

# Constitution



## 1. NAME

The Club shall be called 'LANCING RANGERS FOOTBALL CLUB' and shall be affiliated to the Sussex County Football Association as required.

## 2 OBJECTIVES

The objectives of the Club shall be:

- (I) To organise and encourage playing of Association Football with home pitches based in the LANCING AND SOMPTING area.
- (II) To provide Playing Members with suitable football training and in keeping with the clubs values provide "football for all" regardless of ability.
- (III) To always promote friendship to players, officials and spectators and to seek to always play within the spirit of the Football Association Laws.
- (IV) To organise and encourage other social activities amongst members.
- (V) Having achieved charter standard, Lancing Rangers Football Club seeks to maintain this status and to continue to develop the club within F.A. guidelines

## 3 MEMBERSHIP

### 3.1 GENERAL

The Club shall comprise of Honorary members, Playing and Non-Playing members and such other Members, as the Management Committee may think fit.

### 3.2 CATEGORIES OF MEMBERSHIP

#### 3.2.1 Honorary Members

- (I) President
- (II) Vice Presidents
- (III) Life Members
- (IV) Other Honorary Members

#### 3.2.2 Playing Members

- (I) Junior Playing Members  
Boys and Girls may become Junior Playing Members from the time that they start Reception year at first school and may continue as a Junior Playing Member until their 18<sup>th</sup> birthday when they shall become a Senior Playing Member
- (II) Senior Playing Member  
Those that have attained the age of 18 years or more shall become Senior Playing Members.
- (III) Age groups begin on the 1<sup>st</sup> September in any year, however league rules may specify different dates, which must be complied with.

#### 3.2.3 Non-Playing Members

- (I) Parents/Guardians of Junior Playing Members
- (II) Squad/Team Managers

#### 3.2.4 Management Committee Members

As defined in Section 6

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## 3.3 DETERMINATION OF MEMBERSHIP

### 3.3.1 General

- (I) All honorary positions and membership shall be decided and awarded by the Management Committee.
- (II) Admission to membership, except in 3.2.1 above, shall be by completion and acceptance of the appropriate application or registration form and, where provided for, payment of the appropriate subscription or fee.

### 3.3.2 Honorary Members

#### (I) President

The position to be held until the holder either resigns or is requested to vacate the position by the Management Committee.

#### (II) Vice Presidents

There will be a maximum of 10 Vice Presidents at any given time. Vice Presidents positions will be held until the holder either resigns or is requested to vacate the position by the Management Committee. The Management Committee will review the list of Vice Presidents annually at the last committee meeting held prior to the AGM. A serving member of the Management Committee cannot be a Vice President.

#### (III) Life members

The Management Committee may reward exceptional service to the Club by the offer of Life Membership.

#### (IV) Other Honorary Members

As the Management Committee may from time to time see fit to invite. A record of why these members have been invited should be kept by the secretary.

### 3.3.3 Non-Playing members

#### (I) Parents/Guardians of Junior Playing Members -

Automatic on acceptance of the appropriate application for Junior Playing Membership.

#### (II) Squad / Team Managers

Will be appointed by the Management Committee after an interview and in accordance with the FA child protection, procedures and practices handbook. They must also meet the full requirements of the FA charter.

### 3.3.4 Management Committee Members

As defined in Section 6 duly elected at the Annual General Meeting and with specific reference to sub-section 6.1.5.

## 4 SUBSCRIPTIONS

### 4.1 PLAYING MEMBERS

A Membership or Registration Fee may be required on registration each playing season and match fees may be levied during the course of the season. After full consideration, the amount and level of all fees shall be decided by the Management Committee at the earliest opportunity prior to the start of the new playing season.



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## 5 VOTING RIGHTS

- 5.1 Those entitled to vote at any General Meeting of the club shall be the President, Vice Presidents, Life Members, Members of the Management Committee, Junior Playing Members represented by a Parent or Legal Guardian, Senior Playing Members and Squad/Team Managers.
- 5.2 Only those present at any General Meeting may vote. Anyone from the categories mentioned in 5.1 above other than those representing Junior Playing Members are entitled to one vote only. Being on the Management Committee and being a Team Manager for example would not entitle you to two votes. Junior Playing Members are entitled to be represented by a Parent or Legal Guardian and therefore that person may vote for as many children as they are entitled to represent, i.e. those that they are legally responsible for.
- 5.3 The result of any ballot taken at a General Meeting shall be determined by a simple majority with the Chairman of the meeting having a casting vote in the event of the voting being tied.

## 6 MANAGEMENT

### 6.1 OFFICERS

- 6.1.1 The Management Committee of the Club shall consist of 10 people, Chairperson, Vice Chairperson, Secretary, Treasurer (the officers of the club) and six others as may be elected by ballot at each Annual General Meeting.
- 6.1.2 Each Club Officer and Management Committee Member shall hold office from the date of appointment until the next Annual General Meeting, unless otherwise resolved at a Special General Meeting, and are eligible to stand for re-election.
- 6.1.3 Nominations proposed and seconded by bona-fide Members entitled to vote at the Annual General Meeting, must be received by the Secretary not later than fourteen days prior to the meeting. No nomination shall be accepted without prior consent of the nominee.
- 6.1.4 In the event of a vacancy the Management Committee shall have the power to co-opt any member of the Club to fill such vacancy until the next Annual General Meeting.

