



# SAXMUNDHAM SPORTS FC

## CONSTITUTION

1. The Club shall be called Saxmundham Sports Football Club.
2. The headquarters and home matches shall be played at Carlton Park, Saxmundham, Suffolk IP17 1AT
3. The Club provides amateur football for youths and adults of Saxmundham and the surrounding towns and villages. Everybody connected to the Club is expected to share in its Vision, Values and Principles, which can be found on separate Club documents.
4. The committee will be responsible for entering the appropriate number of teams, given the number and age of playing members, into the appropriate league and cup competitions.
5. The Club is a sub-section of Saxmundham Sports and Recreational Club (reg'd charity no. 287624) and will consist of an elected committee made up of chair, vice chair, club secretary, youth secretary, treasurer, and no more than 12 other committee members, plus team managers (item 10)
6. The Club will hold no less than 6 general meetings per year in addition to the AGM.
7. The AGM will be held in late May or early June each year at which point the officers and committee will be elected for the forthcoming year. If the allocation of officers and committee are not filled then further members may be appointed by the committee during the year.
8. Other matters that shall be decided at the AGM (but not exclusively) are as follows:
  - a. Playing members subscriptions
  - b. Match fees
  - c. Kit washing expenses
9. The new committee shall hold a general meeting soon after the AGM to elect managers for the first and reserves teams, together with all youth teams, for the forthcoming season.
10. At any general meeting of the Club each member present shall be entitled to one vote should a decision be put to the vote. In the case of a tied vote the chairman, or in the absence of the chairman, that person appointed to chair the meeting, will have a second and casting vote.
11. All team managers will be automatically invited to committee meetings and be entitled to one vote each, except on any decisions directly affecting their own positions. The committee reserves the right to ask the said managers to leave the meeting and/or arrange an extra-ordinary meeting without them present.
12. The Club will take out annual insurance to cover the players for injuries sustained whilst playing for Saxmundham Sports FC. In order to qualify for this insurance cover, players must have paid their annual subscription to the Club.

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13. The players annual subscription runs from the date of payment to the end of the football season, which is determined by the Clubs last game of that season. The committee reserves the right, at its discretion, to reduce the subscription for players joining the Club after Christmas part way through the season.
14. The Club will endeavour to pay Saxmundham Sports and Recreational Club the annual subscription relating to its members, providing a list of names and addresses of playing and non-playing members, by the end of the calendar year. A further payment will be made for any new members joining after Christmas.
15. The Club will pay an annual "rent" to Saxmundham Sports and Recreational Club as agreed each year, which relates to a percentage of the winter running cost of the Kellett and playing areas.
16. Players bookings fines will be paid by the Club to the League but the booked players will be required to reimburse the Club within 28 days of notification by Suffolk FA. Any player refusing to do so will be suspended from playing and refused permission to leave the Club to join another team.
17. The committee reserves the right to suspend and bar any playing or non-playing members whose conduct has been, in the opinion of the committee, contrary to the interest and good name of the Club. The suspension can be for a specified time period, set by the committee, or until such a time the committee sees fit to remove the suspension.
18. The treasurer shall keep such proper books and records that will enable him/her to present up to date accounts or, at the very least when accounts are not available, details of income and expenditure since the previous meeting. At each AGM the accounts of the Club for the financial year just passed will be produced. The supporting books and records will be available for inspection upon request (on reasonable notice to the treasurer).
19. The financial year end of the Club will be 31 May. The annual accounts, as approved at the AGM, may be certified by a qualified accountant at the Committee's request, and made available on request to the League's governing body together with Saxmundham Sports and Recreational Club.
20. The Club will endeavour to provide a licensed bar on each match day for players and spectators alike.
21. The responsibility for stocking and running the bar will fall on the committee who may appoint a voluntary bar manager if appropriate. No person may receive payment, either monetary or in kind, or commission for running the bar, although the committee may elect to provide a token of appreciation by way of a one-off small annual gift.
22. These rules may be revoked, added to or altered by a majority comprising two-thirds or more of members present and entitled to a vote at any general meeting of the Club providing at least two weeks notice has been given of the intention to propose revocation, addition or alteration, together with full particulars thereof.
23. In the event of the Club disbanding, the existing committee will decide (in accordance with rule 9) where the remaining funds should be placed. In the absence of any such a decision the funds will be passed to Saxmundham Sports and Recreational Club, or if this is not possible to a charity of the committees, or failing this, treasurers choice.
24. This Constitution should be reviewed by the Committee at least every 5 years to ensure it is still up to date and fit for purpose.

Approved by the Committee on 3<sup>rd</sup> August 2020 and signed on its behalf:

Signed.....  
C Page (Chairman)

Date..... 3 August 2020 .....

**RESPECT – INTEGRITY – DEVELOPMENT – COMMITMENT – ENJOYMENT**