

University of Liverpool Convocation Football Club

Club Rules

BACKGROUND

Liverpool Convocation FC was founded on 1st December 1973. It came out of, and is still closely affiliated to, the University of Liverpool. It ensures that at any one time the majority of its playing members are suitably affiliated with the University of Liverpool. Its home pitch is at the University's Wyncote Sports Ground. The Club has strong links with undergraduate teams at the University, which contributes to the ongoing supply of players and ensures the Club's University identity is maintained. The Club encourages its members to participate in relevant University activities, such as public lectures and quizzes, and to register with the University's Alumni Office.

The rules are intended to set forth what the club attempts to do for, and the level of behaviour that the club expects from, its membership. The rules will be reviewed by the committee from time to time and amended as necessary.

RULES

1. Composition of the Club

Although the Club has different teams, each with their regular squad members, and the University of Liverpool Convocation FC is to be considered as *one* Club for all matters. Currently, the first team plays in Liverpool Old Boys League and the second team plays on the friendly circuit in the North West and North Wales, and there should be occasional mixing of the two teams to enhance member cohesion.

2. Affiliation to the University of Liverpool

As the Club is affiliated to the University of Liverpool its members should act in accordance with the levels of expectation of the University at all times. As well as behaviour on and off the pitch, this level of expectation also refers to any written transmission associated with the club. Transgression of these rules will lead to disciplinary action and possible exclusion from the club.

3. Membership

- a) A member of the Club must (i) be admitted to the Club by the Committee (ii) ordinarily be a graduate of the University of Liverpool.
- b) For the avoidance of doubt, the Club Secretary will keep a continuously updated register of Club members divided into first team squad members, second team squad members and retired members (see below clause 4), recording everyone's affiliation with the University (degree/PhD subject etc) and year of graduation.
- c) Any member of the Club may recommend a person for consideration as a potential member by informing the relevant Captain, who will then submit names to the Committee for its decision.
- d) A fully paid-up member is entitled to vote at AGMs and EGMs, to propose items for discussion, and to nominate candidates for selection as Officers of the Club.
- e) The membership year runs from 1 June until 31 May.
- f) The Committee will monitor the total size of the membership regularly, and will use this as a key criterion in deciding whether to recommend to the AGM that the club be increased in size.
- g) The Committee will monitor closely and regularly the percentage of members who are University of Liverpool Alumni, with the aim that this should be 100%, but never falling below 70%.
- h) Members who have paid their annual subscription will take preference over those who have not paid, in any team. Substitutes will be normally given at least half a game.

4. Retired / Occasional Members

- a) Given the nature of the Club, there are many previous members who have ceased to play but who wish to maintain close connections with the Club, and they shall be known as Retired Members.
- b) Retired Members are welcome at AGMs and EGMs, but they do not have a vote and are not required to pay an annual subscription fee. However, if they pay the club's 'country member' fee of £5 they then become eligible to vote.
- c) Retired Members will be invited to the Club's social functions and will always be welcome at any of the Club's matches as supporters.
- d) Occasional Members are those players that play the odd game and attend Club Tours, but also preserve the same rights as Retired Members as 4(b) above.

5. Committee

- a) The Committee is the Club's ruling body and its decisions are final.
- b) The Committee may from time to time set up and dissolve Sub-Committees as required. It is in the gift of the Committee to decide whether a Sub-Committee is advisory or whether it has delegated authority to make decisions.
- c) Any decision requiring agreement by the Committee requires a quorum of *at least four* (4) Committee members.
- d) The Committee comprises the following 14 members, who are known as Officers of the Club (at any one time at least 70% of the Committee should be University of Liverpool Alumni) :

- i President
- ii Vice-President
- iii Chairman
- iv Secretary
- v Treasurer
- vi First Team Captain
- vii First Team Vice-Captain
- viii Second Team Captain
- ix Second Team Vice-Captain
- x University Liaison Officer
- xi Social Secretary
- xii Webmaster
- xiii ITC Chairman
- xiv Second Team Fixture Secretary

e) The President and Vice-President are honorary positions and usually taken by retired members. It is not necessary for these Officer positions to be restricted to members. The position is in recognition of services to the club, and is intended that they be overseers of the club's activities and member behaviour. It is in the Committee's gift to propose the positions of President and Vice President.

f) All other Officers on the Committee must be members.
The Chairman must be an Alumnus of The University of Liverpool.

g) Officers are elected on an annual basis at the AGM, with nominations (a proposer and seconder for each position) for Officers being submitted by members at least two (2) weeks in advance of the AGM to the Secretary.

6. AGM

The AGM will be held as soon as possible following the end of the season, usually in May.

7. EGM

- a) In exceptional circumstances an EGM may be called by the Committee.
- b) In addition, members also have the right to call for an EGM. To avoid vexatious petitioning or unnecessary bureaucracy a statement signed by fully paid-up 33% of the club membership to the Secretary is required to trigger an EGM in this way.

8. Annual Membership Fee

- a) The obligatory annual membership fee is determined each year by the AGM and currently it is £30 pa, and £5 for students/un-waged and country members.
- b) The membership fee *must* be paid *before 30 June* during that membership year, i.e. just ahead of the upcoming season, with the Treasurer keeping a record of who has and has not paid.
- c) In special circumstances, where a Club member submits a private request to the Treasurer, the Treasurer has discretion to make a special arrangement with the member in respect of the amount to be paid and the date by which it is to be paid in order to become a fully paid-up member.
- d) Any member whose fees are outstanding or not up to date should *not be eligible* to (i) play for any of the Club's teams or (ii) participate in any vote or ballot at Club level, until payment is received by the Treasurer, who will then notify the appropriate Captain.

9. Match Fees

- a) The Club collects a match fee from each member of the squad who participates in a game (except in the case of guests who have no member status but who can be brought in in the event of there being an insufficiency of club members)
- b) The match fee is determined each year by the AGM.
- c) The match fees will be collected by the Vice Captain of the squad or his nominee, and all proceeds will then be passed onto the Treasurer as soon as possible after the match for banking.

10. Fines

Any fines incurred by individuals will be paid by the Club, *except* those resulting from (a) dissent against the referee or (b) foul and abusive language or behaviours directed at the referee or others.

11. Circulation Lists

The Club Chairman will ensure through the Club Secretary and Captains that up to date lists (First Team Squad; Second Team Squad; Retired Members) are maintained for circulation, primarily via email.

12. Club Website

This will be continuously updated and policed when necessary (to avoid any offensive material) by the Club Webmaster.

13. Expenses Policy

1. No expenses will be paid without a valid receipt
2. Allowable expenses include any outgoing expenses in performing the duties of the club.
3. Expenses to be claimed at the monthly committee meeting
4. The Treasurer has the final say on the payment of expenses