

Honeybourne Harriers Football Club Constitution and Rules



1. Name

The Club shall be called Honeybourne Harriers Football Club (hereinafter referred to as the Club). The club shall be affiliated to Worcestershire County FA.

2. Objectives

The Club's primary objective shall be to provide Association Football, coaching and personal development for all the playing members, plus social activities as deemed desirable by the General Committee.

3. Status of Rules

These rules (hereinafter referred to as the Club Rules) form a binding agreement between each member of the Club.

4. Ethos

The ethos of the Club is to generate an atmosphere and environment where any and all young players can develop their skills and enjoy the game in a friendly non-competitive environment until such time that they are mature enough to take part in competitive fixtures and leagues. The emphasis must always be on development, enjoyment, fair play and fostering team spirit rather than simply being winners.

5. Rules and Regulations

- a) The rules and regulations of the Football Association Limited, Worcestershire Football Association Limited and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules, this includes the recognised Charter Standard recommendations.
- b) The Club will abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

6. Club Membership

- a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- d) The members of the Club shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary on a yearly basis.
- e) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club Secretary (this may be done on an individual or

household basis). Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

- f) Resignation or expulsion, resignation will be accepted by any member at any time following notification to either the Club Chair or Secretary, expulsion shall occur if any member brings the club into disrepute or goes against the wishes of the club, expulsion must carry a majority vote, all members must cast. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. In the case of household membership, only the name of the expelled individual shall be removed.

7. Fees

- a) An annual household membership fee 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 household thereafter. Fees shall not be repayable.
- b) All persons within the household whose names appear on the Club Membership Register shall be considered as members of the Club.
- c) A coaching or match fee may be levied for each session attended. The coaching/match fee shall be determined from time to time by the Club Committee. The Club Committee shall have the discretion to charge per session, per calendar month or on any other basis they see fit.
- d) The Club Committee shall also have the discretion to levy other reasonable fees to cover the cost of special activities such as participating in tournaments or attending professional matches. Any charges over and above that required to cover costs shall not be unreasonable.

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club from the date on which he/she gives notice to the Club Committee of their resignation. A member(s) whose annual membership fee or match/coaching fee is more than three weeks in arrears may be deemed by the Club Committee to have resigned.
- b) The Club Committee shall have the power to expel a member(s) when, in their opinion, it would not be in the interests of the Club for them to remain a member. Only the offending individual shall be expelled, not all members of the household. There shall be no appeal procedures.
- c) A member who resigns or who is expelled shall not be entitled to claim any, or a share of any, of the Club property.
- d) Members must abide by relevant Codes of Conduct as adopted by the Club Committee. Failure to do so may result in expulsion from the Club. The Codes of Conduct so adopted will normally be those promoted from time to time by the Football Association Limited unless otherwise agreed and minuted by the Club Committee.
- e) All Kits must be returned to the Club within 14 days of Resignation or Expulsion from the club in good condition, any merchandise remains the property of the club throughout.

8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson,

Treasurer, Secretary, Welfare officer plus up to two other Club Committee Members elected at an Annual General Meeting or by appointment of the Chair in any committee meeting, each **role** has a casting vote in any member meeting, voting by proxy is not permitted.

- b) Between Annual General Meetings, vacancies may be filled by the Club Committee co-opting further Club Officers or Committee Members from the wider membership.
- c) Each Club Officer or Committee Member shall hold office from the date of appointment until the next Annual General Meeting (excluding the role of Secretary who must resign prior to replacement) unless otherwise resolved at a Special General Meeting. One person may hold no more than 3 positions of Club Office at any one time therefore members with 3 positions may only carry 3 votes, 2 positions may carry 2 votes. The Club Committee shall be responsible for the management of all the affairs of the Club with exception to the club secretary whose role consists of the day to day running 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 his or her absence, by a Club Officer or other Committee Member agreed by the majority of those attending the meeting. The quorum for the transaction of business of the Club Committee shall be three votes.
- d) Decisions of the Club Committee at meetings shall be entered into the Minute Book of the Club which shall be maintained by the Club Secretary or delegated.
- e) Any Officer or other Member of the Club Committee may call a meeting of the Club Committee by giving not less than 5 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- f) An outgoing Officer or other Member of the Club Committee may be re-elected or co-opted.
- g) Same as provided for in the Rules and Regulations of the Football Association Limited and the Worcestershire Football Association Limited, the Club 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 members of the Club Committee
 - appoint Team Managers if appropriate
 - consider any other business
- b) Nominations for the 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 14 days before the AGM.
- 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 of 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 SGM may be any business that may be transacted at an AGM.

- d) The Secretary or delegate shall send to each member at their last known address (or other means as seen fit) written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.
- e) The quorum for a General Meeting shall be three votes.
- f) Club members must be aged 18 or over at the time of the Meeting to be eligible to vote or stand for office. All named persons in the member household aged 18 or over on the day of the meeting shall be eligible to vote or stand for office.
- g) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each eligible member present shall have one vote per member role and resolutions shall be passed by a simple majority. In the event of a tie the person chairing the Meeting shall have the casting vote.
- h) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of the General Meeting in the Minute Book of the Club.

10. Club Teams

At the AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members (Team Manager) shall be responsible for managing the affairs of the team. The Team Managers shall present a report of the Team's activities at the AGM if applicable. Should vacancies arise between AGM's, replacements may be made by the Club Committee.

11. Coaching sessions

All players must be accompanied for the duration of coaching sessions by a parent or guardian or as agreed with the parent or guardian. The parent or guardian is responsible for taking the children in their care to the toilet and dealing with accidents and emergencies. A parent or guardian may be responsible for up to four children. Failure to adhere to this rule may result in expulsion from the Club. Parents or guardians must ensure that children are appropriately dressed as advised by the coaches.

12. Property and Funds

- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.
- b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and any other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c) 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 (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - iii. Pay for reasonable hospitality for visiting teams and guests;
 - iv. Indemnify the 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).

- v. The Committee will have due regard to the law on disability discrimination and child protection.
- d) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatory shall be named as the club treasurer; this shall normally be appointed from the Club Officers. No sum shall be drawn from the Club Account except by cheque signed by one of the designated signatories or by the club treasurer via online banking or debit card. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- e) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- f) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club, in this instant there is no casting vote.
- g) The Club shall prepare an Annual Financial Statement (opening, closing balance) in such form as shall be published by the Football Association Limited from time to time.
- h) The Club Property. Other than the Club Account, shall be vested in not less than two and not more than five custodians (the Custodians), Two of whom shall be the Treasurer and Secretary.
- i) The Custodians 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.
- j) The Custodians shall be appointed by the Club Committee and shall hold office until death or resignation unless removed by a resolution passed by the Club Committee.
- k) When an individual ceases to be a Custodian for any reason, the Club Property vested in him/her shall automatically be transferred to the remaining Custodians. In the event of there being no Custodians, all Club Property shall be vested in the Club treasurer until such time as one or more Custodians are appointed.

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 the members present who are eligible to vote, no casting vote shall be used for dissolution.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Secretary shall be responsible for the orderly winding up of the affairs of the Club.
- c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. To another club with similar sports purposes which is a registered charity and/or
 - ii. To another club with similar sports purposes which is a registered CASC and/or
 - iii. To the Club's governing body for use by them for related community sports.
 - iv. However the club Treasurer and Secretary deem fit.

14. Priority

Where there is any conflict between any of the above Rules (“key Rules”) and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)