

1. **Name:** The name of the Club shall be Fairlands Youth Football Club, known as Fairlands Youth F.C. (the "Club")

2. **Objectives** The Club's objectives shall be:
 - a. to run non profit making youth football teams and associated social events under the name of the Club to provide, promote train and support youth football for the benefit of the children of the district of Stevenage, Hertfordshire, and the surrounding areas;
 - b. *provided that* in carrying out the objectives in (a) above the Club will seek to welcome all children, regardless of gender, colour, race, nationality or ethnic or national origin, sexual orientation or disability and actively encourage children whose full participation may be limited by economic or social disadvantage;
 - c. *provided that* in carrying out the objectives in (a) & (b) above the Club will at all times abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Club's Equal Opportunities and Anti-Discrimination Policies as may be in force from time to time;

3. Rules and Regulations

- a. The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association, The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into this Constitution.
- b. The following Appendices shall, in addition, be deemed to be incorporated within this Constitution;

Appendix 1 – Fairlands Youth FC Anti Discrimination Policy

Appendix 2 – Fairlands Youth FC Equal Opportunities Policy

Appendix 3 – Fairlands Youth FC Club Complaints Procedure

Appendix 4 – Fairlands Youth FC Code of Conduct for Parents/Spectators

Appendix 5 – Fairlands Youth FC Code of Conduct for Players

Appendix 6 – Fairlands Youth FC Code of Conduct for Officials

Appendix 7 – Fairlands Youth FC Code of Conduct for Managers/Coaches

4. Administration

Subject to the matters set out in this Constitution, the Club shall be administered and managed in accordance with this Constitution by the members of the Management Committee, constituted by clause 7 of this Constitution (the "Management Committee").

5. **Powers** In the furtherance of the above purposes, the Club shall have power to:

- a. Raise funds and to invite and receive contributions (including sponsorship) provided always that Management Committee shall conform to any relevant requirements of the law;
- b. To co-operate with other Clubs, Councils and the Football Association operating in furtherance of the objectives to exchange information and advice with them and to provide mutual co-operation and support in furtherance of the objectives;
- c. To appoint and constitute such advisory and steering committees as the Management Committee may think fit;
- d. To do all such other lawful things as are necessary for the achievement of the objectives.

6. **Membership to the Club and Annual Fee**

- a. The membership of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary. Membership shall become effective upon an applicant's name being entered into the Membership Register;
- b. Membership to the Club shall be at the sole discretion of the Management Committee;
- c. Every member must complete an annual Registration Form and pay a yearly registration fee, (the "Fee") such amount to be determined on an annual basis by the Management Committee. For the avoidance of doubt the Fee is payable annually by each and every member and is non-refundable;
- d. All Fees must be paid at Registration Night and a record kept by the team Managers, to the satisfaction of the Treasurer. Any cheques returned by the Club's bank will incur a £10 additional charge to cover the cost of re-presenting. The player concerned will be suspended until this amount, along with any balance due, is paid in full. Any player who has not paid in full by 31 August will not be registered to play;
- e. In the case of financial hardship the Management Committee may, at its discretion, waive the Fee in whole or in part or in the alternative arrange for the Fee to be paid on an installment basis via post-dated cheques made payable to the Club;
- f. The Management Committee shall, at their sole discretion, have the authority to levy further Fees from the members of the Club such as are reasonably necessary to fulfill the objectives of the Club;
- g. The parent and/or guardian of every member is deemed, by virtue of the member's registration with the Club, to have agreed to abide by the Club's Parents Code of Conduct as set out in Appendix D;
- h. Every member of the Club shall have one vote at the AGM;
- i. The Football Association and parent County Association shall be given access to the Membership Register on reasonable demand.
- j. Members are responsible for the payment of all fines personally incurred whilst representing the Club.

