

## Club Rules/Constitution

1. **Name**

The club shall be called Pulborough Football Club

2. **Objectives**

The objectives of Pulborough Football Club shall be to arrange association football matches and social activities for its members.

3. **Status of Rules**

These rules (the Club Rules) form a binding agreement between each member of Pulborough Football Club

4. **Rules & Regulations**

- a) Pulborough Football Club shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Sussex County FA. The Rules and Regulations of The Football Association and Sussex County FA shall be deemed to be incorporated into the rules.
- b) No alteration to the club rules shall be effected without prior written approval by Sussex County FA
- c) Pulborough Football Club will also abide The FA's Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

## 5. **Club Membership**

- a) The members of the club shall be those persons listed in the register of members; this shall be maintained by the club secretary.
- b) Any person who wishes to be a member must apply on a membership application form and submit it to the club secretary. Election to membership shall be at the sole discretion of the club committee. Membership shall be effective upon an applicant's name being entered in the membership register.
- 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 Sussex County FA shall be given access to the membership register on request.

## 6. **Annual Membership Fee**


- a) An annual fee payable by each member 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. Fees shall not be repayable.
- b) The club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the club.

## **7. Resignation and Expulsion**

- a) A member shall cease to be a member of Pulborough Football Club if, and on the date of which, he/she gives notice to the Club Committee of their resignation.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member.
- c) A member who resigns or is expelled shall not be entitled to claim any of the club's property.

## **8. Club Committee**

- a) The Club Committee shall consist of the following club officers: - Chairperson, Treasurer, Secretary & Minutes Secretary and Club Welfare Officer.
- b) Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may not hold any more than two positions of Club officer at any one time. The Club Committee shall be responsible for the management of all the Club affairs. 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 the casting vote in the event of a tie. Meetings of the club committee shall be chaired by the Chairperson or in their absence the Treasurer or Secretary. The quorum for the transaction of business of the club committee shall be three.

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- c) Decisions of the Club Committee of meetings shall be entered into the Clubs minute book which will be maintained by the Club Secretary.
  - d) Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than 4 meetings per year.
  - e) An out-going member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.
  - f) Save as provided for in the Rules & Regulations of The Football Association and the Sussex County FA to which Pulborough Football Club is affiliated; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules
  - g) 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.
  - h) The Club Welfare Officer will sit upon the committee as a standing member

## 9. Annual and Special General Meeting

- a) An Annual General Meeting (AGM) shall be held in each year to:
  1. Receive a report of the activities of the club over the previous year.
  2. Receive a report of the clubs finances over the previous year.
  3. Elect the members of the Club Committee.
  4. Consider any other business.
  
- b) Nominations for elections of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both whom must be existing members of the Club, to the Club Secretary no 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 no less than 21 days before the meeting.
  
- c) A Special General Meeting (SGM) may be called at any time by the committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by no 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 transacted at an AGM.
  
- d) The Secretary shall send to each member written notice of the date of a General Meeting together with resolutions to be proposed at least 14 days before the meeting.
  
- e) The quorum for a General Meeting shall be 4.
  
- 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 a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have the casting vote.

g) The Club Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minute book of the Club.

10. At its first meeting following each AGM the club committee shall appoint a club member to be responsible for each of the clubs football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a written report of the activities of the team at club meetings.


#### 11. **Club Finances**

a) A bank account shall be opened and maintained in the name of Pulborough Football Club. Designated account signatories shall be the Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the signatories or by bacs by agreement of no less than 2 committee members. All monies payable to Pulborough Football Club shall be received by the Treasurer and deposited into the Club account.

b) The income and assets of the Club shall be applied only in furtherance of the objects of the Club.

c) The Club Committee shall have the 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.

d) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.

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- e) The Club Property, other than the Club account shall be vested in no 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 decision.
  - f) The Custodians shall be appointed by the club in a General Meeting and shall hold office until death or resignation unless removed by resolution passed at a General Meeting.
  - g) On their removal or resignation a custodian shall execute a conveyance in such form as is prescribed by the FA from time to time to a newly elected custodian or the existing custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another custodian.
  - h) The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.

## 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 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.

Signed: A Hayes and N Smillie Date: \_14/09/2022

Print Name: AMY HAYES (CWO) and NATALIE SMILLIE (CLUB SECRETARY)