

The FA Charter Standard Club Programme Weston Point Junior Football Club Constitution 2016/17

1. **NAME.** The Club shall be called Weston Point Junior Football Club. (The Club)
2. **OBJECTIVES.** The objectives of the club shall be to arrange association football matches and social activities for its members
3. **STATUS OF RULES.** These rules (the Club rules) form a binding agreement between each member of the Club
4. **RULES AND REGULATIONS.**
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to / membership of The Football Association.
The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior notice at an A.G.M. or an E.G.M.
 - (c) The Club will also abide by The Football Associations Child Protection Policies and Procedures, Codes of Conduct and Equal Opportunities and Anti-Discrimination Policy.
5. **CLUB MEMBERSHIP.**
 - (a) The Members of the Club from time to time shall be those persons listed in a register of the members (The Members Register), which shall be maintained by the Club Secretary.
 - (b) 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 sole discretion of the Club Committee. Membership shall

become effective upon an applicant's name being entered in the Membership Register.

- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEES & WEEKLY SUBSCRIPTIONS

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) 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.
- (c) Weekly subscription fees shall be payable by each playing member and shall be determined from time to time by the Club Committee.
- (d) The Club Committee shall have the authority to raise or lower the weekly subscription rate as is deemed reasonably necessary to fulfil the objects of the Club.
- (e) All monies collected by managers/committee members shall be passed on to the Treasurer at the last Committee meeting, before the month ends.
- (f) Accurate accounts of monies collected by managers shall be kept and produced on request of the committee

7. RESIGNATION AND EXPULSION

- (a) 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 their resignation. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) By cancellation of a Registration by a member's Manager after the Club Committee have been informed of their intentions.
- (d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following officers:- Chairperson, Vice Chairperson, Treasurer, Secretary, Team Managers, Manager's Assistants, Unattached Members and other agreed Officials (i.e. Child Welfare Officer) elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. 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 by the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Minutes Secretary.
- (d) 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 not hold less than six meetings a year.
- (e) 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.
- (f) Save as provided for in the Rules and Regulations of the Football Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club.

9. RESPONSIBILITIES OF THE COMMITTEE

Chairperson

- (a) To maintain order at all meetings.
- (b) To set agendas for all meetings.
- (c) To keep minutes of all meetings or to elect a Committee person present.

- (d) To decide if a vote is to be by show of hands or secret ballot.
- (e) If another Official is unable to carry out their duties, the Chairperson can temporarily appoint a replacement until an E.G.M. can be arranged.
- (f) To call the A.G.M. or an E.G.M. if properly requested to do so.

Vice-Chairperson

- (a) To assume the responsibilities of the Chairperson in their temporary absence.
- (b) At all other times, the Vice-Chairperson shall have the same status as similar non Officers.

Secretary

- (a) Responsible for the day to day running of the Club.
- (b) To arrange Fixtures
- (c) To call meetings and inform all Committee Members of date, time and place, together with reasons in case of an E.G.M.
- (d) To receive and distribute Club correspondence.

Treasurer

- (a) Responsible for handling Club funds
- (b) To record all transactions involving Club funds.
- (c) To prepare and present a report on the movements in the Club funds for the financial year.
- (d) To call the A.G.M. or an E.G.M. if properly requested to do so.

Club Welfare Officer

- (a) Responsible for the welfare of all members of the Club.
- (b) To be the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person.
- (c) To liaise directly with the CFA CPO and necessary authorities.
- (d) To be familiar with the procedures for referring any concerns.
- (e) To play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

Team Managers

- (a) Overall responsibility for the team they manage.

Managers Assistants

- (a) To assist the Manager with the team.
- (b) To assume the Manager's responsibilities in their absence.

Unattached Members

- (a) To assist the Club in any way deemed necessary by the Committee.

10. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (A.G.M.) shall be held each year to: Receive a report of the activities of the Club over the previous year. Receive a report of the Club's finances over the previous year. Elect the members of the Club Committee. Consider any other business.
- (b) 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 Secretary not less than 21 days before the A.G.M. Notice of any resolution to be proposed at the A.G.M. shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- (c) An extraordinary General Meeting (E.G.M.) may be called at any time by the 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 purpose for which the meeting is required and the resolutions proposed. Business at an E.G.M. may be business that may be transacted at an A.G.M.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be five (except in circumstances where there are less than five elected or co-opted to that Committee) but must include a minimum of three Committee Members.
- (f) The Chairperson / Vice 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 the votes the Chairperson of the meeting shall have a casting vote.
- (g) The Secretary, or in their absence a member of the Club Committee, shall compile Minutes of General Meetings and make available to all Committee Members.

11. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Secretary, Club Treasurer and one other Club Committee Member. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories.
Any expenditure above £50.00 requires a simple Committee vote. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- (b) The income and assets of the Club (The Club Property) shall be applied only in the furtherance of the objects of the Club.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual financial statement available for all members to view.
- (e) The Club property, other than the Club account, includes all kit, balls, nets, corner flags and any other items necessary to carry out the duties bestowed on the teams. This property whether accrued by sponsorship or other means is, and always will, remain the property of the Club.

12. CLUB COLOURS

- (a) Official colours are Royal Blue and Yellow
- (b) Deviation from Club colours requires approval of the Club Committee.

13. ALTERATIONS TO THE CONSTITUTION

- (a) Changes can only be made at the A.G.M. or and E.G.M. called for that purpose.
- (b) Written details of the proposed change(s) must be received by the Secretary, proposed and seconded by a current Committee member, at least 14 days before the A.G.M. or when requesting an E.G.M.
- (c) A majority vote of members present is needed to alter the Constitution.

14. INTERPRETATION OF THE CONSTITUTION

- (a) In the event of a dispute arising out of different interpretations of one of the rules of the Constitution, a vote shall be taken of the members present to clarify the meaning. The Constitution may be amended to avoid future misinterpretation, but rules cannot be altered by such vote.
- (b) Voting on interpretation may take place at any Club meeting.

15. DISSOLUTION

- (a) 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 members present.
- (b) 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.



- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent association shall determine.

16. CONSENT

As a member of the Weston Point JFC Committee I agree to abide by the rules defined in this constitution.

Signed: _____

Name: _____

Date: __/__/__

Position Held: _____

