



Club Constitution 2019/20

1. Name

The club shall be called **AMARANTH CROSSGATES FOOTBALL CLUB** (the "Club")

2. Objects

The objects of the Club shall be to provide facilities and promote the game of association football, which will include the arrangement of matches and social activities for its members as well as invite community participation.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the club.

4. Rules and Regulations

(a) 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

- i) The Football Association Limited ("The FA")
- ii) The West Riding County Football Association to which the Club is affiliated ("Parent County Association")
- iii) The 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's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(d) All teams shall play their home fixtures at Amaranth Football Clubs own ground on Manston Lane. The committee retain the rights to withdraw this facility from any team whom are not presenting their subs to the treasurer / committee on a monthly basis

(e) It is the responsibility of each team to maintain the facilities before, during and after use. The Management Committee retains the rights to withhold access to the clubs facilities from any team who fail to maintain facilities after use.

(f) Players subs / other income/expenditure sheet is to be completed and brought to each meeting (or emailed to treasurer / secretary if unable to attend) without fail - where sheets not handed in for 2 consecutive months, the committee can refuse the right withdraw the use of Amaranth from any team.

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 (Club Registration 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.

(b.1) Members must be aged 18 or above as on the 1st September 2019. Where a member is aged 17 or younger, a named parent or guardian will represent that member for all club matters.

(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 and 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 Management 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.

(b) Fees shall not be repayable.

(c) The membership fee for the 2016/17 season shall be £15.00 for all Junior and Senior Players.

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

(e) Where members hold a position within the club, i.e. Treasurer, FDO and Social Committee, they will receive automatic membership to the club for themselves. Where they have children playing for the club, these shall still have to pay a membership fee.

(f) Where Managers / Coaches hold positions within a team, copies of qualifications / courses attended / ability, shall be handed to the club committee prior to the AGM / start of a new season

7. 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").

8. Club Management – instead 'Management Committee'

(a) The Senior Club Committee shall consist of the following Club Officers:

- i) Chairperson
- ii) Vice Chairperson
- iii) Treasurer
- iv) Secretary
- v) Child Welfare Officer
- vi) Assistant Child Welfare Officer
- vii) Football Development Officer
- viii) Grounds person
- ix) Assistant Grounds Person
- x) Cricket Liaison Officer
- xi) Senior Football Officer
- xii) Social Committee Chairperson

The Senior Club Committee list for the forthcoming season 2019/20 is enclosed within the Charter Standard pack for Committee Members and Club Coaches and is available from the Amaranth website – www.amaranthfc.co.uk

(b) The Club Committee shall be made up of those whom hold a post on the Senior Club Committee, a Manager / Coach of a team playing within the current season, a member of the Social Committee or any Life Members

(c) Each Senior 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 Senior Club Committee shall be responsible for the management of all the affairs of the Club.

(d) Decisions of the Senior Club Committee shall be made by a simple majority of those attending the Senior Club Committee meeting. Each person / position has 1 casting vote. Where a member holds more than 1 position, he / she is only entitled to one vote.

(e) The Chairperson of the Senior Club Committee meeting shall have a casting vote in the event of a tie.

(f) Meetings of the Club Committee shall be chaired by the *Chairperson* or in their absence the *Vice* Chairperson. Where the Chair or Vice chairperson is unavailable, the *Treasurer* shall chair the meeting. The *Secretary* cannot chair the meeting. Where the Chair or Vice Chairman and Treasurer are unavailable, the meeting CANNOT be held. The quorum for the transaction of business of the Club Committee shall be five.

(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 seven days' notice to all members of the Club Committee. The Club Committee shall hold a **monthly** meeting to discuss the club.

(i) The management committee, shall meet at least 4 times per year (once every 3 months) and when other time may deemed necessary

(j) 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.

(k) A position of 'Club President' can be awarded to any club member at the discretion of the Senior Committee. This Club President role will be an honorable position and serve to act in an advisory capacity to all club members. The Club President will automatically become a 'Life member'. As a life member, the Club President has Club Committee voting rights.

