

# Mytchett Athletic FC Club Constitution

*Revised June 2014*

## **1) Name of Club**

The name of the Club shall be Mytchett Athletic Football Club (MAFC). This constitution also covers Mytchett Athletic (Seniors) FC and Mytchett Athletic (SEN/Disability) FC.

## **2) Objective**

The objective of the Club is to provide leisure time activities for people residing in Mytchett and the surrounding areas, by promotion of competitive and friendly association football.

## **3) Status of Rules**

This constitution and the rules (the Club Rules) form a binding agreement between each member of the Club.

## **4) General Rules and Regulations**

- (a) The Club shall have the status of an affiliated member of the Football Association (FA) by virtue of its affiliation to the Football Association through the Surrey County Football Association affiliation/membership. The Rules and Regulations of the Football Association Limited and Surrey County Football Association and any League or Competition to which the Club is affiliated shall also be incorporated into the Club Rules.
- (b) No alteration to the constitution shall be made except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) convened for that purpose and only if supported by the majority present at such a meeting. No alterations shall be effective until ratified by written approval of the Surrey County Football Association.
- (c) The Executive Committee will make changes to the Club Rules as required to;
  - i. meet the objectives of the Club
  - ii. comply with changes in FA guidelines and league rules
  - iii. comply with current legislation appropriate to running a youth sport club
  - iv. meet FA Community Club Chartermark status.

## **5) Club Management**

- (a) An Executive Committee and a Management Committee shall manage the affairs of the Club. Except where otherwise stated within this Club Constitution and the Club Rules, the decision making body shall be the Executive Committee.
- (b) The Executive Committee shall consist of the following Club Officers: Chairman, Vice Chairman, Secretary, Treasurer and Club Welfare Officer. The Executive Committee shall meet under the Terms of Reference for the committee.
- (c) The Management Committee shall consist of the Executive Committee plus; President, Honorary Vice Presidents, Development Committee Chairman, Chartermark Officer, Fixtures Secretary, Registration Secretary, Kit Manager, Web Site Manager, Newsletter Editor, Marketing Manager, Public Relations Officer, Volunteer Coordinator, Tournament Director, Assistant Secretary, Assistant Treasurer, Assistant Club Welfare Officer, Club Team Managers, Assistant Team Managers, Team Coaches (Club Licensed) and Team Administrators. The Management Committee shall meet under

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the Terms of Reference for the committee. (Whilst more than one representative of each team may attend Management Committee meetings, should there be a requirement to vote, each team will have only one vote).

- (d) All members of the Executive and Management Committees shall be elected annually at the Annual General Meeting, with the exception of Vice President(s) who are elected for life in recognition of service to the Club.
- (e) Advice given by officers at this Club is incidental to their professional expertise and is not being given in their professional capacity.
- (f) All Committee Members' roles shall be fulfilled under the relevant Terms of Reference for the particular role.

## **6) Sub-committee**

- (a) The Executive Committee may appoint sub-committees as required to meet specific tasks of the Club.
- (b) Prior to the setting up of any sub-committees the Executive Committee shall determine the Terms of Reference, composition and powers of the sub-committee.
- (c) Sub-committees shall have the power to co-opt additional persons as and when required.

## **7) Club Membership**

- (a) A Club Member is a Club Officer, Club Team Manager, Club Assistant Team Manager/Coach, adult players on the current player nominal roll or a parent/carer of a Youth Player entered on the current player nominal roll.
- (b) Each member shall be deemed to have one vote, irrespective of the number of posts held either as Club Officer, Club Team Manager, Club Assistant Team Manager/Coach, player or ONE parent/carer of a Youth Player entered on the current player nominal roll.
- (c) The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member.
- (d) A member shall cease to be a member of the Club if, and from the date of which, he/she gives written notice to the Executive Committee of their resignation or is deemed to have left the Club.
- (e) The Club Membership Procedures form part of the Club Rules.

## **8) Club Finances**

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories are those members of the Executive Committee appointed to do so. All monies payable to the Club shall be received by the Treasurer 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 proceeds arising from the sale of Club Property to members is prohibited.

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- (c) The Executive 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 in accordance with the Club's finance policy.
- (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 Executive Committee without the person concerned being present
  - iii. pay for reasonable hospitality for visiting teams and guests
  - iv. indemnify the Executive 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 six 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 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 and no more than four Custodians ("the Custodians"), one of whom shall be the Treasurer, who shall deal with the Club Property as directed by decisions of the Executive 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 Executive Committee. The Club shall, on request, make a copy of any conveyance available to The FA.
- (k) 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.

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- (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.

