



Leatherhead Football Club Ltd

Club Rules

Date: 12th August 2020

Produced By: Ian Pegg

Version: 1.4

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Document Version Control

| Version | Date | Changes | Owner |
|---------|-----------------|---|------------------------------|
| 1.0 | 13 July 2000 | Rules Approved at Founding General Meeting | Richard Bligh & Gerald Darby |
| 1.1 | 13 July 2011 | Amendments proposed and agreed at Annual General Meeting | Richard Bligh |
| 1.2 | 15 January 2020 | Subsequent amendments were agreed by the Board of Directors | Richard Bligh |
| 1.3 | 29 July 2020 | Subsequent amendments were agreed by the Board of Directors | Ian Pegg |
| 1.4 | 12 August 2020 | Minor feedback from Board of Directors and sign off | Ian Pegg |

1 Purpose and Background

Leatherhead Football Club Limited is a Limited Liability Company. The Board of the Company (Leatherhead Football Club Limited) has responsibility for the overall management, direction and financial viability of Leatherhead Football Club (The Club). The Club Committee (reference Rule 8) has responsibility for the day to day running of the Club and of the Tanners Bar.

The purpose of this paper is to document the club rules of Leatherhead Football Club. The club rules are available to the members of the club and will be presented annually at the AGM.

2 Club Rules

2.1 Name

The club shall be called Leatherhead Football Club Limited.

2.2 Objects

The objects of the Club shall be to arrange association football matches and social activities for its members.

2.3 Status of the Rules

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

2.4 Rules and Regulations

(a) The Club shall have the status of a full Member Club of The Football Association by virtue of its membership of The Football Association. The Rules and Regulations of The Football Association Limited and Football Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

2.5 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 Membership Secretary. There are three categories of membership: Ordinary Member, Season Ticket Holder and Vice President.

(b) Any person who wishes to be a member must apply in the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee (see 8).

Membership shall become effective upon an applicant's name being entered in the Membership Register.

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

(d) The Football Association or an Affiliated Association shall be given access to the Membership Register on demand.

(e) Members shall have the right to vote at General Meetings of the Club, (subject to exceptions, refer to 2.8c & 2.9aiii).

2.6 Membership Fee

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

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

2.7 Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date he or she gives notice to the Membership Secretary of his or her resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Board of Directors shall have the power to expel a member when, in their opinion, it would not be in the interest of the Club for him or her to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

2.8 Club Committee

- (a) The Club Committee shall be known as the Committee.
- (b) The Committee shall consist of the Directors, the Football Secretary and such other members as fulfil designated roles in facilitating the running of the Club. These positions will be stipulated in the Calling Notice for each Annual General Meeting.
- (c) The appointment of all Directors (and the Company Secretary) is the responsibility of the Shareholders.
- (d) The appointment of the Football Secretary and such other Committee Members as fulfil designated roles in facilitating the running of the Club will be stipulated in the Calling Notice for each Annual General Meeting.
- (e) Committee Members who are not Directors 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 of Club Officer at any time. The Committee shall be responsible for the general and day to day running of the Club and the Tanners Bar. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting. The Chairman of the Committee meeting shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the Chairman or in his or her absence a member appointed by the meeting. The quorum for the transaction of business of the Committee shall be FIVE.
- (f) Decision of the Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (g) Any member of the Committee may call a meeting of the Committee by giving not less than 7 days' notice to all members of the Committee. The Committee shall hold not less than four meetings a year.
- (h) An outgoing member of the Committee may be re-elected. Any vacancy on the Committee which arises between Annual General Meetings shall be filled by a Member proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining Committee members.
- (i) Save as provided for in Rules and Regulations of The Football Association or an Association to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (j) The Committee shall have the authority to create sub-committees to organise specific areas of business as the Committee feel appropriate. The membership and conduct of such sub-committees shall be at the absolute discretion of the Committee.

2.9 Annual and Special General Meeting

(a) An Annual General Meeting (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 Committee (other than Directors)
- iv) consider any other business

(b) Nominations for election of members as Club Officers or as members of the Committee (other than Directors) shall be made in writing by the proposer and the seconder, both of whom must be existing members of the Club, to the Company 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 Company Secretary not less than 14 days before the meeting.

(c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Company Secretary of a requisition in writing signed by not less than TEN members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Membership Secretary shall send to each member at his or her last known email address notice of the date of an AGM or a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be TEN.

(f) The Chairman, or in his or her absence a member selected by the Committee, shall take the chair. Each member present, who has the right to vote, shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

(g) The Company Secretary, or in his absence a member of the Committee shall enter Minutes of an AGM or a General Meeting into the Minute Book of the Club.

2.10 Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be agreed by the Board of Directors. All monies payable to the Club shall be received by the Finance Director and deposited in the Club Account.

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

(c) The Board shall have the power to authorise the payment of remunerations and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

(d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(e) The Club shall not be permitted to take bank loans of any kind or to operate with an overdraft on its bank account at any time without the approval of the Board of Directors.

2.11 Club Property

(a) The Club property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Finance Director. (the custodians), who shall deal with the Club Property as directed by decisions of the Board and entry in the Minute Book shall be conclusive evidence of such a decision.

(b) The Custodians shall be appointed by the Board of Directors and shall hold office until death or resignation unless removed by a resolution passed by the Board of Directors.

(c) On his or her removal or resignation a custodian should execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Board of Directors. On the death of a Custodian, any Club Property vested in him or her shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Board Meeting shall be convened as soon as possible to appoint another Custodian.

(d) The Custodians shall be entitled to an indemnity against any loss arising out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

2.12 Dissolution

(a) A resolution to dissolve Leatherhead Football Club Limited can only be carried by the Board of Directors.

(b) The Board of Directors shall be responsible for the winding up of the assets and liabilities of the Club.