



Constitution



VMFC 1996



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**Village Manchester Football Club (VMFC)
Constitution (club rules) 29 June 2024**

1. Name

- a. The name of the club shall be Village Manchester Football Club or VMFC (the Club).
- b. The Club may have teams with different names agreed by the Executive Committee, Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

2. Aims & Objectives

- a. To provide the means and facilities for all people to play Association Football and to promote participation in the sport. The Club shall be based within, but not restricted to, the male gay and bisexual community in and around Manchester. As a 'gay and inclusive football club', everyone is welcome to join VMFC.
- b. To arrange football matches and social activities for its members, and community participation in the same.
- c. 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 beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- d. Players of all abilities are encouraged to join VMFC; training is open to all and VMFC's teams in different leagues offer players of all abilities the chance to play football.
- e. To administer funds for the objectives set out above. The Club is a non-profit making organisation that exists for the benefit of its members.
- f. In pursuance of the aims and objectives as stated above, the Club may associate or affiliate with such other organisations as may appear to be necessary or desirable to the Executive Committee, AGM or EGM.
- g. The Club and its members shall be bound by the rules of any league, competition or governing body to which the Club is affiliated.
- h. Benefits to members shall include but not be limited to access to equipment (kit, training items, first aid, goal nets, corner posts etc), access to hired facilities for training and matches, medical and insurance cover, suitable coaching, away match travel and, on occasion, reasonable post-match refreshments.

3. Status of this Constitution ('the rules'), Code of Conduct, Equal Opportunities

- a. This constitution (the Club's rules) forms a binding agreement between each member and the Club.
- b. The Club expects all players to maintain the spirit of the game and act in a sporting manner at all times.
- c. 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"), the County Football Association to which the Club is affiliated ("Manchester County Football Association") and Competitions in which the Club participates, for the time being in force.
- d. The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.
- e. Football belongs to, and should be enjoyed by, everyone equally. VMFC's commitment is to eliminate discrimination and to encourage equal opportunities. VMFC is responsible for setting standards and values to apply throughout the Club at every level. Our commitment is to confront and eliminate discrimination.
- f. VMFC is committed to a policy of equal treatment of all members and requires all members of whatever level of authority, to abide and adhere to this general principle and requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

4. Membership

- a. Membership will be restricted to be compatible with the aims and objectives of the Club.
- b. Member subscriptions are paid on a monthly basis and those who pay monthly will be classed as full members with voting rights.
- c. Only those people who are up to date with their monthly subscriptions will be deemed to be a member of the Club.
- d. Should the Club allow players to pay per match or training session, these players will not be classed as full members with voting rights.
- e. Membership or payment of any type of subscription does not guarantee the right to play in matches; team lists are determined by team managers.
- f. Membership or payment of relevant subscription does guarantee the right to train with the Club and attend Club social activities.
- g. Membership fees (subscriptions): the player membership fee, concessionary membership fee, train-only membership fee, supporter membership fee and any other membership fees may be determined at the AGM or EGM. The membership fees will be set at a level that will not pose a significant obstacle to community participation.
- h. The Treasurer, or other official authorised by the Executive Committee, will maintain records as to who is a member.
- i. Life membership status may be conferred on any member by the AGM or EGM.
- j. Free membership status may be conferred on any member by the Executive Committee, AGM or EGM.
- k. Subscriptions are non-refundable.
- l. The FA or Manchester County FA shall be given access to the Membership List on demand.
- m. A member shall cease to be a member of the Club from the date their subscription is due but is unpaid, or from the date they give notice of resignation, whichever is the earlier.
- n. A member who resigns or is expelled from the Club shall not be entitled to claim any, or any share of, the income or assets of the Club.