### 6.2 SQUAD OFFICIALS

The Management Committee shall from time to time make appointments to the positions of Squad Managers and such other positions as they deem necessary or expedient and shall also determine the responsibilities and tenure of each position.



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## 6.3 MANAGEMENT COMMITTEE

- 6.3.1 The affairs of the Club shall be conducted and managed by a Management Committee comprising of the Officers of the Club or co-opted members.
- 6.3.2 The President and Vice President(s) may attend Management Committee meetings and their views may be sought but they are not entitled to vote
- 6.3.3 The Management Committee shall meet not less than once every six weeks.
- 6.3.4 A quorum shall be five members for a meeting of the Management Committee.
- 6.3.6 Minutes shall be taken at all Committee Meetings and shall be open to inspection by any member of the Club on application in writing to the Secretary.
- 6.3.7 The Management Committee may from time to time appoint from amongst their number of Club Members such sub-committees as they deem necessary or expedient and may depute or refer to them such of the power and duties of the Management Committee as they may determine. Such sub-committees shall periodically report to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 6.3.8 Any Management Committee member not attending 3 consecutive meetings may be asked to resign their position.

## 7 GENERAL MEETING

### 7.1 ANNUAL GENERAL MEETING

- 7.1.1 The Annual General Meeting of the Club shall be held in July of each year upon a date and time to be fixed by the Management Committee, for the following purposes:
  - (I) To receive from the Management Committee a Report audited Balance Sheet and Statement of Accounts for the preceding financial year.
  - (II) To elect the Officers and appoint an Auditor for the ensuing Club year.
  - (III) To decide on any resolution duly submitted to the meeting as hereinafter provided.
- 7.1.2 Notice of the Annual General Meeting shall be given not less than twenty-one days prior to the meeting.
- 7.1.3 Any bona-fida member entitled to vote at the Annual General Meeting may, on written application to the Secretary not later than fourteen days prior to the Meeting, request the inclusion on the Agenda of any resolution of other business. However, any such Resolution or business shall not be considered further at the Meeting unless the proposer is in attendance and the Resolution or business for consideration has a seconder.
- 7.1.4 A copy of the Agenda, Report and Statement of Accounts shall be available to Members not less than seven days prior to the Meeting on application to the Secretary and at the Meeting.
- 7.1.5 A quorum for the Annual General Meeting shall be twelve bona-fide members entitled to vote.
- 7.1.6 A resolution to amend these Rules shall not be carried unless it receives the support of not less than two thirds of the bona-fide Members entitled to vote present.



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## 7.2 SPECIAL GENERAL MEETINGS

- 7.2.1 The Management Committee or collectively any five bona-fide members entitled to vote may at any time for any special purpose request the Secretary in writing to call a Special General Meeting. Notice of the Meeting - which shall be held within twenty-one days - and the Resolution or business to be considered, shall be given not less than seven days prior to the Meeting. Only the Resolution or the business to be considered shall be dealt with.
- 7.2.2 At a special General Meeting a resolution shall be carried by simple majority with the Chairman of the meeting having a casting vote in the event of voting being tied
- 7.2.3 A quorum for a Special General Meeting shall be: -
- (I) Five members of the Management Committee and five other bona-fide members entitled to vote if the Meeting is called by the Management Committee, otherwise –
  - (II) The five signatories to the Resolution and five bona fide members entitled to vote.

## 8 FINANCES

- 8.1 The finances of the club shall be managed on a non-profit making basis with all surplus monies received through fundraising or donations being used to further develop Club facilities for the benefit and use of all Club members as decided by the Management Committee.
- 8.2 The Treasurer shall keep an account of all income and expenditure and shall submit to the Annual General Meeting for approval a Statement of Accounts, which will be duly audited.
- 8.3 The funds of the Club shall be held in the name of the Club in any suitable Financial Institution. Withdrawals shall be only on the signature of two of the following Officers – Chairman, Vice-Chairman, Secretary, Treasurer and any other nominated member of the Management Committee.
- 8.4 The financial year of the Club shall run from 1<sup>st</sup> July to 30<sup>th</sup> June.
- 8.5 No member shall, except for professional services rendered at the request of the Management Committee receive any profit or emoluments from funds or transactions of the Club.
- 8.6 Third Party Public Liability Insurance is an obligatory requirement and is provided by way of our affiliation with the Sussex County Football Association

## 9 DISSOLUTION

- 9.1 The Club shall only be dissolved when either:
- (I) A period of not less than two years has elapsed since a Resolution to that effect was carried at a properly convened Special General Meeting of the Club, or –
  - (II) The Club has been inactive for a period of not less than two years.
- 9.2 During the period of inactivity, all assets shall be held by the President and/or Vice President(s) or such other nominated Officials.



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- 9.3 On dissolution of the Club the assets shall be distributed within the local community for the benefit of its youth.

## **10 SPECIAL PROVISIONS**

### **10.1 BYE LAWS AND CLUB CODE OF CONDUCT**

10.1.1 The Management Committee may from time to time make, repeal and amend such Bye Laws and Club Code of Conduct (Page 8, so as not to be inconsistent with these Rules), as they shall deem expedient for the management and well-being of the Club.

10.1.2 A copy of such Bye Laws and Club Code of Conduct (Page 8) shall be available to all Members and shall be binding upon the Membership until repealed or amended by the Management Committee or set aside by a Resolution at a General Meeting of the Club.

### **10.2 OTHER MATTERS**

Any matter not provided for in these Rules shall be dealt with by the Management Committee.