

Inglemire Afc.
CLUB CONSTITUTION



V2.0





Inglemire AFC.

Club Constitution (Initial AGM 03/03/2025 to form Club)

Name of organisation

The Club shall be known as Inglemire AFC. and hereinafter referred to as The Club

Affiliation

The Club will be affiliated to the East Riding FA.

Rules

The Club shall abide by the rules and constitution then in force.

The Club shall adopt the Club Rules and Constitution and any alterations and amendments at an Annual General Meeting or any other Extraordinary General Meeting called for that purpose, as provided in the rules.

Club Colours- Kit

The Club Home colours shall be A variation of Cyan/Gold, Black Shorts, and Black Socks.

The Club Away Colours shall be decided by Management Committee, and must use Black Shorts, and Black Socks.

The Club Goal Keeper Colours shall be decided by Management Committee, and must use Black Shorts, and Black Socks.

Team Officials should wear approved Club-provided clothing to identify themselves and promote Club branding and Identification.

Team Sponsorship is allowed but must be authorised by the Executive Committee to maintain the club's branding and image.



Aims

The club's aims shall primarily be to promote the playing of Association Football in the East Riding Girls League and East Riding County Women's Football League. The Executive Committee must agree upon any additional ages and leagues.

Club finances must be spent on pursuing and continuing to provide our members with the best footballing experience.

Duties of the Club

The club's duties are to offer coaching and competitive opportunities to women and girls in football, promote the Club within the local community and wider areas, and ensure a duty of care to all members (per the Club Safeguarding, Codes Of Conduct, and Respect policies and guidelines).

The Club will provide all its services in a way that is fair to everyone and ensures that all present and future members receive fair and equal treatment (per the Club's Equality, Diversity & Inclusion Policy).

Members

Membership will consist of Officers, Managers, Coaches, Volunteers and Club Members.

A club member is an adult Player or Parent/legal guardian of a player under eighteen.

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

Existing playing members of the Club will be assigned to an age group/



team and allowed to re-register with the Club before new membership offers are made.

Members will be enrolled in one of the following categories:

Full Member
Training Only

Membership Fees

An annual membership fee (Registration) will be agreed upon at the Annual General Meeting (AGM) and payable by all registered members.

Membership subscription fees will be set annually and agreed upon by the Executive Committee and approved by the Management Committee (Vote)

The agreed subscription fees will be paid Monthly.

Each team member will electronically pay directly into the Club's primary bank account via Electronic Transfer.

Failure to pay the subscription may result in removal from the team/club.

(All Club playing members must pay the monthly subscription and signing-on fees, except at the discretion of the Executive Committee.)

Ceasing to be a member

Club membership will cease when the member stops volunteering or attending activities,

When the member has not paid any membership fees or has done something that goes against the group's aims or the club's code of conduct.

Folding of Team / Transfer to another Club

All monies raised as a team while affiliated with Inglemire AFC must be transferred to the Club Bank Account and not distributed amongst



members or transferred to another Club.

All team equipment, including Club Kit, must be returned to the Club (in good condition) before registering with another Club.

Damaged kit will be charged to the member and paid to the club before transfer approval with the league.

Committee & Club Officials

Officers will be elected annually at the AGM. All officers will retire each year but will be eligible for re-election by majority vote.

The Executive Committee will adopt new policies, codes of conduct, and rules that affect the Club's organisation. They will also promote the Club's development and implement any necessary changes to facilitate this.

The Executive Committee will have the power to appoint subcommittees, assistants, and temporary advisers to the Committees as necessary to fulfil its business.

The Executive Committee will be responsible for disciplinary hearings of members who infringe on the club rules/regulations/constitution and for taking any action of suspension or discipline following such hearings.

The Management Committee will report to the Executive Committee.

Executive Committee

The Club will be managed via an Executive Committee of three elected members.

Only these three members will have the right to vote at meetings of the Executive Committee.



The Club's Executive Committee is responsible for the direction and running of the Club and is composed of the following officers:

Chairman (& Treasurer)

Members are to report anything that is outside the control of a general committee member to this person.

Members are to report to this person with anything regarding the club's finances, which may include, but are not limited to, registration fees, subs, sponsorship, and fundraising.

Club Secretary (& Treasurer)

Members are to report to this person with anything regarding complaints/ issues/feedback to the Club, other clubs, the league and/or the East Riding County FA.

Members are to report to this person with anything regarding the club's finances, which may include, but are not limited to, registration fees, subs, sponsorship, and fundraising.

Club Welfare Officer

Members are to report to this person with anything regarding the welfare of the club members.



The Management Committee

The Management Committee, consisting of three appointed Members and the executive committee, will support the club's operations.

Executive Committee Meetings

The Club's Secretary will convey the Executive Committee meetings and meet whenever necessary (to adjudge on disciplinary matters, rules changes or general Club matters).

Management Committee Meetings

The Management Committee meetings will be conveyed by the Club's Secretary, who will meet at least once every 3 months or more often if necessary. Members of the Management Committee will be given at least two weeks' notice before a meeting.

Members who cannot attend a Management Committee Meeting must send apologies to the Club Secretary before the Meeting commences.

