



1. Name

The Club shall be called Bookham Football Club - Colts Section (the "Club").

2. Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the management Committee, constituted by clause (7) of this constitution ("STRUCTURE OF THE MANAGEMENT COMMITTEE").

3. Aims/Objectives

The Objects of the Club are to provide facilities for, and to promote community participation in, the amateur sport of Association Football in Bookham and surrounding districts.

4. Powers

In furtherance of the aims/objectives a Management Committee shall exist, which will be responsible for the overall management of the Club. The Management Committee may exercise the following powers:

- Power to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- Power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- Power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the Club;
- Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
- Power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the aims/objectives;
- Power to co-operate with other Clubs, charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar purposes and to exchange information and advice with them;
- Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objectives;
- Power to appoint and constitute such advisory committees as the Management Committee may think fit;
- Power to do all such other lawful things as are necessary for the achievement of the Club's objectives.

5. Status of Rules

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

6. Rules and Regulations

The 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.

(a) The management committee 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 Regulation 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 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.

(c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(d) Power to do all such other lawful things as are necessary for the achievement of the clubs objectives

7. Management Committee

(a) The Management Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, Child Welfare Officer, Football Development officer and up to five (5) other members, all elected at an Annual General Meeting ("AGM"). The Management Committee shall appoint the officers from their own members.

(b) Management Committee Members 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 Management Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Management Committee meeting shall have a casting vote in the event of a tie. Meetings of the Management Committee shall be closed meetings chaired by the Chairman, or in their absence the members of the management committee present shall choose one of their number to be chairperson of the meeting before any other business is transacted. The quorum for the transaction of the business of the Management Committee shall be three (3).

(c) Decisions of the Management Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Management Committee may call a meeting of the Management Committee by giving not less than seven days' notice to all members of the Management Committee. The Management Committee shall hold not less than four (4) meetings per year.

(e) An outgoing member of the Management Committee may be re-elected. Any vacancy on the Management Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Management Committee members and approved by simple majority of the remaining Management Committee members.

(f) Save as provided for in the Rules and Regulations of the FA, the Parent County Association and any applicable Competition, the Management 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.

(h) The Management Committee may from time to time appoint one or more sub-committees for such duration as the Management Committee may think fit.

(i) No member of the Management Committee shall acquire any interest in property belonging to the Club or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by Management Committee. Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club: Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm is under discussion.

8. 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) The members shall consist of:

- Player's and their guardians; legal guardian fills in a membership form; players and guardian both sign membership form; and are then deemed club members.
- Volunteers/coaches/managers/committee members; fill in application form providing references where required and agree to a CRB check.
- Any person interested in furthering the works of the Club;

(c) Managers/coaches should hold F.A. Level 1 Coaching Certification with the associated first aid and safeguarding certificate.

(d) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, 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.

(e) The Club may have different classes of membership on a non-discriminatory and fair basis.

(f) The Management Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members.

(g) Any person who wishes to become a member must apply on the Membership Application Form and deliver it to the Club. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(h) In the event of a member's resignation or expulsion (refer to section 10), his or

her name shall be removed from the Membership Register.

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

9. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Management 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 Management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

(c) The Management Committee shall have the authority to make special dispensation in hardship cases upon request.

10. Resignation and Expulsion

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

(b) The Management Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the management committee.

(c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

11. 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 and approve a report of the Club's finances over the previous year;
- (iii) elect members of the Management Committee; and
- (iv) consider any other business.

(b) Nominations for election of Management Committee members 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.

(c) 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.

(d) An EGM may be called at any time by the Management 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.

(e) 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.

(f) The quorum for a General Meeting shall be 5 and only members over the age of 18 are entitled to vote

(g) The Chairperson, or in their absence a member selected by the Management 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 Management Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

12. 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 Club 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. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Management Committee considers not to be needed to meet the Club's short-term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.

(c) No surplus income, profits or assets shall be distributed to members or third parties.

(d) The Management 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.

(e) 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 Corporation Tax Act 2010 and Finance Act 2010.

(f) 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 (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present;

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

(iv) indemnify the Management 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).

(g) 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 (6) years.

(h) 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 a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(i) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Management Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(j) 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.

(k) 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 Management 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.

(l) 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.

(m) Fines and disciplinary charges may be levied against club by leagues in which the club competes, or by the local FA. League fines will be paid by the club – unless it is deemed that responsibility lies specifically with an individual in which case they may be deemed to be liable for payment. Fines levied against the club by the local FA as part of any disciplinary action against a member of the club will be reclaimed from that member and dictated by club procedure.

11. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

12. Grievance Procedure

It is recognised that in any football club, differences and misunderstandings may arise. Successful and speedy resolution of differences depends on the willingness of the parties involved to communicate with one another. Every effort should be made to resolve disputes in an informal manner wherever issues arise. However, there will be occasions where

issues cannot be resolved informally. It is the policy of Bookham Colts FC that in these cases the Club Grievance policy is to be followed.

13. Alteration of the Constitution

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made to clause (1) (the name of Club clause), clause (3) (The aims/objectives clause), clause (7.(i)) (Management Committee members not to be personally interested clause), clause (11) (Dissolution clause)

The Management Committee should promptly send to the parent county association any amendment made under this clause.