



# Epping Town FC



## Epping Town Football Club Constitution and Rules

### 1 Title

The title of the club shall be Epping Town Football Club: hereafter referred to as the Club and shall be affiliated to Essex County Football Association and be bound by its Rules and Codes of Conduct.

### 2 Membership

- (a) Full Membership shall be open to Management Committee members (see Rule 4 below), team managers and coaches.
- (b) Player Membership shall be open to all, irrespective of ability, gender, race, religion, sexual orientation or disability. In practice, this may be governed by the availability of suitable facilities and coaches and the Management Committee may limit membership accordingly.
- (c) Associate Membership will be open to parents or guardians of Youth Members.
- (d) The Management Committee shall have the power to refuse, suspend or terminate the membership any person whose membership is considered to be detrimental to the objectives, aims and activities of the Club.
- (e) All Members are bound by the Constitution, Rules and Codes of Conduct of the Club.
- (f) Only Full Members have voting rights at formally constituted meetings of the Club.

### 3 Objectives

- (a) To organise, provide or assist in the provision of facilities that will enable and encourage players to play Association Football.
- (b) Teach players how to play football, and develop their skills and abilities to their full potential.
- (c) Teach players the importance of sportsmanship, team spirit and pride in the Club.
- (d) Arrange football matches for the participation of all players both by entering competitions and by organising friendly matches.
- (e) The Club shall not be conducted for profit. Out of pocket expenses will be reimbursed at the discretion of the Management Committee. All income raised by subscription or other means shall only be used for the purposes of the Club and its development.

### 4 Management Committee

- (a) The Club shall be administered by a Management Committee which will, at a minimum, include the following officers: Chairperson, Secretary, two Child Welfare Officers, Treasurer and Head of Football. Management Committee members shall be deemed the Officers of the Club.
- (b) All Officers shall retire annually at the Annual General Meeting (AGM) but retiring officers may be eligible for re-election.
- (c) All Officers shall be nominated and seconded, and will be elected by simple majority at an AGM.
- (d) The Management Committee's core membership can be expanded, when other roles are created for the benefit of the Club. These role will be created and appointed to by the Management Committee (if mid-season) and ratified and established at the AGM.

### 5 Powers of Management Committee

- (a) The Management Committee shall have the authority to apply, act upon and enforce the Rules of the Club and shall have jurisdiction over all matters affecting the Club, including any not provided for by the Rules.
- (b) All decisions of the Management Committee shall be binding on all Club members.
- (c) The Management Committee may appoint such sub-committees as may be deemed necessary by the Management Committee, which will determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-committees should be reported back to the Management Committee as soon as

possible. No sub-committee shall spend funds of the Club other than in accordance with a budget previously agreed with the Management Committee.

- (d) The Management Committee may co-opt additional members on to sub-committees at any time.
- (e) The Management Committee shall have the power to fill any vacancies that may arise in its constitution between AGMs.
- (f) The Management Committee shall have the power to suspend and/or expel any person deemed guilty of conduct prejudicial to the good name of the Club. (See Rule 2:d)

#### 6 President

- (a) The position of President is an honorary role nominated by the Management Committee and elected by vote of a simple majority of Full Members.
- (b) The President will act in an advisory capacity to any Officer of the Club when required.

#### 7 Meetings

- (a) All formally constituted meetings will be organised by the Secretary and notified to target attendees with at least fourteen (14) days notice, unless deemed an emergency. Decisions and findings made at any other organised gathering will not be recognised by the Management Committee unless presented at a formally constituted meeting.
- (b) The Committee shall meet regularly on dates set by the Secretary to discuss actions and monitor progress. Officers unable to attend should inform the Secretary.
- (c) In the absence of the Chairperson, a designated deputy shall chair meetings.
- (d) All meetings shall be minuted by the Secretary or a nominated officer of the Club. The minutes will be available within SEVEN (7) days of each meeting.
- (e) The Officers shall abide by majority decisions passed during Committee meetings. No member shall enter into discussions with officials of other clubs, which may prejudice or conflict with the formal decisions adopted at any meeting.
- (f) Each Full Member shall be entitled to one vote on any matter discussed at any formally constituted meeting of Full Members of the Club, except that no member shall be entitled to vote on any matter directly related to themselves or their team.
- (g) The Chairperson will have the casting vote on all Club matters where there is a deadlock.

#### 7.1 Annual General Meeting

- (a) The AGM will be held within EIGHT (8) weeks of the end of the football season, notice of which will be published at least FOUR (4) weeks prior to the meeting. The following business shall be addressed at the AGM:
- (b) The minutes of the previous AGM shall be submitted for approval and any matters arising dealt with.
- (c) Presentation of the Chairperson's Annual Report.
- (d) Presentation of the Secretary's Annual Report.
- (e) Presentation of the unaudited Income and Expenditure Report by the Treasurer.
- (f) Election of Officers, nominations for which must have been forwarded to the Secretary at least TWO (2) weeks prior to the Meeting.
- (g) Any proposed changes to the Constitution and Rules for the forthcoming season must have been notified in writing to the Secretary at least TWO (2) weeks prior to the Meeting.
- (h) Election of team managers.
- (i) Setting of the Youth Member subscription fees for the coming season.
- (j) Any other business, notice of which has been given to the Secretary TWO (2) weeks prior to the AGM.
- (k) All Full Members, adult Players and Associate Members are entitled to attend and vote at the AGM. Voting shall be counted by a show of hands on a simple majority basis.

