



Waveney Youth F.C.

Club Constitution



1. Name

The club will be named “Waveney Youth Football Club” (The Club) and shall incorporate:-

- 1.1. Waveney Youth
- 1.2. Waveney F. C.
- 1.3. Waveney Girls
- 1.4. Waveney Hearts
- 1.5. The Saturday Football Club 2000

2. Affiliation

- 2.1. The Club shall be affiliated to Suffolk County F.A.

3. Club Colours

- 3.1. The Club colours will be Gold and Black.

4. Club Officers

- 4.1. The Club officers shall be the Chairman, Club Secretary and the Treasurer

5. Objectives

- 5.1. To promote the game of association football and to arrange social activities for its members.
- 5.2. To improve facilities and standards of playing and coaching through education.
- 5.3. To promote sportsmanship, fair-play and equality in accordance with the Club’s codes of conduct.

6. Status of Rules

- 6.1. These rules (The Club Rules) form a binding agreement between each member of the Club



Waveney Youth F.C.

Club Constitution



7. Executive Committee

- 7.1. The Executive committee shall consist of the following Club officers, Chairperson, Treasurer, Secretary, minute's secretary and up to 10 other Club members who shall be elected at the Annual General Meeting.
- 7.2. Each Club officer and Executive 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).
- 7.3. One person shall hold no more than two positions of Club officer at any one time.
- 7.4. The Executive committee shall be responsible for the management of all the affairs of the Club.
- 7.5. Decisions of the executive committee shall be made by a simple majority of those attending the Executive committee meeting. The Chairperson of the Executive committee shall have the casting vote in the event of a tie.
- 7.6. Meetings of the Executive committee shall be chaired by the Chairperson or in their absence an Executive committee member agreed upon before the commencement of the meeting.
- 7.7. An agenda for all Executive committee meetings shall be provided to members of the General committee no less than 5 days of the proposed meeting.
- 7.8. The quorum for the transaction of Club business of the Executive committee shall be no less than 4 persons.
- 7.9. Minutes shall be made of the meetings and sent to Executive committee members.
- 7.10. Any member of the Club may call a meeting of the Executive committee by giving not less than 7 days notice to all members of the Executive committee.



Waveney Youth F.C.

Club Constitution



- 7.11. An outgoing member of the Executive committee may be re-elected. Any vacancy on the Executive committee which arises between AGM's shall be filled by a member being proposed by one and seconded by another of the remaining Executive committee and approved by a simple majority of the remaining Executive committee members.
- 7.12. Save as provided for in the rules and regulations of the Football Association, Suffolk County F.A. and any applicable competition, the Executive committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club rules.
- 7.13. The position of a Club officer shall be vacated if such person is subject to a decision of the Football Association 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.

8. General Committee

- 8.1. The General committee shall consist of team managers / coaches and team representatives.
- 8.2. Meetings should be held as appropriate.
- 8.3. A Chairperson shall be elected at the Annual General Meeting (AGM)

9. Rules and Regulations

- 9.1. The members of the Club shall 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, Suffolk County F.A. and competitions in which the Club participates.
- 9.2. No alteration to the Club rules shall be effective without prior written approval by Suffolk County F.A. The Football association and Suffolk County F.A. reserve the right to approve any proposed changes to the Club rules.
- 9.3. The Club will also abide by the Football Associations Child Welfare Policies and Procedures, Codes of Conduct, Anti Bullying, Equal opportunities and Anti-discrimination Policy as shall be in place from time to time.



Waveney Youth F.C.

Club Constitution



10. Club Membership

- 10.1. The members of the Club, from time to time, shall be those persons listed in the Club register of members which shall be maintained by the Club secretary.
- 10.2. 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 discretion of the Executive committee and granted in accordance with the anti-discrimination and equality policies which are in place. An appeal against refusal may be made to the Executive committee in accordance with the complaints procedure in force from time to time. Membership shall become effective upon an applicants name being entered in the Membership register.
- 10.3. In the event of a member's resignation or expulsion, his / her name shall be removed from the membership register.
- 10.4. The Football Association or Suffolk County F.A. shall be given access to the Membership register on demand.

11. Annual Membership Fee

- 11.1. An annual fee payable by each member shall be determined from time to time by the Executive committee and set at a level that will not pose significant obstacle to Community participation. Any fee shall be payable on a successful application for membership.
- 11.2. The annual fee shall be paid by method(s) determined suitable by the Executive committee.
- 11.3. The Executive committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.



