

AFC BRIGHTWELL YOUTH FC

CONSTITUTION



1. The aims of the Club are to provide football for children and young adults in the Brightwell-cum-Sotwell area.
2. Membership of the Club shall consist of all children registered with the club, parents/guardians of all children registered with the Club, also any persons over the age of sixteen that the Committee deem genuinely interested in the welfare of the children and the Club.
3. Membership is automatic to all parents/guardians of all children signed on with the Club.
4. The Club will be open to all regardless of age, gender, class, race, religious beliefs or sexual orientation and the Club is committed to creating a safe and inclusive environment both on and off the pitch. Discrimination of any form will not be tolerated and appropriate disciplinary procedures will be followed should any discrimination arise or be observed within the Club and through its activities.
5. Safeguarding will be a cornerstone of Club activities, with a dedicated officer appointed to manage this issue and regular review of policy and implementation undertaken to ensure safety and security for all Club members when engaged in Club activity.
6. All Club members will be made aware of and be expected to follow the FA Respect Codes of Conduct.
7. Each team manager shall keep an up to date record of the names, addresses, contact numbers, email addresses and ages of all children registered with their team. This list shall be presented to the Secretary for the Club register.
8. The Club shall be run by a Committee of not more than twelve members (not including Managers who are automatically on the Committee). Committee members shall be elected annually at the Annual General Meeting (AGM) by the membership in attendance, other than managers who are automatically appointed to the Committee.
9. The Committee shall have the following Officers :
 - Chairman who shall ensure that meetings are conducted in a structured way, the minutes taken are a true reflection of meetings, give an annual report at the AGM and in co-operation with other Committee members liaise with other organisations that have an impact on the smooth running of the Club.
 - Secretary who shall take the minutes at Committee meetings, take charge of the everyday administration of the Club and give a report at each Committee meeting and an annual report at the AGM.
 - Treasurer who shall keep accurate account of all income and expenditure that the Club encounters, give a written statement of accounts at each Committee meeting. Present all accounts to the auditors once a year and also give an annual financial statement of accounts at the AGM. The Treasurer shall also send off to the appropriate League/County officials the end of season balance sheets before the stated deadlines.
 - Welfare Officer who shall be responsible for implementing and developing of the Club's Respect Program.
 - Other Officer's posts may be created by the Committee during the season and will be in place until the AGM.
10. Committee meetings shall be held during the year at intervals agreed by the Committee.
11. The minimum number of Committee members present to constitute a meeting will be three. One of these must be Secretary, Chairman or Treasurer.
12. Any decisions to be made by the Committee shall be proposed, seconded and then voted on by a show of hands, a simple majority is needed to carry a decision. This will then be duly noted in the minutes.

13. The Committee may appoint persons to run the various teams and other persons to be in charge of sporting activities as necessary.
14. The Committee may appoint sub-committees, as it deems necessary, and shall prescribe the sub-committee's function and any necessary budget restrictions. All acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible. No sub-committee shall expend funds of the Club other than in accordance with the budget allocated. Spending over the budget limit must be agreed by the Committee prior to the spend.
15. If the Committee become aware of anybody who has done outstanding work on behalf of the Club they may, with that person's consent, appoint him/her to the position of Club President. This post will be held until the AGM, when the situation will be reviewed. This appointment is a titular title only.
16. For the AGM, nominations for all posts will be accepted until the time of the election of that post.
17. These nominations need to be seconded and entered with the consent of the person nominated. If these conditions are not met the nomination entered is void.
18. The AGM shall be held between the last week of April and the last week of July each year and the date/time/venue shall be made known to the membership at least one month prior to the meeting. At the AGM the chair will be taken by the Chairman or in their absence the Secretary or Treasurer of the Club.
19. Bank accounts shall be operated in the name of the Club and the Committee shall elect two Committee members to make payments from the Club funds. These signatories shall not be related to each other or be cohabitating. Any payments made must be with the approval of the Committee or in an emergency the approval of the Chairman and signatories.
20. An Auditor who is not a Club cheque book signatory shall be elected annually at the AGM to audit the accounts and books of the Club.
21. The Committee shall have the power to seek the resignation of any Club member who, in their opinion, performs any act or acts detrimental to the well-being of the Club. If the individual will not resign he/she will be dismissed from the Club by the Committee.
22. Any club member (albeit player, manager, supporter or committee member) who is charged by the League or County with an offence may be questioned by the Committee who, if they so wish, may carry out the following:
 - Issue a written warning to the individual.
 - Fine the individual.
 - Deem the individual unsuitable for all club activities.
 - Ask them to resign in accordance with rule 21.
23. If any Club member over the age of sixteen feels that a matter has arisen whereby an Extraordinary General Meeting (EGM) needs to be called, they may do so by presenting the Chairman with a petition giving the reason for calling such a meeting signed by at least three Club members. Two weeks' notice is required before this EGM can be held. Any decisions reached at the EGM shall stand until the next AGM. The only matters discussed at this EGM will be those on the petition.
24. The financial year shall commence 1st August and end on the 31st July the following year.
25. The Club signing on fee and subscriptions for the coming year will be decided by all present at the AGM. The criteria for receiving a trophy and club privileges will also be defined annually at the AGM.
26. Any player more than two calendar months in arrears with his/her subscription will be suspended from playing and training until the arrears are paid.
27. The funds of the Club shall only be used for the purposes of the Club. No payment shall be made to any persons except as repayment of money properly spent on behalf of the Club.

28. All money raised by a team will be given to the Treasurer who will pay it into the Club accounts. The committee will decide how all money raised is spent.
29. Dissolution of the club will require a formal EGM and majority vote of dissolution. All members, league authorities and any other relevant parties will be informed of the decision within 10 working days.
30. If the Club ceases to operate as AFC Brightwell Youth, any funds or equipment remaining after all debts are paid shall be handed over to the village of Brightwell-cum-Sotwell.
31. Should the Club chose to rename or merge/reconstitute with another Club, clause 30, above becomes void.
32. All teams will comply with the club colours. The colour pattern and style will be decided at the AGM. ALL teams will comply with the decision made for new kits bought. This decision can only be changed at the AGM.

Date: 14th February 2015

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