



Berkhamsted Raiders Community Football Club

Kitcheners Field, Castle Hill. Berkhamsted, HP4 1HE



Constitution

Amended: 15 July 2018

1 PART 1

1.1 Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

1.2 The Name.

The name of the Association is Berkhamsted Raiders Community Football Club (and in this document it is called the Charity).

1.3 The Objects.

The Charity's objects ("the objects") are;

- 1) To promote community participation in healthy recreation by providing facilities for playing football ("facilities" meaning land, buildings, equipment and organising football activities)
- 2) To advance the education of children and young people whether or not undergoing formal education.

1.4 Application of the Income and Property

- 1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 2) A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- 3) None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
 - a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
 - b) a Trustee from:
 - i. buying goods or services from the Charity upon the same terms as other members or members of the public;
 - ii. receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of sub clause (6) of this clause, or as a member of the Charity and upon the same terms as other members;
 - c) the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:
 - i. fines;

- ii. costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
 - iii. liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.
- 4) No Trustee may be paid or receive any other benefit for being a Trustee.
- 5) A Trustee may:
 - a) sell goods, services or any interest in land to the Charity;
 - b) be employed by or receive any remuneration from the Charity
 - c) receive any other financial benefit from the Charity
 if:
 - i. he or she is not prevented from so doing by sub-clause (4) of this clause; and
 - ii. the benefit is permitted by sub-clause (3) of this clause; or
 - iii. the benefit is authorised by the Trustees in accordance with the conditions in sub-clause (6) of this clause.
- 6)
 - a) If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause (3) of this clause, he or she must:
 - i. declare his or her interest in the proposal;
 - ii. be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
 - iii. not be counted in determining whether the meeting is quorate;
 - iv. not vote on the proposal.
 - b) In cases covered by sub-clause (5) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).
 - c) The Trustees may only authorise a transaction falling within paragraphs 5(a) - (c) of this clause if the trustee body comprises a majority of Trustees who have not received any such benefit.
 - d) If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Charity.
- 7) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- 8) In this Clause 4, "Trustee" shall include any person, firm or company connected with the Trustee.

1.5 Dissolution

- 1) If the members resolve to dissolve the Charity the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 2) The Trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 3) The Trustees must apply any remaining property or money:

- a. directly for the Objects;
 - b. by transfer to any charity or charities for purposes the same as or similar to the Charity;
 - c. in such other manner as the Charity Commissioners for England and Wales ("the Commission") may approve in writing in advance.
- 4) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a) - (c) inclusive in sub-clause (3) above.
 - 5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity).
 - 6) The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution.

1.6 Amendments

- 1) Any provision contained in Part 1 of this constitution may be amended provided that:
 - a. no amendment may be made that would have the effect of making the Charity cease to be a charity at law;
 - a. no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity.
 - b. no amendment may be made to clause 4 without the prior written consent of the Commission;
 - c. any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 3) A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of it being passed.

2 PART 2

2.1 Membership.

- 1) Membership is open to individuals who are approved by the Trustees.
- 2) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Trustees. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- 3) Membership may be restricted depending on the numbers of teams being run in each age group.
- 4) All members are deemed to have agreed to abide by the Club's Codes of Conduct, Equal Opportunities and Anti-Discrimination Policies as part of the application process.
- 5) Children aged under 18 will be known as Junior Members and will not be eligible to stand for election to any committee nor vote at any General Meeting
- 6) Football playing members aged 18 and over will be known as Senior Members and will be eligible to stand for election to any committee and vote at any General Meeting
- 7) Parents or Guardians of Junior Members whose names are included on the junior member's application form will become members of the charity and will be known as Non-playing Members. They will be eligible to stand for election to any committee and vote at any General Meeting.
- 8) In all cases, membership will last for up to one year and will need to be renewed at the start of each football season.
- 9)

- a. The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application
 - b. The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - c. The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- 10) Membership is not transferable to anyone else.
- 11) The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.

2.2 Termination of Membership.

Membership is terminated if:

- 1) the member dies;
- 2) the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- 3) any sum due from the member to the Charity is not paid in full within three months of it falling due;
- 4) the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - a. the member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed
 - b. the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

2.3 General meetings.

- 1) The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.
- 2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 3) All general meetings other than annual general meetings shall be called special general meetings.
- 4) The Trustees may call a special general meeting at any time.
- 5) The Trustees must call a special general meeting if requested to do so in writing by at least ten members. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.
- 6) At the Annual General Meeting (AGM), the following items must be included:
 - a. receive a report of the activities of the Charity from the Chair of the Executive
 - b. receive a report of the Charity's finances over the previous year
 - c. elect the officers of the Executive Committee and Football Management Committee
 - d. any other business.

