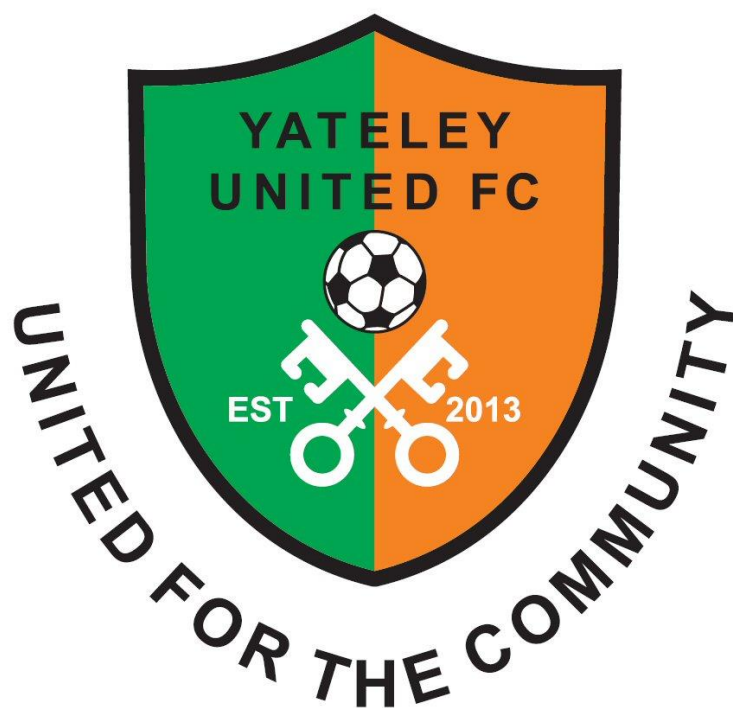


CLUB CONSTITUTION



2018/19 SEASON



1. Name

The Club shall be called **Yateley United Football Club** or **Yateley United FC** (the "Club") and shall comprise of an Adult and Youth Section.

2. Objects

The objects of the Club shall be to provide facilities, promote and develop the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

The objects of the club shall be for the residents of Yateley and the surrounding area, of all abilities, in a child safe environment.

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) Changes to the Constitution may only be made at an AGM or an EGM called for the purpose.
- c) 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.
- d) 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.
- e) The management of the Club shall be handled by three (3) committees;
 - i. The Club Executive and Development Committee shall hold ultimate responsibility for the management of the Club. The Club Executive and Development Committee shall devolve authority to the Adult and Youth Section Management Committees for the day-to-day running of the relevant section. The Executive and Development Committee shall be responsible for activities such as development of current/future facilities and pitches, club fundraising activities, and attracting new members for both the Adult and Youth sections.
 - ii. The Adult Section Management Committee shall be responsible for the day-to-day management of the Adult Section.
 - iii. The Youth Section Management Committee shall be responsible for the day-to-day management of the Youth Section.
 - iv. Any unresolved issues may be referred by the Adult or Youth Section Management Committee to the Club Executive and Development Committee for guidance. The Club Executive and Development Committee shall devise Club strategy, arbitrate on any potential conflicts of interest between Adult and Youth Sections, rule on any disciplinary matters that cannot be resolved by the Adult or Youth Section Management Committees, set and co-ordinate Club fund raising targets and activities, manage the overall financial position of the Club, deal with any other Club matters which it sees fit.



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"). A separate Adult and Youth Membership Register shall be maintained by the Adult and Youth Section Secretaries.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the appropriate 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 voting membership in the Adult Section will comprise all registered players whose subscriptions are current, Team Managers and Coaches and elected members of the Adult Section Management Committee.
- e) The voting membership in the Youth Section will comprise those persons who are parents or legal guardians of a boy or girl whose subscriptions are current, Team Managers and Coaches and elected members of the Youth Section Management Committee.
- f) Any other persons who contribute to the aims and objectives of the Club may be granted membership by the Executive and Development Committee. In such cases election to the membership will be at the sole discretion of the Executive and Development Committee.
- g) The FA and Parent County Association shall be given access to the Membership Register on demand.
- h) A President and any number of Vice Presidents may be appointed by the Executive and Development Committee, although the role of President and Vice President is purely honorary. Both the President and Vice President are entitled to attend any official Club meeting but they have no voting entitlement and have no role in the day-to-day management of the Club. The one exception to this arises in the event that the Executive and Development Committee ceases to function. In this situation the President shall take over the running of the Club until such times as a new Executive and Development Committee can be elected. If this proves impossible the President shall dissolve the Club and dispose of its assets.

