

RUGBY TOWN GIRLS & LADIES



FOOTBALL CLUBS

www.rugbytowngirlsfc.co.uk

www.rugbytownladiesfc.co.uk



Constitution

- 1 Name** The Club will be known as '**RUGBY TOWN GIRLS FC**'
- 2 Objective** The objective of the Club will be to help young people between the ages of five and seventeen to develop their physical, mental and spiritual capabilities, especially, but not exclusively, through football activities.
- 3 Membership**

Membership will be open to ANY young persons between the ages of five and seventeen, irrespective of colour, race, nationality, creed, social circumstance or ability. Membership is also open to the parents of all player members, and other nominated persons with an interest in girls football.

Membership fees or subscriptions, if any, will be fixed by the Management Committee.

The Management Committee reserve the right to waiver fees or subscriptions in special circumstances

All Young persons will be required to become bona fide Club registered player member.

The Management Committee will reserve the right to refuse, withdraw, or suspend membership at their discretion.
- 4 Affiliation** The Club will maintain an affiliation with 'THE FOOTBALL ASSOCIATION' through a recognised body, namely, the 'County Football Association'
- 5 Committees**
 - 5.1 Management Committee**

The conduct of the Clubs general business, matters of policy, nomination of Team Managers and Coaches, and raising of finance will by a Management Committee of twelve persons, including the elected officers. Two of the members will be elected from the playing members, and elected by a ballot of playing members only. These player representatives will stand for one year but will be eligible to stand for re-election if still eligible to play for a Club team. The remaining six members plus four officers will be elected at a General Meeting.

These Committee Members will retire by rotation after a maximum of three years in office. If still eligible they may offer themselves for re- election. The Committee will have the power to co-opt as additional members any such persons, as in their opinion, are able to render special services.

It will be the responsibility of the Management Committee to safeguard the interests of the members by providing premise s, finance and leadership. Also by encouraging the members to take full and active part in the running of the Club.
 - 5.2 Officers** The club will appoint a Chairperson, Vice Chairperson, Secretary & Treasurer. These Officers will be elected at a General Meeting. They will stand for a maximum period of three years at the end of which they will retire. If still eligible they may offer themselves for re-election.

Birmingham County FA Association Members

RTGFC Chairman: Mr. Declan Whelan, 1 Harebell Way, Rugby. CV23 0TT, Tel: 01788 550153
RTGFC Secretary: Mr. Tony Dand, 6 Brunswick Close, Rugby. CV21 1XL, Tel: 01788 333134
RTLFC Secretary: Miss. Angie Clarke, 1 Steel Street, Rugby. CV22 7BW, Tel: 01788 535189



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- 5.3 Coaches Committee** The nominated Club Coaches will form a 'Coaches Committee'. This Committee will determine and plan coaching requirements and strategy. The Coaches Committee will nominate its own Chairperson who will report to the Management committee.
- Team Managers** The Club Committee shall appoint Team Managers for each Club team following each AGM. Managers can be drawn from the coaching staff or senior club members.
- Each Team Manager shall be responsible for managing team affairs and providing a report of team activities to the Management Committee at the last committee meeting before an AGM.
- All Team Managers must hold a minimum of FA Junior Team Managers qualification.
- 6 Accounts** The Treasurer will be responsible for ensuring that proper records and accounts of all Club monies are kept current and accurate. (S)he will be responsible for producing a balance sheet for presentation to the Management Committee prior to the AGM. The Management Committee will be responsible for seeing that the Treasurer produces accurate and true accounts and will request a financial update at Committee meetings.
- The Club Committee have the power to authorise the payment of all remunerations and expenses to any other member of the Club and to any other person[s] for services rendered to the Club.
- Payment of all remunerations and expenses shall authorised by at least two designated account signatories. Designated signatories shall be the Club's Chairperson, Secretary and Treasurer
- The Management Committee through the Treasurer will be responsible for ensuring that the Club accounts and balance sheets are audited by a person of good character, independent of the Club Committee.
- 7 Meetings** The Chairperson will be responsible for ensuring that any meetings are conducted properly and in line with the aims and aspirations of the Club and in accordance with Club Constitution. It is the responsibility of the Chairperson to see that accurate minutes are taken at any meetings.
- 7.1 Management** The Management Committee will normally meet at monthly intervals, but must meet at a minimum period icy of three monthly. At a Management Committee meeting six persons will form a quorum. If within fifteen minutes of the scheduled start time of a meeting a quorum is not present, the Chairperson will reconvene the meeting at a later date.
- 7.2 Annual General Meeting [AGM]** The Committee must cause an AGM to be held at the end of each season. This meeting must be held within fifteen months of the previous AGM. Not less than fourteen days notice must be given of an AGM. Any persons wishing to submit an item for discussion at a General Meeting should submit this in writing to the Chairperson not less than seven days prior to the meeting.

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- 7.3 Extraordinary General Meetings [EGM]** The Management Committee may convene an EGM at any time if it considers it necessary. Fourteen days notice must be given for an EGM. This notice should also indicate the reason for the EGM being held. The Management Committee must also convene an EGM on receipt of a request signed by six members. This request must indicate the purpose of the EGM. An EGM called in these circumstances must take place within twenty eight days of the request being received at the next Management Committee Meeting.
- 8 Child protection** The Club will abide by, and implement, the guidelines outlined in the Football Association's Child Protection Policies and Procedures.
- All active members of staff and assistants involved in direct contact with young members must have been submitted to careful and critical examination in accordance with the Club's vetting procedures.
- 9 Code of conduct** All Club members must conform to the Club's Code of Conduct. The Club will abide by, and implement, the Club Code of Conduct where necessary.
- 10 Disciplinary procedures** The Club will impose the necessary restraints and disciplinary procedures in accordance with the Club's Code Of Conduct up to and including exclusion from the Club.
- 11 Constitution** This constitution shall only be altered by the Club Management Committee by a minimum two thirds majority in accordance with the further development and to the benefit of the Club and its members.
- Proposed changes will be communicated to the membership a minimum of ten days before intended implementation, for consultancy and feedback
- Changes to the Constitution will be communicated to the Club Members within fourteen days of the implementation of such changes.
- 12 Dissolution** The Club can only be dissolved by a resolution passed by two thirds of the Club membership present at a General Meeting.
- In the event of the Club being dissolved, after the satisfaction of any outstanding debts, any remaining monies and /or property will be disposed of to the benefit of girls football generally, as agreed by the Management Committee at that time.

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