

Hough End Griffins Junior Football Club Constitution

Adopted on

1. Name

The name of the organisation is Hough End Griffins Junior Football Club which, is affiliated to The Football Association

2. Objects

The group's objects are

To advance the education of children and young persons (including disabled persons) in the local community, irrespective of sex, gender, ethnicity or religious background by providing facilities and opportunities for engaging in association football and other sports so as to promote and encourage the physical and emotional development of such persons. We hold a duty of care to all members of our club and we shall ensure that all present and future members receive fair and equal treatment.

3. Powers

In order to further the objects of the group the Management Committee may exercise the following powers:

- (i) Power to raise money so long as in doing so the group doesn't undertake any permanent or substantial trading activity.
- (ii) Power to buy or lease and maintain any property
- (iii) Power to sell lease or dispose of any property of the group
- (iv) Power to co-operate with any other group and to exchange information and advice with them
- (v) Power to appoint any advisory committees to the Management Committee
- (vi) Power to do all other lawful things that are necessary to achieve the objects of the group.

4. Membership

- (i) Membership will consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept the regulations and codes of conduct that the club has adopted.
- (ii) Full membership of the club will be open to anyone aged over 18 who is a parent or guardian of a child registered with the club and is interested in furthering the objects of the group as deemed by the Management Committee and who has paid the annual subscription fee decided from time to time by the Management Committee.
- (iii) Associate membership shall be open to anyone interested in furthering the objects of the club and who has paid the annual subscription fee decided by the Management Committee but who does not meet the criteria for full membership.
- (iv) Junior membership shall be open to all children registered to play in one of the clubs teams.
- (v) Full members shall have one vote
- (vi) Associate and Junior members shall not be entitled to vote.

5. Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting. Fees will be paid annually on the 1st July 2005

6. Management Committee

The Management Committee shall manage the business of the group and shall consist of a minimum of 3 and a maximum of 15 members elected by and from the voting members at the Annual General Meeting.

The Management Committee may appoint co-opted members to the committee in order to fill vacancies so long as the total number of co-opted members doesn't exceed 1/3 of the total membership of the committee.

The Officers of the club will be Chair, Honorary Secretary, Treasurer, Fixtures Secretary, Child Protection Officer, Press and Publicity Officer, Team Managers, Coaches and Parent

Representatives. Only these posts have the right to vote at meetings of the Management Committee.

Officers will be elected annually at the Annual General Meeting. All Officers will retire each year but will be eligible for re-appointment.

7. Meetings of the Management Committee

(i) The Management Committee shall meet at least 4 times a year.

(ii) The quorum for meetings of the Committee shall be 1/3 of the membership or 3 people whichever is the greater.

(iii) The Chair shall act as Chair at all meetings at which s/he is present. If the Chair is not present then the Committee shall appoint from among themselves a temporary Chair for the duration of the meeting.

(iv) Every matter shall be determined by a majority of votes.

(v) The committee may appoint sub-committees consisting of 3 or more members of the Management Committee to serve any purpose that the Committee think would be more effectively undertaken by such a committee so long as all decisions are promptly reported to the full Management Committee for approval.

(vi) The secretary or other person appointed for the purpose shall take minutes of all meetings of the Management Committee.

(vii) The Management Committee will be responsible for disciplinary hearings of members who infringe club rules/regulation/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

8. Management Committee not to be personally interested.

No member of the Management Committee shall have any interest in any decision of the Committee other than as a member of the Management Committee. No member shall receive any remuneration (other than out of pocket expenses) or have any interest in any contract entered into by the Management Committee.

9. Finances & Public Liability Insurance

(i) All monies of the group shall be applied to further the objects and not otherwise provided that this shall not prevent the payment in good faith of any reasonable out of pocket expenses to any volunteer of the group.

(ii) All monies shall be paid in to a bank account in the name of the group at the HSBC.

(iii) Any money paid out of the account shall be paid by cheque signed by at least two members of the Management Committee.

(iv) The Management Committee shall be responsible for ensuring that a record of the accounts of the group are kept and that a report on the accounts is produced annually and is available to any member who requests a copy.

(v) The financial year of the group shall run from 1st July to 30th June

(vi) The club will have in place appropriate Public Liability Insurance through a reputable company

10. General Meetings

(i) The Annual General meeting of the group shall be held not later than 3 months after the end of the financial year.

(ii) At this meeting the Management Committee shall present a statement of the accounts for the group for the previous year and a report of their activities for the previous year to the membership of the group for their approval.

(iii) The elections for new Management Committee members shall be held at the Annual General Meeting.

(iv) All AGM's shall be called with a period of 21 days notice for all members of the group.

(v) Other General Meetings shall be convened by the secretary on receipt of a written request from at least 2 members of the Management Committee or 6 members of the club. The request for a meeting to be called shall include details of the issue to be discussed at the meeting. No other business shall be discussed at that meeting.

(vi) 7 days notice of an Extraordinary General Meeting shall be given to all members entitled to attend.

(vii) The quorum for any General Meeting shall be 10% of the members or 3 people whichever is greater.

- (viii) All decisions shall be by a ballot of the membership present and voting and all matters shall be decided by a simple majority vote.
- (ix) The Chair shall act as Chair at all meetings. If the chair is absent, then the meeting shall elect from among themselves, a person to act as chair for the duration of the meeting.

The secretary or other person appointed for the purpose shall take a record of the proceedings of all meetings.

11. Codes of Conduct and Child Protection Policy

The club will have codes of conduct for Managers/Coaches, Players, Parents and Spectators. A suitably qualified Child Protection Officer will be a member of the Management Committee and Child Protection Policy will be in place.

12. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 7 days of the complaint being received. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made with 7 days of the hearing.

There will be a right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

13. Changes to the Constitution

Changes to the constitution can only be made at a General Meeting of all the membership.

Notices giving full details of the proposed changes to the constitution should be circulated with notice of the meeting. Any member of the group can propose and second a change to the constitution by writing to the secretary and asking them to call a General Meeting of all the members of the group outlining the changes they are proposing. All constitutional changes shall require a 2/3 majority of those members present and voting to agree them.

14. Winding up

The group can only be wound up by a vote of 2/3 majority of those members present and voting at a General Meeting of the group. If the group is wound up, and after settling all remaining debts and liabilities there is any money or property remaining it shall not be given to members but instead shall be transferred to an organisation with similar aims and objectives to be decided by the committee.

15. Declaration

Hough End Griffins hereby adopt and accepts this constitution as a current operating guide regulating the actions of members.

Signed

Signature	Name	Date
----- Chair	-----	-----
----- Secretary	-----	-----
----- Treasures	-----	-----