

CLUB CONSTITUTION

1. Name

The Club shall be called Writtle Minors Youth Football Club (the “Club”).

2. Objects

The objects 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

(a) 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 Regulation 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.

(b) No alteration to the Club Rules shall be effective without 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.

(c) The Club will also abide by The FA’s Safeguarding Children 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

(a) 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.

(b) 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 place from time to time. 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 FA and Parent County Association shall be given access to the Membership Register on demand.

e) Membership consists of the following categories:

i) Playing membership shall be open to children aged 5 to 18 years currently registered with the Club, and who have paid the annual registration fee as determined by the Club Committee. A register of all playing members of the Club, will be kept by the Club Secretary. Membership is open to both boys and girls and all playing members within the Club will be deemed to be junior members of the Club. Junior members shall not be entitled to vote.

ii) Full membership of the Club shall be open to any parent/guardian of a current playing member, or an elected Officer of the Club even if that Officer is not the parent/guardian of a current playing member.

f) Full members, Club Officers and Committee members shall be entitled to vote at AGM and EGM meetings of the Club. Voting shall be restricted to one vote per Full member. Hence, if both parents of a playing member attended an AGM or EGM, then only one would be eligible to vote on their child's behalf. If the parent/guardians were representing two or more of their children, then they would both be able to vote, once each. If one parent attends representing two or more of their children, then they are only entitled to vote once.

6. Annual Membership Fee

(a) An annual fee payable by each playing 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.

(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.

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 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.

(b) The Club Committee shall have the right to warn an individual member as to their future conduct, suspend them from the club for a given period, or expel them from the Club.

i) To expel a member from the Club, a minimum of 3 members of the Club Committee familiar with the circumstances, shall inform the Club Secretary in writing or by email. The Club Secretary shall then communicate with the member (so that they may have the opportunity to explain or resign) and shall call a meeting of the Club Committee which is empowered to make the decision. The Club Secretary shall also attend in a non-voting capacity. If the majority of Club Committee members present vote for expulsion the member shall be expelled. In the event of an even number of votes the Chair of the meeting will have the casting vote. Any member so expelled shall have the right of appeal exercisable by notice in writing to the Club Secretary within 14 days of expulsion. If such an appeal is made the member will be summonsed within 21 days to attend a meeting of the Club Committee and explain his case. The Club Secretary shall also attend in a non-voting capacity. If a majority of the Club Committee members present vote for expulsion, then it shall be confirmed. If not confirmed the member shall be reinstated. In the event of an even number of votes the Chair of the meeting will have the casting vote.

ii) Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to or claim upon the Club, Club property or funds as they otherwise would have by reason of their membership. They shall not be entitled to any return of their registration fee and shall immediately become liable to pay any monies outstanding at that time.

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers:

Chairperson

Vice-Chairperson

Treasurer

Club Secretary

Club Welfare Officer

and up to seven (7) other members, all elected at an Annual General Meeting ("AGM").

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) 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 Club Secretary or Vice-Chairperson. The quorum for the transaction of the business of the Club Committee shall be three (3) inclusive of one of the following, the Chairperson, Vice-Chairperson, or the Club Secretary.

(c) Decisions of the Club Committee shall be recorded in the Minutes of the Committee meetings maintained by the Club 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 hold not less than four (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) 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.

(g) The Club Committee will have the final decision, if necessary, over the movement of playing members between teams within the club when their age makes them eligible for both. The Committee shall decide in the best interests of the player, the club, and teams.

(h) The position of a Club Officer shall be vacated if such a 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.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year
- (ii) receive a report of the Club's finances over the previous year
- (iii) elect members of the Club Committee; and
- (iv) 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 Club Secretary not less than 21 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 21 days before the Meeting.

(c) 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 or by email, 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.

(d) The Secretary shall send to each member at their last known email 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.

(e) The quorum for a General Meeting shall be six (6).

- (i) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Voting shall be restricted to one vote per Full member. Hence, if both parents/guardians of a playing member attended an AGM or EGM, then only one would be eligible to vote on their child's behalf. If the parent/guardians were representing two or more of their children, then they would both be able to vote, once each.

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.

- (ii) The Club Secretary, or in their absence a member of the Club Committee, shall record the Minutes of General Meetings.

- (iii) Any Club Committee or Club Officer role not filled at the AGM will be left open. Subsequent applicants for the role must be proposed and seconded by existing Club Committee members. The appointment will be decided by a vote of the Club Committee with the Chairperson holding the deciding vote in the event of a tie.

10. Club Teams

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, a Team Manager. The appointed members shall be responsible for managing the affairs of the team. Team Managers are classed as Officers

of the club. This classification does not apply to Joint Managers, Assistant Managers or Coaches. The appointed members may be asked to present to the Club Committee, at its last meeting prior to an AGM, a written report of the activities of the team.

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 Chairperson, the Club Secretary, and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

(c) 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.

(d) 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.

(e) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment

(ii) 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

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) 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).

(f) 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 (6) years.

(g) 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 a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

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

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.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.