

CONSTITUTION OF BINGHAM TOWN YOUTH FOOTBALL CLUB

7th Edition May 2008

Clause

A **Name**

The name of the club shall be 'BINGHAM TOWN YOUTH FOOTBALL CLUB'

B **Administration**

Subject to the matters set down below, the club and its property shall be administered and managed in accordance with this constitution by the Members of the Management Committee constituted by clause E of the constitution.

C **Objects**

To promote and provide for the benefit of young people the opportunity and facilities to participate in the sport of association football.

To provide whenever and wherever is possible competitive football at all ages.

D **Powers**

In furtherance of the objects, but not otherwise, the Management Committee may exercise the following powers;-

- (i) Powers to raise funds and to invite and receive contributions provided that in raising funds, the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- (ii) Powers to buy, lease or in exchange any property necessary for the achievements of the objects and to maintain and equip it for its use.
- (iii) Power, subject to any consent required by law, to sell, lease or dispose of any or all property of the club.

E **Membership**

- (i) A 'Member of the club shall be defined as;-
 - (a) The parent/guardian of any young person who is a registered player with the club.
 - (b) The parent/guardian of any young player who has attended at least 6 official training sessions held by the Club during the current season.
 - (c) Any elected committee members
- (ii) The Management Committee shall consist of the following members;-
 - (a) The Manager, Assistant Managers and Squad Coaches of every team in the club,
 - (b) The elected honorary members i.e. Chairman, Vice Chairman, Secretary, Treasurer and Club Welfare Officer.
 - (c) The elected parent representatives
 - (d) Any person nominated to undertake a 'Role of Special Responsibility'

(iii) The positions of the parent representative shall be open to any parent/guardian of any registered player. The number of parent representatives shall be a maximum of five, one to represent each of the following categories;-
Up to U10s (boys)
U11s – U13s (boys)
U14s and above (boys)
All age groups (girls)

(iv) All Members proposed for election onto the Management Committee shall, at the AGM, sign on to the club's Code of Conduct agreed by the outgoing Management Committee. The incoming Management Committee will be bound by the Code of Conduct for the duration of their membership of the Management Committee. The Code of Conduct shall be subject to by the Management Committee immediately prior to the AGM.

(v) When it is necessary to appoint persons to the Management Committee on a date not coincident with the AGM, the following procedures shall be adopted;-

(a) For the positions of Chairman, Vice Chairman, Secretary, Treasurer and Club Welfare Office:-

The position will be advertised wherever practicable that a vacancy exists and nominations invited, proposed and seconded, in writing to the Club Secretary, or in his/her absence, the Club Chairman. The Club Secretary, or in his/her absence, the club Chairman, will give seven days notice of any nominations to be voted on. Where a single nominee is received, the Management Committee may, with two thirds majority, vote in the single nominee at the next General Meeting. Where there are two or more candidates proposed and seconded in writing, all Committee Members will be invited to vote in form of written vote and rules of the AGM shall apply to the appointment.

(b) For the positions of Team Manager, Assistant Manager and Coach.

The position will be advertised wherever practicable that a vacancy exists and nominations invited, proposed and seconded, in writing to the club Secretary, or in his/her absence, the club Chairman. The club Secretary, or in his/her absence, the club Chairman, will give seven days notice of any nominations to be voted on. Where a single nomination is received, the Management Committee may, with a majority vote, vote in the single nominee at the next General Meeting. Where there are two or more candidates proposed and seconded in writing, all Parents and Guardians of Players associated with the squad in question will be invited to vote in the form of written vote. This vote will form a single nomination to the Management Committee and the Management Committee may, with a majority vote, vote in the nominee at the next General Meeting. Nominees will be notified in writing by the Club Secretary, or in his/her absence, the club Chairman, whether their application has been successful.

