

CLUB CONSTITUTION

CAMBERLEY TOWN YOUTH FOOTBALL CLUB CONSTITUTION

Constitution as approved by the Club at its AGM on 16th May 1999

1. NAME

- 1.1 The Club shall be called Camberley Town Youth Football Club or such other name as may be decided by the Club in General Meeting.

2. OBJECTS

- 2.1 The objects for which the Club is established are:

- a) To encourage, enhance and promote youth football in and around the Camberley area and such other related social and recreational pursuits as may be deemed desirable by the General Management Committee.
- b) To organise Members in teams by age group.
- c) To foster individual character and team spirit.
- d) To improve the footballing skills and ability of all Members.
- e) To field the strongest teams in the appropriate leagues.
- f) To field further teams in leagues where numbers warrant.
- g) To provide organisational support for each age group and team.
- h) To organise financial support, sponsorship, grants and fund raising.
- i) To affiliate to other sports and youth organisations with the consent of the Club in General Meeting.
- j) To organise sports coaching, refereeing and first aid courses for Members, Club Officials and parents or guardians of Members.
- k) To purchase, hire or otherwise acquire football kit, balls, goals and other equipment.
- l) To purchase, take on lease, hire or otherwise acquire any land and buildings providing pitch, changing room or clubhouse facilities.
- m) To invest the monies of the Club not immediately required in or upon such investments or securities and in such manner as may be from time to time determined by the General Management Committee.
- n) To borrow monies for the benefit of the Club, subject to the consent of the Club in General Meeting.
- o) To insure the assets of the Club and to arrange Public Liability, Personal Accident, Officers and such other insurances as deemed desirable by the General Management Committee.

- p) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.

3. AFFILIATION

- 3.1 The Club shall be affiliated to the Surrey County Football Association and the Hampshire County Football Association and one or more local football league organisations sanctioned by a County or the national Football Association.

4. MEMBERSHIP AND SUBSCRIPTIONS

- 4.1 Membership by subscription is open to all interested youth, both skilled and less skilled alike, subject to the availability of spaces in the relevant age group. Membership shall run from 1st August in each year to the following 31st July. Members must have attained the age of six, and must be under the age of 18 on 31st August in the year of membership. The General Management Committee may, in their absolute discretion, and without assigning any reason, decline to accept any person as a new member or renew their membership.
- 4.2 Annual membership subscription amounts may vary by age group and shall be decided annually by the General Management Committee. A certificate of membership shall be provided upon receipt of the membership subscription. A membership subscription may be waived or reduced for considered individual cases at the discretion of the General Management Committee.
- 4.3 For a Member on the roll of a recognised school, priority shall be given to school activities in accordance with the recommendations of the Football Association, and where appropriate, clearance obtained from the Headteacher of the Member.
- 4.4 In the event of non-payment of membership subscription at the expiry of thirteen weeks after 1st August in each year and at the discretion of the General Management Committee membership shall be deemed to be terminated. Members wishing to resign shall give notice to this effect in writing to the Secretary, such notice to be accompanied by payment of all Club subscriptions due to that date.

5. MANAGEMENT OF THE CLUB

- 5.1 The management of the Club shall be carried out through a General Management Committee which shall have complete authority for the day to day organisation and responsibility for the well-being of the Club.
- 5.2 The General Management Committee shall consist of Office Bearers, Team Managers and Age Group Co-ordinators.
- 5.3 The Office Bearers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, General Manager, Registration Secretary, Minute Secretary, Publicity Officer, Kit Manager and Maintenance Officer.

The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the Club at each Annual General Meeting and shall be eligible for re-election.

The General Manager, Registration Secretary, Minute Secretary, Publicity Officer, Kit Manager and Maintenance Officer shall be appointed annually by the General Management Committee at its first meeting after the Annual General Meeting.

