

BROADHEATH CENTRAL JUNIOR FOOTBALL CLUB

CONSTITUTION

1. Name

The Club shall be called Broadheath Central Junior Football Club (hereinafter called the Club).

2. Affiliation

The Club shall be affiliated to the Cheshire association of the Football Association.

3. Aims and Objectives

3.1. To advance the physical education of children aged from 5 to 18 by the provision of facilities and training to enable them to play football so that their condition of life may be improved.

4. Membership

4.1. The Club shall consist of the officers and the members.

4.2. Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club.

4.3. In accepting membership, a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee and such codes of conduct as may be adopted by the Club from time to time.

4.4. Members under the age of 16 shall act through their parents or guardians.

4.5. Members of the club will include parents and guardians of children who play for the Club and helpers and supporters of the Club.

4.6. Membership shall be automatic and shall be free.

5. Officers

5.1. The officers of the Committee shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, Charity Trustee, Marketing/PR, Child Protection, a Head Coach, Age Group Representatives, Project Development, and Funding.

- 5.2. These officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting. All officers shall retire annually but shall be eligible for re-appointment.
- 5.3. Members absent from 6 consecutive Committee meetings without good reason shall be considered to have resigned.
- 5.4. Any casual vacancy occurring may be filled by the Executive Committee.
- 5.5. Team Managers wishing to resign their position must do so in writing to the Club Secretary no later than two calendar months before vacating their position. All club equipment and other listed club items must either be passed to the Assistant Manager or returned to the Club Secretary, prior to the manager's departure date. Failure to comply in the return of all equipment and other club items may result in the Club seeking financial restitution.

6. Executive Committee

- 6.1. The management of the Club shall be vested in the Executive Committee (hereinafter called the Executive Committee).
- 6.2. The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).
- 6.3. The Executive Committee shall comprise the officers.
- 6.4. Meetings of the Executive Committee shall be convened by the Secretary, and the committee shall meet at least quarterly.
- 6.5. The quorum necessary for the transaction of business at Executive Committee meetings shall be three officers present and eligible to vote.
- 6.6. Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present and voting, every member having one vote. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.
- 6.7. The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the Club, save those specified in, or involving an amendment to the constitution.

- 6.8. The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. This decision shall be in accordance with a non-discriminatory policy specified in 4.2.
- 6.9. The Executive Committee may employ professional officers or advisers at its discretion.

7. Finance

- 7.1. All monies raised by, or on behalf of, the Club shall be applied to further the objects of the Club and for no other purpose.
- 7.2. The Club Treasurer is responsible for the finances of the Club.
- 7.3. The financial year of the Club ends on 31st July.
- 7.4. Proper accounts shall be kept of all sums of money received and paid out by the Club.
- 7.5. An audited statement of accounts, up to and including this date, shall be presented at the Annual General Meeting of the Club.
- 7.6. The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club, and all cheques drawn on these accounts shall be signed by any **one** officer where the amount of the cheque is £250 or less and any **two** officers for cheques in excess of this amount.
- 7.7. The club shall be run as a non-profit organisation, with all excess monies being reinvested into the club and its activities for the benefit of its members.

8. Annual General Meeting and other Meetings

- 8.1. The Annual General Meeting (AGM) of the Club shall be held in every year during the month of January, when the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 8.2. Not less than 21 days notice of the date of the AGM shall be given to all members by the Secretary.
- 8.3. The AGM shall elect such officers of the Club as it may from time to time determine.
- 8.4. Nominations for the Committee shall have the signatures of two members.
- 8.5. The dates of the general meetings and of the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when

s/he considers it necessary or desirable, or upon the written request of at least 3 members of the Executive Committee.

- 8.6. All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 8.7. The quorum for general meetings shall be five Club members present and eligible to vote.
- 8.8. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 5% of the members of the Club. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members.

9. Voting Procedures

- 9.1. Each member shall be entitled to one vote.
- 9.2. 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.
- 9.3. The Chair shall have a casting vote in addition to a deliberative vote.

10. Property and Staff

- 10.1. Responsibility for all property owned or leased by the Club, and for the employment of paid staff and volunteers rests with the Executive Committee.
- 10.2. A member who resigns or is expelled shall not be entitled to claim any or share of any, of BCJFC's property/assets.

11. Discipline and Appeals

- 11.1. The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate or suspend the membership of any member guilty of conduct or the non-payment of fees, any one of which are deemed to be to the detriment of the Club.
- 11.2. There shall be the right of appeal to the Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.

- 11.3. The Appeal should normally be considered within 14 days of it being received by the Secretary.
- 11.4. Teams must be represented at 50 percent of all team manager meetings per season. Failure may result in the club withdrawing the team from the League, or the team manager being relieved of his responsibilities.

12. Dissolution Procedures

- 12.1. 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 Football Association. No member shall obtain any asset from the Club.
- 12.2. The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose upon the request of 25% of members of the Club. At least 21 days notice of the meeting shall have been sent to all members of the Club.
- 12.3. In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee, which shall be empowered to distribute the assets, including cash and investments in hand, to Clubs having similar objectives as their own.

13. Review of the Constitution

- 13.1. This constitution shall be reviewed prior to the AGM each year.
- 13.2. Amendments to the constitution shall only be agreed at AGMs.
- 13.3. Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 14 days before the date of the AGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 13.4. 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 5 days before the AGM.
- 13.5. Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 2 days before the said meeting.

- 13.6. Any alteration to the constitution shall require a two-thirds majority of members present and voting.
- 13.7. In the event of any question or matter arising which is not provided in the constitution, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final.

14. Membership Fees

- 14.1 Membership fees shall be stipulated by the Club Executive Committee on an annual basis and communicated to the membership in the month preceding Registration.
- 14.2 Payment of registration fees are mandatory at the time of registration, and any changes to subscription fees will take effect from August onwards through the Club's Standing Order payment scheme.
- 14.3 The Executive Committee shall, at its discretion, have the power to reduce or waive fees in cases of hardship.
- 14.4 A member shall cease to be a member of the Club from the date on which he/she gives formal notice to the Club Secretary of their resignation; and that the club will not be obligated to refund any membership fees paid prior to the resignation date.
- 14.5 A member whose membership fees are more than two months in arrears shall be deemed to have resigned.

15. Dissemination & Protection of Membership Data

- 15.1. The Club shall request and obtain members' personal data only for one or more specified and lawful purposes, that is deemed as both fair and reasonable, but which shall not be further processed in any manner incompatible with the purpose associated with the administration of a FA Standard Charter Football Club, particularly in areas where it concerns the vital interests of its playing members.