Extraordinary General Meetings

The Club's Secretary will call an Extraordinary General Meeting and will meet whenever required. The EGM is used as an emergency meeting to discuss and vote on important matters affecting the club's operation that must be put before the entire membership.

At Least one week's notice of an EGM must be provided to Members.



Annual General Meeting

The purpose of the AGM is to inform members about the group's work, share financial information, and approve the Club's annual accounts. An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

The Executive Committee shall decide on the date and venue for the Annual General Meeting.

The Club Secretary will email notice of the Annual General Meeting (AGM) to all members. (A minimum of 21 days' notice will be given to all members.)

A member must notify the Club Secretary in writing 14 days before the AGM of any request for any item to be included in the agenda.

All members are entitled to serve as club officials, except for registered players under the age of 18.

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

Nominations for Executive Committee members will be sent to the Secretary before the AGM.

The election of officers is to take place at the AGM.

A quorum of at least eight members must attend the meeting to elect officers or make decisions on behalf of the group.



All members have the right to vote at the AGM. Each member shall be entitled to 1 (one) vote at the AGM or any other special meeting, except for registered players who are under the age of 18.

The Executive Committee can call Extraordinary General Meetings (EGMs) outside the AGM. The procedures for EGMs will be the same as for AGMs. The Executive Committee shall investigate any matter not provided for by the Club Constitution & Rules and recommendations for approval by the Management Committee. If necessary, such action may be ratified during an AGM or a Special General Meeting called for that purpose.

Rules for Meetings

A summarised account of the Management Committee Meeting, EGM, and AGM will be recorded, approved by the Executive Committee, and emailed to the Management Committee.

A register of Meeting Attendees will be recorded for each meeting. The format and style of meetings are to be consensus decision-making, which means that we will discuss an idea and try to find a satisfactory solution for everybody present by working it through together.

On some Club matters, where a consensus cannot be achieved, a decision to vote will be required; One Management Committee member is entitled to one vote. All decisions of the Management Committee shall be by a majority of those voting, the Chairman having the casting vote.

Club Finances

All club finances will be banked in an account held in the Club's name. The Treasurer shall be responsible for all financial matters of the Club and will provide an audited Accountant's report on the Club's accounts for the AGM.



The accounts will be prepared as of the 30th of May each year.

Internet Banking should be utilised, and duplicate statements should be provided to the chairman at the Executive Committee Meetings as required.

The Treasurer will maintain records of income and expenditures and give a financial statement at each meeting.

All Money the Club raises will be spent solely on the Aims laid out in this constitution.

Club Budget

The executive Committee must sanction the proposed Annual budget at the beginning of the financial year.

The Committee requires no further approvals for spending per the approved budget. Once approved, spending should align with the approval authorities, and any deviations should be highlighted to the treasurer.

The Treasurer and chairman must be informed of all budgeted spending, and receipts must be provided to the club treasurer.

The club treasurer must authorise all non-budgeted purchases below £250 in any one month; receipts must be produced for all purchases.

All non-budgeted purchases above the value of £500 in any one month must be sanctioned by the Treasurer, Chairman, and Club Secretary; receipts must be produced for all purchases.



Team Finances

Each Manager will be responsible for paying and reclaiming Referee fees, Fines and any agreed-upon miscellaneous expenses. Team Managers are responsible for chasing non-payment of subs with members.

Team Debt

Any residual team debt is payable by the team before the beginning of the new financial year. Failure to pay the debt will result in the team facing internal disciplinary action, which could result in exclusion from the Club.

Any Financial penalty imposed by the East Riding County Football Association or any league that the Club is a member of shall be the responsibility of the individual player or her parent/guardian.

Sometimes, end-of-year presentation benefits may be reduced to reclaim any outstanding club debt (e.g., Unpaid Subs, Player Fines, Kit Retrieval, etc.)

Fund Raising

Money generated by Club fundraising activities will go to the Club's main account for the club's benefit.

Individual Team Fundraising Initiatives/Team Donations up to the value of £600 must be deposited into the Team account.

Any additional monies above this £600 limit will be deposited into the Club's main account for the benefit of the Club.

Where possible, all grant applications should be made on behalf of the Club and not individual teams.



Money generated by grant awards shall go to the Club's main account unless agreed by the Executive Committee for the benefit of the Club.

All grants applied for should be notified to the Club Treasurer.

Dissolution

If a meeting decides, by simple majority, that the Club must be closed, it must call a Special General Meeting. The sole purpose of this meeting is to dissolve the Club.

Once it is agreed to dissolve the Club, all remaining Money and other assets, once outstanding debts have been paid, will be donated to another Football Club registered with the East Riding FA or a registered Charitable organisation (chosen by the Executive Committee).

The chosen Football Club will be agreed upon at the meeting.
Any residual funds must not be distributed amongst members.

Amendments to the Constitution

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

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.



Declaration

Inglemire AFC. Hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Approval of the Club Constitution

This constitution was agreed upon by majority vote at the Annual General

Meeting of Inglemire AFC. on:-

Date/...../.....

Witness Name and position in group

Signed

Witness Name and position in group

Signed

