



(Established 1997)

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South Cave Sporting Club Constitution

1. Name

The football club shall be called South Cave Sporting Club and will be affiliated with the East Riding FA.

2. Aims and objectives

The aims and objectives of the club will be:-

- To provide suitable facilities and equipment to promote the game of Association Football
- To offer coaching and opportunities for all members of the community to actively participate in football
- To arrange matches and social activities for its members, encouraging community participation by all members of the community
- To promote the club within the local and wider community
- To ensure a robust duty of care is afforded to all members of the club
- To provide all its services in a fair and equitable manner

3. Status of Rules

These rules (the Club rules) form a binding agreement between each member of the club

4. Rules and Regulations

- a) The members of the club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association ("The FA"), County Football Association to which it is affiliated ("East Riding FA") and Competitions in which the Club participate, for the time being in force.
- b) No alterations to the Club Rules shall be effective without written approval by the Parent County Association. The FA and Parent County Association reserve the right to approve any proposed changes to the Club Rules
- c) The Club will abide by all of the FA's Policies, Procedures and Codes of Conduct

5. Club Membership

- a) The members of the Club from time to time shall be those people listed in the register of members ("the Membership Register") which shall be maintained by the Club Secretary.



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- b) Any person who wishes to be a member must apply on the club Membership Application Form and deliver it to any of the club officials.
- c) In the event of a membership refusal, an appeal in writing can be made to the Club Committee in accordance with the Complaints Procedure. Membership shall become effective upon an applicant's name being entered onto the Membership Register.
- d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register, in compliance with relevant data protection rules and regulations.
- e) The FA and Parent County Association shall be given access to the Membership Register on request.

6. Club Committee

- a) The club shall be governed by a committee of club officers (6b), and club committee members (6c)
- b) The Club Officers shall consist of the following roles: Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary, all duly elected at the Annual General Meeting ("AGM").
- c) The club committee members shall comprise of team managers and coaches and other non-voted volunteers
- d) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). The Club officers shall be responsible for the management of all affairs of the Club, duly supported by the club committee members.
- e) Decisions of the Club Committee meetings shall be made by a simple majority of those attending the Club Committee meeting.
- f) The Chairperson of the Club Committee meeting shall have the casting vote in the event of a tie.
- g) Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Club Secretary.
- h) The quorum for the transaction of business of the Club Committee shall be three (3).



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- i) Decisions of the Club Committee shall be entered in the minute book of the Club and maintained by the Club Secretary.
- j) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than twenty-one (21) days' notice to all members of the Club Committee.
- k) The Club Committee shall hold not less than four (4) meetings per year.
- l) Any vacancy on the club committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Committee members, during a club committee meeting
- m) Any position within the club shall be vacated if such a person is subject to a decision of the FA, or other relevant body, that such person should be prevented from holding office or from taking part in any football activity relating to the administration or management of a football club.

7. Annual Membership Fee

- a) An annual fee payable by each member shall be determined at the Annual General Meeting ("AGM") by the Club committee and set at a level that will not pose significant obstacle to community participation. Any fee shall be payable on successful application for membership or bi-annually by each member. Fees shall not be repayable.
- b) The Club Committee shall have the authority to levy further subscription from members as are reasonably necessary to fulfil the objects of the Club.

8. Resignation and Expulsion

- a) An individual shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation.
- b) Any member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- c) In the event of membership arrears, as detailed in 7(b), a respective team manager can seek an extension to the period detailed in 7(b) on an individual basis. This extension can only be granted at a club committee meeting.
- d) The Club Committee shall have the power to suspend a member when, in its opinion it would not be in the interests of the club for them to remain a member.



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- e) In the event of 7(d), an appeal against such a decision may be made to the Club Committee in writing.
- f) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any of the income and assets of the Club (“Club Property”).

9. Annual and Extraordinary General Meetings

- a) An AGM will be held in each year to:
 - (i) Receive a report of the activities of the club
 - (ii) Receive a report of the Club’s finances over the previous year
 - (iii) Elect members of the Club Committee
 - (iv) Consider and approve subscriptions for the following year
 - (v) Consider any other business.
- b) Nominations for election of members as Club Officers shall be made by existing members of the Club. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) members, stating the purpose for which the meeting is required, and the resolution proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolution to be proposed at least 14 days before the meeting.
- e) The quorum for a General Meeting shall be no less than five (5) members of the Club Committee.
- f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of equality of votes, the Chairperson of the Meeting shall have the casting vote.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of the General Meetings into the Minute Book of the Club.

10. Club Finances

- a) A bank account shall be opened and maintained in the name of the club (the “Club Account”). Designated signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be withdrawn from the Club



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Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited into the Club Account.

- b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property is prohibited.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e) The Club may also in connection with sports purposes of the Club:
 - I. Sell and supply food, drink and related sports clothing and equipment
 - i. Employ members (although not playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present
 - ii. Indemnify the Club Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of assets)
- f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- g) The Club shall prepare an annual "Financial Statement" in such a format as to be available for verification by an independent, appropriately qualified accountant and shall be approved by the members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.



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11. Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least 75% of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of debts and liabilities of the Club shall be transferred to the South Cave pavilion committee.

12. Safeguarding Children

This sports Club is fully committed to safeguarding the wellbeing of its members. Every individual in the Club should, at all times, show respect and understanding for the rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by the FA.

13. Equality Policy Statement

The Club shall be committed to ensuring that Equality and Inclusion across all aspects of its development. An Equality and Inclusion Statement shall be made accessible to all members and to The FA from time to time.

14. Health and Safety Statement

The Club shall be committed to providing a safe working, coaching and playing environment. A Health and Safety Policy shall be made accessible to all members and to The FA from time to time.

Print name: Lee Murphy
Date: 8th August 2020
Position: Chairperson
Signed: *L Murphy*
Review date: 7th August 2021