



Cramlington Town Football Club Seniors and Juniors Club Constitution

Amended at AGM June 2020



1. NAME

The Club is a registered charity called Cramlington in the Community (1137605). The Club shall be called Cramlington Town Football Club. (the Club).

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 all 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 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.

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 place from time to time. Membership shall become effective upon an applicant's name being entered into 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 the 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 ANDF EXPLUSION

- (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 Club 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 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 any 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, Treasurer, Secretary plus up to four (4) other members, elected by the senior section committee and the committee of the junior section 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 shall have a casting vote in the event of a tie. Meetings of the Club Committee shall by the Chairperson or in their absence the Secretary. The quorum for the transaction of the business of the Club Committee shall be three (3).
- (c) The Club shall have Trustees who will be responsible for the charitable affairs of the club, who will be elected at the AGM.
- (d) Decisions of the Club Committee meetings shall be recorded and a record held by the Club Secretary.
- (e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven (7) days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.
- (f) 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.

- (g) 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.
- (h) 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 GENERAL AND EXTRAORDINARY GENERAL MEETINGS

- (a) An AGM shall be held in June 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 members of the Club Committee;
 - (iv) elect Club Trustees; and
 - (v) 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 (5) senior 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 use whatever method/s of communication he/she considers most effective to give notice of the date of a General Meeting (whether an AGM or EGM) together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a General Meeting shall be ten senior 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 resolutions shall be passed by a simple majority. 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 Club Committee, shall record and hold the Meeting decisions.

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 each team, including the collection of monthly fees. 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 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 shall prepare an annual Financial Statement verified independently.
- (c) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- (d) The Club Committee shall have 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 Committee shall control all assets of the Club and make any purchases or disposals as it see fit in the running of Cramlington Town.
- (f) The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this rule.
- (g) The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away match expenses, post- match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (h) 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 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 running the Club against any liability in the running of the Club (but only to the extent of its assets).

12. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried out by the majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of resolution and the Club Trustees 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:
 - (i) to another club with similar sports purposes which is a charity; and/or
 - (ii) to another club with similar sports purposes which is a registered CASC; and/or
 - (iii) to the Club's national governing body for use by them for related community sports.

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