



Buntingford Town Football Club

CLUB RULES

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Buntingford Town Football Club

CLUB RULES

1. NAME

The Club shall be called Buntingford Town Football Club and for the purpose of the following rules shall be referred to as (the “Club”).

2. OBJECTS

The objects of the Club shall be to promote the game of Association Football, to arrange facilities, 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 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) Alterations to the Club Rules must be in accordance with FA guidelines and submitted to the Parent County Association for review. The FA and the Parent County Association have the right to reject 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 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.



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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 (eg match fees) 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 if, 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 any share 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, Minutes Secretary and up to six (6) 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 the Committee Members 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 Chairperson, or in their absence, the Vice Chairperson or an appointed member.

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 (7) 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 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.

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9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- (a) An AGM shall be held in each year in order to:
- receive a report of the activities of the Club over the previous year
 - receive a report of the Club's finances over the previous year
 - elect members of the Club Committee
 - consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee may be made at the AGM itself, or may be made in writing by a 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 twenty-one (21) days before the Meeting.
- (c) An EGM may be called at any time by the Club Committee and shall be called within twenty-one (21) days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) 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 post a notice of the date of a General Meeting (whether an AGM or an EGM) on the Club's website together with the resolutions to be proposed at least fourteen (14) days before the meeting.
- (e) The quorum for a General Meeting shall be:
- 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 a tie, the Chairperson of the meeting shall have a casting vote.
 - The Club Secretary, or in their absence a member of the Club Committee, shall enter the 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, and shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.



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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 Club Treasurer. Cheques drawn from the Club Account must be signed by two (2) of the three (3) designated signatories. If a direct debit arrangement, or other electronic payment, has been set up (eg to pay for pitch fees) the drawer must have the approval to do so from at least two (2) of the three (3) designated signatories. All monies payable to the Club shall be deposited into the club account by the designated signatories and the Club Treasurer notified.
- (b) 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.
- (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:
 - sell and supply food, drink and related sports clothing and equipment
 - 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
 - pay for reasonable hospitality for visiting teams and guests
 - 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 (6) 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 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 (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 Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

12. 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 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 a trust for the benefit of local Buntingford Community Sport, another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.



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CHARTER STANDARD

APPENDIX

The FA Respect Code of Conduct	http://buntingfordtownfc.com/docs/btfc-respect.pdf
Club Equality Policy	http://buntingfordtownfc.com/docs/btfc-equality-policy.pdf
Players' Code of Conduct	http://buntingfordtownfc.com/docs/btfc-conduct.pdf
Complaint's Procedure	http://buntingfordtownfc.com/docs/btfc-complaints.pdf
List of Club Officials	http://buntingfordtownfc.com/docs/btfc-club-officials.pdf