



East Grinstead Meads Football Club

Articles of the Constitution

Version 6

27th January 2020

Summary of Key Changes from Version 5: -

- 1) New Joining Fee for contribution to kit and affiliation costs, and consequences for lapsing members
- 2) Chairman becomes Chair
- 3) Secretary becomes General Secretary
- 4) Registration Secretary becomes Membership Secretary
- 5) New definition of a Membership Year as opposed to football season
- 6) New sliding subscription scale for part-year joiners
- 7) New second and casting vote for the Chair
- 8) New Honorary Membership for Coaches and elected officers
- 9) New requirement of not discussing or voting on formal matters in Any Other Business
- 10) New Committee officer indemnity clause
- 11) New adoption of binding rules
- 12) New role of Player Registration Officers
- 13) New obligation for coaches to abide by Codes of Conduct and not to favour or disadvantage their own children
- 14) Custodians removed
- 15) New quorum for AGMs and SGMs



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1. Name

- 1.1. The name of the association shall be "East Grinstead Meads Football Club" hereinafter referred to as "the Club".
- 1.2. The Club may also be known colloquially as "EG Meads FC" or "Meads FC".

2. Status

- 2.1. The Club shall be an unincorporated, members' association.
- 2.2. The Club shall be an Affiliated Member Club of The Football Association, an Affiliated Member Club of Sussex County Football Association and an Affiliated Member Club of East Grinstead Sports Club.
- 2.3. The Articles of the Constitution shall form a binding agreement between the individual members of the Club.

3. Address

- 3.1. The Club premises shall be rented and consist of meeting rooms, artificial pitches and grass pitches located at East Grinstead Sports Club, Saint Hill Road, East Grinstead, West Sussex, RH19 4JU, and grass pitches at various other locations that may be available from time-to-time. The address used for Official Governing Bodies shall be that of the Chair.

4. Aims

- 4.1. The main aim of the Club shall be to provide the people of East Grinstead and surrounding communities the opportunity to play organised football by providing pitches, training facilities and meeting places for its members to:
 - 4.1.1. Receive football skills coaching and development;
 - 4.1.2. Compete in association football matches;
 - 4.1.3. Play in friendly football matches;
 - 4.1.4. Participate in meetings and social activities.
- 4.2. The Club shall provide equal opportunity for all members to enjoy the sport of football.

5. Rules

- 5.1. The Club shall abide by the Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated from time to time.
- 5.2. The Club shall abide by The Football Association's Child Protection Policy, Codes of Conduct, Equal Opportunities & Anti-Discrimination Policy.

6. Club Membership

- 6.1. Any person who wishes to become a member shall complete an on-line membership application via the Club website. If, on the date of application, the applicant is under the age of 18 years a parent or guardian shall complete an on-line application on behalf of the applicant.
- 6.2. Admission to membership shall be at the sole discretion of the Committee.
- 6.3. Applicants shall pay a Joining Fee plus the applicable proportion of the Annual Subscription Fee and cannot become a member until he or she has done so.



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- 6.4. All members shall abide by the Articles of the Constitution which shall form a binding agreement between them.
- 6.5. Qualified Coaches shall be entitled to receive Honorary Membership for the duration of their incumbency.
- 6.6. The members of the Club shall be those persons listed in the Membership Register, which shall be maintained by the Membership Secretary.
- 6.7. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- 6.8. The name of a person who has resigned or been expelled shall be removed from the Membership Register whereupon, for that person to re-join, he or she shall need to reapply to join the Club.
- 6.9. The Football Association and parent County Association shall be given access to the Membership Register upon receipt by the General Secretary of a reasonable request to do so.

7. Membership Fees

- 7.1. The Membership Year shall start on 1st June and end on the following 31st May for which an Annual Subscription Fee shall be payable in advance.
- 7.2. On first joining the Club, a one-off fixed Joining Fee plus a proportion of the applicable Annual Subscription Fee shall be payable in accordance with the following sliding scale:

Month of Joining:	Jun, Jul or Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Proportion of Annual Subs:	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%