Where a nomination is rejected by such vote, the Nominee will be notified in writing by the Club Secretary, or in his/her absence, the club Chairman, and invited to lodge an appeal. Any appeal must be lodged to the Club Secretary or in his/her absence, the club Chairman, within seven days. The nominee can write to

the Club Secretary or in his/her absence, the club Chairman, with their objections and/or attend the following General Meeting where a second vote will take place.

The second vote on a Nominee will be final.

All votes to be in accordance with rule F(iii)(d)

Note

All applications are subject to CRB checks

(c) Team Manager, Assistant Manager and Coach Movement

Where a voted in person moves from one position to another position within the club, (with the exception of Parent Reps and RSR holders) the Club Secretary must be notified - but no further voting will be required.

(d) For the Position of Parent Representative or holder of a Role of Special Responsibility;-

Any nomination for a vacant position shall be considered at a General Meeting by the Management Committee. The appointment shall be on a strict majority vote basis. Roles of Special Responsibility shall be voted in annually or as vacant.

Committee Members

- (vi) All members applying for specific roles shall complete the Club Application Form in full prior to undertaking any role within the club. The form to be initially sent to the Club secretary in accordance with rule F(iii)d
- (vii) All necessary members of the club, 18 Years and above will undertake a Criminal Records Bureau check, funded by the club. With the exception of players registered to play in a adult team. (Adult being 18+)
- (viii) Members of the Club shall abide by the
 - (a) Clubs Equal Opportunity Policy
 - (b) The First Aid Policy
 - (c) The Club Welfare Policy (formerly the Child Protection Policy)
 - (d) All other policies approved by the club.
- (iv) Any Member of the club who undertakes a course paid for by the club shall refund the club all fees in full if they leave the club within 6 months from the date at the start of such course.

F

Meetings

- (i) Annual General Meeting
 - (a) An Annual General Meeting shall be held within 15 months of the previous AGM. The agenda shall consist of the following items;-
 - Receive reports from the previous year's workings.
 - Receive accounts from the previous 12 month period up to 30th April
 - Election of Honorary Officers
 - Election of Management Committee
 - Receive any constitutional amendments.
 - (b) The Secretary or other person specifically appointed by the Management Committee shall keep a full record of proceedings.
 - (c) Not less than 14 days notice shall be given to all members.

- (d) Nominations bearing the consent of the candidate, proposed and seconded for election to the Management Committee must be submitted to the Secretary at least 7 days before the date of the AGM.
- (e) There shall be a quorum when a least one tenth of the number of member of the club, or ten members, whichever the greater, are present at the AGM.

(ii) **Extraordinary General Meeting,**

If at least ten members of the Management Committee call an EGM of the club by requesting such a meeting in writing, stating the business to be considered, the Secretary shall call such a meeting.

At least seven days notice shall be given, stating the business to be considered.

(iii) **General Meetings**

- (a) The Management shall hold at least 4 meetings per year. A special meeting may be held at any time by the Chairman or two members of the Management Committee upon not less than 4 days notice being given to the other members of the Management Committee of the matters to be discussed.
- (b) The Chairman or Vice Chairman shall act as Chairman at meeting of the Management Committee. If the Chairman and Vice Chairman are absent from the meeting, the members of the Management Committee present shall choose one of their number to be Chairman before any business is transacted.
- (c) There shall be a quorum of the meeting when at least 6 members of the Management Committee are present at the meeting.
- (d) Every decision shall be determined by the majority of votes of the members of the Management Committee present and voting on the question. In the case of equality of votes the Chairman shall have a second, or casting vote.
- (e) The Secretary or other person specifically nominated by the Management Committee shall keep a full record of proceedings at every meeting of the Management Committee, including a full record of correspondence.
- (f) The Management Committee may, from time to time, make and alter rules for the conduct of their business, the summoning of conduct of their meetings and the custody of documents. No rule shall be made which is inconsistent with this constitution.
- (g) The minutes of meetings shall be issued no less than 7 days prior to the next meeting.
- (f) Issues raised at Committee Meetings which require a Committee Decision for values of over £100, shall be added to the agenda for the following meeting.
Except
If the Committee agrees by a unanimous vote, the issue cannot wait until the next Committee Meeting. The Committee will debate and resolve the issue at the current Committee Meeting with a vote in accordance with F(iii) (c) and F(iii) (d)

G Receipts and Expenditure

- (i) The funds of the club, including all gifts, donations, sponsorship etc., shall be paid into an account operated by the Management Committee in the name of the club at a bank the Management Committee shall from time to time decide.
- (ii) The funds belonging to the club shall be applied for
 - (a) furthering the objectives
 - (b) Donations to past or present members of the club where a Committee vote has taken place and a majority 'in favour' recorded.

