



AEK-BOCO FC Club Constitution

1) Name

- l) The club shall be called AEK-BOCO Football Club (the “Club”)

2) Premises

- l) The address of the Club shall be Recreation Ground, Greenbank Road, Hanham, South Gloucestershire BS15 3RZ, while the registered office of AEK-BOCO FC Ltd, the company and charity set up to run the Club, shall be Redland House, 157 Redland Road, Redland, BRISTOL BS6 6YE.

3) Objects

- l) The objects of the Club shall be to promote community participation in healthy recreation through the provision of facilities for playing football.

4) Constitution

- l) The Club shall be a Charity registered with the CHARITIES COMMISSION as AEK-BOCO FC Limited (Charity Number 1123679), being registered under The Companies Acts 1985 and 1989 as a Company Limited by Guarantee with the name AEK-BOCO FC Limited (Company Number 5513835). All the Club’s activities shall be in accordance with laws governing both Charities and Companies Limited By Guarantee.

5) Affiliation

- l) The Club shall be affiliated to the Football Association and the Gloucestershire Football Association.

6) Management Of The Club

l) Trustees

- a The Trustees of the Charity (AEK-BOCO FC Limited), under the Charity’s Governing Document (Memorandum and Articles), are responsible for the general control and management of the charity.
- b Where a funding or regulatory body wishes to nominate a Trustee for the Charity, this shall be considered by the Trustees in accordance with the Governing Document of the Charity.
- c The Trustees shall, in extremis, have the right to remove any member of the Management Committee in cases of gross misconduct, or wilful contravention in relation to AEK-BOCO FC of Charity Law, Company Law or the constitution of the Club as set out herein. Any such action will be carried out in line with the Disciplinary Procedure.



II) Directors

- a The Trustees shall appoint Directors of AEK-BOCO FC Limited, who shall have the legal responsibilities and rights set out in UK Company Law.

b Management Committee

- i The management of the day to day affairs of the Club shall be entrusted by the Trustees and Directors to a Management Committee which shall comprise.

* OFFICERS

- ◇ Chairperson
- ◇ Vice Chairperson
- ◇ Secretary
- ◇ Treasurer

* REPRESENTATIVES

- ◇ Representative of the Men's Committee
- ◇ Representative of the Women's Committee
- ◇ Representative of the Boys/Mixed Committee
- ◇ Representative of the Girls' Committee
- ◇ Representative of the Disability Committee
- ◇ Representative of the Club Development Committee
- ◇ Representative of the Social & Fundraising Operations Committee.

- ii All Officers and Representatives shall be elected by Club Members at the Annual General Meeting.
- iii The Management Committee shall have the power to fill any vacancy in their number during the year.
- iv The Management Committee shall meet as often as is necessary.
- v The Management Committee shall have the right to introduce, change and rescind any Club policies, procedures, codes of conduct and/or by-laws provided such action does not bring the Club into contravention of Charity law, Company law or the constitution of AEK-BOCO FC as set out herein.
- vi Voting rights on the management committee shall be one vote per representative as set out above. In the event of a vote being non-conclusive, the Chairperson shall have the casting vote.
- vii The Management Committee may – with the consent of the Charity Trustees - at any time appoint trustees to purchase, lease or otherwise acquire land and/or buildings to further the objects of the Club.
- viii On the death or retirement of any Charity Trustees, The Management Committee shall nominate new Trustee(s) in substitution.



