

Constitution

BURGESS HILL ALBION FOOTBALL CLUB

1 Name

The club will be called *Burgess Hill Albion FC* and will be affiliated to the *Sussex County Football Association*.

The club will consist of three teams, competing in the Mid-Sussex Football league, in divisions determined by the League Management Committee. Changes to the club team structure will be suggested by the management committee and ratified by vote at the Annual General Meeting.

2 Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *football*
- To promote the club within the local community and *football*
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full playing member
- Unsubscribed playing member
- Non-playing member

All playing members must be registered in accordance with the current league rules before playing.

4 Membership fees

Membership fees will be proposed annually by the Executive Committee and determined by majority vote at the Annual General Meeting.

Fees will be paid annually before 1st October.

5 Officers of the club

The officers of the club will be:

- Chairman
- Secretary
- Treasurer
- Fixtures Secretary

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

6 Management Committee

The club will be managed through the Management Committee consisting of *Chairman, Secretary, Treasurer, Fixtures Secretary and three Team Managers*. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than *once* per calendar month.

The quorum required for business to be agreed at Management Committee meetings will be 4 [*>50%*].

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

7 Executive Committee

The club will be governed by the Executive Committee consisting of *Chairman, Secretary and Treasurer*.

The Executive Committee will be convened by any one of its members if a situation arises that deems it necessary.

The Executive Committee will be responsible for disciplinary hearings of members who infringe the club code of conduct or constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Executive Committee will appoint / dismiss the managers of each team when deemed necessary.

The Executive Committee will hold veto over all decisions made by the Management Committee and any sub-Committees.

8 Social Committee

The club will have a social committee to deal with fund-raising and social events.

The members of the Social Committee will be determined by the Management Committee.

The Management Committee will be represented on the Social Committee by a Social Officer. The Social Officer will be responsible for liaising between the two committees and encouraging the members of the club to attend events.

The Club Treasurer will be responsible for funding the social events.

9 Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31st May.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

An independent auditor will be appointed at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other member of the Executive Committee.

10 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Executive Committee and Management Committee must be sent to the Secretary at least 5 days prior to the AGM.

The existing officers of the Executive Committee and Management Committee will be automatically nominated for their existing position unless a letter of resignation is received at least 5 days before the AGM.

The existing officers of the Executive Committee and Management Committee will be automatically re-elected if no further nominations are received in accordance with the above rules.

Election of officers of the Executive Committee and Management Committee is to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 15 [25% of average membership].

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Executive Committee will meet to hear complaints within 28 days of a complaint being lodged. The Executive Committee has the power to take appropriate disciplinary action including the termination of membership.

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 14 days of the hearing.

There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

12 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be donated to a charity or charities decided by the membership.

13 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14 Declaration

Burgess Hill Albion hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club Chairman

Signed:

Date:

Name:

Club Secretary

Signed:

Date:

Name:

Club Treasurer