



## ***Lea Sports PSG Football Club***

### **NOMENCLATURE AND CONSTITUTION**

#### **1. NAME**

- i) The Club shall be known as "Lea Sports PSG Football Club" (to reflect the merger in 2008 of Lea Sports Pirton FC and Shillington & Gravenhurst FC).

#### **2. AFFILIATIONS**

- i) The Football Club shall affiliate annually to the Bedfordshire Football Association, to the North Home Counties Sunday Football League (NHCSFL), the Chiltern Youth League and to other leagues as determined by the Executive Committee. All league and cup games, as a result, shall be refereed by a qualified referee of the choosing of the Referees Secretary of the NHCSFL or other leagues or the Bedfordshire County Association. Where the League or F.A. fails to appoint an official, the Club may do so in order to fulfil the fixture.
- ii) The Club will abide by the Football Association's Child Protection Policies and Procedures.
- iii) The Club will establish and maintain Codes of Conduct for players, team officials, parents and supporters which will be binding on all Members.
- iv) The Club will establish and maintain anti-discrimination and equal opportunities policies which will be binding on all Members.

#### **3. MEMBERSHIP AND SUBSCRIPTIONS**

- i) Senior Membership shall be determined by the Executive Committee and shall be payable on joining the Club. This membership makes the member available for selection for any adult team and allows him a vote at the Annual General Meeting, at General Meetings and at Special General Meetings (as defined in Section 5).
- ii) Junior Membership shall be determined by the Executive Committee and shall be payable on joining the Club. This membership makes the member available for selection for the relevant team, but does not allow the member to vote at any Club Meeting.
- iii) All Membership of the Club shall be accepted by the Executive Committee. Membership shall commence on 1st August each year and continue until 31st July of the following year (except where Members are in contravention of Rule 11).
- iv) Any prospective member introduced to the Club shall have up to two months to be accepted for Membership.
- v) Each member shall complete a Registration Form and deliver it to the Club.
- vi) The Club Secretary shall maintain a Register of Club Members. In the event of a Member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- vii) The Football Association and Hertfordshire County Football Association shall be given access to the Membership Register on demand.
- viii) A person shall cease to be a Member of the Club if, and from the date on which, he or she gives notice to the Executive Committee of their resignation.

#### **4. OFFICERS**

- i) The Officers of the Club shall be: President, Vice-Presidents, Chairman, Vice-Chairman, Honorary Secretary, a Secretary to each League, Honorary Treasurer, Honorary Social Secretary, Head Of Youth Football, Youth Development Officer, Publicity Officer, Team Managers, Senior Team Representatives, two Representatives on the Management Committee of Pirton Sports and Social Club.

- ii) The Honorary Secretary shall be responsible for overall administration of Club affairs, including communication with the County Football Association. The Honorary Secretary shall also collect Annual Subscriptions and maintain an up-to-date Register of Members.
- iii) The Secretaries to each League shall be responsible for confirming the fixtures in that League and for attending the relevant League meetings.
- iv) The Honorary Social Secretary is to be responsible for all social and fund-raising matters and may co-opt a sub-committee to help him. The Head of Youth Football shall be responsible to the Executive Committee for matters relating to youth football within the Club. In collaboration with the Youth Development Officer, he will supervise the recruitment, development and coaching of children and young people to teams within the Club.
- v) Officers shall be elected at the A.G.M., or as necessary. Team Captains and Vice-Captains shall be appointed by Team Managers.
- vi) The Representatives on the Management Committee of Pirton Sports and Social Club should attend all relevant meetings and report back to the Lea Sports Executive Committee as required.
- vii) The players' representative for each senior team shall be voted for by the players in that team.
- viii) The Executive Committee of the Club shall consist of the Officers of the Club, with the exception of the Vice-Presidents, who shall hold their posts for life.
- ix) The Club may appoint other such officials as required; these officials may attend Executive Committee Meetings when requested by the Executive Committee, however they may not vote at those Meetings.
- x) Any Officer who fails to attend three consecutive Executive Committee Meetings without prior notification shall be deemed to have resigned from his post.

## **5. MEETINGS**

- i) The Annual General Meeting shall be held in April, May or June of each year. Two weeks' notice must be given to all Members of the Club of this meeting by the Honorary Secretary. Resolutions for this meeting must be made in writing to the Honorary Secretary at least two weeks before the meeting. A quorum for the Annual General Meeting shall be nine members.
- ii) Extraordinary General Meetings shall be called when the Honorary Secretary feels that important items must be discussed. Two weeks' notice must be given to all Members of the Club of any Extraordinary General Meeting by the Honorary Secretary. A quorum for an Extraordinary General Meeting shall be six members.
- iii) A Special General Meeting may be called at any time by three Members on application to the Honorary Secretary. The meeting may only proceed if more than six Members attend. The Honorary Secretary must give a week's notice to all Members of such a meeting.
- iv) Executive Committee Meetings shall be held when necessary.
- v) A quorum for an Executive Committee Meeting shall consist of not less than four persons and must include the Chairman or the Honorary Secretary or the Honorary Treasurer.
- vi) Minutes shall be taken at all meetings. All minutes must be read at appropriate meetings or when called for.
- vii) Resolutions at Executive Committee Meetings shall be passed by a simple majority of those present. In the event of an equal number of votes being cast, the Chairman (or acting Chairman) shall have the deciding vote.