- 5.4 The General Management Committee shall meet once in each month in order to transact Club business, but with the option not to hold a meeting in one month of each calendar year. A quorum for such meetings shall be six, of whom not less than two shall be Office Bearers. All decisions shall be by simple majority vote. Each Committee member shall have one vote, but in the case of an equality of votes the chair of the meeting shall have a second casting vote.
- 5.5 In addition to its general powers the General Management Committee may:
- a) fill any mid-year vacancies which may arise, including vacancies of Office Bearers;
 - b) arrange for alternates where an Office Bearer is temporarily unable to act;
 - c) appoint sub-committees with executive or non-executive powers, as it deems desirable;
 - d) appoint individuals or other groups to perform specific functions or tasks.
- 5.6 Where sub-committees, groups or individuals are appointed, the General Management Committee shall require monthly reports on the activities of the appointees, including full accounts of income and expenditure, where authorised.
- 5.7 In exceptional cases where urgent action is needed between scheduled meetings of the General Management Committee, then the Chairman, or in his absence the Vice-Chairman, is authorised to act with the full powers of the Committee, provided the Chairman, or in his absence the Vice-Chairman, shall first obtain the agreement to act from three other Office Bearers, one of whom must be the Treasurer in the case of any financial commitment of Club Funds. All such action taken shall be reported to the General Management Committee at its next meeting.
- 5.8 The General Management Committee may from time to time make, amend or report Club Policies for the general good conduct or organisation of the Club, provided always that such Policies shall not contradict or be inconsistent with the Club's Constitution or the Rules of the Football Association, which shall always take precedence.
- 5.9 The General Management Committee shall be the sole authority for the purpose of the interpretation of the Club's Constitution and Club Policies.
- 5.10 The Office Bearers shall form the Executive Committee which may meet from time to time to deal with complaints and any matters referred by the General Management Committee for their action. A quorum for such meetings shall be four.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Chairman, or in his absence the Vice-Chairman or other Office Bearer nominated for the purpose, shall chair meetings of the Club and officially represent the Club at meetings with third parties and at functions.
- 6.2 The Secretary shall have the responsibility of issuing all notices calling meetings of the Club and the General Management Committee, attending to correspondence, arranging the provision of playing fields and changing rooms as necessary and interpretation of the rules of the relevant leagues.
- 6.3 The Treasurer shall have the responsibility of safeguarding the funds of the Club, keeping correct accounts of all financial transactions of the Club, keeping bank and

building society accounts as deemed necessary in the name of the Club to be operated by the Secretary, Treasurer, General Manager and Chairman or any two of them, and dealing with the taxation affairs of the Club. The Treasurer shall submit to the General Management Committee each month a statement of monies held, and shall submit an income and expenditure account for any fund raising activities. For each financial year the Treasurer shall prepare within four weeks of the financial year end an income and expenditure account and balance sheet for submission to the Annual General Meeting of the Club.

- 6.4 The General Manager shall have the responsibility of co-ordinating the efforts of all those directly involved with organising the membership age groups in the Club.
- 6.5 The Registration Secretary shall have the responsibility of recording and maintaining details of all members and issuing each member with a membership certificate upon receipt of the correct subscription.
- 6.6 The Minutes Secretary shall have the responsibility of keeping records of the proceedings at all meetings of the Club and the General Management Committee and for circulating copies to all members of the General Management Committee.
- 6.7 The Publicity Officer shall have the responsibility of co-ordinating media coverage and sponsorship.
- 6.8 The Kit Manager shall have the responsibility of the control and procurement of football kit and equipment and for maintaining an inventory of all Club football kit and equipment.
- 6.9 The Maintenance Officer shall have the responsibility of periodic checks for defects in the fabric of the Club premises and ensuring that timely action is arranged to rectify any defects and to follow the preventative maintenance schedule to ensure the Club premises are kept in good repair.



7. TEAM ORGANISATION

- 7.1 The Club shall be organised into teams by age group from Under 7's to Under 18's as warranted, corresponding to the age qualification for youth football teams in the local football organisations.
- 7.2 Each team shall have a Team Manager, who shall have responsibility for the organisation of all matters relating to his team. Some organisational matters may be delegated or apportioned to team assistants depending upon the style chosen by the Team Manager and the availability of willing assistants. The designation of the team assistants is a team matter for local decision but must be clearly defined and must not conflict with the role of the appointed club officials.
- 7.3 The General Management Committee may appoint Age Group Co-ordinators for an age group (who may be Team Managers in the same age group) to be responsible for the efficient organisation, training and team liason between the teams in that age group.

8. AUDITORS

- 8.1 The General Management Committee shall appoint at least one suitably qualified Auditor, who may be a parent of a Member but shall not be a Trustee, Office Bearer, Manager or Age Group Co-ordinator, to undertake an audit of the annual accounts prior to their submission to the Annual General Meeting.

