



## CONSTITUTION

1. The club shall be called Saxmundham Sports Football Club
2. The headquarters for the club will be at Saxmundham Sports Club, Carlton Park, Saxmundham, Suffolk, IP17 1AT, where home games will also be played
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, Core Values, and Performance Principles, which can be found in separate 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 & Recreational Club (registered 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 additional committee members and 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 annually in late May/early June 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 include, but are not limited to:
  - 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 team, reserve team, and all youth teams for the forthcoming season
10. At any general meeting of the club each member present shall be entitled to one vote in any voting decisions. In the case of a tied vote the chairman, or in the absence of the chairman the 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 decision directly effecting their own position. The committee reserves the right to ask said managers to leave the meeting or to arrange an extraordinary meeting without them present
12. The club will take out an annual insurance policy to cover players for injuries sustained whilst playing for Saxmundham Sports FC. To qualify for this insurance cover, players must have paid their annual subscription to the club
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 the mid-way point of the season
14. The club will endeavour to pay Saxmundham Sports & 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 this point
15. The club will pay an annual 'rent' to Saxmundham Sports & Recreational Club as agreed each year, which relates to a percentage of the winter running cost of the Kellett and playing areas
16. Players booking 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 be refused permission to leave the club to join another club



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 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 where accounts are not available, details of income and expenditure since the previous meeting. At each AGM, the accounts for 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<sup>st</sup> May. The annual accounts, as approved at the AGM, may be certified by a qualified accountant at the committees' request, and made available on request to the leagues governing body or Saxmundham Sports & Recreational Club
20. The club will endeavour to provide a licensed bar on each matchday 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 small one-off 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 shall decide (in accordance with rule 9) where the remaining funds will be placed. In the absence of any such a decision, the funds will be passed to Saxmundham Sports & Recreational Club or, if this is not possible, to a charity of the committees, or failing this, the treasurers choosing.
24. This constitution should be reviewed by the committee at least every five years to ensure it is up to date and fit for purpose

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

Signed .....

Date .....

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