



# Bunbury Youth Football Club Constitution & Rules

1. The Club shall be called Bunbury Youth Football Club.
2. The objectives of the Club shall be to arrange association football matches, training sessions and social events for its members.
3. The club will be registered with the Cheshire Football Association.
4. Appropriate Insurance as agreed by the committee will be taken out for registered players and officers.
5. The Constitution and Rules (available upon request from the Secretary or Chairperson) form a binding agreement between each member of the Club who has completed a membership form and any person registering to play football for Bunbury Youth Football Club during the current season agrees to abide by these rules.

## 6. RULES AND REGULATIONS

- 6.1. 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.
- 6.2. 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.
- 6.3. No alteration to the Club Constitution and Rules shall be effective without prior written approval by the Bunbury Youth Football Club executive committee at an Annual or Special General Meeting.
- 6.4. The Club will also abide by The Football Association's Child Protection Policies and Procedures, the club's own Codes of Conduct and it's Equal Opportunities and Anti-Discrimination Policy.
- 6.5. The Club shall elect a registered Club Welfare Officer and the Club shall proactively develop, maintain and adopt its own Child protection policy, in accordance with the Football Associations guidance.
- 6.6. The club promotes integrity, honesty, sportsmanship and fair play in all our activities and in our teams. These principles apply our own players, officials and supporters but also to the interactions with governing officials and opponent's players, officials and supporters. Any deviation from our clubs high standards will be processed via the club's official disciplinary procedure.

## 7. CLUB MEMBERSHIP

- 7.1. 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 or appointed member.
- 7.2. Membership applications will be ratified by the Committee at the next meeting following receipt of application. The Club shall not restrict anyone from applying for membership.

## 8. SUBSCRIPTIONS / MATCH FEES

- 8.1. The Club Committee shall have the authority to levy subscriptions / match fees from the members as are reasonably necessary to fulfil its objectives.

## 9. RESIGNATION AND EXPULSION

- 9.1. 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 their resignation.
- 9.2. 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.
- 9.3. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## 10. CLUB MANAGEMENT STRUCTURE

- 10.1. The club structure shall consist of the following Club committees and Officers:

Officer Position or Role	Key Role	Management Committee	Executive Committee	Disciplinary Committee	Appeals Committee
Honorary President		Yes	No	No	No
Club Chairperson	Yes	Yes	Yes	Mandatory	Mandatory
Club Treasurer	Yes	Yes	Yes	Optional	Optional
Club Secretary	Yes	Yes	Yes	Mandatory	Mandatory
Club Welfare Officer		Yes	Yes	Mandatory	Mandatory
Coach Coordinator (Junior Section)		Yes	Yes	Optional	Optional
Coach Coordinator (Primary Section)		Yes	Yes	Optional	Optional
Head Coach		Yes	No	No	No
Assistant Coach		No	No	No	No
Fundraising Coordinator	Yes	Yes	Yes	Optional	Optional
Volunteer Coordinator	Yes	Yes	Yes	Optional	Optional
Volunteer		No	No	No	No

- 10.2. All Key Posts will be elected at an Annual General Meeting or if left vacant, at a subsequent committee meeting.
- 10.3. Each Club Executive Committee Member shall hold office from the date of election or appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting or club executive committee meeting.
- 10.4. One person may hold no more than two positions of Club Management at any time.
- 10.5. The Honorary President Role is an appointment by decision of the Club Executive Committee:
  - 10.5.1. The role should be filled by a highly respected individual who has shown long service and dedication to the club
  - 10.5.2. The role will perform a figurehead role and be a non-voting member of the management structure.

- 10.6. The Club Executive Committee shall be responsible for the management of all the affairs of the Club.
- 10.7. Decisions of the Club Executive Committee shall be made by a simple majority of those attending the Club Committee meetings.
- 10.8. The Chairperson of the Club Executive Committee meeting shall have a casting vote in the event of a tie.
- 10.9. The Chairperson shall chair meetings of the Club Executive Committee or in their absence an appointed deputy.
- 10.10. The quorum for the transaction of business of the Club Executive Committee shall be a minimum of five.
- 10.11. Decisions of the Club Committee at meetings shall be entered into the club file to be maintained by the club secretary who.
- 10.12. Any member of the Club Committee may, by giving at least 7 days notice to the Club Secretary, call a Special General Meeting (SGM) of the Clubs Executive Committee. The Club Secretary will agree a suitable date with the Chairperson and will communicate this date to the all the club's Executive Committee members.
- 10.13. The Club Executive Committee shall hold not less than four meetings a year.
- 10.14. Any vacancy on the Club Executive Committee, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Club Executive Committee members and approved by a simple majority of the remaining Club Executive Committee members.
- 10.15. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Executive Committee shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Constitution and Rules.

## **11. ANNUAL AND SPECIAL GENERAL MEETING**

- 11.1. An Annual General Meeting (AGM) shall be held in each year to:
  - 11.1.1. receive an overview of the activities of the Club over the previous year presented by the respective team Managers and summarised by the Chairperson
  - 11.1.2. Receive a report of the Club's finances over the previous year
  - 11.1.3. Elect the members of the Club Executive Committee
  - 11.1.4. Notice of any Constitution or Rule change resolution to be proposed at the AGM shall be given in writing to the Club Secretary prior to the meeting.
- 11.2. The Secretary shall inform each member the date of an Annual General Meeting or SGM, and Committee members of forthcoming Committee meetings.
- 11.3. The AGM should be held as near to or on the 31<sup>st</sup> of July each year, and if possible at the end of season presentations and tournament event.
- 11.4. A Special General Meeting (SGM) may be requested at any time by any member with the supporting signatures of 1 other member stating the purpose of the meeting and any resolutions proposed and shall be called within 21 days of the receipt by the Club Secretary. No other business shall be discussed at the SGM.
  - 11.4.1. The quorum for an AGM or SGM shall be not less than 5 members
  - 11.4.2. The Chairperson, or in their absence a member selected by the Club Executive Committee, shall take the chair.
  - 11.4.3. Each member present shall have one vote and a simple majority shall pass resolutions.
  - 11.4.4. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- 11.5. The Club secretary or in their absence a member of the Clubs Executive Committee, shall enter Minutes of General Meetings into the club file.

## **12. CLUB FINANCES**

- 12.1. A bank account shall be opened and maintained in the name of the club (the club account).
- 12.2. Designated account signatories shall be any 2 from Club Executive Committee but must always include the Treasurer.
- 12.3. No sum shall be drawn from the club account except by cheque signed by two designated signatories.
- 12.4. All monies payable to the club shall be received by the Treasurer and deposited in the club account.
- 12.5. The income and assets of the club (the club property) shall be applied only in furtherance of the objectives of the club as determined by the clubs executive committee.
- 12.6. The Club Executive Committee shall have 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.
- 12.7. The Club shall prepare an annual Financial Statement at its Annual General Meeting, which will be independently audited.

### **13. DISSOLUTION**

- 13.1. A resolution to dissolve the club shall only be proposed at an Annual General or Special Meeting and shall be carried by a majority of at least three-quarters of the members present.
- 13.2. The dissolution shall take effect from the date of the resolution and the members of the Club Executive Committee shall be accountable for the winding up of the assets and liabilities of the club.
- 13.3. 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.
- 13.4. 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.