**Boxted Lodgers Football Club Rules and Constitution**

1. **Name**

The club shall be called “Boxted Lodgers Football Club” ( incorporating Boxted Lodgers Senior Football Club and Boxted Lodgers Youth Football Club ) and shall be affiliated to the Essex County Football Association.

1. **Mission**

The aim of the club is to provide association football for its members and such social and recreational pursuits as may be deemed desirable by the General Committee.

The scope of the club's policy regarding signing on players, vetting adult helpers, code of conduct etc. are covered in other documents that are reviewed as appropriate by the Committee.

1. **Officers**

The officers shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, Social Secretary, Minutes Secretary and Welfare Officer which will be known as the `Management Committee` and which will be elected annually at The Annual General Meeting (AGM).

1. **Committee**

The club shall be controlled by the management committee consisting of the officers. The general committee shall consist of the officers and one representative from each team, normally the manager with the committee elected at each AGM annually. The general committee shall meet once a month and the proceedings at such meetings shall be duly recorded in a minute book. At all meetings, 50% shall form a quorum.

1. **Powers of Committee**

The property and/or assets of the club shall be vested in the management committee. The management committee shall have the power to appoint such sub-committees as may from time to time be deemed necessary and shall receive reports of such sub-committees at its meetings.

The management committee shall have the power to suspend or expel any member deemed guilty of misconduct.

The management committee shall have the power to fill such vacancies as may arise in its constitution between Annual General Meetings.

The management committee shall have the power to declare a seat vacant should a member absent themselves from three consecutive meetings without an explanation deemed to be satisfactory.

The General Committee shall be responsible for ensuring any Roles and Responsibilities for the effective running of the club are fulfilled as appropriate. The General Committee shall maintain appropriate documentation for the club, including matters relating to club policy.
Candidates for election to the General Committee shall be proposed and seconded by club Members.

1. **Membership**

Membership shall consist of all registered players and and any interested persons approved by the committee unanimously.

Candidates for election shall be proposed and seconded by club members. A register of members of the club shall be kept by the secretary.

A member wishing to resign shall give notice to this effect in writing to the secretary, such notice to be accompanied by payment of all club dues to that date.

1. **Annual General Meeting**

The Annual General Meeting shall be held no later than 30th June each year. The secretary shall give 21 days clear notice of such meetings to all members. The Financial Statement and Secretary’s Report shall be received by the meeting which will also elect the officers and general committee, appoint auditors and transact any other business.

1. **Extraordinary General Meeting**

An Extraordinary General Meeting may be convened by the management committee when deemed desirable and also upon written request of 20% of members. The Secretary shall give seven clear days notice to all members of such meetings at which 75% of members shall form a quorum.

1. **Finance**

The management committee shall cause to be kept proper books of account which shall be audited yearly. Official receipts for all monies received shall be signed by the treasurer or secretary. The management committee shall authorize cheques to be signed by at least two of its members.

Details of expenditures that are to be paid for out of club funds must be provided to the treasurer.
The treasurer will require a regular statement of accounts from each team manager.
The treasurer will also require details of the accounts for any club fundraising activity, including all receipts for expenditure.
Each team may organize limited fundraising to cover the cost of activities or equipment that the club would not normally be expected to pay for. Each team is encouraged to seek sponsorship for team kit where possible

1. **Roles & Responsibilities**

A list of appropriate Roles and Responsibilities for the effective running of the club will be kept, and appointment of persons to perform these roles, and any changes necessary, is the responsibility of the General Committee. The club secretary will keep a list of these roles, a description of the responsibilities involved, and any persons appointed.

1. **Code of Conduct and Misconduct Procedure**

The club will maintain a Code of Conduct which all club members, managers, players, parents and friends of Boxted Lodgers Football Club shall be expected to follow. The General Committee will review this Code, together with an associated misconduct procedure, as necessary. Players and spectators will be asked by the club to settle any fines resulting from their behavior. The Club follows the Football Association`s procedures of the Respect campaign and other Football Association behavior guidelines.

1. **Child Protection, Equal Opportunities and Anti- Discrimination**

The Club will abide by the Football Association's Child Protection Policies and procedures, Codes of Conduct and the Equal Opportunities and Anti- Discrimination Policies are available at <http://www.thefa.com/TheFA/GOALChildProtection?Downloads> or a copy can be requested from the club secretary.

1. **Complaints Procedure**

 The club will operate a complaints procedure which all club members, managers, parents, players and friends of Boxted Lodgers Football Club with grievances shall be expected to follow. The General Committee will review this procedure, as necessary.

1. **Alteration of Rules**

No alteration in these rules shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose and only if supported by 75% of those present and voting at such a meeting. Notice of proposed alteration to these rules may be given in writing to the secretary or at the AGM or EGM.

1. **OTHER BUSINESS**

Any matters not governed by the foregoing rules shall be dealt with by the management committee, the decision of which body shall be final and binding.

1. **DISSOLUTION** In the event of the club ceasing to function, all assets of the club remaining after fees and debts have been paid will be used to further local football. If no suitable organisation can be agreed upon by the committee the assets will be forwarded to registered charities agreed by the committee.

**17.** **Club Vision**

The club shall maintain a forward-looking vision to encourage improvements to the service it offers members and the community at large. Details of the Vision, and any plans to achieve aspects of it, will be made available to club members.