#### 7.2 Extraordinary General Meeting

An Extraordinary General Meeting (EGM) will be convened at the request of a minimum of one quarter of the Full Membership upon submission of a written request to the Secretary detailing its purpose which can include one point only. The Secretary will convene any such EGM within TWO (2) weeks of acknowledgment of the request. Additionally, the Secretary may call an EGM at the request of the Management Committee.

## 8 Finances of the Club

- (a) A bank account shall be maintained in the name of the Club.
- (b) Any cheques or other financial documents are to be signed by TWO (2) of the following officers: Treasurer, the President, Chairperson or Secretary. No blank cheques are ever to be signed by a second signatory.
- (c) All monies acquired by the Club including subscriptions, donations, and funds raised by other means, shall be paid into the Club bank account and must be used for the objectives of the Club and for no other purpose.
- (d) Youth Member Subscriptions shall be paid annually on behalf of each Youth Member. The amount shall be determined at each AGM for the following season.
- (e) The Management Committee shall have powers of discretion when determining subscriptions in cases of extreme hardship.
- (f) The assets of the Club shall be invested in the Committee.
- (g) All income and expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are used effectively and within budget. An annual financial report shall be presented at the AGM. The Financial year shall run from 1 July to 30 June.
- (h) Team managers may, at their discretion, levy an additional reasonable subscription fee from Youth Members to facilitate administration of their team. Each team manager is responsible for maintaining team accounts that must be submitted for inspection on the request of the Secretary or the Treasurer.

## 9 Amendments to Constitution and Rules

The Constitution and Rules of the Club shall not be amended or rescinded except by two thirds of the votes cast at an AGM or EGM being in favour.

## 10 Discipline & Appeal

- (a) All Members of the Club are bound by its Rules and relevant code(s) of conduct as dictated by their membership level and commit to these when joining.
- (b) Any Member deemed to be in breach of the rules, Code(s) of Conduct or engaging in behaviour prejudicial to the good name of the Club may be subject to the disciplinary process.
- (c) The Club reserves the right to censure, suspend, and/or expel any person deemed to be in contravention of the Rules or engaged in conduct unbecoming.
- (d) In certain circumstances the Club may supplement any punishment levied by the County FA or the Football League(s) to which the Club is affiliated.
- (e) In the event of expulsion, the Club will not be obliged to return membership fees or subscriptions. The Club also reserves the right to retain FA registration for the remainder of the season.
- (f) All members censured as part of the disciplinary process shall have a right of appeal, providing that their intention to appeal the Management Committee decision is received by the Secretary, in writing, within ONE (1) week of the outcome of the disciplinary process.
- (g) Ignorance of the Rules and/or Code(s) of Conduct will not be accepted as a suitable defence.

## 12 Grievance Procedures

- (a) Any Member having a complaint should in the first instance notify the Secretary in writing, providing full details of the nature of their grievance.
- (b) If the Secretary cannot resolve or address the issue in the first instance (for example, by forwarding it to the Child Welfare Officer), a sub-committee may be formed consisting of three Members made up of Management Committee and/or Full Members unconnected to the issue.
- (c) Once formed, sub-committees will meet within ONE (1) week to assess the grievance and submit proposed remedies or recommendations to the Management Committee for review or action.
- (d) The complainant will be kept informed by the Secretary with respect to the status and outcome of their grievance.
- (e) If the Secretary is the subject of full or part of the grievance then the Chairperson will assume the responsibilities of the Secretary for the grievance process.

## 13 Club Kit

- (a) The Club colours are dark blue/white combination, blue or white shorts, blue or white socks.
- (b) The Club will provide shirts, shorts and socks to all Youth Members engaged in competitive football.

- (c) The Secretary must approve any kit purchases on behalf of the Club.
- (d) If possible, the Club will provide alternative shirts for away games where there is a clash of colours.
- (e) Club kit is not to be worn for training unless the Team Manager gives permission.
- (f) Each Player will be responsible for kit issued to them but the overall responsibility will rest with each team manager.
- (g) All footballs and other items of equipment issued to teams will be the responsibility of the Team Manager.
- (h) Any member wilfully damaging, losing or improperly using any kit or property of the Club shall make good same to the satisfaction of the Committee.
- (i) Requests for any items of equipment should be directed to the Secretary, which they will endeavour to supply.
- (j) All equipment and kit purchased on behalf of and for use by the Club shall remain the property of the Club and must be returned to the Team Manager on request in a clean and usable condition.

#### 14 Miscellaneous

- (a) The Secretary shall, subject to confidentiality, provide any member with a copy of any official Club documentation on request.
- (b) The Club cannot accept liability for any personal effect loss, accident or injury to any Member while taking part in or travelling to or from any Club activity arising as a result of negligence.
- (c) The Secretary will obtain Public Liability Indemnity Insurance, via the Essex County FA, annually.
- (d) Team managers who organise events for their own teams do so at their own risk.
- (e) Every person becoming a member of the Club shall be deemed to have given their assent to the Constitution, Rules and Codes of Conduct of the Club and be bound by them
- (f) The Management Committee, whose decision will be final and binding, shall deal with any points arising out of, or not covered by these Constitution and Rules.

#### 15 Dissolution of Club

The Club may be dissolved if deemed necessary by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose. Any assets or funds remaining after debts have been paid will be transferred to a charitable group at the discretion of the Management Committee.