2.4 Notice.

- 1) The minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- 2) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- 3) The notice must be published on the main notice board in the Club House.

2.5 Quorum.

- 1) No business shall be transacted at any general meeting unless a quorum is present.
- 2) A quorum is 15 members entitled to vote upon the business to be conducted at the meeting
- 3) If:
 - a. a quorum is not present within half an hour from the time appointed for the meeting; or
 - b. during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.
- 4) The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 5) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

2.6 Chair

- 1) General meetings shall be chaired by the person who has been elected as Chair.
- 2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- 3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- 4) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

2.7 Adjournments.

- 1) The members present at a meeting may resolve that the meeting shall be adjourned.
- 2) The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution.
- 3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.

2.8 Votes.

- 1) Each member eligible to vote shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

2.9 Officers and Trustees.

- 1) The Charity and its property shall be managed and administered by an "Executive Committee" comprising the Officers and other members elected in accordance with this constitution. The Officers and other members of the committee shall be the trustees of the Charity and in this constitution are together called "the Trustees".
- 2) The Charity shall have the following Officers:
 - a. A chair,
 - b. A secretary.
 - c. A treasurer.
- 3) A Trustee must be a member of the Charity.
- 4) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 18.

- 5) The number of Trustees shall be not less than three and not more than twelve.
- 6) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.
- 7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

2.10 The Appointment of Trustees.

- 1) The Charity in general meeting shall elect the Officers and the other Trustees.
- 2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to paragraph 5(b) of this clause, they may also appoint Trustees to act as officers.
- 3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.
- 4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:
 - a. is signed by a member entitled to vote at the meeting;
 - b. states the member's intention to propose the appointment of a person as a Trustee or as an officer;
 - c. is signed by the person who is to be proposed to show his or her willingness to be appointed
- 5)
 - a. The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.
 - b. The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.

2.11 Powers of Trustees.

- 1) The Trustees must manage the business of the Charity and they have the following powers in order to further the Objects (but not for any other purpose):
 - a. to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - b. to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - c. to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;
 - d. to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if they intend to mortgage land;
 - e. to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - f. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - g. to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;
 - h. to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - i. to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;

- j. to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
 - k. to do all such other lawful things as are necessary for the achievement of the Objects;
- 2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
 - 3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

2.12 Disqualification and Removal of Trustees.

A Trustee shall cease to hold office if he or she:

- 1) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- 2) ceases to be a member of the Charity;
- 3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 4) resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- 5) is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

2.13 Proceedings of Trustees.

- 1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 2) Any Trustee may call a meeting of the Trustees.
- 3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- 4) Questions arising at a meeting must be decided by a majority of votes.
- 5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 6) No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- 7) The quorum shall be three.
- 8) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 10) The person elected as the Chair shall chair meetings of the Trustees.
- 11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 12) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.
- 13) A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.
- 14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

2.14 Delegation.

- 1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.
- 2) The Trustees may impose conditions when delegating, including the conditions that:
 - a. the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - b. no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- 3) The Trustees may revoke or alter a delegation.
- 4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

2.15 Irregularities in Proceedings.

- 1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:
 - a) who was disqualified from holding office;
 - b) who had previously retired or who had been obliged by the constitution to vacate office;
 - c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise, if, without:
 - i. the vote of that Trustee; and
 - ii. that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.
 - iii. Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.
- 2) No resolution or act of:
 - a. the Trustees;
 - b. any committee of the Trustees;
 - c. the Charity in general meeting,shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

2.16 Minutes.

The Trustees must keep minutes of all:

- 1) appointments of Officers and Trustees made by the Trustees;
- 2) proceedings at meetings of the Charity;
- 3) meetings of the Trustees and committees of Trustees including:
 - a) the names of the Trustees present at the meeting;
 - b) the decisions made at the meetings; and
 - c) where appropriate the reasons for the decisions.

2.17 Annual Report and Return and Accounts.

- 1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - a) the keeping of accounting records for the Charity;
 - b) the preparation of annual statements of account for the Charity;
 - c) the transmission of the statements of account to the Charity;
 - d) the preparation of an annual report and its transmission to the Commission;

- e) the preparation of an annual return and its transmission to the Commission.
- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

2.18 Registered particulars.

The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

2.19 Property.

- 1) The Trustees must ensure the title to:
 - a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - b) all investments held by or on behalf of the Charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- 2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.
- 3) The Trustees may remove the holding trustees at any time.

