



CHISLEHURST GLEBE FC, FOXBURY AVENUE, CHISLEHURST BR7 6SD

CLUB CONSTITUTION SEASON 2025/26

Chislehurst Glebe Football Club Constitution

1. Name

1.1 The Club shall be called **Chislehurst Glebe Football Club** ("the Club").

1.2 The Club is affiliated to the London Football Association (LFA).

1.3 The Club badge, name and official social media accounts are the property of the Club and may not be used without permission.

2. Aims and Objectives

2.1 The overriding aim of the Club is to provide coaching, training and playing facilities for its members.

2.2 The Club's objectives are:

- To raise playing standards across all age groups
- To increase participation in football through a structured environment that promotes best practice
- To provide coaching to the highest possible standard
- To promote fair play, sportsmanship and respect at all times
- To actively promote and uphold The FA Codes of Conduct

3. Status of the Constitution

3.1 This Constitution replaces all previous versions and constitutes a binding agreement between the Club and its subscribing members.

4. Affiliation and Compliance

4.1 The Club is affiliated to the London Football Association.

4.2 The Rules and Regulations of The Football Association (The FA), the London FA and affiliated leagues shall be deemed to be incorporated into this Constitution.

4.3 Club teams shall affiliate to football leagues in accordance with Club policy and following decisions made by the appropriate management committee(s).

4.4 The Club shall comply with all FA policies, including but not limited to:

- Safeguarding Children Policies and Procedures
- Respect Codes of Conduct
- Equality, Inclusion and Anti-Discrimination Policies

5. Membership

5.1 Membership shall be open to all persons subject to payment of subscriptions and compliance with Club rules and policies.

5.2 Only registered members with current membership status may play competitively for Club teams.

5.3 Current membership is defined as having paid all registration fees and monthly subscriptions by the required due dates.

5.4 All new members must complete a Club registration form and be entered into the register of members for the relevant season.

5.5 The register of members shall be maintained by the Membership/Registrations Secretary.

5.6 Membership is conditional upon compliance with all Club Codes of Conduct, which must be signed upon acceptance.

5.7 Each member shall be entitled to one vote at an AGM or EGM. For junior members, voting rights shall be exercised by one parent or guardian.

5.8 Any membership disputes or appeals shall be submitted to the Chairman or Secretary for consideration by the Management Committee.

6. Resignation and Expulsion

6.1 Upon resignation or expulsion, a member's name shall be removed from the register of members and they shall no longer be eligible to represent the Club.

6.2 Resignations may be accepted by any Club Officer, preferably the Team Manager.

6.3 The Secretary must be notified within seven (7) days of any resignation of a player, officer or

official.

6.4 All Club property must be returned upon resignation or expulsion.

6.5 No individual officer may expel a member. Expulsion may only occur following a majority decision of the Executive Committee.

6.6 Expulsion may result from breaches of Club rules, policies or Codes of Conduct and may include the conduct of parents, guardians or associates.

6.7 Resigned or expelled members shall have no claim on Club assets in the event of dissolution.

6.8 All expulsions shall be confirmed in writing by the Secretary.

6.9 Appeals against expulsion must be submitted in writing within fourteen (7) days and shall be considered by the Executive Committee within 7 days. Grounds of appeal should follow FA appeal procedure (Appendix A)

7. Fees and Subscriptions

7.1 An annual membership fee shall be set by the Management Committee and ratified at the AGM. This fee is non-refundable.

7.2 Monthly subscription fees shall be set by the Management Committee and collected by Team Managers by the 1st of each month, covering the period 1 September to 31 May.

7.3 Subscription monies must be paid to the Treasurer within three (3) working days of collection. Monthly subscriptions are non-refundable.

7.4 Failure to pay subscriptions may result in temporary suspension of membership. Persistent non-payment may lead to expulsion.

7.5 Members with outstanding debts at the end of May shall not be invited to rejoin the Club for the following season.

7.6 In exceptional circumstances, the Management Committee may agree a temporary suspension of fees, reviewed monthly.

7.7 Minimum squad sizes shall be:

- 5-a-side: 8 players
- 7-a-side: 9 players
- 9-a-side: 12 players
- 11-a-side: 15 players

Or as directed by the FA.

8. Club Officers

8.1 The officers of the Club shall include, but are not limited to, those listed in Appendix B.

8.2 Officers shall be elected annually at the AGM and serve a one-year term.

8.3 Individuals may hold more than one role but shall have only one vote at committee meetings.

8.4 Officer roles and responsibilities shall be defined by the Executive Committee, with job descriptions available on request.

8.5 Casual vacancies may be filled temporarily by committee appointment until the next AGM.

9. Committees

9.1 Structure

The Club reports to the leaseholders, Glebe FC Ltd and shall be governed by:

- An Executive Committee
- A General Management Committee

9.2 Decision Making

Committee decisions shall be made by simple majority vote. In the event of a tie, the Chairman shall have the casting vote.

