



Club Constitution

1. NAME AND ADDRESS

- (a) The club shall be called Timperley Villa Youth Football Club (the Club).
- (b) The Address of the club shall be that of the Club Secretary.
- (c) The Club colours shall be yellow and black.

2. OBJECTS AND AIMS

- (a) 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.
- (b) The Club shall be run in an open, honest and transparent manner.
- (c) The Club shall offer opportunities for all children regardless of gender, nationality, ethnic origin, colour, religion, disability or means.
- (d) The Club shall be free from any form of harassment, intimidation, bullying, victimisation or discrimination.
- (e) The Club shall treat all with dignity and respect.

3. STATUS OF RULES

- (a) These rules (the Club Rules) form a binding agreement between each Member of the Club and the Club.

4. RULES AND REGULATIONS

- (a) The Club shall have the status of an Affiliated Member Club of The Football Association Limited by virtue of its affiliation to/membership of The Football Association Limited and its affiliation to Cheshire County Football Association.
- (b) The 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 Regulations of The Football Association Limited (the FA), the Cheshire County FA (the Parent County Association) and Competitions in which the Club participates, for the time being in force.
- (c) The Club Rules may be altered if the majority of Members present at a General Meeting vote in favour of changing them. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association.
- (d) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as may be in place from time to time.

5. POWERS

For the furtherance of the objects and aims of the Club, the Club, through the Club Committee, may:



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- (a) Provide training facilities and equipment.
- (b) Raise money to pay for the Club's activities.
- (c) Make such payments as may be necessary.
- (d) Fix and collect the fees and subscriptions payable in respect of children attending the Club.
- (e) Establish and maintain Club Codes of Conduct and Policies and Procedures and require compliance from all Members and, if appropriate (i.e. do not adhere to a Club Code of Conduct, Rule, Procedure or Policy), suspend or expel them.
- (f) Control the admission of children to the Club and, if appropriate (i.e. do not adhere to a Club Code of Conduct, Rule, Procedure or Policy), require parents or guardians to withdraw them.
- (g) Take any actions that may benefit the Club.

6. CLUB MEMBERSHIP

- (a) Club Members (the Members) shall consist of:
 - (i) **Playing Members:** All children who attend the Club and are registered with the Club and have paid the appropriate registration and membership fees. Playing members shall not have a vote at any General Meeting.
 - (ii) **Family Members:** Parents or guardians of all Playing Members. Each family shall have one vote and count as one member at any General Meeting.
 - (iii) **Honorary Members:** Other interested individuals, including those who assist the Club, once approved by the Committee, shall be deemed honorary members of the Club and shall be entitled to one vote at any General Meeting.
 - (iv) **Team Managers** (where not already Family Members or Honorary Members) upon appointment to that role by the Club Committee. Each Team Manager shall have one vote and count as one member at any General Meeting.
- (b) The Members shall be listed in the register of Members (the Membership Register) which will be maintained by the Club Secretary.
- (c) In the event of a Member's resignation or expulsion their name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

7. ANNUAL MEMBERSHIP FEE

- (a) An annual membership and registration fee, payable by each Playing Member, shall be determined from time to time by the Club Committee. Any fee shall be payable prior to the



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commencement of the season or as otherwise determined by the Club Committee from time to time. Fees shall not be repayable.

- (b) The Club Committee shall have the authority to levy further subscriptions from the Members as are reasonably necessary to fulfil the objects and aims of the Club.

8. 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 their resignation. A Member whose annual membership or registration fee or further subscription is more than 3 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a Member when, in their reasonable 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 a share of any, of the Club Property.

9. CLUB COMMITTEE

- (a) The Club Committee shall be responsible for ensuring that the Club complies with its objects and aims and is properly managed.
- (b) The Club Committee shall consist of the following Club Officers:
 - (i) Club Chairperson (the Chairperson)
 - (ii) Club Treasurer (the Treasurer)
 - (iii) Club Secretary (the Secretary)
- (c) The Club Committee shall also consist of the following Club Committee members:
 - (i) Club Welfare Officer
 - (ii) Club Footballing Manager
 - (iii) Club Operations Manager
 - (iv) Club Funding Manager

, each to be elected at an Annual General Meeting.