2.20 Repair and insurance.

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

2.21 Notices.

- 1) Any notice required by this constitution to be given to or by any person must be:
 - a) in writing; or
 - b) given using electronic communications.
- 2) Notice may be given to a member either:
 - a) personally; or
 - b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - c) by leaving it at the address of the member; or
 - d) by giving it using electronic communications to the member's address.
- 3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 5)
 - a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - b) Proof that a notice contained in an electronic communication was properly addressed and sent shall be conclusive evidence that the notice was given.
 - c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

2.22 Rules.

- 1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.
- 2) The bye-laws may regulate the following matters but are not restricted to them:
 - a) The admission of members of the Charity and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers (as defined within the Charity's Codes of Conduct);
 - c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - d) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by this constitution;
 - e) the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and require a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.
- 5) The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

2.23 Football Management.

The day to day running of football matters will be managed by a "Football Management Committee" (known as the Management Committee or FMC). The role of the Management Committee will be to deliver, on behalf of the Trustees, the following:

- 1) To provide football both friendly and competitive for all children and adults who wish to join the club and are prepared to abide by its rules.
- 2) To ensure the safety and security of all members while they are training and playing matches with the club and as such, the Club will abide by The Football Association's Child Protection Policies and Procedures.
- 3) To ensure that all matches are played competitively but that the members, parents and club officials fully understand that fair play and discipline are of the utmost importance.
- 4) To promote the social aspect of the club by organising suitable events for the club members and their families from all the various club teams.
- 5) To ensure that the administration of the club is of the highest order and that all communication, be it oral or written, both internally and with outside bodies, is carried out clearly, effectively and courteously.
- 6) To promote the objects of the Charity.

2.24 Football Affiliation.

The Charity is a member of the Herts FA. The Rules and Regulations of The Herts FA and any League or Competition to which the Charity is affiliated for the time being shall be deemed to be incorporated into the Charity's Rules.

2.25 Football Management Committee

The Football Management Committee shall consist of the following elected officials:

1. Chair
2. Vice Chair
3. Secretary
4. Finance Officer
5. Purchasing Officer
6. Development Officer

Other Committee Members are co-opted onto the FMC by the FMC Chair, subject to the approval of the Trustees.

- 1) All team managers are entitled to attend FMC meetings and to speak and vote at them.
- 2) A representative of the Berkhamsted Cricket, Sports and Social Club will be invited to attend all FMC meetings
- 3) Each FMC Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions on the FMC at any time.
- 4) The Chairperson may request for additional FMC Officers to be created as required subject to a vote of the FMC Committee.
- 5) The FMC Committee shall be responsible for the management of football affairs. Decisions of the FMC Committee shall be made by a simple majority of those attending the FMC Committee meeting. The Chairperson of the FMC meeting shall have a casting vote in the event of a tie. Meetings of the FMC shall be chaired by the FMC Chairperson or in their absence the Vice-Chairperson. The quorum for the transaction of business of the FMC shall be four.
- 6) Decisions of the FMC shall be entered into the FMC Minute Book to be maintained by the Minutes Secretary.
- 7) The FMC will produce a report for each meeting of the Executive Committee.
- 8) Any member of the FMC may call a meeting of the FMC by giving not less than 7 days' notice to all members of the FMC. The FMC shall hold not less than four meetings a year.
- 9) An outgoing member of the FMC may be re-elected. Any vacancy on the FMC which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining FMC members and approved by a simple majority of the remaining FMC members.
- 10) Save as provided for in the Rules and Regulations of The Football Association and the Herts County Association and areas managed by the Trustees (section 28 of this constitution), the FMC Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

2.26 Football Teams

- 1) At its first meeting following each AGM, the FMC shall appoint a Club member to be responsible for each of the Club's football teams (the Team Manager). The Team Manager shall be responsible for managing the affairs of his or her team.
- 2) Each manager shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of his or her team.
- 3) Each manager of a junior team will appoint one parent as that team's Parent Representative. The Parent Representative will be responsible for seeking feedback from other parents in the team and promoting the clubs plans to the parents.

2.27 Berkhamsted Sports & Social Club

Berkhamsted Raiders Community Football Club is affiliated to Berkhamsted Sports and Social Club (BSSC). All members of BRCFC (playing and non playing) are affiliate members of BSSC. The rights of an Affiliate Member of BSSC are defined within the Constitution of BSSC - this includes full use of the club house facilities provided by BSSC.

