**Wakefield Athletic Club Constitution**

**1. Name**

The Club shall be called Wakefield Athletic JFC - hereinafter called The Club.

**2. Affiliation**

The Club is affiliated to the West Riding County F.A for football related activities and other relevant sporting bodies as appropriate from time to time.

**3. Aims and Objectives**

The Club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate a ‘turn up and play’ policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all. The Club will also seek to promote any other sports that its members consider appropriate.

**4. Equality Statement**

The Club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, job applicant or employee of The Club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

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.

**5. 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 by adopting the procedures and working practices of the Football Association of England’s Welfare Policy.

6. **Membership**

6.1 The Club shall consist of Officers and Members.

6.2 Members are defined as children registered with The Club and their parents/guardians.

6.3 All Members are expected to act in accordance with The Club Membership charter which includes adherence to The Club Constitution and Codes of Conduct, League and FA rules and the FA Respect Charter.

6.4 The Management Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.

**7. Membership Fees (subs), kits, equipment, hire etc.**

7.1 Membership fees shall be set at the Annual General Meeting. The level of fees not to exceed £180 per member per season unless voted for by at least 75% of members at AGM.

7.2 Annual membership fees shall be paid into the club accounts by bank transfer and all registered members will be invoiced with details of how to pay.

7.3 Payments can be made in full or at £30 per month for 6 months and are due from the 1st June.

7.4 No payment of any sort can be accepted by any club member other than The Club Treasurer or Assistant treasurer. Any club member, manager, coach etc. is absolutely NOT allowed to accept any payments and will be subject to disciplinary action should they disregard this regulation. No payments by cash will be accepted under any circumstances.

7.5 All subs are used to cover whole club expenses. Subs paid by each team belong to the whole club and will be used for the furtherance of the whole club and for payment of any and all of its liabilities.

**8. Management Committee**

8.1 The Management Committee will act only for the benefit of the members of The Club, and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Welfare Officer, Club development Officer. Other members of the Committee may be added ad hoc as appropriate without the need for immediate member approval. These Officers shall be appointed at the Annual General Meeting and hold their posts for 2 calendar years, and may seek re-election upon conclusion of their 2 year cycle.

8.2 Where a role is up for re-election, applications for committee roles will be accepted once the AGM has been announced - approximately one month before the meeting takes place, and should be made by nomination. A closing date for nominations will be declared in the AGM announcement.

8.3 In the event that a committee member steps down during a term, the committee will manage the roles internally on an interim basis, and may schedule a whole club meeting if there is a need to elect a replacement. At such time, nominations will be welcomed as per the annual nomination process detailed above.

8.4 Any liabilities incurred shall fall upon the membership of The Club providing the Management Committee acts in accordance with the Constitution, and in honesty and good faith.

8.5 The Management Committee shall meet monthly and the Secretary will convene all meetings.

8.6 The quorum necessary for Management meetings shall be 3.

8.7 The Management Committee shall be responsible for interpreting The Club Constitution in relation to the operation of The Club’s affairs. Proposed amendments to the Constitution can only be agreed at the AGM, or a special meeting called by The Club chairperson.

8.8 Responsibility for all property owned or leased by The Club rests with the Management Committee.

8.9 The Management Committee is responsible for the recruitment and management of all professional staff employed by The Club.

**9. Finance and fund raising**

9.1 All monies raised by, or on behalf of The Club shall be applied to further the aims and objectives of The Club and for no other purpose.

9.2 The Club Treasurer is responsible for maintaining the financial accounts of The Club detailing all income received and expenditure made.

9.3 The financial year of The Club runs from April to April.

9.4 The funds of The Club shall be lodged at a bank or building society in an account in the name of The Club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

9.5 Any fundraising undertaken by The Club and its members should follow the guidelines laid out in The Club Fundraising Policy.

**10. Annual General Meeting and other meetings**

10.1 The Annual General Meeting (AGM) of The Club shall be held in August of each year or within three months of the end of The Club’s financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.

10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.

10.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer’s posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of The Club eligible to vote. No nominations can be accepted from the floor of the meeting. The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

10.4 The quorum for general meetings shall be 3 members present who are eligible to vote. An eligible member is one who has paid subs up to date and have no pending or outstanding disciplinary matters.

10.5 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by no less than 3 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

10.6 Additional ad hoc open meetings can be called by the Chairperson or club secretary as required in order to deal with urgent matters and/or as a means of communicating amongst the whole membership of The Club.

**11. Coaches Meetings**

11.1 The Management Committee agree to meet with coaches of any team at The Club when there are relevant matters to discuss.

11.2 The Management Committee and coaches will meet on a quarterly basis to

discuss any matters relating to the teams and coaching at The Club.

11.3 Where decisions are made, each member present will be entitled to a vote.

**12. Voting Procedures for all meetings**

12.1 All members entitled to vote at meetings shall have equal voting rights.

12.2 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.

12.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

**13. Discipline and Appeals**

13.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of The Club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to The Club.

13.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare officer will be informed.

13.3 All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.

13.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.

13.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.

13.6 An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

**14. Dissolution procedures**

14.1 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 West Riding F.A. No member shall obtain any asset from The Club.

14.2 The Club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 3 members of The Club.

**15. Review of the Constitution**

15.1 This Constitution should be reviewed a minimum of once every two years.

15.2 Any amendments to the Constitution can only be agreed at The Club’s AGM or a special meeting called by The Club chairperson.

* 1. Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
  2. 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 14 days prior to the AGM.
  3. Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
  4. Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
  5. All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.