



Club Constitution

Terms of Reference

To setup the structure of the Khalsa Football Club so it is run in an effective manner that promotes football in the community and meets the regulations of the appropriate leagues and football associations; without excluding any person on terms of race, sexual orientation, ability, gender, nationality, ethnic origin, colour and religion.

Status of Rules

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

Rules and regulations

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

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.

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.

Membership

Committee Membership

The committee shall comprise of officers and members. All officers should be elected annually at the AGM by members of the committee. A member of the committee can be any person who is a member of the club, has attended or will attend 40% of the meetings and has paid any relevant membership fund.

Club Membership

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.

Any player for the club automatically becomes a club member. Any other person wishing to be a member must apply to the committee on an application form. Election to the membership shall be at the sole discretion of the club committee. Membership shall become effective upon an applicants name being entered in the membership register.

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

The Football Association and parent county association shall be given free access to the Membership Register on demand.



Annual Membership Fee

An annual fee payable by each member shall be determined from time to time 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.

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

Resignation and Expulsion

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.

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.

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").

Club Committee

The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.

Responsibilities of the Committee

To ensure the club is financially viable and any debts and liabilities throughout the season are managed correctly.

To set any membership subscriptions and player subscriptions for the year.

To manage any disciplinary matters that may occur throughout the season, including any hearings in which any four officers of the committee will need to attend.

To hold regular monthly meetings, a quorum will be constituted of four officers of the committee.

To review the constitution of the Committee and suggest changes to improve the running of the club at the Annual General Meeting.

To organize the Annual General Meeting

In exceptional circumstances changes to the committee constitution can be made without the need for an Annual General Meeting provided the changes are agreed by the committee officers and in particular the current club chairman.



Officers of the Club Committee

Chairperson

The chairperson is the figure head of the club, is responsible for running the club meetings and has shared responsibilities for the commercial aspects of the club.

President

The President is another important figure head and has shared responsibilities for the commercial aspects of the club.

Vice Chairperson

The vice chairperson deputises for the chairman in his absence in all aspects of the chairpersons role.

Secretary

The secretary has the main responsibility of the football club, they are the official point of contact with the club. The secretaries responsibilities are as follows:

- i) Affiliation to the Football Association
- ii) Membership to the appropriate leagues
- iii) Correspondence between the club, the Football Association and / or the appropriate league committees.
- iv) Club Records, including minutes financial records, player register, transfers.
- v) Contact with other clubs and referees with reference to matches, venues, colours etc.,
- vi) Club insurances

Treasurer

The Treasurer looks after the club funds and collates and disseminates all relevant financial information to the committee, NFA and other interested parties including;

- i) Income and expenditure record and balance sheet for the season – To be presented at the AGM
- ii) Retention of the last two seasons cash book and receipts (where possible).
- iii) The preparation of a verified Annual financial statement.
- iv) The formation and maintenance of the club bank account
- v) The completion of all necessary bank mandates

Club Welfare Officer

The main responsibilities of the Welfare Officer are to ensure that the welfare of players, team officials, match officials, opposition and spectators are safe as much as reasonably practical. In the future this will include responsibilities in particular to the youth team setup.



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Minutes Secretary

To document and record accurate the meetings held within the club in particular the AGM and regular committee meetings.

Football Development Officer

The main responsibility is to ensure that all football teams play in a coordinated manner. Youth teams and Reserve teams are run in a manner that is conducive to the best performance of the 1st team and meets the needs and requirements of all players.

Players Representative

Represent the best interest of the players at the committee meetings.

General Rules

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.....or in their absence the..... . The quorum for the transaction of business of the Club Committee shall be three.

Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

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 not less than four meetings a year.

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.

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.

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

An 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; and

consider any other business.

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 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.

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 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.

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.

The quorum for a General Meeting shall be..... .

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.

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.

Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. 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.



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Club Finances

A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

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.

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.

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.

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

sell and supply food, drink and related sports clothing and equipment;

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;

pay for reasonable hospitality for visiting teams and guests; and

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).

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.

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.

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.

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.

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.



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.

Dissolution

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.

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.

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.