## **9) Club Trustees**

Club Trustees are members to whom the legal title to property is entrusted to hold or use on behalf of the Club. Trustees, for the purpose of signing leases, or other legal documents, are to be appointed by the Executive Committee as required, with a minimum of two (2) trustees.

## **10) Annual and Extraordinary General Meetings**

- (a) An Annual General Meeting (AGM) shall be held in June or July in each year to;
  - i. receive and approve the Minutes of the preceding Annual General Meeting (and Minutes of Extraordinary General Meetings since the preceding AGM if applicable)
  - ii. to receive reports from the Club Chairman, Secretary and Treasurer and adopt the Annual Reports, Balance Sheet and Statement of Accounts
  - iii. to receive report(s) of the activities of the Club over the previous year
  - iv. alteration of constitution (if applicable) of which notice has been given
  - v. elect members of the Executive and Management Committees
  - vi. consider any other business
- (b) Nominations for election of Club Officers or as members of Executive or Management Committees shall be made in writing and countersigned by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary, not less than 10 days before the AGM. In the event of there being no nomination for positions on the Executive and Management Committees, nominations may be received at the Annual General Meeting.
- (c) Notice of any resolutions to be proposed at an AGM shall be given in writing to the Club Secretary not less than 14 days before the meeting.
- (d) An Extraordinary General Meeting (EGM) may be called at any time by the Executive Committee and shall be called within 28 days of the receipt by the Club Secretary of a requisition in writing signed by not less than three members of the Executive Committee, stating the purpose for which the meeting is required and the resolution or resolutions. Business at an EGM may be any business that may be transacted at an AGM.
- (e) A quorum for a Club AGM or EGM shall be 15 members.
- (f) A notice period of at least 28 days for the AGM or EGM must be given to each member.
- (g) The Chairperson or in his/her absence the Vice Chairperson shall take the chair at General Meetings. Each member present shall have one vote and simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have a second casting vote.
- (h) A person nominated by the Executive Committee shall enter Minutes of General Meetings into the Minute Book of the Club.

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## **11) Club Discipline**

- (a) Any member, player or a supporter who, by word, act or demeanor, who is considered to have brought the Club into disrepute, will be dealt with under the Club Disciplinary Procedure.

## **12) Annual Membership Fees**

- (a) An annual membership fee payable by each member shall be determined by annual review by the Executive Committee and agreed at the AGM or at a Management Committee before July.

## **13) Club Team Administration**

- (a) Any correspondence or contact with Football Authorities (including the FA, County FA, League Executive Committee or any other Football Authority) must be made by or under authority of the Club Secretary. The Club Secretary is the official contact between the Club and the Football Authorities. This does not apply to correspondence with League Divisional Secretaries.
- (b) Club Team Managers shall manage all correspondence (including email) received from Club Officials and the League Divisional Secretary and other external organisations, promptly and efficiently, and keep adequate records of correspondence in accordance with Terms of Reference for Club Team Managers.
- (c) The Executive Committee is responsible for appointing Managers to run teams playing for Mytchett Athletic FC (Club Teams). The Executive Committee may appoint Interim Team Managers and Assistant Team Managers to fill vacancies at their discretion.

## **14) Policies**

The Club, its officials and parents/carers shall abide by the Club Policies and Procedures, Term of Reference and Codes of Conduct as detailed in the Club Rules.

## **15) Sports Equity in Football**

Mytchett Athletic Football Club is committed to removing prejudice and discrimination and promoting fairness and correct principles relating to the law and rules of Association Football. The Club encourages best practice in sports equity using FA guidelines and fully endorses the FA Respect Programme.

## **16) Equality Statement**

The Club is fully committed to the principles of the equality of opportunity. No participant or volunteer of the Club will receive less favourable treatment than any other on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference.

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.

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## **17) Welfare 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.

## **18) Club Insurance**

The Club shall hold suitable Insurance for Public Liability, Players Personal Injury and other policies required in law or considered necessary at the discretion of the Executive Committee.

## **19) Dissolution**

A resolution to dissolve the Club shall only be proposed at an AGM or EGM and shall be carried by a majority of at least three-quarters of the members present.

- (a) In the event that a resolution to dissolve the Club is carried, the disposal of the balance of any funds in the Club Accounts and any other Club assets shall be decided by the Executive Committee after all liabilities are settled.
- (b) The Executive Committee or any other member of the Club will retain no monies, unless funds enable a new Football Club acceptable to the Executive Committee to commence.
- (c) In the event that no suitable Football Club is to receive monies, then the monies are to be officially handed over to a registered charity or hospital, local to the area.