



McDonald's South Wales Club
Of the Year 2018-2019

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AFC Whitchurch
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Club Constitution

V2.2 Jan 2021

1. Name

The club shall be called AFC Whitchurch football club (hereinafter called the club).

2. Affiliation

The club shall be affiliated to the **Cardiff and District League, South Wales Women's and Girls League, South Wales Youth league and South Wales Alliance League.**

3. Aims and Objectives

3.1 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. To this end it shall operate a "turn up and play" policy for mini members, to ensure those who wish to play have the opportunity to do so.

3.2 It will seek to involve all members, particularly adults and parents of mini/junior members in the undertaking of its activities to ensure there is sustainable and quality provision for all.

3.3 Junior football is played on a competitive basis, therefore team selection and positioning will be at the discretion of the team manager/coaches.

4. Equality Statement

The club is fully committed to the principles of the equality of opportunity. No particular participant or volunteer of the club will receive less favourable treatment



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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 participant or volunteer as grounds for disciplinary action under the relevant club rules.

**Adapted from the FAW Welfare Policy*

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 training in a safe environment by adopting the procedures and working practices of the Football Association of Wales Welfare Policy.

**Adapted from the FAW Welfare Policy*

6. Membership

6.1 The club shall consist of Officers and members.

6.2 In accepting membership, a person agrees to abide by the Constitution of the club and the decisions of the Club Executive Committee.

6.3 All members are required to abide by the appropriate FAW Football Code of Conduct.

6.4 The Executive Committee shall be responsible for the considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality Statement in paragraph 4.

6.5 Members under the age of 16 shall be considered as junior members, and members who play under 11's are considered mini members.

6.6 Junior and mini members shall not have the right to vote at committee meetings, but are entitled to elect one adult representative who shall have the right to vote.





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7. Membership Fees

7.1 **Club** membership fees shall be set at the Annual General Meeting. This is to be paid by team managers to the **Club Treasurer** annually at the time of team registration.

7.2 **Team** membership fees are to be paid by members and shall be collected annually, monthly or at the discretion of individual team managers. They are payable to the Team Treasurer. Each team's management is responsible for the setting of individual team subs.

7.3 No member will be eligible to represent the club if he/she has not paid the agreed membership at the start of the playing season or within one month's grace of payment date. Non-payment of membership fees will result in membership being terminated without further notice.

7.4 The level of fees can distinguish between those members who are in full-time employment, members who are un-employed or in financial hardship.

8. Executive Committee

8.1 The Executive Committee will act for the members of the club and shall be comprised of the following nominated Officers; President, Chairman, Club Secretary (Junior), Mini Secretary, Club Treasurer, Welfare Officer and Winter Training Officer.

8.2 These Officers shall be appointed at the AGM and hold their posts for three years unless circumstances change where re-election will take place at the following years AGM or EGM in exceptional circumstances. The Officers may seek re-election at the AGM.

8.3 The Executive Committee shall meet bi-monthly (or when determined by Chairman) and all meetings will be convened by the Secretary and minutes recorded.

8.4 The quorum necessary for Executive meetings shall be three.



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- 8.5 The Executive Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the clubs affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.6 Responsibility for all property owned or leased by the club rest with the Executive Committee.
- 8.7 The Executive Committee is responsible for the recruitment and management of all professional and voluntary staff at the club.
- 8.8 Any liabilities incurred shall fall upon the membership of the club providing the Executive Committee have acted in accordance with the Constitution, in honesty and good faith.

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 team/club and for no other purpose.
- 9.2 The Club Treasurer is responsible for collecting club membership subscriptions and maintaining the financial accounts of the club, detailing all income received and expenditure made.
- 9.3 Club membership fees are to be paid by each team manager to cover the club expenditure of administration, League registration, miscellaneous charges and donations to grass root football development within the club.
- 9.4 Club Membership fees, paragraph 7.1
- 9.5 The financial year of the club starts on the 1st August and ends on 31st July.
- 9.6 Individual team accounts are to be submitted annually to the Club Treasurer via the AFC Whitchurch balance sheet.
- 9.7 The funds of the club shall be lodged at the bank or building society in an account in the name of the club. All monies drawn on this account shall be signed by two of the following officers; President, Chairman, Secretary, Treasurer.

10. Annual General Meeting and other meetings

- 10.1 The Annual General Meeting (AGM) of the club shall be held in May of each year or within three months of the end of the clubs financial year. At this meeting the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.
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10.2 The Secretary shall give no less than 21 days' notice of the date of the AGM to all members.

10.3 The elections of Officers shall be confirmed at the AGM. The secretary should receive all nominations for Officers posts not less than 14 days prior to the AGM. Nominations shall require two supporting signatures from members of the club who are eligible to vote. No nominations can be accepted from the floor of the meeting with the exception of exceptional circumstances.

10.4 The dates of the AGM and the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he/she considers it necessary or desirable, or upon the written request of a minimum of three members of Executive Committee.

10.5 The Quorum for general meetings shall be three Executive members present who are eligible to vote.

10.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the secretary signed by no less than 10 members. The Executive Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

11. Voting Procedures for all meetings

11.1 All members entitled to vote at meetings shall have equal voting rights (1 vote/child).

11.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment which shall require a two-thirds majority.

11.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

12. Discipline and Appeals

12.1 The Executive Committee shall have the authority to take appropriate disciplinary action against any member or volunteer of the club and has the discretion to terminate membership of any person if found guilty of conduct detrimental to the club.



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- 12.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult the Area Associated Welfare Officer will be informed.
- 12.3 All individuals have the right of appeal to any disciplinary decisions made by the Executive Committee.
- 12.4 Any request made for an Appeal Hearing should be made in writing to either the Secretary or Chairman within 14 days of the disciplinary decision.
- 12.5 An Appeal Hearing should be convened within 14 days of request for an appeal being submitted.
- 12.6 An Appeal Hearing should be convened by a member of the Executive Committee and no more than four additional Club members who were independent of the original Disciplinary Hearing and subsequent decision.

13. Dissolution Procedures

- 13.1 In the event of the club ceasing to exist and the following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the South Wales Football Association. No member shall obtain any asset from the club.
- 13.2 The club may be wound up upon a motion proposed and seconded by Executive members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by [5] members of the club.

14. Review of the Constitution

- 14.1 This constitution should be reviewed a minimum of once every two years.
 - 14.2 Any amendments to the constitution can only be agreed at the Club AGM.
 - 14.3 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 suggested amendments should be signed and seconded. No motion involving an amendment to the constitution may be proposed from the floor of a meeting.
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- 14.4 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.
- 14.5 Any Amendments to the proposed motion duly proposed and seconded shall be submitted no later than 7 days before the AGM.
- 14.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 14.7 All matters arising which are not provided for by the Constitution will be dealt with by the Executive Committee whose decision shall be final.

