

BENGEO TIGERS FC CLUB CONSTITUTION

Club Rules as at November 2011 (including amendments made during the year).

1. The club shall be called '**BENGEO TIGERS FOOTBALL CLUB**' (hereinafter called 'The Club'), and is to be governed by a Management committee (hereinafter called 'The Committee'), comprising the following elected members: Chairman, Vice Chairman, Club Secretary, Treasurer, Social secretary, Club Welfare Officer & Minutes Secretary (hereinafter defined as 'Elected Members').
2. Each Elected Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an EGM. At a committee meeting, all Elected Members (with the exception of the Chairman) shall have the right to vote. The Chairman will be entitled to a casting vote if it becomes necessary.
3. Where possible, no single person shall hold more than one Committee position, but in any event no more than two positions. Where a person holds more than one position, he/she does not become entitled to more than one vote.
4. The elected members of the Committee shall be entitled to co-opt ordinary members to the Committee during the period of the committee office at their discretion by substitution of an existing elected member or any other special circumstances.
5. A quorum of 5 members of the Committee must be present at an ordinary meeting of the Committee to pass the minutes for the running of the club throughout the season. If a quorum is not present the meeting and any minutes purported to have been passed shall be void and a further meeting be convened within 14 days.
6. Decisions of the Committee of meetings shall be entered into the Minute Book of the Club, to be maintained by the Minutes Secretary.
7. Any Elected Member may call a meeting of the Club Committee by giving not less than 7 days' notice to all Elected Members. The Club Committee shall hold not less than four meetings a year.
8. 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 simple majority vote of the Elected Members.
9. 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.

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10. Each Team Manager shall be answerable to the Committee and shall from time to time provide to the Committee a progress report having been given 28 days notice in writing by the Club Chairman or Club Secretary so to do so.

11. Each Team Manager must provide a written report on the season to the Social Secretary at least 30 days prior to the fixed Presentation Evening and must give a Presentation address at such Presentation Evening. A representative appointed by the Team Manager can give such Presentation address.

12. Elected members shall be elected at the AGM or at an EGM convened for that purpose. The person elected will be the person with the most votes. In the event of a tie the Chairman will have a casting vote.

13. An EGM (Extraordinary General Meeting) can be called by any member of the Committee at any time on the provision of the appropriate notices as set out below.

14. Each registered member as hereinafter defined and every member of the Committee together also with the President and Honorary Life Presidents are to be given at least 21 days written notice of the Club's AGM and any EGM as may be called.

15. Each 'registered member' of the Club shall be defined as being each player who has been registered as being a player of the Club and who has paid the appropriate fee. The 'appropriate fee' shall be the annual registration fee fixed by the Committee.

16. At any AGM or EGM those who are entitled to one vote are:

- every member of the Committee; and
- one parent or guardian of all registered members; and
- the Club President and any Honorary Life Presidents

Voting by proxy is not to be permitted at any Committee meeting, AGM or EGM.

Any proposed alteration to these rules can only be proposed by a member of the Committee. Such proposal must be seconded. The proposed alteration must be in writing, setting out:

- which rule or rules it is proposed should be amended; and
- the new wording proposed to the rule or rules; and/or
- details with the exact wording of any new rule proposed; and
- calling for an EGM if appropriate

Such written proposal to be dealt with at the AGM should be sent to the Club Secretary at least 31 days before the fixed date. If the proposal is not received by then it may be rejected by the Club. It will be at the discretion of the Committee as to whether the proposal is so urgent as to necessitate the calling of an EGM or whether it can wait until the AGM.

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17. 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 retained by the Club Secretary.

18. When convening an AGM or EGM the Club Secretary shall circulate an Agenda incorporating any specific proposals made. It will be sufficient notice by him/her to pass to each squad Team Manager or representative one copy thereof for him/her to circulate to all of the registered members in the squad.

19. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Team Manager. In applying for membership, the prospective member & his/her Parent/Guardian agrees to abide by the Player/Parent Code of Conduct. Any breach of the Code of Conduct may lead to disciplinary action under the Bengeo Tigers Discipline Procedures guidelines.

20. All applications for membership to the Club shall be at the sole discretion of the Committee. Once confirmed, the member shall pay the appropriate registration fee as agreed upon each season by the Committee. The Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

21. Each Team Manager will be responsible for submitting a list of all registered members in his squad to include name, address, telephone number, email address and date of birth to the Club Secretary at the start of each season.

22. In the event of a member's resignation or expulsion, his or her name will be removed from the Membership Register. The Football Association and parent County Association shall be given access to the Membership Register on demand.

23. With the exception of filing results, all contact with the League and County FA is to be through the Club Secretary. At his/her discretion, the Club Secretary may delegate various duties, subject to copies of all written communication with the League/County FA being retained with the Club Secretary.

