



# Falmouth Community Youth Football Club Constitution

## 1. Name

The club shall be called Falmouth Community Youth Football Club

## 2. Affiliation

The club shall be affiliated to Cornwall FA

## 3. Aims and Objectives

The club shall aim to positively promote the game of association football to its members and offer playing and coaching opportunities to all those members who wish to play. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Football.

## 4. Equality Statement

The club is fully committed to the principles of the equality of opportunity.

No participant or volunteer of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any participant or volunteer as grounds for disciplinary action under the relevant club rules.

## 5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of Cornwall FA.

## 6. Membership

- 6.1 The club shall consist of the Officers and the members.
- 6.2 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Committee.
- 6.3 All members are also required to abide by the appropriate FA Football Code of conduct.
- 6.4 The committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.5 Members under the age of sixteen shall be considered as junior members.
- 6.6 Junior members shall not have the right to vote at Committee meetings.
- 6.7 Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Football.
- 6.8 The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 6.9 The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the committee.

## **7. Team Fees**

- 7.1 Initial team fees shall be set and agreed before the Annual General Meeting, to be collected in July/August of each year and are payable to the club Treasurer. Final fee amount will be agreed by September by the Committee. Final fee amount to be paid, or a payment plan put in place with the first installment paid, by October. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season.
- 7.2 Each player registered to play in a team competing in a league shall pay an annual registration fee. All fees shall not be repayable unless it is deemed exceptional circumstances by the Committee.
- 7.3 Membership and Match Subscription fees will be reviewed by the Committee on an annual basis.

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

7.5 Fee amount may be scaled depending on joining date.

## 8. Committee

8.1 The Committee will act for the members of the club and shall be comprised of the following nominated Officers: President, Chairperson, Secretary, Treasurer(s), Welfare Officer(s), Head Coach, Girls Rep, Press Officer, Fixtures Organiser, Fundraising Coordinator, Referee Mentor, Membership Officer and Parent Representative.

8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM.

8.3 Any liabilities incurred shall fall upon the membership of the club providing the Committee acts in accordance with the Constitution, in honesty and good faith.

8.4 The Committee shall meet monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.

5. The quorum necessary for Committee meetings shall be 5

8.6 The Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.

## 9. Club Teams

9.1 Managers appointed at or subsequent to the AGM shall be responsible for managing the affairs of each of the Club's football teams. They are responsible for ensuring members and Parents / Guardians / Carers of members are aware of and adhere to the Clubs rules, Child Protection Policy and Procedures, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policies. They are also responsible for liaising with committee and supplying updates and reports throughout the year to be discussed at committee meetings.

## 10. Finance

10.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.

10.2 The club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.

10.3 The financial year of the club starts on July 4<sup>th</sup> and ends July 3<sup>rd</sup>.

10.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by one of the following officers, Chairperson, Secretary, Welfare Officer or Treasurer.

10.5 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

## 11. Annual General Meeting and other meetings

11.1 The Annual General Meeting (AGM) of the club shall be held in July of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.

11.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.

11.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.

11.4 The quorum for general meetings shall be 5 members present who are eligible to vote.

11.5 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 3 members. The Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

## 12. Voting Procedures for all meetings

12.1 All members entitled to vote at meetings shall have equal voting rights.

12.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

12.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

## 13. Discipline and Appeals

- 13.1 The Committee shall have the authority to take appropriate disciplinary action against any member of the club and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the club.
- 13.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare officer will be informed.
- 13.3 All individuals have the right of Appeal to any disciplinary decision made by the Committee.
- 13.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 13.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 13.6 An Appeal Hearing should be convened by a member of the Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

#### 14. Dissolution procedures

- 14.1 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 2 members of the club.
- 14.2 Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

#### 15. Review of the Constitution

- 15.1 This Constitution should be reviewed a minimum of once every two years.
- 15.2 Any amendments to the Constitution can only be agreed at the Club's AGM.
- 15.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
4. In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.

**15.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.**

**15.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.**

**15.7 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.**