- 7.3. The Joining Fee and Annual Subscription Fee shall be determined from time to time by the Committee and the amount shall become applicable by resolution at an Annual General Meeting or a Special General Meeting.
- 7.4. Annual Subscription Fees shall become payable upon acceptance for membership and annually thereafter at the start of the Membership Year.
- 7.5. Any member whose payment of Annual Subscription Fee is more than two months in arrears shall be deemed to have resigned. On seeking to continue membership, any such resigned member shall submit a new membership application and, provided he or she is accepted, will be charged the current Joining Fee plus 12 months' Annual Subscription Fee.
- 7.6. On leaving the club, any remaining Annual Subscription Fee shall be refunded at the same rate as members joining during the Membership Year.
- 7.7. In the event that a Club football team fails to start up at the beginning of the membership year and the members of that team have chosen to leave the Club, each of those members shall be reimbursed to the value of any Joining Fee and Annual Subscription Fee that he or she has paid to the Club thus far.
- 7.8. The Committee shall have the authority to levy further reasonable subscription fees from the members that are deemed necessary to fulfil the objects of the Club.

8. Resignation and Expulsion

- 8.1. A member may resign from Club membership at any time and shall cease to be a member from the date of receipt of a resignation letter or other communication by the General Secretary.



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- 8.2. The Committee shall have the power to expel a member when, after completing its Breech of Conduct investigation, it concludes it would not be in the interests of the club for him or her to remain a member. An appeal against such a decision may be made to the Committee in accordance with the Club's Complaints Procedure.
- 8.3. A further appeal may be made to the County Football Association if the matter cannot be resolved by the Committee.
- 8.4. A member who resigns or is expelled from the Club shall not be entitled to claim any part of the Club's Property.

9. Committee

- 9.1. The Club Committee shall consist of the following Committee Officers: Chair, Treasurer, General Secretary and Membership Secretary plus up to 5 other Committee Officers all of whom shall be Club members and elected at an Annual General Meeting.
- 9.2. Each Committee Officer shall hold office from the date of appointment until the next Annual General Meeting, unless otherwise resolved at a Special General Meeting.
- 9.3. One person may hold no more than two positions of Committee Officer at any time.
- 9.4. The Committee shall be responsible for the management of all the affairs of the Club.
- 9.5. Decisions of the Committee shall be made by a simple majority of those attending the relevant Committee meeting.
- 9.6. The Chair of the Committee meeting shall have a second and casting vote in the event of a tie.
- 9.7. The Chair, or any nominated Committee Officer in his or her absence, shall chair meetings of the Committee.
- 9.8. The quorum for the transaction of business of the Committee shall be three.
- 9.9. Decisions of Committee meetings shall be recorded as minutes in the Club's Minute Book which will be maintained by the General Secretary.
- 9.10. Any Officer of the Committee may call a meeting of the Committee by giving not less than 7 days' notice to all of its Officers. The Committee shall hold not less than four Committee meetings per year.
- 9.11. Any vacancy on the Committee, which arises between Annual General Meetings, may be filled by a Club member proposed by one and seconded by another of the remaining Committee Officers and approved by a simple majority of the remaining Committee Officers.
- 9.12. An outgoing member of the Committee may be re-elected provided he or she has not been expelled from the Club.
- 9.13. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club rules.

10. Annual General Meeting (AGM) & Special General Meeting (SGM)

- 10.1. Only bona fide Club members or their parent or guardian shall be entitled to attend an AGM or SGM and shall have one vote each for each proposal.
- 10.2. An Annual General Meeting (AGM) of all the members shall be held once each calendar year to: -
 - 10.2.1. Receive the Chair's report of the Club's activities over the previous year;



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- 10.2.2. Receive the Treasurer's report of the Club's finances over the previous year;
- 10.2.3. Elect the Officers of the Committee for the next year; and
- 10.2.4. Consider any other business.
- 10.3. Nominations for election of each Club Committee Officer shall be proposed by one and seconded by another Club member in writing and given to the General Secretary not less than 14 days before the AGM and shall be included on the AGM agenda.
- 10.4. Any resolution to be discussed at an AGM or SGM shall be proposed by one and seconded by another Club member in writing and given to the General Secretary not less than 14 days before the AGM or SGM and shall be included on the AGM or SGM agenda.
- 10.5. Where an "Any Other Business" item is included on the agenda of an AGM or SGM it shall not be used by any person to propose a resolution on any important or formal matter.
- 10.6. Notice shall be sent to each member individually of the time, date, location and agenda of an AGM or SGM at least 7 days before the meeting.
- 10.7. An SGM may be called by only the Committee or within 14 days of the receipt by the General Secretary of a requisition in writing signed by no fewer than 5 (five) Club members stating the purposes for which the meeting is required and any proposed resolutions.
- 10.8. The quorum for an AGM and SGM shall be one member per half of the number of current teams, rounded down to the nearest whole number.
- 10.9. A resolution proposed at an AGM or SGM shall be passed by a simple majority of those members present.
- 10.10. Where there is an equal number of votes for and against a resolution, the Chair shall have a second and casting vote.
- 10.11. The General Secretary, or in his/her absence an Officer of the Committee, shall enter Minutes of General Meetings into the Club's Minute Book.

