensure all managers/coaches, volunteers and any other persons with responsible roles shall be Criminal Records Bureau checked.

## **13. Codes of Conduct**

13.1. The club's codes of conduct as outlined in Appendix 2 shall be acknowledged by every registered player of the Club, managers/coaches, supporters, parents/guardians and officials of the Club. It is with the intended spirit of the document that the Club intend to keep good discipline.

13.2. Fines incurred of a disciplinary nature by managers, officials of the Club OR adult players, shall be the responsibility of and paid by the individual incurring the fine.

## **14. Equity**

14.1. The Club shall promote mixed football up to the maximum age permitted by the Football Association and thereafter shall continue to promote both male and female league football. The Club shall operate an open policy and shall encourage players irrespective of age, ability, race or gender.

- 14.2. Each player registered will be given the opportunity to play in a reasonable number of games played by the team during the season to encourage the player to develop their ability to play in competitive league and cup football.

## **15. Club Finances and Expenditures**

- 15.1. With the exception of “continual expenditure” such as match day, league and county expenditure, local authority pitch hire, agreed training facility hire, no other expenditure shall be agreed without the endorsement of the General Management Committee at its monthly meeting.
- 15.2. Any other expenditure that would be deemed an emergency or necessary will only be sanctioned with the approval of the Chairperson, Secretary, Treasurer and the account signatories. These items of expenditure shall be reported to the full Management Committee at the following monthly meeting.
- 15.3. Nuneaton Borough Community FC is accountable to the County FA and under FA rules to account for all monies raised in the name of Nuneaton Borough Community FC or for the benefit of any of its teams.
- 15.4. The records of account monies are to be maintained within the control of the Club Treasurer. No bank account can be maintained under the Club’s name under FA rules without this being agreed by the General Management Committee.
- 15.5. Any such accounts will be subject to separate rules agreed with the Club Treasurer.

## **16. Teams Income and Expenditure**

- 16.1. It shall be the responsibility of the Treasurer to produce upon request to any managers a full income and expenditure breakdown of his/her particular teams finances during the same financial year. It shall be the responsibility of the team manager to provide all information regarding finances to include all payments and receipts to the Treasurer upon request.
- 16.2. The Income and Property of the Club shall be applied solely towards promoting the Club’s objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to members of the Club.

## **17. Organised Planned Events**

- 17.1. Any team planning such events as tours, weekends away, tournaments away etc., shall advise the General Management Committee of such events at its monthly meetings and provide the full itinerary of the event. All events are to comply with Club, League, County FA and FA rules.
- 17.2. The General Management Committee shall have the power to recommend and enforce the cancellation of any event considered unsuitable for the Club and children involved.

## **18. Fund Raising**

- 18.1. The Club does not foresee organising any club fund-raising activities for individual teams and this will be the responsibility of each team to undertake. As such the Club's main concern is the appropriateness of any event and to avoid bringing the Club any adverse publicity or reaction. Therefore, all events must be agreed with the General Management Committee before undertaking. Any event liable to create adverse reaction or publicity towards the Club will not be agreed by the General Management Committee.

## **19. Dissolution**

- 19.1. If the General Management Committee decides that it is necessary or advisable to dissolve the Club, it shall call a meeting in accordance with rule 4. If the proposal is confirmed by two-thirds majority of those present at the meeting and voting, the General Management Committee shall be empowered to realise any assets held by the Club.
- 19.2. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
- a registered charitable organisation(s);
  - another club which is registered at the CASC;
  - the sports national governing body for use by them for related community sports.

## **20. Complaints and Disciplinary Procedure**

- 20.1. In the event that any member feels that he or she has suffered from any form of discrimination or that the Club's policies, rules or codes of conduct have been broken, or the Club receives a

complaint from outside the organisation the process set out below will be followed:

- the member should report the matter to the Club Secretary or to a named officer of the General Management Committee noted in Rule 2;
- any matter relating to child protection should be reported to one of the child protection delegates noted in Rule 2;
- any matter from outside the organisation must be directed to the Club Secretary.

20.2. Internal reports should include:

- details of what, when or where the occurrence took place;
- any witness statements (signed by the witness);
- names of any other members who have been treated in a similar way;
- details of any former complaints made, directly related to the incident.

External matters will be examined on their content.

20.3. The Club shall establish a Disciplinary Committee to hear these matters. The Disciplinary Committee will consist of:

- the Chairperson;
- one of the Vice Chairpersons (Relating to the section concerned in any complaint or disciplinary matter);
- three members of the General Management Committee **NOT** connected with the complaint or disciplinary matter.

20.4. The Chairperson shall convene the Disciplinary Committee as appropriate.

20.5. The Disciplinary Committee will have the power to:

- warn as to future conduct;
- suspend from membership;
- remove from membership any person found to have broken the Club's policies or codes of conduct.

20.6. In the event of a tied vote on any actions the Chairperson will have a casting vote.

***Adopted 7 June 2007***

## APPENDIX 1

### Club Subscriptions

- a). A common subscription of £99 per year for each registered player competing in small sided, main league and girls competing in any league.
- b). The above shall be payable over 7 months, from September to March.
- c). The managers or an appointed administrator shall be responsible for the collection of subscriptions and subsequent payment to the Club Treasurer at each monthly meeting.
- d). Players sustaining "Long Term Injury" (4 weeks duration or more) shall have their subscriptions suspended until they are fit to return to training.
- e). Registered members defaulting on subscriptions may be subject to the Club's disciplinary procedure.

### Membership Fee

There shall be a membership fee, currently set at £20 per annum, collected upon registration annually.

This fee shall apply to all new members from the start of the 2007/8 Season and to current members from the start of the 2008/9 Season.

### Registered players non-competing in league football i.e. under 7 years of age

The subscription rate for registered players mentioned above shall be £1.50p weekly and collected on the day of training or friendly game. Where training or friendly games are cancelled no payment is required.

In addition, any additional training facility hire required shall be paid by the relevant section.

### Exceptions

All registered players of the club shall be subject to conditions in paragraph (a) with the exception of those registered players competing in league football where they have younger brothers or sisters competing in league football within the Club. In these circumstances the following rates shall apply:

- A reduction of 25% applicable to the second member and a further 25% to each additional member.

The reduction shall apply with the reduction applicable to the older member downwards.

