

Claygate Royals F.C.
Club Constitution

Claygate Royals F.C.

Name

The club shall be called Claygate Royals Football Club (the Club) and shall be affiliated to the Surrey County Football Association.

Objects

The objects of the Club shall be to arrange association football matches for its members and such social activities as may be deemed desirable by the committee.

Status of Constitution

The constitution of the Club forms a binding agreement between the Club and its members.

Rules and Regulations

The Club shall have the status of an Affiliated Member Club of the Football Association. The rules and regulations of the Football Association Limited and the Football Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Constitution.

No alteration to the Club Constitution can be made except at the Annual General Meeting or at an Extraordinary General Meeting.

Officers

The Officers shall consist of the Chairman, Vice-Chairmen, the Secretary and the Treasurer. The officers shall hold office from the date of appointment until the next Annual General Meeting. Nominations for officers must be sent to the Secretary 7 days prior to the Annual General Meeting.

Club Committee

The Club Committee shall consist of the Club Officers and team managers (or their nominated representative) plus up to three other persons. Each committee member shall hold office from the date of appointment until the next Annual General Meeting.

The Club Committee will meet at least six times a year and the minutes of those meetings shall be recorded in the Club Minute Book which will be maintained by the Club Secretary.

The Club Committee shall have the power to remove a committee member if that member fails to attend three consecutive meetings.

The quorum for Club Committee meetings shall be four.

Powers of The Committee

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 Chairman of the Club Committee meeting shall have the casting vote in the event of a tie.

The Club Committee shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club.

The Club Committee shall have the power to fill vacancies which arise between Annual General Meetings.

Club Membership

Membership shall consist of its registered playing members plus their parent/guardians where the member is less than eighteen years.

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At a Annual General Meeting or any extraordinary general meeting voting is restricted to one parent/guardian per under eighteen years old registered playing member and one vote per player for players over eighteen years.

A player or their parent/guardian may only vote at any of the above mentioned meetings if their club fees have been paid in full.

All members shall be bound by the Club's Code of Conduct.

Subscriptions

The annual subscription to the Club is only payable in respect of its playing members. The subscription shall be determined from time to time by the Club Committee. The fees shall be payable when the registration form for membership is submitted to the Club. Fees are not repayable.

The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

In cases of financial hardship of a member or its family the Club Committee has the authority to reduce subscriptions for that member or allow the subscriptions to be paid over an extended period. This authority is not devolved to individual team managers.

Resignation/Expulsion

A member shall cease to be a member of the Club if, and from the date on which, he gives notice to the Club Committee of his resignation.

A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned subject to any decision having been made in respect of the financial hardship clause above.

Annual General Meeting (AGM)

The AGM shall be held not later than 31 July each year. The Secretary shall give fourteen days clear notice, in writing, of the AGM to all members.

The AGM will conduct the following business:

- Approve the financial statement of the Club for the year ended 31st May
- Elect the officers and members of the Club Committee
- Appoint the Club Auditor
- Transact any other business

Decisions of the AGM shall be made by a simple majority of those attending the AGM. The Chairman of the AGM shall have the casting vote in the event of a tie.

Extraordinary General Meeting (EGM)

An EGM may be called at any time by a the Club Committee and shall be called within twenty eight days of the receipt by the Club Secretary of a requisition in writing signed by not less than ten 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 Annual General Meeting.

The Club Secretary shall give fourteen days clear notice, in writing, of the EGM to all members together with details of the proposed resolutions.

The quorum for an EGM shall be ten.

Decisions of the EGM shall be made by a simple majority of those attending the EGM. The Chairman of the EGM shall have the casting vote in the event of a tie.

Club Finances

A bank account(s) shall be opened and maintained in the name of the Club. There will be three designated account signatories nominated and proposed by the Club Committee.

No sum shall be drawn from the bank account(s) 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 bank accounts.

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

The financial year of the Club will be from 1st June to 31st May. The Club shall prepare an annual audited financial statement for presentation to the members at the AGM.

Child Protection

The Club will comply with The Football Association's guidance on this subject.

Dissolution

A resolution to dissolve the Club shall only be proposed at a Club Committee meeting or EGM and shall be carried by a majority of at least 75% of the members present at the meeting.

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.