11. Team Representatives

- 11.1. Each of the Club's football teams shall nominate at least one Team Representative selected from the parents of the team's current players.
- 11.2. At least one Team Representative shall attend all General Meetings. Failure of any team to be represented at a General Meeting shall incur a Fixed Fine for that team taken from the team's annual support allowance.
- 11.3. The value of the Fixed Fine mentioned above shall be determined at the Annual General Meeting or at a Special General Meeting.

12. Finances

- 12.1. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chair, the General Secretary and the Treasurer. Any one of the designated account signatories may withdraw funds from the Club Account provided those funds are used solely for the purposes of the Club. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- 12.2. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- 12.3. An Inventory of all Club Property shall be created and maintained.



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- 12.4. The Committee shall have the power to authorise payment of reasonable remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- 12.5. The Club shall prepare a Financial Statement normally in the form of an annual Income and Expenditure Account or in such other form as required by The FA from time-to-time.
- 12.6. The Officers of the Committee shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably and properly incurred by them in carrying out their duties.

13. Dissolution

- 13.1. A resolution to dissolve the Club shall only be proposed at a quorate Special General Meeting convened for that purpose and shall be carried by a majority of at least three-quarters of the members present.
- 13.2. 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.
- 13.3. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

14. Child Protection

- 14.1. In Line with The FA's Child Protection Policy Statement, the club will appoint a Club Welfare Officer, who will be responsible for the club's adherence to the FA's Child Protection Policy and that they personally comply with the minimum course attendance recommended.
- 14.2. The Club Welfare Officer will be appointed at the AGM.
- 14.3. The Club will follow the latest issue of the FA's Child Protection Procedures & Practices Handbook.

15. Insurance

- 15.1. The Club has Public Liability Insurance cover provided by Sussex County Football Association (SCFA) or other FA-approved suppliers as part of the Club's affiliation to the Football Association. All players will also be covered with an SCFA-approved supplier for Personal Accident Insurance.

16. Codes of Conduct

- 16.1. The Club shall publish codes of conduct for Parents, Spectators, Coaches and Players based upon the FA's recommendations for such codes.
- 16.2. Any breach of the Club's codes of conduct will be reviewed by the Committee who, following an appropriate investigation, may suspend or revoke membership of the individual or their child if deemed necessary.

17. Equality

- 17.1. The Club is committed to providing members opportunities equal to all.

18. Coaches

- 18.1. Each of the Club's football teams shall appoint a Lead Coach who shall be a current Club member and responsible for managing the affairs of the team.



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- 18.2. Any number of Assistant Coaches and helpers may be nominated from the team members to help the Lead Coach manage the affairs of the team.
- 18.3. All team Coaches, assistants and helpers must pass a Criminal Records Check provided via the FA's Disclosure & Baring Service (DBS).
- 18.4. All team Coaches must complete the FA Level 1 Football Coaching Certificate course to include First Aid training and Safeguarding Children elements that must be certified and kept up-to-date.
- 18.5. Team Coaches shall abide by all the Club's Codes of Conduct and shall not provide unequal opportunity, favouritism or disadvantage for their own children.

19. Amendments

- 19.1. Any proposed amendments to the Articles of the Constitution shall only be considered at an Annual or Special General Meeting convened with the required advanced written notice giving details of any such proposal. Any amendment must be proposed by a Club member and seconded by another Club member. Such alterations shall be passed if supported by no fewer than two-thirds of those Members present at the meeting, provided that there is a quorum at the time of the vote.

20. Adoption

- 20.1. This version of the Articles of the Constitution of East Grinstead Meads Football Club is hereby adopted by the Committee as a binding agreement between all of its members: -

20.2. Signed: Chair Date:

20.3. Signed: General Secretary Date:

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