7. **Honorary Officers**

At the Annual General Meeting of the Club the members shall elect from themselves a Chairperson, Treasurer, Secretary and such other Honorary Officers as the Club may from time to time decide, who shall hold office from the end of that meeting.

8. Management Committee

- a. Subject to any conditions imposed from time to time and as hereinafter mentioned, the policy and general management of the affairs of the Club shall be directed by a Management Committee whose membership shall comprise the following:
 - Ex officio the Honorary Members of the Club in accordance with clause 7;
 - Not less than six elected ordinary members of the Management Committee;
- b. The first members of the Management Committee shall be the Honorary Officers and those elected at the first Annual Meeting of the Club and subsequent Committees at subsequent AGMs;
- c. In addition the Committee shall have the power to co-opt persons whether or not being members of the Club to serve on the Management Committee and subject as hereinafter provided for such period as the Management Committee shall determine, *provided that* the number of co-opted members shall not exceed one fourth of the total number of elected members serving on the Committee at any one time;
- d. Election to the Management Committee shall be for 3 years. One third of the elected members of the Management Committee shall retire annually but shall be re-eligible for election;
- e. The Management Committee shall meet on a monthly basis on the first Tuesday of every month;
- f. Every member of the Management Committee shall have one vote;
- g. Any casual vacancy on the Management Committee may be filled by the Management Committee any person appointed to fill such vacancy shall hold office until the conclusion of the next Annual General Meeting of the Club and shall be eligible for election at that meeting;
- h. Individuals or companies offering sponsorship to the Club shall not be eligible to be voting members of the Management Committee;
- i. The proceedings of the Management Committee shall not be invalidated by any inability to appoint or any defect in the appointment, election or co-option of any member thereof;
- j. The Management Committee may invite any person to attend its meetings as an observer but without the Power to Vote;
- k. Any manager of a team of the Club will be appointed by the Management Committee.

9. Determination of the Management Committee and Members of the Club

A member of the Management Committee shall cease to hold office if he or she;

- a. is disqualified from acting as a member of the Management Committee by virtue of s72 of the Charities Act 1993 (or any statutory re-enactment or modification of this provision);
- b. becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs;
- c. is absent without the permission of the Management Committee from all meetings held within a period of 6 months and the Management Committee resolve that his or her office be vacated provided that a member faced with removal shall have the right to be heard by the members of the Management Committee before a vote is taken;
- d. notifies to the Executive Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect);
- e. fails or conducts such actions as to deem them to fail to meet the standards of The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Club's Equal Opportunities and Anti-Discrimination Policies as may be in force from time to time;
- f. The Management Committee shall have the right, for good and sufficient reason to terminate the

membership of (i) any manager, assistant manager or coach or (ii) any member of the Club for, but not restricted to, the reasons set out in clause 10(b) and (e) above and in the alternative, by the failure of a member's parent/guardian to abide by the Club's Parents Code of Conduct, provided that the person shall have the right to be heard by the said Management Committee before a final decision is made.

10. Management Committee Members Personal Interests

Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession (other than professional coaching) may charge and be paid all the usual professional charges for businesses done by him or her or his or her firm when instructed by other members of the Management Committee to act in a professional capacity on behalf of the Club, *provided that* at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under current discussion.

11. Meetings and Proceedings of the Management Committee

- a. The Management Committee shall hold an ordinary meeting on the first Tuesday of every calendar month;
- b. A special meeting may be called at any time by the Chairperson or by any two members of the Management Committee upon not less than four (4) days notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include the appointment of a co-opted member then not less than twenty-one (21) days notice must be given;
- c. The Chairperson shall act as chair at meetings of the Management Committee. If the Chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chair of the meeting before any other business is transacted;
- d. There shall be a quorum when at least one third of the number of voting members of the Management Committee for the time being, or three members of the Management Committee, whichever is greater, are present at a meeting;
- e. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote;
- f. The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee any sub-committee.

