

Tattenhoe Youth FC



The Club Constitution

1st July 2009

1. Name

The club shall be called **TATTENHOE YOUTH FOOTBALL CLUB** (the "Club")

2. Objects

The club has been formed to promote access to coaching and playing of football IRRESPECTIVE OF ABILITY, GENDER, ETHNIC ORIGIN AND WHERE PRACTICAL MENTAL OR PHYSICAL DISABILITY. The object of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

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

4. Rules and Regulations

- 4.1. 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"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- 4.2. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules. Also alteration to the club rules shall be put forward unless via a majority vote by the members at the AGM or EGM. Any member wishing to call an EGM should first contact the club secretary who will inform the member of the criteria to call an EGM
- 4.3. The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

- 5.1. 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 Club Secretary.
- 5.2. All members of the Club shall abide by the rules laid down by the clubs official Code of Conduct, which is issued to each new member upon registration.
- 5.3. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- 5.4. The following procedures will be adopted where allegations about a member's conduct whether supporting or representing the club is considered detrimental to the best interest of the club.

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5.4.1. Allegations about any member, made to any other member shall be brought to the attention of the committee, who shall decide on what course of action should be followed.

5.4.2. For minor problems, the Chairman and Vice chairman will approach the member, if the member wishes the matter can be discussed at the next regular committee meeting where upon the incident will be recorded within the minutes and the course of action if any will be decided.

5.4.3. For matters of a more serious nature or the recurrence of a minor problem, a date will be fixed by the Club Secretary for a meeting of the full committee to discuss such further action as necessary. The decision of the committee shall be communicated to the member within three working days of their decision.

5.5. The club committee shall have the power to expel any member when in the opinion of the committee it would not be in the interests of the club for them to remain a member of the club.

5.6. THERE SHALL BE NO APPEAL PROCEDURE

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

5.8. The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Parents / Guardians of members as listed on the "The Members Register" shall also be considered as members of the club. The Parent/Guardian shall mean any person who is legally considered the rightful Parent or Guardian of the member whose name appears of the "The Members Register".

Annual Membership Fee

6.1. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable. All fees shall be approved at the AGM or EGM is so called for that purpose.

6.2. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

6.3. The fees due shall be as follows:

6.3.1. A one off registration fee of £25 per member

6.3.2. For under 7s and above a fee of £120 per annum will be payable by 12 equal payments of £10 by standing order. Any other form of payment will only be accepted with consent of the committee.

6.3.3. For age groups below under 7s a pay as you play policy will apply and the amount will be determined at the discretion of the committee.

6.4. The committee may withhold / suspend the membership of any member who does not comply with the above conditions for the payment of fees. Should any member fall into arrears by any more than 2 months he/she shall no longer be considered for participation in any club activities until such time as the arrears are paid.

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7. Resignation and Expulsion

- 7.1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- 7.2. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- 7.3. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- 8.1. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Child Welfare Officer and an Events Co-ordinator, elected at an Annual General Meeting.
- 8.2. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.
- 8.3. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- 8.4. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- 8.5. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- 8.6. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- 8.7. The position of a Club Officer shall be vacated if such 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.

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9. Annual and Extraordinary General Meetings

- 9.1. An AGM shall be held in each year to:
 - 9.1.1. receive a report of the activities of the Club over the previous year
 - 9.1.2. receive a report of the Club's finances over the previous year
 - 9.1.3. to present a financial budget plan for the ensuing year
 - 9.1.4. elect the members of the Club Committee
 - 9.1.5. consider any other business.
- 9.2. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the meeting.
- 9.3. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- 9.4. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- 9.5. The quorum for a General Meeting shall be 3 Club Committee members .
- 9.6. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- 9.7. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

- 10.1. At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
- 10.2. The team manager adhere to Code of Conduct for Coaches

11. Club Finances

- 11.1. A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Vice Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- 11.2. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

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11.3. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

11.4. 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 as provided for in the Finance Act 2002.

11.5. The Club may also in connection with the sports purposes of the Club:

11.5.1. sell and supply food, drink and related sports clothing and equipment;

11.5.2. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

11.5.3. pay for reasonable hospitality for visiting teams and guests; and

11.5.4. indemnify the Club 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).

11.6. The Club 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 years.

11.7. The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

12. Dissolution

12.1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

12.2. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

12.3. Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be donated to a Sporting Charity to be determined and agreed at the general meeting held for the purpose of the dissolution of the club