

BLEWBURY AMAZONS GIRLS FOOTBALL CLUB

Affiliated to Berks & Bucks Football Association

CLUB CONSTITUTION AND RULES

Approved by the Members at the AGM on 16 July 2024

1. Name

The club shall be called Blewbury Amazons Girls Football Club (the “**Club**”).

2. Objects

The objects (purposes) of the Club shall be to promote the game of association football for girls and women, including by providing facilities and arranging training, 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.

4. Rules and Regulations

Subject to the Objects of the Club and the other terms of this Constitution:

- (a) the members of the Club shall 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**”), any 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) 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 Club has been established with the aim of increasing the participation by girls and women in the sport of football. Only girls and women are eligible for membership.
- (b) 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.
- (c) Any person who wishes to be a member must apply on the Club’s membership application form and deliver it to the Club. If a prospective member is under 18, her parent or guardian must apply on her behalf. Election to membership shall be at the discretion of the Club Committee. 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.

- (d) If a member is aged under 18, the parent or guardian who applied for Club membership on her behalf, or such other parent or guardian as shall be notified to the Club Secretary in writing (the "**Guardian**") shall be responsible for their daughter's compliance with the Club Rules.
- (e) In the event of a member's resignation or expulsion, her name shall be removed from the Membership Register.
- (f) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) Annual fees payable by each member or each category of members 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 objectives of the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club one calendar month from the date on which she (or her Guardian on her behalf) gives notice in writing to the Club Secretary of her resignation.
- (b) A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (c) 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 her 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. For the avoidance of doubt, a member aged under 18 may be expelled from the Club due to the conduct of any Guardian, parent or other family member of hers.
- (d) 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 Committee

- (a) The Club Committee shall consist of the following "**Club Officers**": Chair, Vice Chair, Treasurer, Welfare Officer(s), Secretary, and up to five other members ("**Club Committee Members**"), elected at an Annual General Meeting ("**AGM**"). No person shall be eligible for election as a Club Officer unless they are aged 18 or over. A Club Officer role may be shared by two people. The number of Welfare Officers will be commensurate with the number of active teams in the Club.

- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next 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. 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 (which can be held in person, online or by telephone). The Chair 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 Chair or in their absence the Vice Chair. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (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 AGMs shall be filled by person 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.

9. 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 Club officers and other members of the Club Committee; and
 - (iv) consider any other business.
- (b) Nominations for election of individuals 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 or Guardians, 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) 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 or Guardians 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 (or where a member is aged under 18, their Guardian) at their last known email address, or via any regularly-used means of communication with members such as the Club's match fixture app (currently Spond), 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. An AGM or EGM may be held in person, online or by telephone.
- (e) The quorum for a General Meeting shall be six.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote. Save as set out at (h) below, 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) A member aged under 18 years may not vote in a general meeting but their Guardian may vote on their behalf.
- (h) Resolutions to amend these Club Rules shall be passed by a two-thirds majority.
- (i) 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.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a person to be responsible for each of the Club's football teams (a "**Coach**"). The appointed Coaches shall be responsible for managing the affairs of the team and shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

- (a) 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. No sum shall be drawn from the Club Account except by consent of two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer or their nominated assistant and deposited in the Club Account.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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 members, Coaches and other individuals 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).
- (f) The Club shall keep accounting records for recording 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.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified person and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (h) 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 Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (i) 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.
- (j) On their removal or resignation a Custodian shall execute a conveyance in such form as is published by The FA from time to time (the "**Conveyance**") to a newly elected Custodian or the existing Custodians 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 Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) 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.

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) If the members resolve to dissolve the Club the Committee will remain in office and be responsible for winding up the affairs of the Club in accordance with this Rule 12.
- (c) The Committee must collect in all the assets of the Club and must pay or make provision for all the liabilities of the Club. Any surplus funds, property or assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another football club, the Parent

County Association or The FA for use by them for related community sports. In no circumstances shall such surplus funds, property or assets of the Club be transferred to any members of the Club.

- (d) The dissolution of the Club shall occur on the date on which the affairs of the Club have been wound up. The Committee must notify the FA promptly that the Club has been dissolved. If the Committee are obliged to send the Club's accounts to the FA for the accounting period which ended before its dissolution, they shall send the Club's final accounts.