III) Sub Committees

- i In addition to the specific subcommittee responsibilities set out herein, the Management Committee may delegate other responsibilities to a subcommittee of not less than three, and each subcommittee so formed shall have a member of the Management Committee as Chairman, who may co-opt other members to this subcommittee.
- ii Specific sub committees shall be
 - ◇ **Finance Committee** – Responsible for the running of the Club’s finance activity, under the Chairpersonship of the Treasurer.
 - ◇ **Men’s Football Committee** – Responsible for the running of all Men’s Football Teams, under the Chairpersonship of the Men’s Committee Representative on the Management Committee.
 - ◇ **Boys’ Football Committee** – Responsible for the running of all Boys’ and Mixed Football Teams, under the Chairpersonship of the Boys’ Football Committee Representative on the Management Committee.
 - ◇ **Women’s Football Committee** – Responsible for the running of all Women’s Football Teams, under the Chairpersonship of the Women’s Committee Representative on the Management Committee.
 - ◇ **Girls’ Football Committee** – Responsible for the running of all Girls’ Football Teams, under the Chairpersonship of the Girls’ Committee Representative on the Management Committee.
 - ◇ **Disability Football Committee** – Responsible for the running of all Disability Football Teams, under the Chairpersonship of the Disability Committee Representative on the Management Committee.
 - ◇ **Club Development Committee** – Responsible for all aspects of Club Development, under the Chairpersonship of the Club Development Representative on the Management Committee.
 - ◇ **Bar and Trading Committee** – Responsible for all trading activities undertaken by or on behalf of AEK-BOCO FC / AEK-BOCO FC TRADING Ltd in accordance with Charity and Company law, and with the constitution of the Club as set out herein, under the Chairpersonship of the Social and Fundraising Representative on the Management Committee.
 - ◇ **Disciplinary Committee** – Responsible for upholding the Club’s policies, rules, and codes of conduct under the Chairpersonship of the Club Chairperson or Club Secretary, with required attendees to meet the requirements detailed in the Disciplinary Procedure.
 - ◇ **Appeals Committee** – Responsible for hearing appeals against actions and penalties levied by the Disciplinary Committee and will be made up from independent Committee Members and Trustees, from which a Chairperson will be nominated.



- ◇ **Social & Fundraising Operations Committee** – Responsible for all aspects of Club Social & Fundraising activities under the Chairpersonship of the Social & Fundraising Operations Representative on the Management Committee.

7) **Quorum**

- I) The quorum required for the Management Committee shall be five, of which no less than two shall be Officers.
- II) The quorum required for sub-committees shall be three, of which one must be that Committee's representative on the Management Committee.

8) **Membership of the Club**

- I) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability. Nor shall any person be disadvantaged by condition or requirement which is not shown to be justifiable.
- II) Persons may not be admitted to membership or be admitted as, candidates for membership, to any of the privilege of membership, without an interval of at least two days between their nomination or application for membership and their admission.
- III) Persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between them becoming members and their admission.
- IV) Specifically, members shall be:-
 - a Registered players who have signed and returned the Code(s) of Conduct currently in force relevant to their team
 - b Parents and spectators who have signed the Code(s) of Conduct currently in force and relevant to them
 - c The Officers of the Club
 - d Team Managers, Coaches and their helpers
 - e Others who may be invited at the discretion of the Management Committee
- V) Each member over the age of eighteen years shall have the right to vote at General Meetings.
- VI) Members who have sums owing to the Club which are more than two months in arrears shall be deemed to have resigned and shall forfeit all rights as such.
- VII) The Management Committee shall have the power to expel members who are in breach of the constitution of the Club as set out herein, or who are in breach of the Codes of Conduct or By-Laws of the Club, or whose conduct is deemed by the Management Committee to be inconsistent with the objects of the Club. Any such action will be carried in line with the Disciplinary Procedure.



VIII) Any person so expelled shall thereupon cease to be a member of the Club and shall forfeit all rights as such.

9) Subscriptions

- I) Any annual subscription suggested voluntary donation or otherwise recurring fee or charge shall be set by the Management Committee and approved at each Annual General Meeting.
- II) The Management Committee may make such By-Laws regarding subscription by class of membership as they see fit. Notice of such By-Law shall be exhibited on the Club Notice Board.

10) Funds And Property

- I) The Trustees shall have the power at any time to request details of any transaction in regard to Charity Funds and property, and to approve or deny any expenditure that they do not feel is within the Objects of the Charity.
- II) Within the limitations set out by 10(I), the Management Committee shall have power to deal with the funds and properties of the Club.
- III) The Treasurer shall handle the finances of the Club.
- IV) No sub-committee, or member of the Club, shall enter into financial arrangements on behalf of the club without authorisation from the Treasurer, who shall refer to the Management Committee matters in which any single item exceeds £500.
- V) All monies collected on behalf of the Club shall be handed to the Treasurer as soon as possible.
- VI) If any debt or expenditure be incurred by an individual without the authority of the Treasurer, this shall be the individual's own liability, unless the debt or expenditure be sanctioned by the Management Committee immediately following such debt or expenditure. The individual so concerned shall have the right of appeal to a General Meeting, notice of which shall be given in accordance with **Rule 12**.