- (iii) The Treasurer shall be responsible for all monies received and paid out on behalf of the club. All cheques must bear the signature of two of the following:- Chairman, Vice Chairman, Club Secretary or Treasurer.
- (iv) Each member of the Management Committee shall be allowed petty cash expenditure not exceeding £30 in any one calendar month, subject to a limit of £100 in any financial year.
- (v) The Treasurer shall keep petty cash allowances not exceeding £30, or amended by the Management Committee.
- (vi) A statement of account will be given by the Treasurer at each meeting.

H Disciplinary / Welfare

- (i) All disciplinary issues / procedures shall be in conjunction with the Disciplinary (Regulatory) Policy.

I Parental No Confidence

Where it is considered that there is a lack of confidence in any member of the Management Committee, Squad Coach or Team First Aid Representative, the procedure for testing the lack of confidence will be as follows:-

In the case of any member of the Management Committee, any member of the Management Committee may call a Special General Meeting in accordance to rule F(ii) upon which a vote will be taken on the confidence of the member of the Management Committee in question. This will be on a strict majority basis. In the case of a lack of confidence, the member of the Management Committee in question shall be removed from his / her position with immediate effect.

In the case of a Squad Manager, Assistant Manager, Squad Coach or Team First Aid Representative, a Member associated with the squad in question may call a lack of confidence vote within Members of the squad. This may be done in writing to the Club Secretary, or in his/her absence, the Club Chairman stating the reasons. Seven days notice shall be given to all Members associated with the squad by the Club Secretary, and a confidential ballot shall be taken. A 2/3 majority vote is required to confirm a lack of confidence. In the case of a lack of confidence, the member of the Management Committee in question shall be removed from his / her position with immediate effect.

All votes to be in accordance with rule F (iii)(d)

J Entry to League and Competitions

- (i) Entry to all affiliated leagues and competitions is at the discretion of the Management Committee.
- (ii) The club shall only enter affiliated leagues and competitions.

K Alteration to the Constitution

- (i) The constitution may only be altered by a resolution passed by not less than two thirds of the members present at the Annual General Meeting. The notice of the A.G.M. must include the notice of the resolution, setting out the terms of the alteration proposed.
- (ii) No amendments shall be made to clause A and clause C

L**Dissolution**

- (i) If the Management Committee decides that it is necessary or advisable to dissolve the club, it shall call a meeting of all members of the club, of which not less than 21 days notice stating the terms of the resolution to be proposed shall be given. If the proposals accepted by a two third majority of those present and voting, the Management Committee shall have the power to realise any assets held by, or on behalf of, the club.
Any assets remaining, after the satisfaction of all proper debts and liabilities, shall be applied for approved sporting or charitable purposes. The term approved sporting or charitable means:
 - (a) The purposes of the English Football Association for the use in related community sport.
 - (b) The purposes of other Inland Revenue approved Community Amateur Sports club and
 - (c) The purposes of a charity.

M**Club Policies and Conflicts**

- (i) If any policy conflicts with the Constitution of Bingham Town Youth Football Club, the Constitution will take precedence.
- (ii) Any Policy can be changed at any general meeting or EGM. 7 days notice must be given stating the amendment/s to be voted on.

All votes to be in accordance with rule F (iii)(d)

N**Arrangement**

- (i) This constitution was adopted on the date mentioned above, by the persons whose signatures appear at the bottom of this document.