



# Old Parmiterians Football Club



## **Rules and Constitution of Old Parmiterians Football Club ( OPFC )**

### **1. NOMENCLATURE AND CONSTITUTION**

The name of the Club shall be Old Parmiterians Football Club and it shall run football teams consisting of two Saturday sides and one Sunday Side as deemed by the Committee of the Club.

The Club shall be affiliated to:

The Herts Senior County League,

The Football Association

The Herts Football Association.

The Arlon Printers West Herts Saturday League

and shall have Home Pitches situated at Parmiters School, Garston, Herts.

The Club's name and particulars shall be returned annually by the appointed date to the Herts F.A.

The object of the Club is to organize football under the rules and conditions of the Football Association.

The aim of the Club shall be to encourage Players and Spectators to participate in football in a sporting and self-disciplined manner.

The Club shall also encourage all Players to fulfill their potential.

### **2. MEMBERSHIP**

The members shall be:-

**a)** The Registered Players (who shall be entitled to one vote at the Annual General Meeting or at Special General Meetings, ) who will be invited to join the Club and pay the appropriate fees.

A bonafide Player of the Club shall be one who, being in all other respects eligible, has signed a fully and correctly completed League registration form in ink. and has been received by the Club prior to playing.

**b)** The Officers and Managers of the Club.

### **3. SUBSCRIPTIONS**

The amount payable by the Players for the Annual Subscription shall be decided on at the Annual General Meeting prior to the start of the new season.

### **4. OFFICERS**

The Officers of the Club shall be the President (non electable post) Chairman, Vice Chairman, Treasurer, Saturday Secretary, Sunday Secretary & two appointed Committee Members.

These are to be elected at the Annual General Meeting.

### **5. MANAGEMENT, NOMINATION, ELECTION**

**a)** The Governing Body of the Club shall be the Committee comprised of the Officers of the Club who shall be elected at the Annual General Meeting.

**b)** Retiring Officers shall be eligible to become candidates for re-election without nomination.

All other candidates for election as Officers or Committee Members shall be nominated in writing by two Members to the Secretary not later than 30th April in each year. Names of those nominated shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

**c)** The Committee shall meet as often as is necessary.

**d)** Except where otherwise mentioned all communications shall be addressed to the Secretary's who shall conduct the correspondence of the Club and keep a record of its proceedings.

**e)** The Elected Committee will receive nominations for Team Managers & Assistant's at the Annual General Meeting. These positions will be discussed at the first committee meeting (within 14 Days) of the new elect committee without the nominee's present. The nominee's will be notified in writing of their application whether successful or otherwise.



# Old Parmiterians Football Club



## **6. QUORUM**

The quorum required for the Committee shall be 3 of the serving Committee.

## **7. ANNUAL GENERAL MEETING**

a) This shall be held after the finish of the playing season and no later than the 30th June. The Secretary's shall give 28 days' notice of the Annual General Meeting to the members.

The agenda shall be:-

- 1) Minutes of last Annual General Meeting
- 2) Matters arising
- 3) Chairman's address
- 4) Secretary's reports
- 5) Treasurer's report
- 6) Team Manager's Season Report
- 7) Election of Officers and Committee Members
- 8) Registration Fees for next season
- 9) Receipt of Nomination Forms For Team Managers
- 10) Other business of which due notice shall have been given

All voting shall be conducted by a show of hands, unless a ballot be demanded by at least one third of the delegates present or the Chairman so decides.

## **8. POWER OF THE COMMITTEE**

The Committee shall have the power:-

- a) To make, amend or rescind any bye-law, so long as it does not contravene the rules of the Club.
- b) The Committee, as it may deem necessary, shall have the power to fill vacancies that may occur.
- c) To exercise disciplinary action when necessary. Including expulsion of players from the club.
- d) Each Member of the Committee shall be entitled to attend all Committee Meetings and, except for the Chair, have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to him.
- e) In the event of the voting being equal on any matter, the Chair shall have a casting vote.
- f) The Committee shall have powers to apply, act upon, and enforce the Rules of the Club and shall also have jurisdiction over all matters affecting the Club, including any not provided for by the Rules.

## **9. ALTERATIONS AND AMENDMENTS**

Alterations and amendments to the rules of the Club can only be made on the vote of an Annual General Meeting or at a General Meeting specially convened for the purpose called in conformity with Rule 14. Any proposition to alter or amend the rules of the Club must be received by the Secretary 14 days prior to the Annual General Meeting or the General Meeting.

## **10. ANNUAL BALANCE SHEET**

The Treasurer shall present an Annual Balance Sheet of income and expenditure to the Annual General Meeting.

## **11. ISSUE OF CHEQUES**

The Treasurer shall issue all cheques, signed by two Officers of the club.

## **12. EXPENDITURE**

All expenditure on behalf of the Club to be approved by the Committee and filled in on the appropriate form from the Treasurer.



# Old Parmiterians Football Club



## **13. FINES AND APPEALS**

**a)** All fines incurred by Players as a result of disciplinary action taken by any League/Referee shall be paid by the offending Player via the Secretary.

Any Member wishing a personal hearing by Herts F.A. must submit the relevant fee and correspondence to the Secretary, who will only then, on the Players behalf, apply for a personal hearing.

**b)** All fines incurred by a Team Manager during the course of a season as a result of contravening a league rule, will be paid by the Manager.

**c)** If fines are not paid on time and the club incurred more costs these will be passed onto the player.

## **14. SPECIAL MEETINGS**

On receiving a requisition signed by two-thirds of the Members of the Committee, the Secretary shall convene a meeting of the Committee. On receiving a requisition signed by two-thirds of the Members of the Club, the Secretary shall call a General Meeting. The Committee may call a General Meeting at any time when it shall consider the same necessary. At least 14 days' notice shall be given of all meetings under this Rule, together with an agenda of the business to be transacted at such meetings.

## **Bye-Laws of Old Parmiterians Football Club**

1. The address of the Headquarters of the Club shall be the Secretary's address.

2. The Club funds shall be banked with Barclays Bank High Street Watford.

3. The Club colours shall be:-

1st Team: Claret & blue shirts with Claret shorts and Claret socks

Reserve Team: Claret & blue shirts with Claret shorts and Claret socks

"A" Team: Claret & blue shirts with Claret shorts and Claret socks

our change kit is: Amber & Black Shirts with Black shorts and Amber with black hoped socks

4. The Managers must present their nomination to the new elected committee at the AGM for which a decision will be known after the committee's first meeting and Managers will be notified in writing of failure or success.

5. Each Manager to be responsible for the care and well being of the Club Football Kit and any other Club property in use by his team.

6. If Players owe outstanding fines or Subscriptions in excess of £40.00 to the club they will not be eligible to play until these are settled in full or provision is made with the Club Treasurer or Chairman.

7. No Player under suspension will allowed to play under a assumed name. Nor will Managers ask or play Players who under Suspension from the League. If these are not adhered to the Player & Manager could be fined or expelled from the Club.

This is under Football Association Ruling which all League's have to adhere to, failure to comply could see the club expelled from the league and F.A. at all levels.

8. Each team must have a representative to collect subscriptions after each game from players. They must also pay the Officials Fees and provide a full report for the Club Treasurer.