



Constitution for Bovingdon Football Club

1 Name

The Club shall be called Bovingdon Football Club and shall be an amalgamation of Bovingdon and Bovingdon Juniors ("the Club"). The colours of the club shall be predominantly Green. The date of amalgamation shall be 4th February 2016.

2 Affiliation

The Club shall be affiliated to the Football Association of England and Wales and the Hertfordshire Football Association.

3 Aims and Objectives

- 3.1 The objective of the Club shall be to provide for healthy recreation by the provision of Football, coaching (both at a senior and junior level) and related activities and to manage the facilities for the benefit of members who by reason of youth, age, infirmity, disability, poverty or social and economic circumstances have need of such facilities, with a view to improving their conditions of life and health.
- 3.2 The aims and objectives of the Club should be consistent with the furthering of equal opportunities for all groups in football. To promote the first team with the aim of bringing the juniors through to the First Team.

4 Membership

- 4.1 The Club shall consist of the officers (who will make up the Executive Committee) and the members.
- 4.2 Membership is open to anyone regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.
- 4.3 In accepting membership a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee.
- 4.4 The Club Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. A committee of members comprising no

less than three members will preside over the appeal. Any further and final appeal will be presided over by no less than 3 members of the Executive Committee.

4.5 Members under the age of 18 years shall be regarded as junior members. Junior members shall not have the right to vote at meetings, but shall be entitled to elect from amongst the Junior Sub Committee up to five representatives who shall have the right to vote as full members on the Executive Committee of the Club. Junior members over the age of 16 will be entitled to vote at the Annual General Meeting as full members.

4.6 All members shall be given the same playing rights within the Club as those held by other members, with the exception that the senior teams shall have the first right to play on the full size pitches on Saturdays, the junior teams having first right on a Sunday.

5 Membership Fees

5.1 Membership fees shall be determined at a General Meeting of the Club Executive Committee according to such classes of membership that shall be agreed on a non-discriminatory and fair basis, different rates may apply to adult members, junior members, the unwaged, those in full-time education or veterans. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

5.2 Annual membership fees fall due on 1 September of each year and are payable to the Club Treasurer. Members or Junior Members that have not paid their fees by 1 November of each year will not be entitled to vote in any election.

5.3 Changes in classes of membership or subscriptions can only be determined at a General Meeting of Members ("AGM") or at an Extraordinary General Meeting ("EGM") called by the members.

6 Officers

6.1 The officers of the Club shall be:
Chairperson, Vice Chairman, Secretary, Treasurer, and other roles defined by the Executive Committee

6.2 These officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting.

6.3 All officers shall retire annually but shall be eligible for re-appointment and will be re-appointed as of right, unless challenged or they seek to step down from the Committee.

7 Executive Committee

7.1 The management of the Club shall be vested in the Executive Committee.

7.2 The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).

7.3 The Executive Committee shall comprise of up to 20 members of which a minimum of four will be elected by the junior membership, two from the grounds keeping team and the remainder from the members. The officers will take up the roles as in 6.1 above.

7.4 Meetings of the Executive Committee shall be convened by the Secretary and the committee shall meet monthly unless exceptional circumstances prevail.

- 7.5 The dates of the general meetings and of the Executive Committee meetings shall be determined or confirmed at the previous meeting. In addition, the Chair may call a meeting when they consider it necessary or desirable, or upon the written request of the least four of the members of the Executive Committee.
- 7.6 The quorum for the transaction of business at Executive Committee meetings shall be seven members present and eligible to vote.
- 7.7 Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the Executive Committee Officers present and every officer having one vote. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 7.8 The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the Club, save those specified in or involving an amendment to the constitution.
- 7.9 The members shall be responsible for considering any application for membership and shall decide if this application should be accepted within two months of application. This decision shall be in accordance with a non-discriminatory policy specified in 4.2 above.

8 Finance

- 8.1 All monies raised by or on behalf of the Club shall be applied to further the objectives of the Club and for no other purpose.
- 8.2 The Club Treasurer is responsible for the finances of the Club.
- 8.3 The financial year of the Club ends on 30th April of each year.
- 8.4 Proper accounts shall be kept of all sums of money received and paid out by the club.
- 8.5 An Audited statement of accounts up to and including this date, shall be presented at the Annual General Meeting of the Club.
- 8.6 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club, and all cheques drafts etc. drawn on these accounts shall be signed by any two of the officers of the club as set out in 6.1 above.

9 Annual General Meeting and Other Meetings

- 9.1 The Annual General Meeting ("AGM") of the Club shall be held in every year during the month of June when the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 9.2 Not less than 21 days notice of the date of the AGM shall be given to all members by the Secretary.
- 9.3 The AGM shall elect such officers of the Club as it may from time to time determine are necessary for the running of the Club but in accordance with 7.3 above.
- 9.4 Nominations for officers shall be received by the Secretary not less than 10 days prior to the AGM. Nominations shall require a proposer and a seconder and a minimum of three other signatures from current members. No nominations shall be accepted from the floor of the meeting. Nominations can only be accepted from persons eligible to vote at the AGM. Should all the officer positions not be filled, the Chairman or Vice Chairman may co-opt officers from the membership.

- 9.5 All members shall be entitled to vote at annual general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 20% of the members.
- 9.7 An Extraordinary General Meeting (“EGM”) shall be called by an application in writing to the Secretary signed by not less than 15 (fifteen) members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members, provided that 21 days notice of the date of the EGM shall be given to all members by the Secretary.

10. Voting Procedures

- 10.1 Each member shall be entitled to one vote except in accordance with 4.5 above.
- 10.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment, which shall require a two-thirds majority as in 14.6.
- 10.3 The Chair shall have a casting vote in addition to a deliberative vote.

11. Property

- 11.1 Responsibility for all property owned or leased by the Club and for the employment of paid staff and volunteers rests with the Executive Committee.

12. Staff

- 12.1 The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the club. Any such action must be in accordance with 4.2 and 4.4 above.
- 12.2 There shall be the right of appeal to the Executive Committee set up in it, to action its behalf, against any decision made by an officer of the Club.
- 12.3 The appeal should normally be considered within 14 days of it being received by the Secretary but must in any event be considered within 31 days of receipt.

13. Dissolution Procedures

- 13.1 In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall be distributed in accordance with 13.3 below with any remaining assets following distribution being vested in Herts FA. No member shall obtain or benefit from any such assets of the Club.
- 13.2 The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose upon the request of at least 15 members of the Club. At least 30 days notice of the meeting shall have been sent to all members of the Club.
- 13.3 In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee, which shall be empowered to distribute the assets, including cash and investments in hand, to Clubs having similar objectives as their own.

14. Review of the Constitution

- 14.1 This constitution shall be reviewed as necessary.

- 14.2 Amendments to the constitution shall only be agreed at AGMs or EGMs.
- 14.3 Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 21 days before the AGM or EGM.
- 14.5 Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 21 days before the said meeting.
- 14.6 Any alteration to the constitution shall require a two-thirds majority of members present and voting, with the exception of clause 4.6 which requires a 95% majority.
- 14.7 In the event of any question or matter arising which is not provided in the constitution, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final.