



**CHARTER STANDARD CLUB**



**Respect**

## Grampound Football Club

### CLUB CONSTITUTION

#### ARTICLE 1: NAME

- a. The Club shall be known as Grampound Football Club (the Club) and shall maintain its headquarters in the township of Grampound.

#### ARTICLE 2: OBJECT

- a. The object of the Club shall be to provide association football for its Members, and such social and recreational pursuits as may be deemed desirable by the General Committee.
- b. The Club shall be a not-for-profit organisation.

#### ARTICLE 3: RULES AND REGULATIONS

- a. Members of the Club shall abide by these club rules at all times.
- b. The club shall be affiliated to the Cornwall County Football Association.
- c. The Rules and Regulations of The Football Association Limited and Cornwall County Football Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into these Club Rules.
- d. The Club will abide by The Football Association's Respect Codes of Conduct for football, players, coaches, officials and spectators.
- e. All Members shall be made aware of the club's Codes of Conduct and expected to behave accordingly.
- f. The General Committee shall have the power to suspend or expel any Member deemed guilty of conduct which breaks the club's rules, or prejudicial to the good name of the club.

#### ARTICLE 4: EQUITY STATEMENT

- a. The club is unequivocally opposed to discrimination of any form and will promote measures to prevent it from being expressed. The club is committed to fairness in its dealings with all involved in the game.
- b. The Club will abide by The Football Association's Child Protection, Equal Opportunities and Anti-Discrimination Policies.

#### **ARTICLE 5: OFFICERS**

- a. The Officers of the Club shall consist of the President, Chairman, Treasurer, Secretary, Club Welfare Officer and Fund-Raising Secretary.
- b. Officers shall be elected at an Annual General Meeting.

#### **ARTICLE 6: COMMITTEE**

- a. The Club shall be controlled by a General Committee, consisting of the Officers and four playing or non playing Members, who shall be elected at the Annual General Meeting.
- b. Candidates for election shall be proposed and seconded by a Club Member.
- c. At its first meeting following each AGM the General Committee shall appoint a manager to be responsible for each of the Club's football teams. The appointed manager(s) shall be responsible for managing the affairs of the team.
- d. Team managers, once appointed and while in post, may be invited by the officers of the club to become full voting members of the General Committee.
- e. Team managers shall present to the Club Committee at its last meeting prior to an AGM a report of the activities of the team.
- f. Each Club Officer and General Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.
- g. 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 General Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence one of the other Officers as decided by the General Committee members present.
- h. The quorum for the transaction of business of the General Committee shall be six.
- i. Decisions of the General Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- j. Any member of the General Committee may call a meeting of the General Committee by giving not less than 7 days' notice to all members of the General Committee. The General Committee shall aim to meet once per month and shall hold not less than six meetings a year,
- k. 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.

#### **ARTICLE 7: POWERS OF THE COMMITTEE**

- a. The property and assets of the Club shall be vested in the General Committee.
- b. The General Committee shall have the power to appoint such Sub-Committees as may from time to time be necessary, and shall receive reports and accounts of such subcommittees at its General Meetings.
- c. The General Committee shall have the power to fill such vacancies as may arise in its constitution between Annual General Meetings.
- d. The General Committee shall have the power to declare a seat vacant, should a Member absent himself from three consecutive meetings without a satisfactory explanation.
- e. At its last meeting before an Annual General Meeting the General Committee shall consider the nomination of Vice-Presidents of the Club.

- f. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning these Club Rules.

