

# **Teddington Athletic Football Club Constitution**

- 1. The club shall be known as "Teddington Athletic Football Club" (TAFC)**
- 2. The club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation / membership of the Football Association. The rules & regulations of the Football Association Limited & Football Association, including Middlesex County FA, or any league or competition to which the club is affiliated for the time being shall be deemed to be incorporated into club rules.**
- 3. The objects of the club shall be to provide soccer training and arrange competitive youth association football and mini-soccer matches for all its junior members.**
- 4. Junior (playing) Club membership is open to all aged 7+ or U15 as at 31<sup>st</sup> August 2009.**
- 5. An annual fee and/or match fees payable on behalf of each Junior club member shall be determined annually by the Club Committee. Any fee shall be payable on a successful application for membership & annually at the beginning of each season, on behalf of each Junior member. Fees (not refundable) must be accompanied each year by a signed TAFC Registration Form, agreeing to the Code of Conduct. Players are not eligible to play until this Form has been validated by the Membership Secretary.**
- 6. The Club Officers shall consist of President, Chairman, Treasurer, Secretary and Child Protection Officer.**
- 7. The Club Committee shall consist of the Club Officers and other senior members invited onto the club committee by the Club Officers. This will normally be each Team Manager, Membership Secretary, Fixtures Secretary, Catering Secretary, Social Secretary, Kit Secretary, Tour Organiser, Web-Site Manager and a representative of the coaching staff.**
- 8. Each Club Officer and Club Committee member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at a Special General Meeting. One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman of the Club Committee meeting shall have the casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in his absence the Secretary or in his absence a person nominated by the Chairman. The quorum for the transaction of business of the Club Committee shall be SIX (6) two of which must be Club Officers.**
- 9. Decisions of the Club Committee of meetings shall be entered into the Minute File of the Club to be maintained by the Club Secretary.**

**10. Any Club Officer may call a meeting of the Club Committee by giving not less than 21 days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year, one of which must be the AGM.**

**11. A Senior Member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members shall fill any vacancy on the Club Committee which arises between AGMs.**

**12. Save as provided for in Rules and Regulations of the Association and the Affiliated Association, to which the Club is affiliated, the Club Officers, with recourse to the Committee if requested by one or more Club Officers, shall have the power to decide on all questions and disputes arising in respect of any issue concerning club business.**

**13. An Annual General meeting (AGM) shall be held in each year no later than the 31st August to:**

- **Receive a report of the Club's past and proposed activities;**
- **Receive an appropriate Financial Statement including a report of the Club's finances over the previous year and budget for the year ahead;**
- **Receive a statement, if there are any concerns arising, from the Child Protection Officer;**
- **Ratify the appointment of the Club Officers and other Club Committee Members;**
- **Appoint custodians of any club property; and**
- **Consider any other business.**

**14. A Special General Meeting (SGM) may be called at any time by the Committee and shall called within twenty one (21) days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) members stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.**

**The Secretary shall send to each Senior member at his/hers last known email address written notice of the date of an AGM / SGM together with the resolutions to be proposed at least fourteen (14) days before the meeting.**

**The Chairman, or in his/her absence a Senior member selected by the Club Committee, shall take the chair. Each senior 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 the casting vote.**

**The Club Secretary, or in his/her absence a member of the Club Committee shall enter Minutes in the Minutes File of the Club.**

## **15. CLUB FINANCES**

**A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club President, Secretary, Chairman and Treasurer. No sum shall be drawn from the Club Account except by**

**cheque signed by two of the four designated signatories. All income received by the club must be deposited in the Club Account.**

**An appropriate float, to be agreed between the Treasurer and the Catering Secretary, may be maintained outside of the Club Account to facilitate catering on Match Days.**

**The income and assets of the Club (the Club property) shall be applied only in furtherance of the objects of the Club.**

**The Club Officers shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for goods or services rendered to the Club.**

## **16. CLUB PROPERTY**

**The Club Property, other than the Club Account shall be vested in not less than two (2) and no more than (5) custodian's i.e. team managers, club coach etc. and one of which must be the Treasurer (the custodians), who shall deal with the Club property as directed by decisions of the Club Committee and entered into the Minute File.**

**The custodians shall be appointed by the Club in a General Meeting and shall hold Office until resignation unless removed by a resolution passed at a General Meeting.**

**On his/her removal or resignation a Custodian shall execute a Conveyance in such form as is published by the Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a custodian, any Club Property vested in him/her shall vest automatically in the surviving custodians. If there is only one surviving custodian, a special General Meeting shall be convened as soon as possible to appoint another custodian/s.**

**The Custodians shall be entitled to an indemnity out of Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.**

## **17. DISSOLUTION**

**A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of a least three (3) quarters of the senior members present.**

**The dissolution shall take effect from the date of the resolution and the senior members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be decided by the Club Committee at that time.**

**END**