



CLUB CONSTITUTION

1. Name

The club shall be called Horsham Sparrows Football Club (the "Club") and includes Horsham Sparrows Girls Football Club and Horsham Sparrows Women Football.

2. Objectives

The objectives of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Child Welfare Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary. Membership is open to Players, Players immediate family, Team Managers, Coaches or Club Officials. In addition individuals who have provided service to the club for 10 or more years can be considered for Life Membership by proposal and vote at the AGM.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club Secretary along with the appropriate level of subscription as detailed in Section 3 of the Club Handbook. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure (Para 10) in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register held by the Secretary.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

(c) The Club has provision to prevent financial exclusion from Membership and can be discussed in confidence with the Club Secretary.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure (Para 10) in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer and Secretary and up to 6 other members, elected at an Annual General Meeting.

6 additional non-committee posts to assist with the administration of the club will also be appointed at the AGM. These are Development Officer, Registrations Secretary, Equipment officer, Facilities Officer, Press Officer and Social Secretary. These posts report to the Club Secretary and Club Chairperson.

(b) Each Club Officer, Club Committee Member and administrative post holder shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two 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 Club Officers attending the Club Committee meeting. The Chairperson shall be responsible for the running of the Club Committee meeting, and shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three. All Team Managers and assistants appointed under clause 10 are eligible to attend Club Committee meetings. No Club Officer can participate or vote in any discussion for which they may have a vested interest (E.g. as a Team Manager).

(c) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary and will be made available on request to members.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a 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.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club 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. 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.

(c) An EGM may be called at any time by the Club Committee. Additionally, an EGM shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than twelve voting 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.

(d) The Secretary shall send to each member at their last known address written notice 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. For the purposes of this rule, electronic communication is acceptable.

(e) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. One of the Playing Members parent/guardian present shall have one vote per playing member (of their immediate family) plus an additional vote if they are also a voting member themselves and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote. Members eligible to vote at an EGM will be limited to those on the Membership Register at the date the meeting request complying with 9 (c) is received by the Club Secretary.

(f) The Club Principal, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint Club members as Team Managers and Assistants to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee, at its last meeting prior to an AGM, a written report of the activities of the team. Any vacancy of Team Manager or Assistant which arises between Annual General Meetings shall be filled by an appropriate individual appointed by the Club Committee.