11) Bar And Clubhouse Rules

- I) The Bar and Clubhouse shall be operated by AEK-BOCO FC Trading Ltd who will look after the day to day running of the facilities and will report directly to the Management Committee / Bar & Trading Committee. All profits generated from trading activity will be covenanted directly to AEK-BOCO FC (the charity).
- II) The Bar on Club premises shall be open at such times as the Bar & Trading Committee decides, provided that said opening does not contravene the terms of the lease and licence for the premises or in any way conflict with constitution of the Club set out herein or otherwise go against the objects of the Club.
- III) The supply or sale of intoxicating liquor shall only be undertaken in strict accordance with the licence granted by South Gloucestershire County Council.
- IV) There shall be no sale or supply of intoxicating liquor to persons under 18 years of age and should be limited to the following:



- i. Members
- ii. Guest of Members. Members should be entitled to entertain up to three guests at any one time, provided their full names and addresses are recorded in the Guest Book, and they are signed by the member who shall be responsible for their conduct at all times.
- iii. Visiting Teams, whether social or invited clubs, together with their officers and supporters.
- iv. League officials and persons having responsibility for supervising match or tournament.
- v. Persons attending at a special function personal to a member who shall be responsible for the function and be present throughout.
- vi. Intoxicating liquor should not be supplied to a member on the premises otherwise than by and on behalf of the club.

12) Annual General Meeting

- I) An Annual General Meeting shall be arranged by the Management Committee between May 31st and the September 30th to:
 - i Confirm the Minutes of the previous AGM
 - ii Receive a report of the activities of the Club over the previous year;
 - iii Receive a report of the Club's finances over the previous year;
 - iv Elect the members of the Management Committee;
 - v Consider any other business.
- II) Nominations for election of members as Club Officers or as members of the Management Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- III) Retiring Club Officers shall be eligible to become candidates for re-election without nomination.
- IV) In the event of there being no nominations in accordance with 12(I) and 12(II), nominations may be received at the Annual General Meeting.
- V) Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- VI) The Secretary shall notify each member via the club website, noticeboard and through email 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.
- VII) The quorum for a General Meeting shall be 20 members, and no less than three officers of the Club.
- VIII) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.



- IX) The Club Secretary, or in their absence a member of the Management Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

13) Special General Meeting

- I) An EGM may be called at any time by the Management Committee and shall be called within 28 days of the receipt by the Club Secretary 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.
- II) The Secretary shall notify each member via the club website, noticeboard and through email 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.
- III) The quorum for a General Meeting shall be 20 members, and no less than three officers of the Club.
- IV) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- V) The Club Secretary, or in their absence a member of the Management Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

14) By-Laws, Codes of Conduct, Policies and Procedures.

- I) The Management Committee shall issue Codes of Conduct for Players, Spectators, Coaches and others associated with the Club.
- II) All members shall be required to sign, return and adhere to the current Code of Conduct relevant to their position.
- III) The Management Committee shall, under normal circumstances, not amend the codes of conduct during the playing season though extreme circumstances may render such action necessary.
- IV) The Management Committee will, as it deems appropriate, issue, amend and/or rescind By-Laws, Policies, or Procedures in support of the constitution of the Club set out herein and in furtherance of the Objects of the Club.
- V) Any Policy or By-Law so issued or amended shall be displayed at the Club's premises, and all members shall be required to abide by such policies or By-Laws.
- VI) Failure to adhere to By-Laws, Codes of Conduct, or Policies may invoke application of the Disciplinary Procedure, which could result in actions and/or penalties being levied as detailed in the Disciplinary Procedure, including suspension or expulsion from Club Membership.



15) Pitch Allocation

- I) Pitch allocation shall be at the discretion of the Club Secretary, reporting to the Management Committee.
- II) In the event of any dispute, priority use of the Main Pitch at the Greenbank Road Playing Fields shall be given to the Men's 1st XI on a Saturday and the Ladies 1st XI on Sundays.
- III) Rule 15 (II) above shall only be altered by a vote of no less than 95% in favour, in which no less than 70% of the Management Committee have voted.

16) Dissolution

- I) If the Club is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects of the Charity which prohibits the distribution of its or their income to an extent at least as great as is imposed on the Charity by its governing document, chosen by members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.

17) Constitution Terms

- I) All members shall abide by the terms of the constitution of the Club set out herein.
- II) Alterations and amendments to the constitution of the Club set out herein can only be made on the vote of an Annual General Meeting or at a General Meeting specially convened for the purpose called in adherence with **Rule 13**.
- III) Any proposition to alter or amend the constitution of the Club must be received by the Club Secretary no less than 21 days prior to the Annual General Meeting or the General Meeting.
- IV) In the case of any difference of opinion arising as to the exact meaning of these rules, such meaning shall be decided by the Management Committee or, if such disagreement occurs at the Annual General Meeting, by the Chairperson of the Management Committee.