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**Club Constitution**

1. Name

The club shall be called Harling Colts F.C.

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to

arrange matches and social activities for its members and community participation in the same.

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 members of the Club shall so exercise their rights, powers and duties and shall, where

appropriate use their best endeavors 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.

(b) 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 reserves the right to approve any

proposed changes to the Club Rules.

(c) 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.

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 be a member must apply on the Membership Application Form and

deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and

granted in accordance with the anti-discrimination and equality policies which are in place from

time to time. An appeal against refusal may be made to the Club Committee in accordance with

the Complaints Procedure in force from time to time. Membership shall become 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 Parent County Association shall be given access to the Membership Register on

demand.

6. Annual Membership Fee

(a) 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.

(b) 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.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club, and from the date on which, he/she gives

notice to the Club Committee of his/her resignation.

(b) 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.

(c) 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).

8. Club Committee

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

Treasurer, Secretary, Club Welfare Officer and up to five (5) other members, all elected at an

Annual General Meeting (“AGM”).

(b) 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 (2) 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 secretary.

The quorum for the transaction of the business of the Club Committee shall be three (3).

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be

maintained by the Club Secretary.

(d) 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 (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club

Committee which arises between AGMs shall be filled by a member proposed by one (1) and

seconded by another one (1) of the remaining Club Committee members and approved by a

simple majority of the remaining Club Committee members.

(f) 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.

(g) The position of a Club Officer shall be vacated if such a 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

(a) An 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; and

(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 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.

(c) 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.

(d) 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.

(e) The quorum for a General Meeting shall be five.

(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 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.

(g) 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.

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 written report of the activities of the team.

11. Club Finances

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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 Club Committee without the person concerned being

present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) 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).

(f) 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.

(g) 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 the members at a general meeting. A

copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

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 another Club, a Competition, the Parent County Association or The FA for use by

them related to community sports.