5. Executive Committee

- a. The Club will be managed by an Executive Committee elected at the Annual General Meeting. All elected officers shall retire annually and are entitled to seek re-election.
- b. The Executive Committee shall consist of the following voting officers:
 - i. Elected at the AGM: Chair, Treasurer, Secretary, Communications Officer.
 - ii. Other officers as determined by the AGM.
 - iii. Team managers appointed by the Executive Committee.
 - iv. Tour Organiser/s as determined by the AGM. As there can be multiple tours planned, there can be concurrent Tour Organisers.
- c. The Executive Committee shall have the power to appoint sub-committees.
- d. To fill the vacancy of an elected official the Executive Committee can either appoint a member or call an EGM to facilitate an election.
- e. The Executive Committee, AGM or EGM shall have the power to create non-voting official positions that report to the Executive Committee. These positions shall be filled at an AGM/EGM election or directly by the Executive Committee.
- f. The Executive Committee shall have the responsibility for the management of the affairs of the Club, including the disposal of assets of the Club in the event of its disbandment.
- g. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- h. The position of a Club Officer shall be vacated if such a 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.
- i. The Executive Committee shall normally meet once a month and at least once a quarter.
- j. The date and time of the Executive Committee meeting shall be fixed at the previous meeting.

- k. Executive Committee meetings may also be called by the Chair or Secretary giving five days notice to all members of the Executive Committee.
- l. The quorum for Executive Committee meetings shall be half the voting members of the Executive Committee. This shall not include vacant positions.
- m. An individual may hold more than one position on the Executive Committee but will only be entitled to one vote.
- n. Decisions of the Executive Committee shall be by a simple majority of those attending the meeting. The Chair shall have the casting vote in the event of a tie.
- o. The Chair is empowered to make decisions between Executive Committee meetings subject to reporting these decisions at the next Executive Committee meeting, whereat any such decisions may be revoked. Where practicable, the Chair should make every effort to elicit the approval of Executive Committee members before making any such decisions.
- p. Meetings of the Executive Committee are not open to other members or members of the public unless invited.
- q. A Committee Member may be removed following a 'Vote Of No Confidence' process. The process is:
 - i. A request for a Vote Of No Confidence against a Committee Member may be made by a VMFC member, as defined in the Constitution. The member requesting the vote must document the reasons they are asking for a vote. Reasons must be factual and evidenced. The request must go to the Chair, unless the motion is against the Chair, in which case the request will go to the Secretary, or Treasurer in the Secretary's absence. The Vote Of No Confidence needs to be seconded by another VMFC member.
 - ii. The Vote Of No Confidence will be held in private by the other Committee Members. The meeting will conform to the rules of a Committee meeting, as defined in the Constitution. Formal notice of the meeting will be given so that the Committee member concerned has time to put their case together. The Committee member will be allowed to address the Committee before leaving the meeting to enable the Committee to discuss and vote on the motion.
 - iii. A two thirds majority is required from voting Committee Members at the meeting.
 - iv. If a majority is attained, the Committee Member in question will be made aware of the result. The Committee Member can decide to contest the vote or tender their resignation.
 - v. If the vote is contested, an EGM will be called where another Vote Of No Confidence will be held. Club Members and Committee Members are eligible to vote as per EGM rules. The vote will be by secret ballot. The Committee Member concerned will be allowed to address the EGM, as will a representative from the opposing side. The Committee member concerned will then be asked to leave the meeting to enable the members to discuss and vote on the motion.
 - vi. At the EGM a two thirds majority is required. If a majority is attained, then the Committee Member will be removed from their role. If a majority is not attained, the Committee Member will remain in their role.

6. Officer Responsibilities

- a. Chair
 - i. Set and chair the Executive Committee meetings, AGM and EGM or arrange an alternative so to do, and will be responsible for the conduct of any ballots/votes taken at such meetings.
 - ii. Entitled to vote (subject to being a member of the Club) and in the event of a tie will have the casting vote.
 - iii. Represent the Club externally, for example to outside bodies such as IGLFA, EGLSF, GFSN, MCFA.
 - iv. Represent the Club to the media; be available for interviews etc.
 - v. Try to ensure other officers are fulfilling their roles.

