



BROMLEIANS FC

CLUB RULES

1. Name

The club shall be called Bromleians FC (the "Club") which shall be deemed to incorporate Old Bromleians, Bromleians Ladies, Junior Bromleians, Bromleians Sports and any other previous section of the club that may be formed from time to time.

2. Objective

The objective of the Club shall be to promote the game of Association Football by providing inclusive facilities and competitive environment for matches plus social activities for its members and community at large.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club and The Club.

4. Definitions

"The Club" - Bromleians FC incorporating all playing sections of the club..

"Playing Sections" – the playing sections which form the overall club typically, Open Senior Mens (including Open Age Mens and Vets), Juniors and Ladies but can include other sections which may be formed from time to time.

"Appropriate Section" – the Playing Section to which a member has registered or affiliated to.

"Complaints Procedure" – the procedure in place for the Appropriate Section at the time of complaint.

"Annual Fee" – Fee, as set at the AGM of the Appropriate Section, payable annually to become a member of the relevant section which shall be paid in accordance with the Appropriate Section's rules.

"Match Fees" – Fee payable to participate in a particular game of football.

"Executive Board" – The board appointed in accordance with Section 9.

"Club Officer" – a club member appointed by the Executive Board to undertake a specific role.

"Club Property" – any property in the possession of, registered to, vested in or recorded as being owned by The Club including but not limited to Old Bromleians and Junior Bromleians.

"AGM" – Annual General Meeting held in accordance with Section 10

"EGM" – Extraordinary General Meeting held in accordance with Section 10

"Minute Book" – a record of all AGM's, EGM's, Executive Board meetings and other significant meetings prepared and kept by the club Director appointed under 9(e)ii

5. 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 Limited ("The FA"), the Amateur Football Alliance (AFA), and any other County Football Association to which the Club may be affiliated from time to time, and Competitions in which the Club is participating in.

- (b) Any alterations to the club rules shall be notified to the The FA and the Parent County Association who reserve the right to approve said alterations.
- (c) The Club will abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

6. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register"). The overall responsibility for maintaining the Membership Register shall fall to the Executive Board and any officer they appoint from time to time
- (b) The registration process, definition of a member and eligibility shall be as set out in the Management Procedures and Codes of Practise of the Playing Section. of the section of the club they wish to join. Notwithstanding this any person who wishes to be a member must apply in accordance with the rules of the relevant section of the club. Election to membership shall be at the discretion of the Executive Board and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

7. Fees

- (a) The Annual Fee shall be payable by each member and any shall be determined from time to time by the Executive Board and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) Match fees shall be set by the individual Playing Section and payable on request by any officer of the club.
- (c) The Executive Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

8. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to a club officer of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (b) The Executive Board shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Executive Board in accordance with the Management Code of Practise in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").
- (d) The resignation of a Club Officer shall be made in writing to the Executive Board or at an AGM.

9. Management of the Club

- (a) The club shall be managed by an Executive Board who shall manage over the club in accordance with this section of the Constitution. The purpose of the board shall be:
 - i. To deliver the clubs strategy over as defined by the Bromleians FC vision
 - ii. To set and publish a Business Plan
 - iii. To determine and prioritise items that need to be taken forward
 - iv. To evaluate progress of strategy and implement any revised processes to ensure progress
 - v. To communicate to club members on progress (via website, individual committees, newsletter)
- (b) The scope of the Executive Board shall be;
 - i. To translate the clubs vision into reality
 - ii. To grow club income
 - iii. To develop ground and facilities in accordance with Business Plan
 - iv. To attain the goals set out in the Business Plan
 - v. To ensure the club is operating as a single entity and not separate sections
 - vi. To monitor progress against the KPI's
- (c) The Executive Board shall consist of a Club Chairman and four Directors. The four Directors shall be voted from the whole club and should include proportional representation of the playing sections.
- (d) The Executive Board members shall be voted into office at an AGM or EGM by majority vote and hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM").
- (e) The Executive Board shall meet as soon as is reasonably practicability after being voted to office and appoint an individual Director responsible for each of the following tasks;
 - i. The preparation, auditing and presentation of club accounts at the AGM
 - ii. Preparation and distribution of meeting minutes including, but not limited to, regular Executive Board meetings, AGM's and EGM's.
- (e) The Executive Board shall be responsible for the overall management of all the affairs of the Club with powers to dissolve decisions to the Playing Section Committees.
- (f) The Executive Board shall be responsible for the appointment of suitable officers to undertake various roles within the club which may arise from time to time including, but not limited to;
 - i. The day to day management of finances
 - ii. The day to day running of footballing activities
 - iii. The day to day running of bar and clubhouse (except capital expenditure)
 - iv. Organising social activities, events and fundraisers
 - v. Obtaining funds and grants for specific projects to develop and expand facilities
- (g) Executive Board meetings shall be chaired by the Chairman
- (h) An outgoing member of the Executive Board may be re-elected.

