

## **WEST DENTON ASSOCIATION JUNIOR FOOTBALL CLUB – CONSTITUTION**

1. NAME

West Denton Junior Football Club.

The football club shall be affiliated to the Northumberland Football Association.

2. Membership

- a) Social, open to any parent or friend of the football club, who is willing to promote and support the football club.
- b) Playing, every player will be a member of the club.
- c) Termination of Membership, the Football Management Committee (see Clause 7) reserve the right to terminate the playing membership of any member for what they deem 'good' and 'sufficient' reason.
- d) Appeals. All appeals must be lodged in writing to the club secretary within 14 days of the initial decision. The club Secretary will acknowledge receipt of the appeal. The appeal board will consist of 3 members of the management committee, the member may be represented by a nominated 3<sup>rd</sup> party. The decision of the appeal board will be final.

3. Subscriptions

All members shall pay such subscriptions as the Association and the Football Management Committee shall determine from time to time.

4. Officers

- a) The Officers of the Football Club Management Committee shall be Chairperson, Secretary, Treasurer, Child Welfare Officer, and Fixture Secretary.
- b) Officers shall be elected by nomination and voted for by either secret or open ballot at the A.G.M.
- c) The election of Officers will be annually but past holding Officers are eligible for re-election.

5. Annual General Meeting

- a) There will be an A.G.M. annually where and when decided by the Football Management Committee but 15 months shall not elapse between meetings. The Football Management Committee shall convene the A.G.M. of the club, which all members shall attend for the purpose of receiving the annual report of the Football Management Committee and the annual audited report of the Football

Management Committee and the annual audited statement of accounts and the election of officers for the club.

- b) Appoint Auditors.
- c) Receive proposals for the alterations of the constitution, which will have to be submitted 7 days prior to the meeting and there on to vote on these amendments.
- d) At least 21 days notice shall be given of the A.G.M.

6. The Football Management Committee

- a) The policy and general management of the affairs of the club shall be directed by the Football Management Committee which shall meet monthly or not less than ten times per year.
- b) At least fourteen days notice shall be given of a Management Committee meeting.
- c) The Football Management Committee will consist of:-
  - i) Officers elected under clause 5.
- d) The Football Management Committee will have the power to fill any vacancies amongst Officers until the next A.G.M.
- e) Any parent can attend the Management Meeting but has no right of vote and only speaks when invited by the Chairman.

7. Special General Meeting

The Chairperson or the Secretary of the club(or any member of the club, by signing a request), may at any time or within 21 days of receiving a request to do so, may call a Special General Meeting.

8. Rules of Procedure For Meetings

- a) Quorums, at least ½ of the Football Management Committee membership needed for A.G.M.
- b) General Management Committee, any number more than ½ the appointed members.
- c) Special General Meeting, at least half the members

- d) In the event of a Quorum not being present within ½ hour after the time of a meeting was called, the meeting shall not be held.
- e) Voting, one person one vote, no one will be allowed to vote for absent members. Issues will be decided by simple majority. If the vote results in a tie, the Chairperson will have the casting vote.
- f) Minute Books, shall be kept by all duly appointed committees of the club and the appropriate secretary shall enter all proceedings and resolutions.

9. Finance

- a) The clubs financial year shall be end 30<sup>th</sup> June.
- b) All monies raised by or on behalf of the club shall be applied to further the objects of the club and no other purposes.
- c) The Management Committee shall be responsible for the collection of all fees, subscriptions and such monies forming part of the income of the club and the Treasurer shall keep proper accounts of the finances of the club.
- d) The management Committee shall be responsible for ensuring that the club is fully insured, including public liability insurance.
- e) An audited statement of accounts for the last financial year shall be submitted by the Management Committee to the A.G.M. and shall indicate the income and expenditure of each section or team of the club.
- f) All monies received by or on behalf of the club shall be paid promptly into a bank account to the credit of West Denton Junior Football Club, the bank to be determined by the Executive Committee.
- g) Cheques shall be signed by two of three designated Officers of the club. One of whom shall be the Treasurer.
- h) The accounts shall be audited at least once a year by an auditor or auditors who shall be appointed at the A.G.M.
- i) Any individual team, or group if passed in Committee may fund raise for any individual project/s but must donate 20% of proceeds to the club fund.
- j) Dissolution: If it is decided by the Management Committee that the club can no longer operate, the club will donate any equipment to a local charity (to be nominated at said time), any remaining monies will be donated as directed by the Northumberland Football Association for the good of the game.

10. Child Protection

The Child Welfare Officer will be responsible for overseeing all aspects necessary to ensure the junior playing staff are protected at all times, including completion of CRB checks where appropriate, Liaising with the Child Protection Officer at the Northumberland Football Association and any additional tasks where required.

11. Code Of Conduct

All players and supporters shall be provided with and must agree to abide by the code of conduct of players and supporters of West Denton JFC, disciplinary action will be taken by the management committee against anyone representing the club, who behaves in a way to be deemed not in compliance of the code of conduct.

12. Discipline

All players and supporters including management staff are required to obey all the rules associated with football at all times. On the occasion that any member of the club receive a fine, then that remains their responsibility to pay the fine within the allotted time frame, failure to do so will result in suspension from the Club, continuous failure to pay a fine will result in expulsion from the club.

No part of, or inclusions to this constitution shall be incongruous to the constitution of West Denton Junior Football Club.

Adopted at the A.G.M. on:-

Signed:- \_\_\_\_\_

Chairperson