



## Constitution & Club Rules

### 1. Name

The Club shall be called Kingston Colts Football Club (the “Club”).

### 2. Objects

The Club’s objectives are;

- 2.1 To provide the facilities for and to encourage participation in Association football for its members and related community and social activities.
- 2.2 To encourage social and fundraising activities to raise money for the club.

### 3. Values

3.1 The Club’s values are;

- The personal development of children
- Children’s welfare and well being
- Playing Fair
- Having Fun

### 4. Welfare and Equalities

4.1 The Club is committed to implementing and observing its policy on Welfare and Equalities. It will abide by the Football Associations Welfare, Child Protection Policies and Procedures, Codes of Conduct and Equality Policy.

### 5. Health, Safety and Welfare

5.1 The club is committed to implementing its statement on health and safety. It will carry out regular risk assessments of all activities and take all reasonable steps to ensure the health, safety and welfare of its members and all others affected by its activities.

## **6. Status of Rules**

6.1 The Club rules and constitution form a binding agreement between the Club's members, which will be renewed annually via the Clubs registration process.

## **7. Rules and Regulations**

7.1 The club is affiliated to The Football Association by virtue of its affiliation to the Berks and Bucks Football Association.

7.2 The Club and its members shall 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 Ltd and The Berks & Bucks Football Association.

7.3 The club also abides by the rules and procedures of any leagues or competitions in which it takes part.

7.4 The Club Constitution can only be altered by agreement of the Club's Committee at an Annual General Meeting or Emergency General meeting. All members of the club will have notice of any alterations for at least one week prior to the meeting. The Constitution will be reviewed annually.

## **8. Members & Stakeholders**

8.1 Membership of the Club is open to the whole community, and its members are the players, parents, guardians, Committee Members, Club President and Life Presidents listed in the Membership Register maintained by the Club Secretary.

8.2 The Club will give The Football Association and the Berks and Bucks Football Association access to the Membership Register.

8.3 The Club maintains links with a wider group of stakeholders; these include The Parish Council, Sportsfield Committee, sponsors, neighbours, schools' and other community organisations and individuals. The Club is committed to building and sustaining positive relationships with this network.

8.4 A Club President may be appointed at an Annual General Meeting, only upon the recommendation of the Club's committee. The position will be honorary and carry no

responsibility or voting powers. The holder will retire at the next Annual General Meeting (AGM) and become eligible for a Life Presidents role.

- 8.5 Life Presidents are honorary positions appointed by the Committee of the Club for their lifetime, in recognition of their outstanding contribution and commitment to the Club and its aims and objectives. Life Presidents are expected to use their knowledge, networks and influence to promote the Club and its purposes.
- 8.6 Life Members – An honorary position, awarded by the Committee of the Club for life, in recognition of their outstanding contribution and commitment to the Club and its aims and objectives. The role enables the holder to attend all Club events but carries no responsibility or voting powers.

## **9. Annual Membership Fee**

- 9.1 All playing members joining the Club must pay a Seasonal Membership fee, which shall be determined by the Committee at the AGM before the forthcoming season.
- 9.2 There will be concessions for siblings of the official Manager and Coach of each team. Eldest siblings will be eligible for a free fee, a second sibling pays a full fee and subsequent siblings pay half fees.
- 9.3 Payment of the membership fee shall be paid by a maximum of two instalments and are to be paid to the Club prior to the first competitive match of each season to enable the player to be eligible for selection.
- 9.4 Playing Members joining after the commencement of the season will pay a proportional fee as follows;
- Up to 31<sup>st</sup> December                      100%
  - January onwards                              50%
- 9.5 Any member who wishes to participate in training only, will receive a 50% reduction in fees.
- 9.6 The Club Committee shall have authority to levy further subscriptions, fees or charges and invite voluntary gifts and donations from its members as are reasonably necessary to fulfil the objects of the Club.
- 9.7 All monies received by the Club shall be used for the sole purpose of achieving the aims and objectives of the Club.
- 9.8 A member's registration card will not be released to another Club until payment of any outstanding fee has been met.
- 9.9 Players must play for the team that represents their specific year group. Exceptions to this rule may be requested, but must be voted on and agreed by the Committee.

## **10. Resignation, Disciplinary and expulsion**

- 10.1 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 their resignation.
- 10.2 The Club Committee has the power to warn, suspend or expel any Club member who they consider to have broken the Club's Rules, Constitution, Code of Conduct, The Football Association Rules, Berk and Bucks Football Association Rules or who it is not 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.
- 10.3 All breaches must be reported to the Club Committee.
- 10.4 A member who resigns or is expelled cannot claim any of the Club's identity, assets or property, or a share in them.
- 10.5 If a member resigns or is expelled, their name shall be removed from the Membership Register.