6. Annual Membership Fee

- a) An annual fee payable by each member shall be determined from time to time by the Club Executive and Development Committee following recommendation from either the Adult or Youth Management Committee. The fee shall 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. The annual fee shall normally be agreed at the Club AGM.
- b) The Club Committees 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 Executive and Development Committee, in consultation with either the Adult or Youth Section Management Committee, shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a



decision may be made to the Club Executive and Development Committee in accordance with the Complaints Procedure in force from time to time.

- c) A member who resigns or is expelled shall not be entitled to claim any, or any share of any, of the income and assets of the Club (the "Club Property").

8. Club Committees

- a) The Club Executive and Development Committee shall consist of the following Club Officers: Chairperson, Club Treasurer, Club Secretary, Chairperson of both the Adult and Youth Sections, and an independent elected member not necessarily affiliated to either the Adult or Youth Sections, and up to five (5) other members including the Secretary of the Adult and Youth Section. Additional members may, from time to time, be co-opted onto the Executive and Development Committee to support the successful running of the club. All Club Executive and Development Committee members shall be elected by the Adult and Youth Management Committees following or at an Annual General Meeting ("AGM"). All elected members shall retire at the AGM but shall be eligible for re-election. Membership of the Club Executive and Development Committee may, from time to time, include representatives from the local council and schools.
- b) The Adult Section Management Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, and up to five (5) other members including Team Managers and Players' representatives. All Adult Section Management Committee Members shall be elected at an Annual General Meeting ("AGM"). All elected members shall retire at the AGM but shall be eligible for re-election.
- c) The Youth Section Management Committee shall consist of the following Club Officers Chairperson, Treasurer, Secretary, Child Welfare Officer and up to five (5) other members. All Youth Section Management Committee Members shall be elected at an Annual general Meeting ("AGM"). All elected members shall retire at the AGM but shall be eligible for re-election.
- d) 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. Decisions of any Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of any Club Committee meeting shall have a casting vote in the event of a tie. Meetings of any Club Committee shall be chaired by the relevant Chairperson or in their absence a nominated Committee Member. The quorum for the transaction of the business of Club Executive and Development Committee shall be five (5) and shall include at least one (1) representative of each the Adult and Youth Sections. The quorum for both the Adult and Youth Management Committees shall be five (5).
- e) Decisions of any Club Committee shall be entered into the appropriate Minute Book of the Club to be maintained by the relevant Secretary.
- f) 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. Each of the Club Committees shall hold not less than four (4) meetings per year.
- g) An outgoing member of any Club Committee may be re-elected. Any vacancy a 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.
- h) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Executive and Development Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- i) 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. receive annual and financial reports from the Adult and Youth Section.
 - iv. elect members of the Club Executive and Development Committee, Adult Section Management Committee, and Youth Section Management Committee; and
 - v. 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 Executive and Development Committee or following the receipt by the Club Secretary of a requisition in writing, signed by not less than fifteen (15) members, stating the purposes for which the Meeting is required and the resolutions proposed. The EGM shall be called within 21 days of the EGM request. 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 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 twenty (20) which shall include at least five (5) from each the Adult and Youth Sections.
- f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and 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.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

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. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall 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) Three (3) bank accounts shall be opened and maintained in the name of the Club (the "Club Account", the "Adult Club Account", and the "Youth Club Account"). Designated account signatories shall be the Chair, Secretary, and Treasurer of the Executive, Adult, and Youth Committees respectively or any alternative Committee member as decided by that committee. No sum shall be drawn from any of the Club Accounts except by cheque signed by two (2) of the three (3) designated signatories. All monies payable to the Club shall be received by the relevant Treasurer and deposited in the appropriate Club Accounts.
- 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 appropriate Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the 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, for each of its accounts, 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 Treasurers of the Adult and Youth Sections shall pass reports of the financial position of their section to the Club Treasurer on a monthly basis. 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, auditor, appointed by the Club Executive and Development Committee 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 Executive and Development 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.

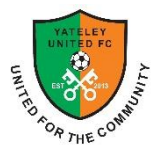
12. Dissolution

- a) 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.
- b) 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.
- c) 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.



13. Merger Clause

- a) It was agreed at the AGMs (June 2012) of the four clubs, that will form Yateley United Football Club, that all Committee Members will remain on the new Management Committees for a period of two season, namely 2013/14 and 2014/15, to provide stability to the new club.
- b) During this two year period new members may be voted onto the Club Executive and Development Committee, and both the Adult and Youth Management Committees at General Meetings as per section 9 of this document, but the 'founding members' will remain in post.



Produced by

Yateley United Football Club

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