12. Annual General Meeting

- a. There shall be an Annual General Meeting ("AGM") of the Club which shall be held in the month of June in each year or as soon as practicable thereafter, subject to no meeting being more than fifteen (15) calendar months after the preceding AGM;
- b. Every AGM shall be called by the Management Committee. The secretary shall give at least twenty-one (21) days notice of the AGM to all members of the Club. At the meeting all members of the Club shall be entitled to attend and to vote at the meeting;
- c. The Management Committee shall present for consideration and approval to each AGM the annual report and accounts of the Club for the preceding year;
- d. Nominations for election to the Management Committee must be made by members of the Club in writing and must be received by the secretary of the Management Committee at least fourteen (14)

days before the AGM. Should nominations exceed vacancies, election shall be via ballot.

13. Receipts, Expenditure & Communication

- a. The funds of the Club, including all donations, contributions, fundraising and sponsorship, including sponsorship for team kits, shall be paid into an account operated by the current Treasurer in the name of the Club at such bank or building society as the Management Committee shall from time to time decide;
- b. No fund raising activity on behalf of the Club shall be undertaken by any individual without the prior consent of the Management Committee;
- c. All cheques and other negotiable instruments drawn on the account above a certain amount to be determined from time to time by the Management Committee must be signed by at least two members of the Management Committee designated by the Management Committee. Those below the predetermined figure may be signed by one Management Committee member;
- d. The funds belonging to the Club shall only be applied in furthering the objectives;
- e. All letters and other communication despatched by the Club must be on official Club stationery and must be sent out under the Secretary's signature, or in his or her absence, the Chairman's signature, and must be seen by at least one other Executive Officer prior to dispatch. The Secretary will retain copies of such correspondence.

14. Club Teams/Managers

- a. The Management Committee shall appoint a Manager for each of the Club's football teams ("the Managers"). The Managers shall be responsible for managing the affairs of the team. The appointed Managers shall present to the Management Committee at ordinary meetings a report on the activities of the team;
- b. If a Manager cannot attend an ordinary meeting he may elect a representative to attend on his behalf. Failure to attend or elect such a representative may result in the Management Committee levying a fine upon the Manager;
- c. No team of the Club may hold a separate bank account in the name of the Club or otherwise;
- d. The Managers shall be responsible for the recruitment and appointment of coaches, assistant managers and other volunteers, (together Team Assistants") *provided always* that such appointments shall be approved by the Management Committee prior to confirmation;
- e. Every Manager and Team Assistant will, by accepting his or her appointment, undertake to abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Club's Equal Opportunities and Anti-Discrimination Policies and with the support of the Club, to complete training including, but not limited to, these areas to the satisfaction of the Club and the Football Association.

15. Club Equipment

- a. All new team kits must be approved prior to purchase by the Management Committee and must be in the Club colours of royal blue and white;
- b. Team kits once purchased will immediately become the property of the Club and must be returned in the event of a team or player leaving or transferring out of the Club. For the avoidance of doubt this includes kits obtained by sponsorship;

16. Club Accounts

The Management Committee shall:

- a. keep proper accounting records of the Club;
- b. Prepare annual statements of account for the Club.

17. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Club then it shall call a meeting of all members of the Club, of which not less than twenty one (21) days notice shall be given stating the terms of the resolution to be proposed. If the proposal is confirmed by a two thirds majority of those present and voting the Management Committee shall have the power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such charitable institution having similar objectives to the Club as members of the Management Committee may determine or failing that shall be applied for some other charitable youth purpose.

18. Alterations to the Constitution

This clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

19. Notices

Any notice required to be served on any member of the Club shall be in writing and shall be served by the secretary or the Management Committee on any member either personally or by posting such notice in a properly addressed, pre-paid envelope to the last known address of such member, and any letter so sent shall be deemed to have been received within ten (10) days of posting such letter with the Royal Mail.

19. Effect of Constitution

This Constitution forms a binding agreement between each and every member of the Club;