## **11. Club Committee**

- 11.1 The Clubs committee is responsible for managing all of the Clubs day to day affairs and is made up of:
- The Managers of each current team
  - Other members co-opted from time to time
- 11.2 From these members, the committee elects the following officer posts at each Annual General Meeting: Chairman, Vice-Chair, Secretary, Treasurer, Minutes Secretary, Sportsfield Representative, Fundraiser Officer, Publicity Officer, Child Welfare and Equalities Officer and Volunteer Co-ordinator.
- 11.3 Retiring members of the Committee may, if they wish to do so, stand for re-election.
- 11.4 Each Club officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than two positions at any time.
- 11.5 Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting. The Chairperson shall have the casting vote in the event of a tie.

- 11.6 Decisions made by the Club Committee shall be entered into the Minute Book of the Club maintained by the Club Secretary.
- 11.7 Any vacancy on the Club Committee which arises between AGMs 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.
- 11.8 The Committee shall meet monthly throughout the season. Additional meetings may be called by the Chair either at his own discretion or at the request of **FOUR** Committee members. A quorum shall comprise **SEVEN** Committee Members. Absence, without good reason, from **THREE** consecutive meetings may, at the discretion of the Committee be treated as resignation.
- 11.9 Action points raised at Committee Meetings are important for the effective running of the Club & will have completion dates allocated to them. Committee Members are to carry out their actions within allotted timescales.
- 11.10 Save as provided for in the rules and regulations of The Football Association, the Berks and Bucks Football Association and any applicable competition, the Club Committee shall have power to decide all questions and disputes arising in respect of any issue concerning the club rules.

## **12. Annual and Extraordinary General Meetings**

- 12.1 The Annual General Meeting (AGM) shall be held in July/September of each year to:
  - 12.1.1 Receive a report of the activities of the Club over the previous year
  - 12.1.2 Receive a report off the Club's finances over the previous year
  - 12.1.3 Elect members of the Club Committee
  - 12.1.4 Consider any other Club business
- 12.2 Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing and must be received at least 7 days prior to the meeting.
- 12.3 The Secretary of the Club will give Club members at least 28 days' notice of each AGM via the Club's website and normal communication channels.
- 12.4 Anyone wishing to raise an issue or resolution at the AGM must give the Secretary written notice and details at least 7 days before the meeting. All Club members are eligible to vote at the AGM.

- 12.5 An Extra Ordinary General Meeting (EGM) may be called at any time by the Club Committee and shall be called within 7 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.
- 12.6 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.
- 12.7 Decisions at Annual and Special General Meetings are made by consensus or a simple majority of those attending the meeting. The Chair (or another Committee Officer acting in their absence) has a casting vote in the event of a tie.

### **13. Club Teams**

- 13.1 The Committee approves the appointment of a Manager and one or more Coaches for each of the Club's new football teams, or when a vacancy arises for existing teams. The appointed members are responsible for managing the affairs of the team, and must report on and account to the Committee for the team's activities.

### **14. Club Finances**

- 14.1 The Club maintains a bank account (the Club Account) in the Club's name, in which all money payable to the Club is deposited. The designated signatories for the Club Account are the Chair, Vice-Chair, Secretary and Treasurer. Funds can only be drawn from the Club Account by agreement and signature of two designated signatories.
- 14.2 The Club's income and assets must only be used to promote and further the Club's purposes.
- 14.3 The Committee agrees and issues guidance on spending and has the power to authorise payment of remuneration and expenses to any member of the Club and to any other person or organisation for services provided to the Club. The Chair (or Vice-Chair or Secretary acting in their absence) and the Treasurer have final discretion on all the Club's spending.
- 14.4 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.
- 14.5 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.

14.6 The Club's assets and property, other than the Club Account, are vested in the current Committee Officers as Custodians, who must deal with any assets and property as directed by the Committee's decisions. An entry in the Committee minutes or notes is conclusive evidence of a decision.

14.7 The Custodians are entitled to recover from the Club any reasonable expenses they reasonably incur in carrying out their duties. These must be authorised in advance by the Treasurer and Chair (or Vice-Chair or Secretary acting in their absence) whenever possible.

## **15. Dissolution**

15.1 A resolution to dissolve and wind up the Club can only be proposed at a General meeting and must be carried by a majority of at least three-quarters of the Committee members present.

15.2 The dissolution shall take effect from the date of the resolution and the Custodians shall be responsible for winding up the Club's assets and liabilities. The Custodians have authority to dispose of any surplus assets remaining after meeting the Club's debts and liabilities in one or more of the following ways:

- By gift or transfer to other registered charity organisations within Kingston Bagpuize and Southmoor.
- By gift or transfer to another registered Community Amateur Sports Club
- By gift or transfer to the governing body of football (i.e. The Football Association or its local body the Berks and Bucks Football Association).

## **16. Honorary Positions**

16.1 Honorary Secretary, Kaye Bush, Awarded July 2008. This is a lifetime position awarded by the Club for service to the club.

16.2 Life Members, Jim Marks, awarded Life Membership of Kingston Colts in May 2012, in recognition of his commitment to the Club as a Manager 2006-2012. Dom Rowland, awarded Life Membership of Kingston Colts in May 2012, in recognition of his commitment to the Club as a Coach 2006-2012.