

CLWB PELDROED TEIGROD TEILO FOOTBALL CLUB

CONSTITUTION

(approved at EGM on 27th Nov 2007)

1. Name

The club shall be called *Clwb Peldroed Teigrod Teilo Football club* (hereinafter called the club).

2. Affiliation

The club shall be affiliated to the West Wales Football Association

3. Aims and Objectives

The club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those members who wish to play. It will seek to involve all members, both senior and junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

4. Equality Statement

The club is fully committed to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

If a situation arises where issues of welfare and equality conflict, the welfare considerations shall prevail

5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association of Wales' Welfare Policy.

6. Membership

6.1 The club shall consist of senior and junior members

6.2 Senior membership shall be open to

- parents/carers of junior members for whom the annual subscription has been paid.
- any members of the management committee or coaching team
- any other adults who wish to support the club by making an annual donation

6.3 Junior membership shall be open to children and young people from when they start their first year of school up to the age of 18, as defined by the current age limit for under 18 qualification

6.4 In accepting membership, a person agrees to abide by the Constitution & Codes of Conduct of the Club, the decisions of the Club Management Committee, the appropriate FAW Football Code of Conduct and the rules of any football league in which they might represent the club. Senior club members are responsible for encouraging junior club members to abide by the above.

6.5 The Management Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.

7. Membership Fees

7.1 Membership fees for each season shall be set at the preceding Annual General Meeting. The Committee shall have the discretion to accept less than the full fees in exceptional circumstances.

7.2 Annual membership fees shall normally be collected in September of each year and are payable to the club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership within one month of the agreed start to the season.

8. Management Committee

8.1 The Management Committee will act for the members of the club and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Welfare Officer, Coaching Co-ordinator and Fundraising/Publicity Officer. Additional officers or additional general members may be elected at an AGM subject to a maximum Committee membership of twelve.

8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM. In the event of an Officer or Committee member resigning between AGM's the management Committee shall have discretion to fill the vacancy on a temporary basis until the next AGM

- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall normally meet quarterly (or more frequently when determined by the Chairperson) and all meetings will be convened by the Secretary.
- 8.5 The quorum necessary for Management Committee meetings shall be four. All members have equal voting rights. In the event of a tied vote the chairperson at the meeting shall have an additional casting vote.
- 8.6 If the Chairperson is unavailable for a Management Committee meeting then the Secretary will act as chairperson for that meeting.
- 8.7 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at an AGM or EGM. The Management Committee may as a body make recommendations to such a meeting.
- 8.8 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.9 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

9. Finance

- 9.1 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.
- 9.2 The club Treasurer is responsible for maintaining the financial accounts of the club, detailing all income received and expenditure made and for producing Annual Accounts for approval at AGM's.
- 9.3 The club shall appoint an auditor at each AGM
- 9.4 The financial year of the club starts on 1st February and ends 31st January.
- 9.5 The funds of the club shall be lodged at a bank or building society in an account or accounts in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by one of the following officers, Chairperson, Secretary or Treasurer and countersigned by another of these officers or another member of the Management Committee authorised to do so at the previous AGM.

10. Annual General Meeting and other meetings

- 10.1 The Annual General Meeting (AGM) of the club will normally be held in March of each year and always within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented for approval..
- 10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3 All elections of Officers shall take place at the AGM. Each nomination shall require a seconder. All nominators and seconders shall be eligible to vote.
- 10.4 The date of the next AGM shall be determined at the previous AGM meeting.
- 10.5 At an AGM or EGM, each Senior Club member shall have 1 equal vote. Votes shall be carried by a simple majority subject to section 13 below. In the event of a tied vote the Chairperson shall have 1 extra casting vote. Junior members have no voting rights.
- 10.6 The quorum for general meetings shall be 10 Senior members eligible to vote.
- 10.7 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 10 senior members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members. All procedures, rules and decisions relating to the conduct of AGM's shall apply at an EGM.

11. Discipline and Appeals

- 11.1 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 or employment if any person is found guilty of conduct deemed detrimental to the club.
- 11.2 The subject of any such disciplinary decision shall be informed of the decision within 7 days of the date of that decision.
- 11.3 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare officer will be informed.
- 11.4 All individuals shall have the right of Appeal to any disciplinary decision made by the Management Committee.

- 11.5 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the notification of the Disciplinary decision.
- 11.6 When an appeal hearing is required, the Chairperson shall appoint another member of the Management Committee to convene it. The person so appointed shall arrange for at least two (but no more than four) other senior members to attend. These other senior members should not have been involved in the original disciplinary hearing, nor in the events which led to the disciplinary hearing being called.

12. Dissolution procedures

- 12.1 In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the West Wales Football Association. No member shall obtain any asset from the club.
- 12.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 10 senior members of the club. Notice of such a special meeting shall be sent to all known Senior members at least 21 days beforehand.

13.0 Review of the Constitution

- 13.1 This Constitution should be reviewed a minimum of once every three years or whenever the Management Committee think it is appropriate.
- 13.2 Any amendments to the Constitution can only be agreed at the Club's AGM or EGM and can only be proposed by Senior members.
- 13.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM; all such suggested amendments should be signed and seconded. Changes recommended by the management Committee require no such notice. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- 13.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 13.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 13.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present; this rule shall take precedence over normal voting procedures.

13.7 All matters arising which are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.