- (d) Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. An outgoing member of the Club Committee holding any of these positions may offer themselves for re-election. A vacancy for any of these positions on the Club Committee which arises between Annual General Meetings shall be filled by a Club Member proposed by one and



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seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

- (e) One person may hold no more than two positions on the Club Committee at any time.
- (f) 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. 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 Chairperson or in their absence the Secretary or in their absence the Treasurer. The quorum for the transaction of business of the Club Committee shall be three, including a minimum of one Club Officer.
- (g) Decisions of the Club Committee in meetings shall be entered into the Minute Book of the Club to be maintained by the Secretary or in their absence another member of the Club Committee.
- (h) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (i) Save as provided for in the Rules and Regulations of the FA, the Parent County 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.
- (j) The Committee shall be empowered to set up sub-Committees on specific tasks or actions. The Committee shall be empowered to co-opt any other Club Member to such sub-Committees. Each sub-Committee shall be chaired by a member of the Club Committee.
- (k) The Committee shall be empowered to co-opt any other Club Member who so volunteers to act as an assistant to the Committee members and in particular Age Group Secretaries to assist the Club Secretary and a Social Secretary to assist the Club Revenue Manager. Such assistants shall not have a vote on Committee decisions.
- (l) The position of a Club Officer or member of the Club Committee shall be vacated if such 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.

10. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held each year, within six weeks of the end of the season, to:
 - (i) receive a report of the activities of the Club over the previous year
 - (ii) receive a report (Financial Statement) of the Club's finances over the previous year
 - (iii) elect the Club Officers and the Club Committee
 - (iv) consider 'any other business' that has been notified in advance of the meeting



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- (b) The Secretary shall communicate to Club Members the date of the AGM, not less than 21 days prior to the AGM.
- (c) Nominations for election at the AGM shall be communicated to the Secretary, by the proposer and seconder, both of whom must be existing Members of the Club, not less than 5 days before the AGM.
- (d) Notice of any resolution to be proposed at the AGM under 'any other business', shall be given in writing to the Secretary not less than 14 days before the AGM.
- (e) The Secretary shall communicate to Club Members details of any resolution to be proposed at the AGM under 'any other business' not less than 7 days prior to the AGM.
- (f) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Secretary of a request in writing signed by not less than six Members of the Club, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (g) The Secretary shall communicate to Club Members the date of the SGM and the purposes for which the Meeting is required and the resolutions proposed, not less than 14 days prior to the SGM.
- (h) The quorum for a General Meeting shall be seven, including not less than three members of the Club Committee.
- (i) The Chairperson, or in their absence the Secretary, or in their absence the Treasurer, or in their absence a Club Committee member selected by the Club Committee, shall take the chair of the General Meeting. Each Member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the chair of the Meeting shall have a casting vote.
- (j) The Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. CLUB TEAMS

- (a) At the first Club Committee meeting following each AGM, the Club Committee shall appoint a Club Member or other interested individual to be responsible for each of the Club's football teams for the forthcoming season. The appointed person (the Team Manager) shall be responsible for managing the affairs of that team.
- (b) Each Team Manager shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team for that season.

12. CHILD PROTECTION

- (a) The Club undertakes to follow Football Association Child Protection Policy and Procedures.
- (b) The Club will appoint a Club Welfare Officer, in accordance with F.A requirements.



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(c) The Club Welfare Officer will provide a main point of contact for managers, parents and players on matters of child protection. The Club Welfare Officer is to be responsible for the checking of all volunteers with the Criminal Records Bureau and for providing appropriate information regarding child protection training.

(d) The Club undertakes to provide as much specialist training for the Club Welfare Officer as is available and which it can reasonably afford.

13. CODES OF CONDUCT, POLICIES AND PROCEDURES

(a) Members of the Club must adhere to the Club's Code of Conducts, Policies and Procedures at all time.

(b) The Codes of Conduct, Policies and Procedures of the Club shall include (but not be limited to):

- (i) Code of Conduct for Players
- (ii) Code of Conduct for Parents/Guardians
- (iii) Code of Conduct for Spectators
- (iv) Code of Conduct for Coaches/Managers
- (v) Code of Conduct for Club/Team Officials
- (vi) Anti-Discrimination Policy
- (vii) Equal Opportunities Policy
- (viii) Child Protection Policy
- (ix) Disciplinary/Complaints Procedure
- (x) Volunteer Recruitment Procedure

14. CLUB FINANCES

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Chairperson, the Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. 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.

(c) The Club Committee 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:



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- (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 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 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 not less than two and no more than four custodians, one of whom shall be the Treasurer ("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. 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, General Meeting shall be convened as soon as possible to appoint another Custodian.
- (k) 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.

15. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a 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.



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(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 Parent County Association or the FA for use by them for related community sports.

16. APPROVAL OF CONSTITUTION

(a) This Constitution was approved at an Annual General Meeting on 14 June 2007.

End.