- b. Secretary
 - i. Manage the administration of the Club and maintain the Club's non-financial records. Receive and respond to Club correspondence.
 - ii. Record the minutes of all meetings; circulate minutes and agendas.
 - iii. Book venues for Executive Committee meetings, AGM and EGM.
 - iv. Book pitches and changing rooms for matches and training.
 - v. Ensure rules regarding the AGM and any EGM are adhered to, particularly regarding notice periods.
 - vi. Liaise with football leagues, competitions and governing bodies to which VMFC is affiliated regarding all matters, including fixtures, updates, results, queries and fines.
 - vii. Organise the Club's insurance policies.
- c. Treasurer
 - i. Responsible for financial matters of the Club, including maintaining the Club's financial records.
 - ii. Produce regular accounts for the Executive Committee and annual accounts for the AGM.
 - iii. Record who has paid their monthly subscription and is therefore considered a member of the Club.
 - iv. Make recommendations for future expenditure plans.
 - v. Manage an up-to-date list of debtors, in liaison with the Secretary.
 - vi. Pay fines and request reimbursement from relevant players.
- d. Social Secretary
 - i. Organise a series of social events throughout the year.
 - ii. Liaise with other members of the Executive Committee, for example to organise trophies, videos and presentations etc at the End of Season event / Awards night.
- e. Communications Officer
 - i. Manage the Club's website, email accounts and e-news.
 - ii. Manage the Club's social media accounts.
 - iii. Produce written articles and match reports.
 - iv. Liaise with the media.
 - v. Produce or arrange design work.

7. Annual General Meeting (AGM)

- a. Should be held within three months of the end of the financial year.
- b. Notice of the AGM, including date, time and venue, to be published to the members by the Secretary with at least 21 days notice.
- c. Items for the agenda should be received by the Secretary at least 14 days prior to the AGM.
- d. Secretary to publish the agenda at least 7 days prior to the AGM.
- e. The agenda shall include the following items:
 - i. Minutes of the previous AGM and any intervening EGM
 - ii. Reports from the Chair and Treasurer
 - iii. Election of Executive Committee officers
 - iv. Election of other officers if relevant
 - v. Membership fees for the coming year
 - vi. Any other business
- f. Only members who are up to date with membership payments and have paid their monthly membership fee by the day before the notice for the AGM is issued will be entitled to vote at the AGM.
- g. Nomination of candidature for Executive Committee or other positions can be made to the Chair in advance of the AGM or at the AGM.
- h. Positions with only one candidate may be elected on a show of hands.
- i. Positions with more than one candidate must be elected through secret ballot.
- j. Should the Chair be standing for election, he shall relinquish chairing the meeting during that election.
- k. Members must be present at the meeting to vote.
- l. The quorum for the AGM shall be 10 members or one third of the members, whichever is smaller.

- m. Votes on other issues shall be by show of hands but at the request of at least two members may be conducted by secret ballot.
- n. In the event of a tie in any vote, the Chairperson of the meeting shall have the casting vote.
- o. Should the club be unable to hold the AGM during the usual period, for example for legal reasons or due to a pandemic, the Committee may delay the AGM, but must hold the AGM as soon as possible. Alternative forms of AGM, such as online, should be considered.

8. Extraordinary General Meeting (EGM)

- a. May be convened by the Executive Committee.
- b. May be convened upon the written request to the Secretary, signed by not less than 10 members of the Club and containing the reason for the request.
- c. The Secretary should arrange the date, time and venue of the EGM.
- d. The EGM must be held within 28 days of the request.
- e. The Secretary should give at least 21 days notice of the EGM.
- f. Items for the agenda should be received by the Secretary at least 14 days prior to the EGM.
- g. Secretary to publish the agenda at least 7 days prior to the EGM.
- h. Only members who are up to date with membership payments and have paid their membership fee by the day before the notice for the EGM is issued will be entitled to vote at the EGM.
- i. Members must be present at the meeting to vote.
- j. The quorum for the EGM shall be 10 members or one third of the members, whichever is smaller.
- k. Votes shall be by show of hands but at the request of at least two members may be conducted by secret ballot.
- l. In the event of a tie in any vote, the Chairperson of the meeting shall have the casting vote.