(l) The 'Club President' will be elected at the AGM/EGM and will hold the position until the next AGM/EGM.

(m) 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.

(n) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA or the Parent County Association 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

(a) An AGM shall be held in each year 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 Management Committee,
- iv) Elect the management structure of each individual team; and
- iv) Consider any other business.

(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. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the meeting.

(c) An EGM (Extraordinary General Meeting) may be called at any time by the Club Committee and shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five 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 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 seven (7).

(f) 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.

(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.

10. Club Teams

As per Paragraph 9, part (a), point iv), a designated Club member will have been appointed to be responsible for each of the Club's football teams.

- The appointed members shall be responsible for managing the affairs of the team, arranging fixtures, selecting the team etc.
- The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
- The appointed member should attend each monthly club meeting where possible.
- Where the appointed member is unable to attend each monthly club meeting, a stand in may be sent.
- No appointed member should miss more than 2 consecutive meetings without first advising the secretary of his absence
- Anyone playing a home game, training or doing any ground work at Amaranth etc, MUST sign the book behind the bar in all instances. This is for insurance purposes and covers all players, parents, visitors while at Amaranth.
- No friendlies to be played at Amaranth without the majority consent of the Committee and agreement from the West Riding County FA
- Amaranth home kit should be predominantly purple unless exceptional circumstances exist and dispensation has been agreed in writing with the Management committee.

- To reduce the amount of yellows cards within a senior team, the club can impose further fines, over and above the amount charged by the WRCFA – for example

Dissent:

If a member is cautioned for Decent, the member or their representative is responsible for reimbursing the club with any financial penalty imposed on the club by the relevant league or authority. In addition, the club can impose a fine ranging from £5.00 to £20.00. The amount of fine will be determined by the nature of any Decent and will be dealt with by our clubs disciplinary committee.

Cautions:

If a player receives 3 cautions they will be fined £10.00 by the club. If he then goes to 5 cautions he will be fined £20.00 and in addition to the automatic 1 match County suspension he will also receive a further club 1 match club ban. The member or their representative is also responsible for reimbursing the club with any financial penalty imposed on the club by the relevant league or authority.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of Amaranth Football Club (the "Club Account").

(b) Designated account signatories shall be made up of the following appointed persons

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

(c) No sum shall be withdrawn from the Club Account, except by cheque, which is to be signed by two of the four designated signatories and without knowledge of the rest of the committee.

(d) No individual expenditure with an amount over £500.00 can be spent without the prior knowledge and approval of the majority of the committee

(e) A member of the committee, other than the treasurer / acting treasurer, will be charged with auditing the accounts on a quarterly basis and submit their findings to the management committee as seen. This will be done on a quarterly basis, or when deemed necessary by its members

(f) All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(g) 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.

(h) 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.

(i) 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.

(j) 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).

(k) 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.

(l) 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.

(m) 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.

(n) 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.

(o) 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.

(p) 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.

(q) The Social Committee MUST have a minimum of 4 Senior Management acceptances for any one off cost up to £500.00.

(r) Club Committee members may submit expense claims for any purchase up to the value of £25.00 without prior authorisation from the Management Committee, providing any purchases are deemed necessary and appropriate for the running of the team or the provision of football in line with this constitution. Where individual items exceed £25.00, authorisation should be gained in advance from the management committee.

12. 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.

13. Miscellaneous Items (covered in documents not directly attached to this constitution but form part of the Clubs Charter Standard)

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| (a) | Child Protection | | (see attached) |
| (b) | Code of Conduct | - Parental Procedure | (see attached) |
| | | - Responsible Coach | (see attached) |
| | | - For Spectators | (see attached) |
| | | - For Volunteers / Helpers | (see attached) |
| | | - For Match Officials | (see attached) |
| (c) | Disciplinary Procedure | | (see enclosed) |
| (d) | Equality | | (see attached) |
| (e) | Public Liability Insurance | | (see attached) |