- (i) In the event of a vacancy on the Executive Board arising between Annual General Meetings the Chairman shall canvas both the board and the general membership. In the event that a consensus is found the Chairman shall have the authority to appoint a replacement. If there is no consensus, two members wish to stand or a quorum of at least four members object to the incoming officer an EGM shall be held to fill the vacancy.
- (j) In the event of the Chairman's role becoming vacant an EGM shall be held to vote a replacement.
- (k) Save as provided for in the Rules and Regulations of The FA, the AFA and any applicable Competition, the Executive Board shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- (l) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

10. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:
 - i. receive a report of the activities of the Club over the previous year;
 - ii. receive a report from each of the Playing Sections;
 - iii. receive a report of the Club's finances over the previous year;
 - iv. elect the members of the Executive Board; and
 - v. consider any other business.
- (b) Nominations for election of members as members of the Executive Board shall be made by the proposer and seconder that shall be recorded in the minutes, both of whom must have been existing members of the Club for not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Chairman not less than 21 days before the meeting.
- (c) An EGM may be called at any time by the Executive Board and shall be called within 21 days of the receipt by the Chairman of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) Notice of a General Meeting shall be sent to each member notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The Chairman, or in their absence a member selected by the Executive Board, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.
- (f) Minutes of General Meetings shall be taken and recorded into the Minute Book of the Club.

11. Executive Committee - Vote of No Confidence

If the Executive Board of the club is considered to be behaving contrary to the club ethos or vision, not in the best interests of the club or contrary to the that which the members wish then a 'Vote of No Confidence' (VNC) may be served. The VNC shall be served on the current Chairman of the Executive Board and shall include a petition signed, with names and addresses, by at least 20 fully club members (none of whom shall have annual subscriptions in arrears). At this point the Chairman shall call an Extraordinary General Meeting within 14 days of receipt of the VNC in accordance with item 10. At the EGM the concerns of the members shall be heard and the Executive Committee members, save the non-elected roles, shall need to be all re-elected onto the committee to retain office. Alternative members put themselves up for election in accordance with 10 above.

12. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account").
- (b) Club Finances shall be overseen on behalf of the club by a Director appointed under clause 9(e)i. At any one time there shall be a minimum of two designated account signatories decided by the Executive Board.. Only the account signatories shall have access to the clubs account via electronic banking.
- (c) No sum over £1,000 shall be drawn from the Club Account without the signature of authorisation of two designated signatories.
- (d) All monies payable to the Club shall be deposited in the Club Account.
- (e) The Club Property shall be applied only in furtherance of the objectives of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (f) The Executive Board shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club. Such authority may be delegated to a club officer by the Executive Board for sums less than £250.
- (g) 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.
- (h) The Club may also in connection with the sports purposes of the Club
 - i. sell and supply food, drink and related sports clothing and equipment;
 - ii. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii. pay for reasonable hospitality for visiting teams and guests;
 - iv. indemnify the Executive Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (i) 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 years.
- (j) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement

shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- (k) The Club Property shall be vested in a Trust the terms of which shall be outlined in the Trustees Agreement. The Trustees shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.