

PENKRIDGE JUNIOR FOOTBALL CLUB

FA Charter Standard Club 2003 | FA Community Club 2005 | FA Accredited Club



Penkridge Junior Football Club Club Constitution

Norman Mence
Chairman

Paul Mallaband
Secretary

Richard Barnet
Treasurer

Date Signed: 18/4/24

PENKRIDGE JUNIOR FOOTBALL CLUB

FA Charter Standard Club 2003 | FA Community Club 2005 | FA Accredited Club



1. The Club shall be called Penkridge Junior Football Club (The Club). To achieve the aims and objectives, the club will be divided into two sections.

Junior – Soccer School/Wildcats through too and including under 18's
Senior – under 21, Open Age and Veterans

2. Aims and Objectives

The objective of the club shall be the promotion of community participation in healthy recreation for the benefit of those, primarily but not limited to, living in Penkridge and surrounding areas, by the provision of facilities for the playing of football. The Club provides competitions for all age groups and offers further opportunities for individuals to develop and experience in the field of football coaching and refereeing.

3. The Aims and Objectives of the club are :

- To encourage and increase the participation in football within the Community
- To provide equal opportunities for all individuals
- To provide a framework of FA qualified football coaching
- To provide the opportunities for individuals to fulfil their potential through football
- To allow access to sport
- To work with other clubs, schools, agencies and social groups to enhance the community
- To play an active and positive role in the community we serve
- To represent the community in the wider world

4. Development of the Club

- To increase the number of age group teams and opportunities to the community
- To further develop the Women's and Girls section of the Club
- To encourage greater participation from the wider community
- To develop coaching standards through in service training
- To achieve a higher league status of the open age teams
- To improve the level of training and match day facilities for all of our age groups.



5. These rules form a binding agreement between each member of The Club.

6. Rules and Regulations

- a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliations 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) 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.

7. Club Membership

- a) The Club consists of a Club Management, Team Managers/Coaches with possibly a number of assistants/helpers and Junior Players (known as Members)
- b) Junior members are none voting
- c) All members will be registered on the FA Wholegame System
- d) At the Annual General Meeting only Club Management officials and Team Managers/Coaches will be voted onto the Club Committee
- e) All Club Members must attain and keep up to date the required qualifications set out by the FA
- f) In the event of a member's resignation or expulsion, his or her name shall be removed from the FA Wholegame System
- g) The Football Association and parent County Association have access to Wholegame and can see the Clubs full complement of Members and their qualifications

8. Annual Playing Subscriptions

- a) An annual fee is payable by all playing members.
- b) The Annual Fee shall be agreed at the AGM.
- c) Fees are to be paid in full at the point of registration as a member of the Club or as an instalment plan to be paid over the number of instalments agreed at the AGM
- d) In exceptional circumstance hardship cases should be directed to the Treasurer to agree appropriate payment terms
- e) Fees shall not be repayable
- f) 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
- g) If no fee in part or in full is received prior to the start of the season, then the member is not eligible to represent their team until received by the Treasurer



9. 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 their resignation.
- b) The Club may expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by majority vote.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of The Club Property
- d) For any Appeal from expulsion process a maximum of 5 Club Committee members to be balloted from those expressing an interest to hear the case, as well as the dismissal officers.