9. Finance

- a. The Club funds shall be held in a bank or building society account in the Club name and shall be managed by the Treasurer.
- b. The Treasurer shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- c. The Treasurer may allow other members 'read only' access to the Club's online account to assist in their duties, for example the collection of subscriptions.
- d. All Club funds are to be used for the benefit of its members, players, managers and supporters to aid everyone, without discrimination, to train for football, play football and/or support football.
- e. The financial year for the Club shall end on 30 April.
- f. The Treasurer shall prepare annual accounts for distribution at the AGM.
- g. The club will pay the league, competition or governing body for any fines charged to players. The Executive Committee shall determine the policy as to whether players will be required to pay the Club the fine amount before being allowed to train or play again. The Club will pay fines, contact the relevant player about the amount owed, and inform the team managers the individual is not currently allowed to train or play.
- h. The Executive Committee shall determine whether persons owing the Club money, for example League fines or unpaid subscriptions, will be allowed to train or play.
- i. Subscriptions are payable on a monthly basis.
- j. The Executive Committee shall determine for how long different groups of players, for example new players, receive a free period at the Club.
- k. The Treasurer or other person tasked with collecting subscriptions has the authority to accept 'per match' or 'per training session' fees in exceptional circumstances if the individual is unable to commit to full monthly subscriptions. These individuals are not full members and are not given voting rights within the Club.
- l. The Executive Committee may, at its discretion, authorise payment of away match travel expenses for matches outside Greater Manchester. Where the Club organises

transport (for example a minibus or coach) players are required to make use of this transport where possible. Other travel expenses will only be paid with the prior approval of the Executive Committee.

- m. Team managers have the right to choose players from outside the Club for individual matches, for example former members who no longer live locally. These players shall be required to pay the 'per match' fee. Travel expenses will not be paid to these players.
- n. VMFC is a non-profit making Club run on an amateur basis; no member of the Executive Committee or other officer may receive remuneration for their role in the Club. Fees may be paid to individuals for providing external services, for example coaching. Any surplus income or gains will be reinvested in the Club. The Club shall not remunerate people for playing.
- o. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs.
- p. The Club may provide reasonable hospitality for visiting teams and guests.
- q. The Club may indemnify the Executive Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

10. Policies

- a. The Executive Committee is empowered to produce policies on various aspects of running the Club. Each policy requires a two thirds majority of the Executive Committee to pass, amend or remove.
- b. Any member of the club can propose the creation, removal or amendment of a policy to an AGM or EGM under the usual general meeting rules.
- c. Policies may include, but not be limited to, Health & Safety, Discipline, Safeguarding, Data Protection.

11. General

- a. All decisions taken at the AGM and EGM shall be binding on the Executive Committee until reversed at a subsequent AGM or EGM.
- b. The Executive Committee shall give direction to other officials, managers, members and players as they see fit.
- c. Any Executive Committee member is obliged to impart any information relating to the decisions taken by the Executive Committee to any member on request, with the exception of information of a personal nature.
- d. Team captains are appointed by team managers.
- e. Team lists are determined by team managers, based on the criteria they feel important for each individual match.

12. Dissolution of the Club

- a. The Club may be disbanded by a simple majority vote of members at an AGM or EGM. The motion to dissolve must be included in the agenda for the AGM or EGM.
- b. The Dissolution shall take effect from the date of the AGM or EGM and the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c. In the event of disbandment of the Club, any remaining assets shall be transferred to either another registered Community Amateur Sports Club (CASC), a registered charity or to the sport's governing body for use by them in community related sports.

13. Constitution

- a. The constitution may be amended by a simple majority at an AGM or EGM. The proposed amended constitution must be published by the Secretary with the agenda.
- b. The constitution shall be made available to all members.
- c. This constitution was accepted by a unanimous vote of members at an AGM on 29 June 2024.

Witnessed by:

Signatory James Cole
Position Chair
Date 29 June 2024

A handwritten signature in black ink, appearing to be 'JC', with a large loop on the left side.

Signatory Steve Joyce
Position Treasurer
Date 29 June 2024

A handwritten signature in black ink, appearing to be 'SJ', with a large loop on the left side and a long horizontal stroke extending to the right.