9. TRUSTEES

- 9.1 There shall be not less than two nor more than four Trustees of the Club who shall be nominated from time to time as necessary by the General Management Committee. A Trustee shall hold office during his life (subject to section 12 below) or until he shall resign by notice in writing given to the Secretary.
- 9.2 All property of the Club including land and investments shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club. If from death, resignation or removal from office of a Trustee, the number of Trustees falls below two, the General Management Committee shall take steps to procure the appointment of a new Trustee(s) and as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property in the names of the Trustees after the said appointment. -
- 9.3 The Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club, subject to the consent of the Club in General Meeting.
- 9.4 In exercising their powers the Trustees shall, providing they act honestly and in good faith, be indemnified against risk and expense out of Club property, assets and funds.
- 9.5 To give effect to a nomination by the General Management Committee:
- a) the Chairman is nominated as the person to appoint new Trustees of the Club within the meaning of Section 36, Trustee Act 1925,
 - b) the Chairman must by deed appoint the person or persons nominated by the Committee as the new Trustee (or Trustees) of the Club,

c) the provisions of the Trustee Act 1925 shall apply to any appointment.

9.6 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the General Management Committee, is conclusive evidence of the fact so stated.

10. GENERAL MEETINGS

10.1 An Annual General Meeting of the Club shall be held in May or June of each year for the purpose of receiving and approving the Club's Annual Accounts, electing the Chairman, Vice-Chairman, Secretary and Treasurer, approving any proposed alterations to the Constitution and transacting any other competent business, notified by the General Management Committee or a parent or guardian of a Member, for which twenty eight days notice, in writing, shall have been given to the Secretary. The Chairman of the Club shall preside, or in his absence the Vice-Chairman, or any other Office Bearer nominated for the purpose.

10.2 A Special General Meeting shall be convened on the requisition of not less than twenty parents or guardians of Members, or by a resolution of the General Management Committee. Any such requisition shall state the object of the meeting and shall be sent to the Secretary in writing. The Secretary shall convene a Special General Meeting within twenty eight days of receiving such notice. No business shall be discussed beyond that referred to on the requisition.

10.3 The Secretary shall give notice to the parents or guardians of all Members at least fourteen clear days before the date of any General Meeting.

10.4 At all General Meetings of the Club twenty parents or guardians of Members shall form a quorum. One parent or guardian present of each Member shall be entitled to one vote upon every question raised. In the event of the number of votes being equal at any meeting, the Chairman shall have a casting vote as well as a deliberative vote.

11. COMPLAINTS

11.1 All complaints concerning the Club shall be made to the Secretary in writing and all issues raised shall be referred to the Executive Committee. The Executive Committee shall have power to deal with such complaints as they deem fit. Parties involved will be notified in writing of the Executive Committee's decision.

12. SUSPENSION AND EXPULSION

12.1 The General Management Committee shall have power on a vote by ballot, by a majority, to suspend any Member, Office Bearer, Trustee, Age Group Co-ordinator or Manager whose conduct appears to them to be contrary to the good character, interests and of proper order of the Club.

12.2 The Club at a General Meeting of which due notice has been given shall have power, on a vote by ballot, and by a majority of at least two-thirds of those voting, to expel any such Member or remove from office any such official. At least twenty-one days before calling such a meeting the General Management Committee shall communicate with the person suspended to provide that person an opportunity of appearing before the General Management Committee or resigning from the Club.

13. EXCLUSION OF LIABILITY

- 13.1 Neither the Club nor any Office Bearer, Trustee or Manager shall be liable to any Member or other person for any loss or damage to any property occurring from whatever cause in or about Club Premises.

14. ALTERATION OF CONSTITUTION

- 14.1 No alteration shall be made to the Club's Constitution except by a majority of at least two-thirds of the parents or guardians of Members personally present and voting at an Annual General Meeting or at a General Meeting of the Club called for the purpose.

15. DISSOLUTION

- 15.1 If the Members of the Club shall fall below twenty five at any time or if the Club shall pass in a Special General Meeting by a majority of two-thirds or more of the parents or guardians, present and entitled to vote, of Members, a resolution of its intention to dissolve, the General Management Committee or failing them the Trustees shall take immediate steps to convert into money all the property of the Club with power however to delay or postpone the conversion of any particular property if the Club in General Meeting so authorise.
- 15.2 Out of the proceeds of any such conversion, the General Management Committee or failing them the Trustees shall discharge all debts and liabilities of the Club including expenses of such conversion and any balance remaining shall be donated to such Registered local Charity as the Club in General Meeting shall resolve and thereupon the Club shall for all purposes be dissolved.