10. The Club Management Committee

- a) The Club Management Committee shall consist as a minimum of the following Club Officers : Chairperson, Treasurer, Secretary, Welfare Officer(s), Senior Team Secretary should there be teams over the age of 18 (Secretary could also undertake this role)
- b) All to be elected at an Annual General Meeting.
- c) Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. All the members of the Committee shall retire from Office together at the Annual General Meeting each committee member may be re-elected or re- appointed. One person may hold no more than two positions of Club Officer at any time.
- d) The Club Committee shall be responsible for the management of all the affairs of the Club.
- e) Decisions of the Club Committee shall be made by a simple majority of these attending the Club Committee Meeting, where there is more than 1 Team representative; it will be 1 vote per team. The Chairperson, or in their absence the Vice Chairman or the Treasurer if no Vice Chairman in place, 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 Chairman or the Treasurer. The quorum for the transaction of business of the Club Committee shall be 7.
- f) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- g) The Club Committee shall have the ultimate decision on all matters
- h) All The Club Committee decisions are final.
- i) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- j) An outgoing member of the Club Committee may be re-elected. Any vacancy of 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 member and approved by a simple majority of the remaining Club Committee members.
- k) 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 the Club Rules.



11. Annual and Special General Meeting

- a) An Annual General Meeting (AGM) shall be held in each year 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 the 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 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 14 days before the AGM. Notices 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 Meetings.
- c) The quorum for an Annual General Meeting shall be 9.
- d) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 22 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 Annual General Meeting.
- e) The Secretary shall send to each member, via Team Managers written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- f) The quorum for a Special General Meeting shall be 7.
- g) The Club 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.
- h) 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.



12. Discipline and Appeals

- a) All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- b) The Club Committee, excluding the Chairman will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- c) Formal Minutes must be produced following any formal disciplinary or fact finding meetings held and sent to all parties present for sign off as a true and accurate record. If any party does not sign off, then the senior person hearing the complaint determines the process to continue and acknowledges the minutes may be unsigned from a particular party. A maximum of 5 days is allowed for sign off.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- e) There will be the right of appeal to the Chairman following disciplinary action being announced. The Chairman should consider the appeal within 7 days of the Secretary receiving the appeal.
- f) If the Claimant does not provide a response and dates for the hearing to take place within 14 days of notification, the Club are not required to hear the Appeal on grounds of 'non co-operation'.

13. Club Teams, Managers/Coaches and Sections

- a) At its first meeting following each Annual General Meeting, the Club Committee shall appoint a Club member to be responsible for each of the club's football teams.
- b) The appointed Team Managers shall be responsible for managing the affairs of the teams.
- c) A Manager/Coach and any Assistant Managers/Coaches must obtain a DBS and a Safeguarding Children qualification before they start coaching the team
- d) The Manager/Coach must commit to obtaining appropriate FA Coaching Level 1 standard or above within the first twelve month of taking charge of the team.
- e) The Team Manager will be over eighteen years of age.
- f) At its first meeting following each AGM, the Club Committee shall appoint a sub-committee for each section, which will include a section secretary and at least two team managers/coaches/members.
- g) The Treasurer and Chairperson will be responsible for producing forecasts and budgets for each section.
- h) Junior and Senior sections finance is to be separate.
- i) Monies can be loaned between sections providing supporting plans are submitted and agreed. Loans cannot be carried over and must be returned in the same financial year/season.



14. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the Club Account).
- b) The two designated account signatories shall be the Club Treasurer and either the Chairperson or Secretary. These two signatories will be responsible for signing and counter signing cheques and authorising and approving online payments.
- c) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No surpluses or assets will be distributed to members or third parties.
- d) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or person 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.
- f) 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 Treasure (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.
- g) Each team will have a 'team account' held within the Club Account, where any monies received to support the team must be paid into 'team account' via the Club Treasurer. No team is to open their own bank Account
- h) 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.
- i) 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 Club 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.
- j) 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



15. 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) In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies :
 - I. A registered charitable organisation(s)
 - II. Another Club which is registered CASC (Community Amateur Sports Club)
 - III. The sport's national governing body for use by them for related community sports.

16. Changes to the Club Constitution

- a) Any proposed changes to the Club Constitution should be made in writing to the Club Secretary
- b) These proposed changes will then be put to the committee for discussion and agreement.
- c) Once any changes are agreed the document will be updated and sent to all Committee Members 21 days prior to an SGM being held to formally accept the changes.
- d) The quorum for an SGM shall be 7.