

**Name**

The club shall be called Ackworth Juniors Football Club (hereinafter called the club).

**Affiliation**

The club shall be affiliated to the West Riding Football Association.

**Aims and Objectives**

The club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate an open ‘turn up and play’ membership policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

**Equality Statement**

The club is fully committed to the principles of the equality of opportunity as per the Football Association’s Equality Policy.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

**Safeguarding Statement**

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association’s Safeguarding Policy.

**Membership**

The club shall consist of the Officers and the members.

In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.

All members are also required to abide by the appropriate FA Football Code of conduct.

The Management Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement above.

Members under the age of eighteen shall be considered as junior members.

Junior members shall not have the right to vote at Committee meetings, but are entitled to elect one representative who shall have the right to vote.

**Management Committee**

The Management Committee will act for the members of the club and shall be comprised of at least the following nominated Officers: Chairperson, Secretary, Treasurer, Welfare Officer.

These Officers shall be appointed at the Annual General Meeting (AGM), or Extraordinary General Meeting (EGM) as required, and hold their posts for a calendar year, but may seek re-election at the following year’s AGM.

Other members of the club can be invited as required to form other positions within the Management Committee. These positions must be agreed by all the nominated Officers.

Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.

The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.

The quorum necessary for Management Committee meetings shall be 4.

The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club’s affairs. Proposed amendments to the Constitution can only be agreed at the AGM.

Responsibility for all funds and property owned or leased by the club rests with the Management Committee.

The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

**Management Committee Roles**

Chairperson

The Chair of the Club provides leadership and direction for the club by overseeing the work of the Club Committee and being an advocate of the football club in the local community.

Responsibilities

* Provide leadership and direction for the club;
* Ensure there is a club development strategy and plan and that it is being executed against;
* Make decisions for the benefit of the whole club including disciplinary matters;
* Oversee the work of the Club Committee;
* Chair meetings of the club;
* Advocate of the football club for the local community.

Secretary

The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistants provide the main point of contact for people within and outside the club.

Responsibilities

* Official contact between Club, County FA, leagues and other clubs;
* Ensure club affiliation and league membership;
* Ensure effective correspondence and communication;
* Provide minutes of meetings for official club records;
* Organising the club AGM and other club meetings;
* Representing the club at outside meetings at the direction of the main committee;
* Dealing with correspondence;
* Attend league meetings;
* Pass on FA & County FA information to club members.

Treasurer

Look after the finances of the club. The treasurer must be well organised, able to keep records, careful when handling money and cheques, honest, able to answer questions in meeting and confident in handling figures.

Responsibilities

* Collecting subscriptions and all money due to the club;
* Paying the bills and recording information;
* Keeping up date records of all financial transactions;
* Ensuring that all cash and cheques are promptly deposited in the bank or building society;
* Ensuring that funds are spent appropriately and in line with the clubs objectives;
* Accurately record all money received;
* Reporting regularly to the committee on the financial position;
* Preparing bank reconciliations on a regular basis;
* Preparing a year end statement of accounts for audit;
* Presenting an end of year financial report to the AGM;
* Financial planning including producing an annual budget and monitoring it throughout the year;
* Helping to prepare and submit any statutory documents that are required.

Even if these duties are delegated, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

Welfare Officer

To be clear about the clubs responsibilities when running activities for children and young people. To help the club understand what their duty of care towards children and young people and what it entails on a day to day basis.

Responsibilities

As detailed in the FA document ‘Club Welfare Officer Roles and Responsibilities’.

**Finance**

All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose. All monies raised are club funds.

The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

The financial year of the club starts on 1st April and ends 31st March.

**Annual General Meeting and other meetings**

The AGM of the club shall be held between May and August of each year or within 3 months of the end of the club’s financial year. At this meeting the audited statement of accounts up to the end of the financial year shall be presented.

The Secretary shall give no less than 21 days notice of the date of the AGM to all members.

All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer’s posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.

The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon a request from a member of the Management Committee.

The quorum for general meetings shall be 10 members present who are eligible to vote.

An EGM shall be called by a request to the Secretary by not less than 4 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

**Voting Procedures for all meetings**

All members entitled to vote at meetings shall have equal voting rights.

A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

In the event of equal votes being cast, the Chairperson shall have a casting vote in addition to a deliberate vote.

**Discipline and Appeals**

The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.

Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the County FA Welfare officer will be informed.

All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.

Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the disciplinary decision.

An Appeal Hearing should be convened within 14 days of the request for an appeal being submitted.

An Appeal Hearing should be convened by a member of the Management Committee and no more than 4 additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

**Dissolution procedures**

In the event of a team within the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the club. No member shall obtain any asset form the club.

In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the West Riding FA. No member shall obtain any asset form the club.

The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 7 members of the club.

**Review of the Constitution**

This Constitution should be reviewed a minimum of once every two years.

Any amendments to the Constitution can only be agreed at the Club’s AGM.

Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.

In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.

Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than 7 days before the meeting.

Any alteration to the Constitution shall require a two-thirds majority of members voting and present.

All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

**Agreed Date**

Reviewed and agreed at AGM – Date 19th May 2019; Review Date 19th May 2021