9.3 Executive Committee

- Comprising of
 - The Secretary
 - The Chairman
 - The Treasurer
 - Junior & Youth Team Representative (1 person covering)
 - Women and Girl Teams Representative (1 person covering)
 - Club Founders /Directors
 - Other members as appointed by Executive Committee
 - Other officers may be invited to attend meetings as deemed necessary
 - Club Founders are permanent members and can only be voted off for gross misconduct
- Composition and powers shall be as defined by the Club governance framework
- A quorum shall be three (3) officers

- Meetings shall be held at least quarterly

9.4 General Management Committee

- Shall include Executive Committee members, Officers and Team Managers
- Quorum shall be twelve (12), including at least two Executive Committee members

9.5 Ad-Hoc Committees

The Club may appoint ad-hoc committees, including disciplinary committees, as required.

10. Powers and Property

10.1 Club assets and property shall be vested in **Glebe FC Ltd**, registered with Companies House (No. 15691225).

10.2 Committees shall have authority over matters not expressly provided for within this Constitution.

11. General Meetings

11.1 Annual General Meeting (AGM)

The AGM shall:

- Receive reports of Club activities and finances
- Elect officers
- Consider constitutional amendments and policy changes

Twenty-eight (28) days' notice shall be given. A quorum shall be as determined by Club governance rules.

11.2 Extraordinary General Meeting (EGM)

EGMs may be convened by committee or upon written request of seven (7) members. Seven (7) days' notice shall be given.

12. Club Finances

12.1 Club accounts shall be operated in the name of Chislehurst Glebe Football Club.

12.2 Financial records shall be maintained by the Treasurer and prepared with an external accountant.

12.3 Records shall be retained for ten (10) years.

12.4 The financial year shall run from 1 August to 31 July.

13. Dissolution

13.1 The Club may only be dissolved at an AGM or EGM by a three-quarters ($\frac{3}{4}$) majority of those present.

13.2 Any surplus assets, following settlement of liabilities, shall be transferred to the Parent Association or another FA-affiliated organisation for the benefit of the game, with the consent of the Parent Association.

Appendix A – Grounds of Appeal

A1. Right of Appeal

Any member subject to a disciplinary decision of the Executive Committee or a Disciplinary Committee shall have the right to appeal in accordance with this Constitution.

Appeals must be submitted in writing within the timescales set out in the Constitution and shall clearly state the grounds upon which the appeal is made.

A2. Grounds of Appeal

Appeals shall be limited to one or more of the following grounds:

A2.1 Procedural Irregularity

The Appellant may appeal on the ground of procedural irregularity where it is alleged that the Executive Committee or Disciplinary Committee failed to follow the applicable Regulations, Club Rules and/or its own established procedures when reaching its decision.

A procedural irregularity shall include, but is not limited to:

- Inadequate notice of a hearing or meeting
- Failure to provide a reasonable opportunity for the Appellant to make representations
- An improperly constituted committee or lack of quorum

Where such procedural failure has materially affected the fairness of the decision-making process, the decision may be deemed unsafe and contrary to the principles of natural justice.

A2.2 Failure to Take Account of Relevant Information and/or Consideration of Irrelevant Factors

The Appellant may appeal on the ground that the Executive Committee or Disciplinary Committee failed to take account of relevant information and evidence, and/or took into account matters that were irrelevant to the issue under consideration.

This shall include circumstances where material facts, evidence or submissions put forward by the Appellant were disregarded, or where the decision relied upon considerations that should not properly have been taken into account.

Such failures may render the decision unreasonable and subject to being set aside or reconsidered.

A2.3 Unreasonable and/or Disproportionate Decision

The Appellant may appeal on the ground that the decision was unreasonable and/or disproportionate.

A decision shall be deemed unreasonable where it falls outside the range of decisions reasonably open to the committee when properly applying the relevant Regulations, Club Rules and facts of the case.

A decision shall be deemed disproportionate where the sanction imposed does not properly reflect the circumstances of the case or fails to give appropriate weight to relevant mitigating factors.

A3. Appeal Outcomes

Following consideration of an appeal, the Appeal Panel or Executive Committee (as appropriate) may:

- Uphold the original decision
- Overturn the decision in whole or in part
- Vary the sanction imposed
- Refer the matter back for reconsideration in accordance with proper procedure

A4. Relief Sought

The Appellant may request that the appeal be allowed and that such relief be granted as the Appeal Panel considers appropriate in accordance with this Constitution and the principles of fairness and natural justice.

Appendix B

The Chairman

The Secretary

Assistant Secretary / League Secretaries

The Treasurer

Discipline Officer

Junior Football Representative (from 5 a side to 9 a side)

Youth Football Representative (11 a side)

Senior Football Representative

Women's Teams Representative

Girls Teams Representative

Coaching Representative (Head of Coaching)

Child Welfare Officer

Club Development Officer

Marketing and Social Media Officer

Registrations Secretary – may be divided by leagues or age groups

Fixtures Secretary – may be divided by leagues or age groups

Results Secretary – may be divided by leagues or age groups

Social /Events Secretary

Data Protection Officer

First Aid Officer

Team Managers

Team Administration Assistants

Other position deemed necessary by Executive Committee