



POPPLETON JUNIOR FOOTBALL CLUB

(a division of Poppleton Community Trust, Reg. Charity No. 523984)



Club Constitution (Revision 4 Oct2022)

1. Name

- The club shall be called Poppleton Junior Football Club (The Club)
- The club shall incorporate Poppleton Ladies, Poppleton U19's and Sporting Knavesmire FC

2. Aims and Objectives of the club

- Develop all members through football from U6 through to open age
- The Club will play football in accordance with the rules set out by the FA

3. Status of Rules

- These rules (the Club Constitution) form a binding agreement between each member of The Club

4. Rules and Regulations

- The Club shall have status of an Affiliated Member Club of the FA by virtue of its affiliation to the Football Association
- The Rules and Regulations of the Football Association and parent County Association and any league or cup competition to which The Club is affiliated for the time being shall be deemed to be incorporated into The Club constitution
- The Club will abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities, Anti-Discrimination Policy & Anti-Bullying Policies.
- The Club shall be an affiliated member of the Poppleton Community Trust

5. Club Membership

- Members of the club shall consist of junior playing, senior playing (Playing Member) and adult non-playing members (parents/guardians of registered players) and coaches registered with the club
- All registrations will be maintained by The Club Secretary on the Membership Register
- Any person wishing to be a playing member of The Club must apply electronically, via our online membership system and submit the request for approval
- Membership will become effective upon an applicant's request being approved and entered onto the Membership Register
- The Executive Committee will have sole discretion on member approval
- In the event of a playing member's resignation or expulsion, their names shall be removed from the membership register immediately

- The FA and parent County association shall be given full access to the Membership Register on request

6. Membership Fees

- An annual fee for each playing members will be reviewed and set for each season by the Executive Committee
- Membership Fee shall be payable on a successful application for playing membership
- The Executive Committee shall have the authority to levy further fees from members as are reasonably necessary to fulfil the objectives of The Club
- Any playing member unable to pay the annual fees due to hardship should advise the club secretary. These cases will be decided upon by a subset of the executive committee who will consider each case individually

7. Registration and Expulsion

- A member shall cease to be a member of The Club if, and from the date on which, they give notice to the Executive Committee of their resignation
- A member whose membership fee is unpaid by 1st December shall be deemed to have resigned
- The Executive Committee has the power to expel a member when, in their opinion, it would not be in the interests of The Club for them to remain a member
- A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of The Club's property be it intellectual or otherwise

8. Club Structure (see appendix A)

- The Club shall be run and administered by The Club's Executive Committee
- The football teams shall be managed and coached by the team coaches
- All members of the Football Teams, the Team Coaches, the Executive Committee shall be The Club members and as such will be registered on the Membership Register
- The Executive Committee shall have between 4 and 14 members, and consist of (as a minimum) Chairperson, Secretary, Treasurer and Child Welfare Officer
- The Executive Committee can also have the following roles (not obligatory) Vice Chairperson, Vice Secretary, vice treasurer, Grounds person, Head Coach, Catering Manager, Facilities Manager, Volunteer Co-Ordinator, Grants Specialist, PR & Marketing Specialist, Parent Representative.
- Each Executive Committee member shall hold office from the date of appointment until the next Annual General Meeting, unless otherwise resolved as a Special General Meeting. One person may hold no more than 2 positions of Club Officer at any time and only one of the Chairperson, Secretary and Treasurer
- The Executive Committee shall be responsible for the management of all club affairs. Decisions will be by simple majority of those in attendance. The Chairperson (or representative) will have the casting vote in the event of a tie
- Meetings of the Executive Committee shall be chaired by the Chairperson, or in their absence a nominated officer. A quorum shall be deemed as 4
- All club committee meetings shall be minuted by the Secretary or nominated other
- The Executive Committee shall hold no less than 4 meetings per year
- An outgoing member of the Executive Committee may be re-elected. Any vacancy on which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Executive

Committee members and approved by a simple majority of the remaining Executive Committee members

- Save as provided for in the Rules and Regulations of the Football Association and the County Association to which the Club is affiliated, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club
- A resigning member of the Executive committee is required to give a minimum 28 days' notice except for exceptional welfare reasons.

9. Annual and Special General Meetings

- An Annual General Meeting (AGM) shall be held in each year to:
 1. Receive a report of the activities of the Club over the previous year
 2. Receive and approve a report of the Club's finances over the previous year.
 3. Elect the members of the club committee
 4. Consider any other business
- Nominations for vacant positions within the Executive Committee should be lodged with the Secretary, in writing, no less than 7 days before the date of the AGM
- Registered Members wishing to have matters included on the agenda must give notice, in writing, to the Secretary no less than 14 days prior to the date of the AGM
- The Secretary shall send to each member of the club, by email notice of the date of the AGM at least 20 days before the Meeting
- The quorum for an AGM shall be 5
- The Chairperson or in their absence a member selected by the Executive Committee, shall take the Chair. Each Registered Member present shall have one vote and 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
- The Club Secretary, or in their absence a member of the Executive Committee, shall enter Minutes of the AGM
- A 'Special General Meeting' (SGM) may be called at any time by the Executive Committee. It shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by no less than five Registered Members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM

10. Club Finances

- Two bank accounts shall be opened and maintained in the name of the Club (the Club Account).
 1. One account for daily running costs and finance
 2. The second account to maintain (where possible) a minimum balance of one year's average subscriptions and for use as a special projects account
- Designated account signatories shall be at least two members of the Executive Committee or Committee Officers, the PCT Finance officer and the Treasurer
- No sum shall be drawn from the Club Accounts except by cheque, or BACS, signed or authorised by at least two of the designated signatories
- All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account

- The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club
- The Executive Committee shall have power to authorise payment to any person or persons for services rendered to the Club, but only upon agreement by a majority vote of Executive Committee members within a planned meeting or a quorum of 4, with the Chairperson carrying the majority vote.
- The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time
- The Club Property, other than the Club Account, shall be vested in no 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 Executive Committee
- The Custodians shall be appointed by the Club at an AGM and shall hold office until death or resignation unless removed by a resolution passed at an AGM

11. Dissolution

- A resolution to dissolve the Club shall only be proposed at a Special General Meeting of its members at which, not less than 14 days' notice has been given to those eligible to attend and vote.
 - By a resolution passed by 75% majority of those members present, with a minimum of 10; or
 - By a resolution agreed in writing (email included) by all members of the Poppleton Junior Football Club Executive Committee.
- The dissolution shall take effect from the date of the resolution and the Executive Committee members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
- The discharge of the debts and liabilities of the Club shall be transferred to Poppleton Community Trust, who shall determine how the assets shall be utilised for the benefit of the Community and who will manage it, whilst adhering to the provisions of the Dissolution Regulations.

Appendix A

PJFC Club Structure - Executive Committee

