



# Clwb Pêl-Droed Clydach Football Club

## Club Constitution

### 1. Club name and affiliation

The Club will be called Clydach Football Club and will be affiliated to the Football Association of Wales [FAW] and the West Wales Football League [WWFA].

### 2. Aims and Objectives

The aims and objectives of the Club will be to:

- Play and promote football
- Offer football playing, coaching and volunteering opportunities to all members
- Provide duty of care and protection to all Club members
- Make sure all Club members are treated equitably
- Play a responsible and active role within the community of Clydach.
- Be ambitious

### 3. Finance and Accounts

- 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.
- All Club monies will be banked in an account held in the name of the Club.
- The accounts will be kept by the Treasurer and reported annually.
- The financial year of the Club will end on 31<sup>st</sup> May
- Any payments drawn against Club funds will be agreed by at least two authorised signatories.
- Should Clydach Football Club no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to the West Wales Football Association or an organisation with similar aims and objectives.

### 4. Running of the Club

The Club will be run by a committee consisting of a minimum group of officers:

- Chairman (Co-Chair in years 1 & 2)
- Treasurer
- Safeguarding Officer
- Club Secretary
- Girls Secretary
- Coaching Co-ordinator
- Senior Football Secretary
- Committee Member - Commercial & Membership Lead
- Committee Member - Equipment & kit manager
- Committee Member - Equality, Diversity and Inclusion Officer
- Committee Member – Community Liaison & Volunteer Officer

- Committee Members

The full committee must meet a minimum of 4 times a year.

Responsibility for all property managed, owned or leased by the club rests with the full Committee.

The Committee is responsible for approval of all officer and coaching appointments.

The committee can delegate certain and specific activity to sub-groups. Sub-groups must report progress to the full committee on a quarterly basis. In year 1 sub-groups will develop policy and plans in 3 specific areas:

- Football
- Finance & Commercial
- Facilities

## 5. Membership

The club will consist of its officers and members.

Membership shall consist of:

- Adult members (over 18)
- Junior members (Under 18)

An officer or member is defined as someone associated with the club via Comet registration

All officers and members will be subject to the constitution, rules and codes of conduct adopted by the Club.

The committee will be responsible for considering membership in accordance with Club Policy Statements, Code of Conduct and Club Rules.

All adult members will receive one vote in any election.

Fees will be set and reviewed annually by the committee.

## 6. Annual General Meeting [AGM]

The AGM will be held in June. At least 14 days' notice will be given to members.

The agenda will include:

- A report from the committee
- A report from the Treasurer and the year's accounts
- Election of the committee for the coming year
  - Elections will only be held if a position becomes vacant or a member wishes to undertake an officer's role that has an incumbent. In this instance the member will be required to follow the process for an EGM
- Club Rules review

All members have the right to vote at the AGM.

Members have the right to call for an Extraordinary General Meeting (EGM) to replace existing committee members or to address extraordinary issues. It shall be held at the request of at least 25% of members.

Notice for an EGM will be the same as for an AGM.

## 7. Constitution Changes and Decision Making

This Constitution can be changed only by majority vote at an AGM. Decisions must be carried by majority.

## 8. Discipline and Appeals

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 of any person is found guilty of conduct deemed detrimental to the club.

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

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

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

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

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.