

Powers of the Management Committee

7. The administration of all the properties and assets of the club shall be vested, corporately, in the officers and members of the management committee.

7A. The annual membership fee and the amount of match and training subscriptions payable, shall be set by the management committee and announced at the Annual General Meeting. (Managers/committee members son(s)/daughter(s) exempt from signing-on fee's)

7B. The management committee may refuse any application for membership of the club and may suspend or revoke the membership of any person deemed guilty of conduct likely to bring the club into disrepute.

7C. In the event of any officer or management committee member, including managers being absent from two consecutive meetings, without cause deemed satisfactory, and not contacting the relevant secretary, the management committee shall have the power to declare his/her seat vacant and to appoint a successor.

7D. The management committee may appoint such sub-committees as may be considered appropriate and such sub-committees shall be empowered to deal with all matters referred to them, subject to the approval of the management committee.

7E. The management committee may appoint such sub-committees as may be considered appropriate, and such sub-committees shall be empowered to co-opt additional persons to assist in it's business, but such co-opted members shall not be entitled to vote on any matter under discussion.

7F. Any matters not specifically provided for in these rules shall be dealt with at the management committee's discretion.

Annual General Meeting

8. An Annual General Meeting shall be held at such time and place as the management committee may determine, and in any case, before the end of June in each year.

8A. The appropriate secretary shall give all adult members of the club at least twenty-eight days notice of the time and place appointed for the Annual General Meeting. The appropriate secretaries shall circulate the agenda to all members.

8B. The appropriate officer's at the Annual General shall present annual reports

Meeting.

8C. All nominations for election to the management committee shall be proposed and seconded by adult members of the club and notified to the General Secretary at least twenty-one days before the date of the Annual General Meeting.

8D. Only in the event of insufficient nominations having been received in accordance with rule 8C will nominations for election to the management committee be accepted from the floor.

8E. Notice of motion shall be communicated to the General Secretary at least twenty-one days before the date of the Annual General Meeting and must be proposed and seconded by adult members of the club.

8F. Motions proposed and seconded from the floor of the meeting may be accepted or rejected at the discretion of the Chairperson.

8G. Only fully paid up adult members of the club, present at the Annual General Meeting; will be entitled to vote on any issue arising at the Annual General Meeting.

Extraordinary General Meeting

9. The management committee may call an extraordinary general meeting within twenty-eight days of such requisition. Setting out the nature of such a requisition, signed by at least 50% of the membership.

9A. Alterations to the rules of the club shall only be made on a majority vote at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.

Chair-person

Club Secretary _____



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Penwortham Town Football Club

CLUB RULES



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RULES OF THE CLUB

1. The club shall be known as 'Penwortham Town Football Club' (hereafter known as the club)

Football Club, the youth team(s) and senior team(s) shall be known as Penwortham Town Football Club.

In the future the girls and ladies teams shall be known as Penwortham Town Girls Football Club and Penwortham Town Ladies Football Club.

All the teams shall be affiliated to The Lancashire Football Association.

Objects of the club

2. The aims of the club shall be to provide football, social and recreational activities for boys/girls and adults mainly in the Penwortham area.

Membership

3. Membership of the club to be open to applicants in either of the following categories;

(a) Joint player/adult membership = open to boys/girls over 5 years of age jointly with one nominated parent or guardian. Or

(b) Adult membership = open to any person over 18 years of age. Adult members shall be asked to help with club events

3A. Membership of the club shall extend from the date of payment of the appropriate fee until the closure of the next annual general meeting when all membership shall cease and fees for the following year immediately become due.

Managers/Committee member's son(s)/daughter(s) shall be exempt from the signing-on fee.

3B. No member of the club shall be regarded as a member of the club, hold any office, or represent the club in any way until the appropriate membership fee has been paid. (Unless rule 3A applies).

3C. The relevant secretary shall compile a register of players

Accounts

4. The club's financial year shall commence on 1ST May each year.

4A. The treasurer shall keep such books, accounts and records as will allow him/her to draw up a balance sheet at the end of each financial year and any other dates that may be required.

4B. The club accounts must be submitted to an annual independent audit.

4C. Cheques drawn on the club accounts shall be signed by any one of these signatures

(1) Chairperson, (2) Vice-chair-person, (3) Club Secretary, (4) Child Protection Officer, (5), Development Officer, (6) Activities Officer and all receipts and cheques to be signed by the Treasurer.

4D. Club funds shall be kept in such accounts as the treasurer and management committee considers appropriate.

Team Affairs

5. The club shall, so far as is possible, field a team in each age group from under 7s to the senior team(s) inclusive and such other teams that the management committee may consider appropriate.

5A. Player members must register with the youngest age group for which they are eligible. Other than in exceptional cases as may be approved by the management committee.

5B. A player member shall not be registered to play for the club unless proof of age is first produced to the satisfaction of the relevant secretary.

5C. When attending matches and training sessions, each player member shall pay such subscriptions as may be set by the management committee. Managers/committee members son(s) /daughter(s) exempt from match/ training fees.

5D. All team affairs, including the registration of players and team selection shall be the responsibility of the team managers and coach's.

5E. All teams shall play in one of the club's official colours of Red, White and Blue or in any combination thereof, or any combination of other colours approved by the management committee.

5F. In the event of disciplinary action being taken against the club (or any member of the club), by the Lancashire Football Association or any other authorised body. It shall be a matter for the management committee to decide, after consideration of the case, whether such action should be accepted or contested. In appropriate cases, whether an appeal should be lodged against the findings of any disciplinary body.

All administration fees', cost's and expenses incurred in connection with any disciplinary action shall be met by from the club funds. Any fines imposed shall, in the first instance, be paid by the club, but the club must be reimbursed within twenty-eight days, of the fine being paid, by the member whom the fine(s) were imposed.

5G. Membership of the club shall not be affected in the event of a player /member's registration being cancelled or his being transferred to another club.

5H. Managers will be responsible for the collection of all subscriptions on match/training days, A copy of the month's subscriptions shall be submitted to the treasurer at the monthly meetings, a copy of every month's subscriptions shall be brought to the monthly meetings by all the managers and the treasurer, and will be signed by the treasurer or official acting for him / her.

Management Committee

6. The club shall be governed by a management committee of not more than thirty members including a 1/Chair-person, 2/Vice-chair-person, 3/General Secretary, 4/Senior-Secretary, 5/ Junior-Secretary, 6/Colts-Secretary, 7/Treasurer /8Child Protection Officer, 9/Development Officer, 10/Activities Officer, 11/Insurance Administrator, 12/ Web-site Co-ordinator and Team Managers.

6A. All officers and members of the management committee shall be elected at the Annual General Meeting and may offer themselves for re-election each year.

6B. The management committee shall meet at least once each calendar month and at each meeting seven shall be a quorum.

6C. All elected officers and members of the management committee shall be entitled to vote at any meeting of the club.