

CONSTITUTION-CLUB RULES

1. **NAME** The club shall be called **Carlisle City Football Club**. (the Club)
2. **OBJECTIVES** The objectives of the Club shall be to arrange association football matches and social activities for its members.
3. **STATUS OF RULES** These rules (the Club Rules) form a binding agreement between each member of the Club. They will be supplemented by the various written club policies on specific matters.
4. **RULES AND REGULATIONS**
 - (a) The Club shall have the status of an Affiliated Member Club of The Cumberland Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
 - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
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. Election to membership shall be at the sole discretion of the Executive Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register and the appropriate fee being paid.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
 - (e) There will be several levels of members as per appendix 1 of this constitution. These may be changed by the Executive Committee and ratified by the Management Committee.
6. **ANNUAL MEMBERSHIP FEE**
 - (a) An annual fee payable by each level one member shall be determined from time to time by the Executive Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
 - (b) The Executive 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 Executive 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.
 - (b) The Executive Committee shall have the power to suspend or 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 a right of appeal for an individual in such circumstances. The Disciplinary Sub Committee will investigate any charge made against any individual or team. A separate committee will hear any appeal.
 - (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. MANAGEMENT COMMITTEE

The Management Committee shall consist of all members of the Executive Committee, Honorary Members, Team Managers and Coaches.

- (a) The Management Committee shall be responsible for the management of all the affairs of the Club and the individual teams in line with the various policies and procedures established by the Club. They will ratify/decline policy and procedural changes suggested by the Club's Executive Committee. Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Executive Committee will act as Chairperson of the Management Committee and shall have a casting vote in the event of a tie. Meetings of the Management Committee shall be chaired by the Chairperson or in his/her absence or, at their request, by the Secretary or other member of the Executive Committee. The quorum for the transaction of business of the Management Committee shall be four.
- (b) Decisions of the Management Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (c) Any member of the Management Committee may call a meeting of the Management Committee via the Club Secretary giving not less than 14 days notice to all other members of the Management Committee.

9. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following.: Chairman, Secretary, Treasurer, Director of Football, Equipment Manager, Training Manager, Club Welfare Manager, Legal Officer and Business Officer. Other positions may be added or these positions removed if there is a need as decided by the Executive Committee and ratified by the Management Committee.

Any person who is a member of the club will be eligible to join the Executive Committee provided they have paid their yearly Membership fee if appropriate. The Executive Committee shall be elected once a year at the Club's Annual General Meeting. New positions created between Annual General Meetings must be ratified by the Management Committee and confirmed at the next Annual General Meeting.

The Executive Committee will meet regularly and at any time and will be responsible for the day to day management of the Club in support of teams and in compliance with Club rules, policies and procedures. Decisions made will be minuted and will be by simple majority with the Chairperson or his/her nominee having any casting vote in the event of a tie.

Each position on the Executive Committee will have defined areas of responsibility (see appendix 2) but will act as one body.

10. ANNUAL AND SPECIAL 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) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Executive Committee
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Executive 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) A Special General Meeting (SGM) may be called at any time by any 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 SGM may be any business that may be transacted at an AGM.

- (d) The Secretary shall send to each member at their last known address written notice of the date of an Annual General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a Annual General Meeting shall be 10 members
- (f) The Chairperson, or in their absence or at their request a member selected by the Executive Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Executive Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. CLUB TEAMS

At its first meeting following each AGM, the Executive Committee shall appoint a suitable person to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall provide written or verbal reports to the Club Committee as requested.

12. CLUB FINANCES

- (a) The Club's finances will be administered in compliance with the existing Financial Accounting Policy of the Club.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Executive 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.
- (d) The Club shall prepare an annual Financial Statement.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Executive Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Executive Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) The Custodians 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.

13. 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 Executive 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 local football team or football organisation chosen by the Executive Committee.

APPENDIX 1

CLUB MEMBERSHIP

There are several types of members within the club as follows:-

- 1) Ordinary Members made up by players, parents/guardians of players who pay the appropriate yearly membership fee and are accepted into the register of members maintained by the Club Secretary. Level 1 members are entitled to attend and vote at the Club's Annual General Meeting.
- 2) Managers and Coaches made up by football team managers and their nominated assistants who will be entitled to a place on the Club Management Committee and vote at Annual General Meetings and Special General Meetings. These level 2 members will not be subject to the yearly membership fees.
- 3) Executive Committee members made up by the officers listed in appendix 2. They shall vote and sit on the Executive Committee as well as the Management Committee and vote at Annual General Meetings and Special General Meetings. These level 3 members will not be subject to the yearly membership fees.
- 4) Honorary Members made up by those individuals who, by ratification of the Management Committee of the Club, are granted the status of Honorary Member in recognition of distinguished service and as such are accepted as members of the club. Like other members, they may put themselves forward as members of the Executive Committee and will not be subject to the yearly membership fees.

APPENDIX 2

ROLES OF THE EXECUTIVE COMMITTEE

Chairperson: Shall take control of meetings and will have the casting vote on any item that is put to a vote and the said vote is tied. He/she shall guide members through proper procedures and make sure meetings are conducted in an orderly manner. The Chairperson shall act as an ambassador for the Club to outside bodies and will lead the club's Development and overall future strategy

Vice-Chairperson: Shall take the place of the Chairperson in his/her absence in all of the above tasks and will provide support to the Chairperson in all his/her tasks. More specifically, the Vice-Chairperson will support other members of the executive in their projects and will develop the Club website for the benefit of all Club members

Secretary: Shall be responsible to the Chairperson and committees and will draw up minutes and agendas for all meetings. He/she shall keep all members informed of meeting dates and times. A list of all members of the Club will be maintained by the Secretary and he/she will also pass on any relevant information from County FA and League Bodies which is relevant to the Club.i.e. fines, fixture changes cup dates etc.

Treasurer: Shall be responsible for all accounts within the club in accordance with the Club's Financial Accounting Policy .He/she shall draw up appropriate accounts at the end of season or when required by the Club's Committees or for any bids for grants etc from outside bodies. He/she shall be responsible for the

payment of bills received by the Club and also for the booking of season tickets for team pitches.

Executive Officers: There will be other members of the Executive Committee up to a maximum of 16 people who will sit on the Executive Committee and will be responsible for all areas of the Club's day to day management. Each of these people will be responsible for specific areas of management and will report to the Executive Committee at their regular meetings. These areas will include as a minimum the following:-

Club Welfare Officer: Club Training & Personnel Officer: Equipment Officer

There will also be three permanent sub committees as follows:-

Disciplinary Sub Committee – This committee shall investigate any complaints under the club's Complaints & Appeals Procedures and will be made up of 3 members of the Executive Committee

Social Sub Committee – This committee will consist of a minimum of 3 members of the Executive Committee and will be responsible for organising social events for the club including Race nights, Speaker's nights and Presentation events.

Festival Sub Committee – This committee will be responsible for organising and arranging the Club's Annual football festival and will consist of at least 5 members of the Executive Committee. Other volunteers May be co-opted on to this committee from outside the Executive.