

AFC Newbury

Football for all in the
local community

Boys and Girls Football Club

www.newburyfootball.co.uk



The Club Constitution of AFC Newbury Boys and Girls

March 2013

1. Name

AFC Newbury Boys and Girls (the "Club"), incorporating AFC Newbury Colts.

2. Formed

1996 from the resources of Shaw Boys & Belles Junior Football Club (established in 1972), Wickham under 16 Youth Team and Ecchinswell Football Club (founded in 1906)

3. Objects

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

4. Mission Statement

To provide football for all in a safe and fun environment in which all children can enjoy the game and fulfill their potential. We are committed to instilling team spirit, self-esteem and a sense of community and to give the children the support they need to be the best they can be. Through the highest standards of coaching development and with the genuine participation of parents, coaches and players, we can establish a life-long love of the game of football.

5. Status of Rules

These Rules (the "Club Constitution") form a binding agreement between each Adult Member of the Club.

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6. Rules and Regulations

- a) The Adult 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"), The Berks and Bucks Football Association and Competitions in which the Club participates, for the time being in force.
- b) No alteration to the Club Constitution shall be effective without written approval by The Berks and Bucks Football Association. The FA and The Berks and Bucks Football Association reserve the right to approve any proposed changes to the Club Rules.
- c) 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.

7. Club Membership

- (a) The adult members of the Club shall be those persons listed in the register of members (the "Adult Membership Register") which shall be maintained by the Club Secretary.
- (b) The junior members of the Club shall be those persons, under the age of 18 who are listed in the register of players "Junior Membership Register"
- (c) 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 Club Committee and granted in accordance with the anti-discrimination and equality policies that 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.
- (d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (e) The FA and Berks and Bucks Football Association shall be given access to the Membership Register on demand

8. Annual Membership Fee

- (a) An annual fee payable by each Junior Member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation.
- (b) The Club Committee shall have the authority to levy further, waiver or adjust subscriptions from the Junior Members as are reasonably necessary to fulfil the objects of the Club.

9. Adult Member 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.
- b) The Club 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 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”).

10. Club Committee

- a) The Club Committee shall consist of “Club Officers”
 - I. Chairperson
 - II. Vice Chairperson
 - III. Treasurer
 - IV. Secretary

And “Committee Members”:

- I. Club Welfare Officer
- II. Minutes Secretary
- III. Charter Standard Co-ordinator
- IV. Fundraising & Sponsorship Co-ordinator
- V. Press, Marketing and Communication Officer
- VI. Registration Co-ordinators

- b) All Club Committee roles are elected at an Annual General Meeting (“AGM”).
- c) All other roles are non-committee roles and defined as Adult Members as per the “Adult Membership Register”)
- 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.
- e) The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting.
- f) The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman, or if required the Vice Chairman.
- g) The quorum for the transaction of the business of the Club Committee shall be four (4), which must include 2 Club Officers.
- h) Decisions of the Club Committee shall be recorded in approved minutes and the Club Secretary will retain copies of all.
- i) 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.
- j) The Club Committee shall hold not less than four (4) meetings per year.
- k) An outgoing member of the Club Committee may be re-elected.
- l) Any vacancy on the Club Committee, which arises between AGMs, shall be filled by an Adult Member until the next AGM, once proposed by one (1) Club



Officer and seconded by one (1) other Committee member and approved by simple majority of the remaining Club Committee members.

- m) Save as provided for in the Rules and Regulations of The FA, the Berks and Bucks Football Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- n) 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.

11. Annual and Extraordinary General Meetings

- a) An AGM shall be held in each year between April and June (inclusive):
 - 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. Elect members of the Club Committee; and
 - iv. Consider any other business.
- b) Nominations for election of members as Club Officers or as Committee Members of the Club 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 14 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 14 days before the Meeting.
- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d) The Secretary shall contact in writing each member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 7 days before the meeting.
- e) The quorum for a General Meeting shall be (10) ten Adult Members (including Committee members)
- 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 a simple majority shall pass resolutions. 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 and retain them.

12. Club Teams



At its first meeting following each AGM, the Club Committee shall appoint an Adult Club member to act as Team Manager, to be responsible for each of the Club's football teams. The appointed Team Manager shall be responsible for managing the affairs of the team. The appointed Team Manager shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

13. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatory shall be the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by designated signatory. All monies payable to the Club shall be received by the Treasurer or nominated Club Committee members and deposited in the Club Account.
- 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 Club Officers shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a 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 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 Club must retain its accounting records for a minimum of 4 (4) 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, appropriately qualified accountant 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 the four (4) Club Officers (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club 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.
- k) 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.
- l) 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.

14. 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 Berks and Bucks FA or The FA for use by them related to community sports.