Waveney Youth F.C.

Club Constitution



12. Resignation and Expulsion

- 12.1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive committee of his/her resignation.
- 12.2. A member whose annual membership fee or further subscription is more than 56 days in arrears shall be deemed to have resigned.
- 12.3. The Executive committee shall have the power to expel a member when, in its opinion, it would not be in the best interests of the Club for them to remain a member. An appeal against such a decision may be made to the Executive committee in accordance with the complaints procedure in place at the time.
- 12.4. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, income and assets (Club property) of the Club.

13. Club Teams

- 13.1. A Club member shall be appointed at the AGM to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.
- 13.2. The appointed person shall present to the executive committee two written reports of the activities of the team. These shall be provided at the first Executive committee meeting of the new year and the last Executive meeting prior to the AGM.

14. Club Finances

- 14.1. A bank account shall be opened and maintained in the name of the Club (The Club Account). Designated Club signatories shall be the Club Chairperson, Secretary and Treasurer.
- 14.2. No sum shall be drawn from the Club account except by cheque signed by two of the three designated signatories.
- 14.3. All monies payable to the Club shall be received by the treasurer and deposited in the Club account.



Waveney Youth F.C.

Club Constitution



- 14.4. The Club property shall be applied only in furtherance of the objectives of the Club. The distribution of profits or proceeds arising from the sale of Club property to members is prohibited.
- 14.5. The Executive committee shall have the power to authorize 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.
- 14.6. The Club may provide sporting and social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits as appropriate.
- 14.7. The Club may also in connection with the sports purposes of the Club:
- Sell and supply food, drink and related sports clothing and equipment.
 - Employ members (not for playing) and remunerate them for providing goods and services, on fair terms set by the Executive committee without the person concerned being present.
 - Pay for reasonable hospitality for visiting teams and guests
 - Indemnify the Executive 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 it's assets).
- 14.8. The Club shall keep proper 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 it's accounting records for a minimum of 6 years.
- 14.9. The Club shall prepare an annual 'Financial statement' in such a format as shall be available to the Football Association from time to time. The Financial statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the AGM. A copy of any financial statement shall, on demand, be forwarded to the Football Association.



Waveney Youth F.C.

Club Constitution



- 14.10. 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 Executive committee and minutes made shall be conclusive evidence of such a decision.
- 14.11. The Custodians shall be appointed by the Club in a committee meeting and shall hold office until death or resignation unless removed by a resolution passed at a committee meeting.
- 14.12. Upon their removal or resignation, a custodian shall execute a conveyance in such form as is published by the Football Association from time to time to a newly elected Custodian or the existing custodians as directed by the Executive committee. The Club shall on request make a copy of any conveyance available to the Football Association. 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, an EGM shall be convened as soon as possible to appoint another Custodian.
- 14.13. 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. Annual and Extraordinary General Meetings**
- 15.1. An AGM shall be held in each year at no later than the last day of June to:
- 15.1.1. Receive a report of the activities of the Club over the previous year.
 - 15.1.2. Receive a report of the Club's finances over the previous year.
 - 15.1.3. Elect the members of the Executive and General committees.
 - 15.1.4. Consider any other business
- 15.2. Nominations for re-election of members as Club officers or as members of the Executive committee, general committee and sub-committees shall be made in writing to the Club secretary not less than 3 days before the AGM.
- 15.3. An EGM may be called at any time by the Executive 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



Waveney Youth F.C.

Club Constitution



- 15.4. The Club secretary shall send to each member at their last known address written notice of the date of a General meeting (whether AGM or EGM) together with the resolutions to be proposed no less than 14 days before the meeting.
- 15.5. The Quorum for a General meeting shall be 6 persons.
- 15.6. The Chairperson, or in their absence a member selected by the Executive committee, shall take the chair. Each representative present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the meeting shall have a casting vote.
- 15.7. The Club secretary, or in their absence a member of the Executive committee, shall enter minutes of General meetings into the minute book of the Club.

16. Dissolution

- 16.1. A resolution to dissolve the Club shall only be proposed at a General meeting and shall be carried by a majority of at least 75% of the members present.
- 16.2. The dissolution shall take effect from the date of the resolution and the members of the Executive committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 16.3. Any surplus remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a competition, Suffolk County F.A. or the Football Association for use by them for related community sports.