#### **ARTICLE 8: CLUB MEMBERSHIP**

- a. The members of the club shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Secretary.
- b. Anyone is eligible to become a member who is in good standing with the Club, its affiliated bodies and the bodies to which it is affiliated.
- c. Any person wishing to become a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the General Committee. Membership shall become effective upon the applicant's name being entered in the Membership Register.
- d. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- e. The Football Association and parent County Association shall be given access to the Membership Register on demand.
- f. An annual fee payable by each member shall be determined from time to time by the General Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- g. The General Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- h. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the General Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- i. The General Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- j. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
- k. Vice Presidents shall be those people who have served or donated to the Club exceptionally in past seasons. Vice-Presidents shall be elected by a simple majority at an Annual General Meeting and shall be offered lifetime membership of the Club. Details of Vice-Presidents will be maintained on the Membership Register

#### **ARTICLE 9: ANNUAL GENERAL MEETING**

- a. An Annual General Meeting (AGM) shall be held in each year to:
  - i. receive a report of the activities of the Club over the previous year
  - ii. Elect Vice-Presidents after nominations by the outgoing Chairman
  - iii. receive a report of the Club's finances over the previous year
  - iv. elect the members of the Club Committee
  - v. consider any other business.
- b. The Annual General Meeting shall be held not later than 30th June in each year.
- c. The Secretary shall give 14 days notice of such meeting to all Members.
- d. 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, to the Club Secretary.
- e. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.
- f. An Extraordinary General Meeting (EGM) may be called at any time by the General Committee and shall be called within 10 days of the receipt by the Club Secretary of

a requisition in writing signed by not less than four 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.

- g. The Secretary shall send to each member written notice of the date of an Extraordinary General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.
- h. The quorum for a General Meeting shall be seven.
- i. The Chairman, or in their absence a member selected by the General 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 Chairman of the Meeting shall have a casting vote.
- j. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

#### **ARTICLE 10: PLAYING MEMBERSHIP**

- a. All players shall be members of the Club.
- b. All players are to be considered to be members of the First Team squad and the First Team Manager shall have first call on all players.
- c. Should a player be selected for the First Team and refuse to play in preference for one of the club's other teams he/she shall, on the first occasion, be deemed ineligible for selection for that match for either team. On subsequent occasions the matter is to be referred to the General Committee for deliberation and action: the player remains ineligible for selection for any team until the General Committee have considered his/her actions. All punishments imposed by the General Committee for this offence will take the form of ineligibility for selection for a period of time to be decided by the General Committee.
- d. Should a player be omitted from their "regular" team and selected for another team then similarly **Rule 10.c** applies.
- e. Should a player be selected for any club team and fail to turn up for the match without good reason or without informing the respective Team Manager, then a one match suspension shall be served by the player at the Team Manager's discretion. Subsequent repetitions of the offence shall be referred to the Management Committee as per **Rule 10.c**.
- f. All members playing in matches representing the Club shall pay subscriptions at a level determined by the General Committee. The General Committee may, at its discretion, waive any part of the membership and/or match fee depending on the personal circumstances of any player.
- g. FA Rule 19(d) is to be complied with in respect of approaches to Military Service players.
- h. Team Managers wishing to transfer players into the Club are to ensure that they have discharged all financial responsibilities to their previous club.
- i. Players wishing to depart the Club are to be up to date with payment of all fines, fees and subscriptions.
- j. Disciplinary fines incurred upon players during the season remain their responsibility. However, they shall be paid by the Club in accordance with current Cornwall County Football Association rules and recovered from players within 14 days of payment. Non-payment by a player may, at the discretion of the General Committee, result in non-selection until such time as the fines have been paid to the Treasurer.
- k. Team training will take place at least once each week as decided by the Team Managers. All players are expected to attend. Reasons for non-attendance shall be given to the appropriate Team Managers.

- i. Team Managers are responsible for ensuring that the conduct of the players on the field of play does not bring into disrepute the game or the Club, in accordance with the adopted Football Association Codes of Conduct.

#### **ARTICLE 11: FINANCES**

- a. The General Committee shall cause proper books of account to be kept, which shall be approved yearly.
- b. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, the Club Secretary and the 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.
- c. The income and assets of the Club (the Club Property) shall be used only in furtherance of the objects of the Club.
- d. The General Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- e. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

#### **ARTICLE 12: SUB-COMMITTEES**

- a. Sub-committees must conform with these Club rules, with appropriate officers accountable to the General Committee.

