



# Club Constitution

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## 1. Name of club

The Club shall be called Phoenix Girls Football Development which is made up of Girls-only football teams of varying ages.

## 2. Purpose

To promote the amateur sport of football to Girls within the surrounding areas of the Oldham district and community.

## 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 football club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association 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.



(b) The Football Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

## **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 become a member must apply on the Club's Application / Registration Form and deliver it to the Club (digitally or in person). Membership shall become effective upon the applicant's name being entered on the Membership Register.

(c) Membership of the Club shall be open to any Girl interested in the sport on application regardless of 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.

(d) 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.

(e) 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.

(f) A member shall cease to be a member of the Club if, and from the date on which, she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.

(g) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property, equipment or clothing.

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



(i) The Football Association and Parent County Association shall be given access to the Membership Register on demand.

## **6. Annual membership fee**

(a) The Club Committee shall determine an annual fee payable by each member by standing order monthly. Any fee shall be payable on a successful application for membership and Monthly by each member. Fees shall not be repayable.

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

## **7. Property and funds**

(a) The property and funds of the Club cannot be used for the direct or indirect private benefit of the 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 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 persons 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 running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (d) The Committee will have due regard to the law on disability discrimination and child protection.

## **8. Club committee**

- (a) The Club Committee shall consist of the following Club officers: Chairperson, Treasurer, Secretary, Welfare Officer, plus up to 7 other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club 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 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 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 Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee Meetings shall be entered into the Minute Book of the Club to be maintained by the Secretary.
- (d) Any Member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings per year.
- (e) An outgoing 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 Club Committee members shall fill any vacancy on the Club Committee, which arises between the Annual General Meetings.



(f) 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 meeting**

(a) An Annual General Meeting (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 Club Committee 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 seconded, both of whom must be existing members of the Club Committee, 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.

(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 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 shall send via email, written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be four Committee Members.

(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.



(f) The Club Secretary, or in their absence a member of the Club Committee shall enter Minutes of the General Meetings into the Minute Book of the Club.

## **10. 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 report on the activities of the team.

## **11. Club finances**

(a) Account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account without a completed withdrawal agreement 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.

(b) The income and assets of the Club (the Club Property) 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 Football Association from time to time.



(e) 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 into the Minute Book shall be conclusive evidence of such a 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 a resolution passed at a General Meeting.

(g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association 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. Winding up of a team**

(a) The team coach must notify the club secretary should a team decide to fold / wind up.

(b) All of the team clothing must be collected up and handed in to the club secretary.

(c) All team equipment must be handed to the club secretary.

(d) All outstanding debts and fees must be paid in full to the club treasurer.

(c) Any remaining funds from the team to be paid to the club treasurer to the main club account.



## **13. Winding up**

(a) The members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened general meeting.

(b) The Committee will then be responsible for the orderly winding up of the Club's affairs.

(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 the Club's governing body for use by them for related community sports.