Running of the Club Teams

1. Team selection is to be made by the respective Team Manager.

2. Any registered member who is unfit or for any reason is not available to play, must, immediately inform the Team Manager.

3. Any registered member selected to play or to be substitute shall be given notice by the Team Manager at least two days before the game. If unable to play the said registered member must notify the Team Manager immediately.

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4. All registered members must attend training sessions where possible. Shinpads must be worn by the registered members for both training and matches.

5. Any registered member guilty of misconduct whilst under the responsibility of the Club may be liable to disciplinary action or ultimately expulsion, as laid out in the Bengeo Tigers Discipline and Grievance Procedures guideline.

Match Fees

1. A playing subscription (hereinafter referred to as the 'match fee') for registered members of the team shall be paid to the Team Manager, or person delegated by him, on the day of the match.

2. All match fees are to be accounted for to the Treasurer by the Team Manager on a monthly basis. The match fee figure shall be fixed by the committee.

Composition of Teams

1. The Club may form or field more than one team in an age-group at the discretion of the Committee. If two teams are fielded in the same age-group then the Managers must follow the club guidelines.

2. Each age-group squad shall, apart from being entitled to register members from within that particular age group, not register any players from the age group below unless agreed by both Team Managers (where applicable) and the Committee.

3. On considering such application, the Committee must take into account the following factors:

- Is the player in the same school year as the other players in the squad
- The views of the Team Managers, being the Manager for the squad proposing the registration and the Manager of the squad below
- The views of the player/players concerned and their parents
- The ability of the player/players to cope at the higher level
- Whether the player will suffer by being held back in the lower age group
- Whether the application will breach any League or FA regulations
- Any other relevant factors

4. The Committee shall record their decision/decisions and reason/reasons therefore in the Club Minutes and notify the affected managers.

5. No registered member shall be entitled to register or play for an age group squad more than one age group above their own.

Club Code of Conduct

1. The Committee and all Team Managers are required to sign the Club Code

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of Conduct. The originals of which are to be held by the Club Secretary. Any breach of the Code of Conduct will be dealt with under the Club's disciplinary and grievance procedures.

2. All disciplinary matters shall be dealt with by the Committee following the discipline guidelines as laid out in the Bengeo Tigers Discipline and Grievance Procedures.

3. The Club Committee shall have the power to expel a member, Team Manager or Committee Member when, in their opinion, it would not be in the interests of Club for them to remain associated with the Club. There shall be no appeal procedures.

4. A registered member having a grievance of any kind should submit the same in the first instance to his Team Manager, or if necessary to the Club Secretary & Club Welfare Officer, who shall place it before the Committee at their next meeting.

Kit & Equipment

1. All kit and equipment orders must be made in writing through the Kit Secretary.

2. The Primary Club colours shall be Yellow and Black Striped shirts with Black shorts and Black socks. The Clubs' change of colours shall be Predominantly Blue Shirts and Black or Blue/White shorts and Black or Blue/White socks (Only to be used in clash of colours). The Club shall provide each registered member selected to play on match day with a Club shirt and each registered member selected to play shall provide (unless provided by the Club) black shorts and black socks.

Club Finances & Sponsorship

1. All monies raised by the Club and individual squads must be handled through the Club Treasurer. With the exception of sponsorship for Kit, all teams wishing to raise funds for investing in their own squad must gain the permission of the Committee. When considering the request, the Committee will take into account the nature of the fundraising, whether it conflicts with the central fundraising efforts of the Club and the amount of proceeds expected to be raised and the expected use of these.

2. A bank account(s) shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Chairman, Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies raised by the Club shall be received by the Treasurer and deposited in the Club Account.

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3. The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.
4. The 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.
5. The Club shall prepare annual Financial Statements that will be presented at AGM.

Best Practice Policies

It is the Club's policy to implement and follow best practices, as laid out by the FA and County FA, for the running of the Club. These policies include: FA Charter Standard, Child Protection & Equal Opportunities.

Club President & Honorary Life Presidents

1. The Committee shall have the power to appoint a Club President at any time. The Club shall also have the power to remove the title of President from the person who shall from time to time hold that title.
2. The committee shall have the power to appoint Honorary Life Presidents of the Club.

Dissolution of the Club

A resolution to dissolve the Club shall only be proposed at the AGM and shall be carried by a majority of at least three-quarters of the members present. 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. Any surplus assets remaining after the discharge of the debts of the Club, shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

Other Matters

Any matter not dealt with in the foregoing Rules shall be decided by a majority vote of the Committee.

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Other Club Duties

From time to time, the Club may create other, non-Committee roles to assist in the running of the Club. These roles include, but are not limited to: Kit Secretary, 5-a-Side Secretary, Operations Managers & Fixtures Secretary.

Committee Meetings

All Committee meetings will be held one (1) week before the Club Managers Meetings (see below).

Club Managers Meetings

These take place at 2 monthly intervals - usually on a Tuesday at Sele School, Hertford.

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