#### **ARTICLE 13: INSURANCE**

- a. Each season the club will pay an insurance premium to Cornwall County Football Association Insurance Fund (or obtain at least equivalent insurance cover). This shall insure all players for matches and training sessions and shall include a capital benefits premium and public liability premium.

#### **ARTICLE 14: ALTERATIONS TO THE CLUB RULES**

- a. Alteration to club rules may be adopted and amended at the Annual General Meeting, or at an Extraordinary Meeting called for that purpose, by a simple majority of those present.
- b. The General Committee shall be empowered to adopt and alter club rules subject to ratification by the next Annual General Meeting.

#### **ARTICLE 15: CLUB COLOURS**

- a. The Club will maintain Sky-Blue as a significant colour in the Club's "home" kit. Playing kit shall be the property of the Club..

#### **ARTICLE 16: OTHER BUSINESS**

- a. Any matters not governed by the foregoing rules shall be dealt with by the General Committee. Its decision shall be final and binding.

#### **ARTICLE 17: LIMITATION OF LIABILITY**

- a. Each person now, previously or hereafter, an officer of the Club shall be indemnified by the Club against all expenses reasonably incurred or suffered by said person, in connection with any action, having been, an officer of the Club, provided however, that such person seeking indemnification shall not have been adjudicated in any proceeding to have acted in bad faith, maliciously or harming intentionally, the party or parties bringing such action.

#### **ARTICLE 18: SPONSORSHIP**

- a. Sponsorships received by the Club shall be free of any encumbrance from the sponsoring organisation or individual; otherwise the Club is obligated to refuse such sponsorship.

#### **ARTICLE 19: 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.

#### **AMENDMENTS**

*This Constitution may be amended by majority vote of the voting members present and qualified to vote at any meeting at which a quorum is present, or by written proxy. Proper grammatical or punctuation changes may be made which do not constitute a change in the intent and purpose of this Constitution.*

#### **GENDER**

*The use of the masculine gender in this Constitution shall be construed to mean both masculine and feminine gender*

*In order to maintain the Club's "Non-Profit" status, no Member of the Committee, past or present, may personally benefit directly or indirectly from the operations of the Club.*

Allan Webb  
Chairman, Grampond Football Club

## APPENDIX 1



### Order of Business for Annual General Meeting

1. Adoption of Agenda
2. Welcome and Introductions
3. Minutes of the previous Annual General Meeting
4. Matters Arising from the Minutes
5. Chairman's Report, Nomination and Election of Vice-Presidents
6. Secretary's Report
7. Treasurer's Report
8. Amendments to the Club Constitution
9. Election of Officers and Committee
10. Appointment of Auditors
11. Other Business
12. Fund Raising
13. Closure.

## APPENDIX 2



### Roles of Officers

#### The Chairman shall:

- Chair all meetings of the General and Committee.
- Execute the business and operations of the Club.
- Report at each meeting of the Club and shall truly answer such questions as any Member may ask concerning the affairs of the Club.
- Delegate authority to any and all officers, coaches and managers as is appropriate to their offices and as hereinafter set out.
- Enforce the Constitution throughout the Club.
- Administer all discipline within the Club, after discussion at the General Committee.

#### The Secretary shall:

- Record, produce, and distribute the minutes of meetings, directives, orders, letters and all such documents as pertain to the business affairs of the Club.
- Maintain a database of club members and their details.
- Correspond with all associations, clubs, leagues, departments of government, and all other corporations, organizations, and persons having business with the Club.
- Maintain the documents, files and archives of the Club.
- Create and maintain communications within the Club.
- Make the physical arrangements necessary for meetings of the General Committee and for meetings of the Membership.
- Perform such other tasks and duties as the General Committee and the Chairman shall choose to give.

#### The Treasurer shall:

- Receive and pay money on behalf of the Club.
- Maintain accounting records.
- Produce reports as required by Meetings of the Membership, the Committee, and the Chairman
- Arrange and produce fully audited accounts for review at the AGM or for any other purpose as requested by the General Committee or the Chairman.
- Purchase goods and services as shall be required by the Club.