## **6. CLUB FUNDS**

- i) The Honorary Treasurer shall be responsible for safe-guarding all Club funds. He must produce a Statement of Club funds annually for the Annual General Meeting, for the relevant County Association within one month of the A.G.M.'s having been completed and interim statements at the request of the Executive Committee. The Annual Statement must be audited by two ordinary Members of the Club or responsible persons selected by the Executive Committee.
- ii) The Club may only be disbanded after a motion to dissolve the Club has been proposed at a General Meeting and carried by a majority of at least three-quarters of the Members present.
- iii) In the event of the Club being disbanded, the Club account shall be shared equally amongst all Members, after all outstanding debts have been paid. If the account is in minimal credit, the amount shall be donated to a Charity nominated by the Executive Committee.

- iv) Should the Club go into debt, the responsibility shall be shared equally amongst all Members. These measures can only be taken after the Executive Committee has considered alternative schemes for clearing the debt.

## **7. CLUB COLOURS**

- i) Football  
As designated by the Executive Committee.

## **8. GROUNDS**

- i) As designated by Luton Borough Council, or otherwise arranged by the Executive Committee.

## **9. INSURANCE**

- i) Each registered footballer is covered by the relevant County Football Insurance Scheme - providing that the opposition is registered under the same scheme and that the match is refereed by an official of the relevant County Association or an affiliated League.
- ii) In addition, the Club shall operate its own Discretionary Awards Scheme, with injured players able to make application to the Executive Committee for the granting of an ex gratia award. This award shall be made solely at the discretion of the Executive Committee to grant or refuse as they see fit. If an award is granted, then the Executive Committee shall determine the amount of the award.

## **10. THE CLUB CONSTITUTION**

- i) Any proposal to amend the Club Constitution must be made in writing to the Honorary Secretary and he must circulate these proposals at least two weeks before calling a Special General Meeting.
- ii) Changes to the Club Constitution may also be made at the Annual General Meeting.
- iii) Changes to the Club Constitution must be approved by a two-thirds majority of those present at an AGM or SGM.

## **11. DISCIPLINARY PROCEDURE**

- i) Actions by Club Members which bring the Club into disrepute may be considered by the Executive Committee and, if necessary, the Committee may discipline by suspension and/or fine the Member concerned. The Chairman of the Club shall be responsible in the first instance for deciding whether there are any grounds for complaint and for calling an Executive Committee Meeting. The respondents to the complaint shall have the right to be present and to speak in their defence to the Committee. Whenever practical, the complainant shall be expected to be present to put the complaint to the Committee.
- ii) If any Club Member feels that he or she has suffered discrimination in any way, or that the Club's Policies, Rules or Codes of Conduct have been broken, he or she may complain to the Executive Committee. The complaint should be addressed in the first instance in writing to the Honorary General Secretary and should include:
- Details of what the incident was and when and where it took place;
  - The names and statements of any witnesses;
  - Names of any others who have been treated in a similar way;
  - Details of any former complaints made about the incident: date and to whom made;
  - A preference for a solution to the incident.
- iii) Any Member considered by the Executive Committee to be in breach of the Club's established Codes of Conduct or Anti-discrimination or Equal Opportunities Policies shall be required to explain his or her actions to the Executive Committee, either in writing or at a personal hearing. Should no explanation be given, or the explanation given be found to be unsatisfactory, the Executive Committee may take such disciplinary measures as they deem fit, including
- The issuing of a warning as to the Member's future conduct;
  - Suspension from Membership;
  - Expulsion from the Club.
- iv) The decisions of the Executive Committee in disciplinary matters (including breaches of Codes of Conduct or Anti-Discrimination or Equal Opportunities Policies) shall be final and binding on all Members concerned.
- v) A Member who resigns or is expelled from the Club shall not be entitled to claim any, or a share of any, of the Club Property or Funds.

**12. MATCH FEES**

i) Match fees shall be:

Sunday Seniors:	£5.00 per match
Saturday Seniors:	£5.00 per match
Juniors (plus unemployed and students):	£2.50 per match.

ii) Fees for training sessions shall be levied as deemed appropriate by the Executive Committee. Expenses incurred by internal Club matches and other practices shall be shared equally by participating Members.

iii) Substitutes and substituted players should pay an appropriate amount, depending on the time played, at the discretion of the Team Manager.

**13. SELECTION**

i) Football - Teams shall be selected by a Selection Committee consisting of Team Managers, Captains and Vice-Captains, who shall give due attention to stability in teams. Junior teams shall be selected by Team Managers.

**14. SPONSORS**

i) Sponsors of the Club shall be allowed to advertise their Company or services on Club stationery and kit, in accordance with the Rules of the relevant governing body and subject to the approval of the Executive Committee.

*CONSTITUTION 2009.06.01.doc*