



Football in the local  
community for over  
40 years

# Canterbury Eagles FC Club Rules and Constitution



**ACCREDITED**  
PART OF ENGLAND FOOTBALL

## 1. Name

The club shall be Canterbury Eagles FC, “The Club”

## 2. Objectives

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Football

## 3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member of Canterbury Eagles FC

## 4. Rules & Regulations

Canterbury Eagles FC shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Kent County FA. The Rules and Regulations of The Football Association and Kent County FA shall be deemed to be incorporated into the rules.

Canterbury Eagles FC will also abide The FA’s Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

## 5. Club Membership

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other belief, except as a necessary consequence of the requirements of Football.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

## **6. Annual Membership Fee**

An annual fee payable by each member shall be determined from time to time by the club committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

The club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the club.

## **7. Resignation and Expulsion**

A member shall cease to be a member of Canterbury Eagles FC if, and on the date of which, he/she gives notice to the Club Committee of their resignation.

The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member.

A member who resigns or is expelled shall not be entitled to claim any of the club's property.

## **8. Club Committee**

The Club Committee shall consist of the following club officers:

### *Chair:*

Overseeing the running of the club and ensuring that it is run efficiently and managed appropriately. They will lead club meetings and provide general leadership in all areas of the club.

### *Vice-Chair:*

Support the operation of the club in its objectives, assist the Chair and Secretary on request.

### *Club Secretary:*

Being the main point of contact for the FA, team managers and other clubs and looking after the administrative duties of the club.

### *Vice Club Secretary:*

Providing administrative support to the Secretary, coordinating with team managers on admin matters.

### *Treasurer:*

Ensuring that the club stays financially sustainable, paying all expenses, and collecting any monies owed to the club.

### *Club Welfare Officer:*

Ensuring that the club operates a safe, child-friendly environment and promotes good practice in line with the club's Child Protection Policy.

### *2 x Fixture Secretary*

Organising pitches for home games and liaising with opposition counterparts to ensure details of away fixtures are provided to relevant managers in good time.

### *Referee Secretary*

Organising, appointing and arranging payments to referees for the club's home fixtures. Ensuring the club has a reliable list of referees to call upon.

### *Club Development Officer*

Developing sponsorship opportunities, strengthening links with the local community and helping to define a sustainable future vision for the club.

### *Event Coordinator*

Organising events such as the Presentation Evening and looking to develop further opportunities to come together as a club.

### *Saturday Soccer Coordinator*

Overseeing the running and future development of Saturday Soccer, the club's first step into football for school years R, 1 and 2.

### *Media & Marketing Coordinator*

Ensuring the club's message is consistently and prominently communicated, through social media, website, newsletters, local press and PR opportunities. The team will ensure Canterbury Eagles have a recognisable identity locally, enabling the club to attract good numbers of players in the future.

### *3 x Parent Representatives*

1 x Representative of each team playing for The Club

Each Club Officer and Committee Member 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 not hold any more than two positions of Club officer at any one time.

The Club Committee shall be responsible for the management of all the Club affairs. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting. All votes will be by show of hands unless a secret ballot is requested by 25% of those in attendance at a meeting

The Chair of the Club Committee meeting shall have the casting vote in the event of a tie. Meetings of the club committee shall be chaired by the Chair or in their absence the Vice-Chair.

The quorum for the transaction of business of the club committee shall be four.

Decisions of the Club Committee of meetings shall be recorded in the Club's minutes which will be maintained by the Club Secretary.

Any Member of the Club Committee may call a meeting of the Club Committee by

giving no less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than 4 meetings per year.

An outgoing member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.

Save as provided for in the Rules & Regulations of The Football Association and the Kent County FA to which Canterbury Eagles FC is affiliated; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules.

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

The Club Welfare Officer will sit upon the committee as a standing member.

## **9. Annual and Special General Meeting**

An Annual General Meeting (AGM) shall be held in each year to:

- Receive a report of the activities of the club over the previous year.
- Receive a report of the clubs finances over the previous year.
- Elect the members of the Club Committee.
- Safeguarding Report
- Consider any other business.

Nominations for elections of members as Club Officers or as members of the Club Committee should be made at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary no less than 7 days before the meeting.

A Special General Meeting (SGM) may be called at any time by the committee and shall be called within 7 days of the receipt by the Club Secretary of a requisition in writing signed by no less than five members stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business transacted at an AGM.

The Secretary shall send to each member written notice of the date of a General Meeting together with resolutions to be proposed at least 14 days before the meeting.

The quorum for a General Meeting shall be 25% of the total membership.

The Chair 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 Chair of the meeting shall have the casting vote.

The Club Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minutes of the Club.

All votes will be by show of hands unless a secret ballot is requested by 25% of those in attendance at a meeting

As part of its governance, the club shall host regular youth forums with the members to get ideas and feedback from the players.

## **10. Management of Club Teams**

At its first meeting following each AGM, the club committee shall appoint a club member to be responsible for each of the Clubs football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a report of the activities of the team at club meetings.

## **11. Club Finances**

A bank account shall be opened and maintained in the name of Canterbury Eagles FC. Designated account signatories shall be the Chair, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the signatories. All monies payable to Canterbury Eagles FC shall be received by the Treasurer and deposited into the Club account.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.

The Club Property, other than the Club account shall be vested in no less than two and no more than four custodians, one of whom shall be the treasurer (The Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the minutes shall be conclusive evidence of such decision.

The Custodians shall be appointed by the club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

On their removal or resignation, a custodian shall execute a conveyance in such form as is published by the FA from time to time to a newly elected custodian or the existing custodians as directed by the Club Committee. On the death of a custodian, any Club property vested in them shall vest automatically in the surviving custodians. If there is only one surviving custodian, a Special General Meeting shall be convened as soon as possible to appoint another custodian.

The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties as agreed by the Committee.

## 12. Dissolution

A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for the winding up of the assets and liabilities of the club.

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Signed:   


Date: 6th October 2022

Print Name: *Tony Payne, Dan Porter (Co-chairs)*