



## 1. Name

The club shall be called **Alford Town Football Club** (below referred to as 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 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 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 reserve 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 holding of Personal Data by the Club Secretary, any member of the Club Committee and team managers will be done in compliance with current UK Data Protection legislation and the club’s own Data Protection Policy.

(e) 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 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 a share of any, of the income and assets of the Club (the "Club Property").

## **8. Club Trustees**

(a) In accordance with legal agreements first instituted in 1962, and subsequently updated in 1970, 1986 and 2010, a board of Trustees was set up with the sole purpose of holding the Club Property i.e. the football ground, any building thereon and club assets, on trust for the benefit of members of Alford Town Football Club, as the Committee of the Club shall direct from time to time by resolution.

(a) The Club Property, other than the Club Bank Account, shall be vested in not less than two and no more than four Trustees, who shall deal with the Club Property as directed by decisions of the Club Committee and entry in Club minutes shall be conclusive evidence of such a decision.

(b) On their removal or resignation a Trustee shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Trustee or an existing Trustee 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 Trustee, any Club Property vested in them shall vest automatically in the surviving Trustee. If there is only one surviving Trustee, an EGM shall be convened as soon as possible to appoint another Trustee.

(c) The Trustees 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.

(d) Aside from this role the Trustees have no other function within the club. The Club Chairperson will keep the Trustee Board members informed of club business on a 6 monthly basis, and in particular of any proposal to carry out substantial changes or maintenance to the grounds or any property thereon, or

spend significant sums of money from club assets.

## **9. Club Committee**

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time, with the exception of the role of Club Welfare Officer. 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 Chairperson, or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee at its meetings shall be recorded by the Club Secretary and maintained for future reference. Copies of the minutes shall be shared with other committee members and made available at the next meeting.

(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 meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another 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 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.

## **10. 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 by a proposer and seconder, both of whom must be existing members of the Club. 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 postal or email 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) Decisions of the Club Committee at an AGM shall be recorded by the Club Secretary and maintained for future reference. Copies of the minutes shall be shared with other committee members and made available at the next such meeting.

(h) At an AGM the Club Committee shall appoint a Club member as manager to be responsible for each of the Club's football teams. The appointed member shall be responsible for managing the affairs of the team. Managers will automatically be elected to the Club committee.

## **11. Club Finances**

(d) 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. In order to facilitate the efficient running of club finances in the modern era, the Club Treasurer shall be authorised to administer the club account online.

(e) Club accounts shall be maintained by the Club Treasurer and a statement prepared for each Club Committee meeting. Club accounts will be audited annually by a suitably qualified person, who is independent of the members of the committee. The accounts shall record 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. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(f) 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.

(g) 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.

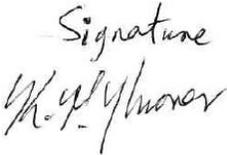
(h) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(i) 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 the running of the Club against any liability incurred in the proper 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 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 for related community sports.

	Signature	Date
KEITH THROWER (CHAIRMAN) (Trustee)		8/3/19.
BARRY FLETCHER (Trustee)		2/4/19.
CHRIS BRADY (Trustee)		30/3/19.