**Willingdon Athletic Youth Football Club Constitution**

**1.** The club shall be called Willingdon Athletic Youth Football Club (the “Club”)

**2. Objects**

The objects of the Club shall be to provide and promote the game of Association Football, to arrange matches and social and recreational pursuits for its members and participation in the same. The Club has a shared ambition with ‘Willingdon Athletic Football Club’ of providing a clear path for it’s youth members to transition in to adult football and for WAFC to benefit from the pool of talent the youth section develops.

**3. Affiliation**

The Club will affiliate on an annual basis to the Sussex County FA in conjunction with the Senior section ‘Willingdon Athletic Football Club’.

**4. Status of Rules**

The club rules of Willingdon Athletic Youth FC form a binding agreement between each member of the Club.

**5. Rules and Regulations**

**(a)** 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”), Sussex County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.

**(b)** No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

**(c)** 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 shall be in place from time to time.

**(d)** Any changes to policies, codes of conduct or Club ambitions need to be agreed upon by both the Club and ‘Willingdon Athletic Football Club’

**6. Club Committee**

**(a)** The Club Youth Committee shall consist of the following, all who shall be elected at the Annual general Meeting:

Chairperson

Vice Chairperson

Secretary

Assistant Secretary

Treasurer

Welfare Officer

Kit Officer

Grounds Man

Head Coach

Sponsorship Officer

Website Officer

Social Media Officer

All Managers & Coaches can attend or send a report to all meetings.

**(b)** The Club shall be run by the Management Committee, which will consist of the Elected Officers of the club.

**(c)** Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time. 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.

The quorum for the transaction of business of the Club Committee shall be seven.

**(d)** Decisions of the Club Committee of meetings shall be entered into a new file for each season on the computer for the Club to be maintained by the Club Secretary.

**(e)** Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee.

**(f)** An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

**(g)** The Management Committee shall have the power to declare a seat vacant should a Member be absent from three consecutive meetings without explanation deemed to be satisfactory.

**(h)** 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.

**7. Bi-Monthly/Annual and Extraordinary General Meetings**

1. A Bi-monthly meeting will be held on a mutually agreed date.
2. A report will be given by the secretary for all items that need the Committee’s attention.
3. A report will be given by the Treasurer of the current financial position.
4. A report will be given by the Welfare Officer regarding any relevant safeguarding concerns or changes.
5. All other matters will be reported by the other Officers if required and each will be noted on the Agenda.

**(b**) A Quarterly meeting will be held with the senior section ‘Willingdon Athletic Football Club’ on a mutually agreed date

**(i)** A report will be given by both secretaries for all items that need discussion.

**(ii)** Any other matters can be reported on by other officers that are deemed as necessary to be discussed by both sections.

**(iii)**  Mutual responsibilities, reputation and cooperation between the 2 sections will be discussed to ensure we are working as ‘Willingdon Athletic’ and not 2 separate clubs

**(iv)** These meetings will consist of 5 committee members from each section.

**(c)** An AGM shall be held in May each year to:

**(i)** Receive a report from the chairperson of the activities of the Club

over the previous year;

**(ii)** Receive a report from the Treasurer of the Club’s finances over the previous

year;

**(iii)** Elect the members of the Club Committee; and

**(iv)** Consider any other business.

**(v)** To propose any alterations to the Club Constitution.

**(d)** Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 7 days

before the AGM. Notice of any resolution to be proposed at the AGM shall be in writing to the Club Secretary not less than 21 days before the meeting.

**(e)** An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

**(f)** The Chairman, or in their absence the Vice Chairman, shall take the chair. Voting rights will be given to the Club Officers, Team Managers and playing members. Each member present shall have one vote only and a resolution shall be passed by a majority of those voting. In the event of an equal vote the Chairperson of the meeting shall have the casting vote. A register of names of those attending the Annual General Meeting and the playing members to whom they represent will be taken.

**(g)** The Secretary shall send to each member to their email, written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

**(h)** The quorum for a General Meeting shall be 10% of members.

**(i)** The Club Secretary, or in their absence a member of the Club Committee, shall take the Minutes of the General Meetings of the Club.

**8. Club Membership**

**(a)** The members of the Club shall be those players listed on the Whole Game System which shall be maintained by the Club Secretary, along with Managers, Coaches, Committee Members & other Volunteers. In the case of U16s, parents will be considered members, however there can only be 1 vote per child cast by a parent or guardian.

**(b)** Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club and granted in accordance with the anti-discrimination and equality policies which are in place.

An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

**(c)** In the event of a member’s resignation or expulsion, his or her 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.

**9. Annual Membership Fee**

**(a)** Each player registered to play shall pay an annual Membership Fee and Monthly subscription by direct debit, set by the Committee each season. 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 fulfill the objects of the Club.

**(c)** Should monies be owed for longer than the period set by the Committee, the player concerned will be suspended with the Sussex County FA until debts are paid. There may be exceptions to this rule and these will be considered on a n individual basis.

**10. 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 his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

**(b)** The Club Committee shall have the power to warn, suspend or expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member, or has been deemed guilty of breach of club rules or conduct prejudicial to the good name of the club. There will be a right of appeal.

**(c)** A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the “Club Property”).

**(d)** A member who resigns or is expelled shall return to the club any and all playingkit, equipment or such property of the club within 14 days of the acceptance of their resignation or notification of their expulsion.

**11. Club Teams**

**a)** The committee shall decide in April how many teams will be entered into the following season and into which Leagues.

**12. Club Finances**

**(a)** A bank account shall be opened and maintained in the name of the Club in the form of online banking for (the “Club Account”) monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. All major expenditure has to be approved by the Committee.

**(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 may also in connection with the sports purposes of the Club:

**(i)** sell and supply food, drink and related sports clothing and equipment;

**(ii)** 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).

**(d)** 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.

**(e)** 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.

**13. Shared Facilities**

a) The Club shall share premises, grounds, financial responsibilities and equipment with the senior section known as ‘Willingdon Athletic Football Club’.

b) An exact breakdown of financial liability for each Club shall be determined between 5 committee representatives from each section in May.

c) Any expenditure to be shared between the Club and ‘Willingdon Athletic Football Club’ need to be agreed upon at a quarterly meeting between the 2.

**14. 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.

**(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.

**14. Disciplinary**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high.

Codes of Conduct are in place at this club to ensure that individuals are aware of the clubs expectations.

The Club will act upon all disciplinary matters concerning The Club or an individual within The Club in compliance with both League and Sussex County FA guidelines.

Signed by

Chairperson: Signature:

Treasurer: Signature:

Secretary: Signature:

Vice Chairperson: Signature:

On 2nd December 2021