



## CONSTITUTION



### 1. NAME

The club will be called Haydock Juniors AFC and will be affiliated to the Liverpool County Football Association

### 2. AIMS AND OBJECTIVES

The aims and objectives of the club shall be:

- To offer coaching and competitive opportunities in Association Football
- To promote the club within the local community and Association Football
- To manage the training and playing facilities of Haydock Juniors AFC
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

### 3. MEMBERSHIP

Membership should 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 these the regulations and Codes of Conduct that the club has adopted

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Life member

### 4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive Management / Committee or determined at the Annual General Meeting. Fees will be paid weekly or by Monthly subscription as agreed with individual members

### 5. CHILD PROTECTION

The club abides by the Child Protection Policy that is laid down by the Football Association and the clubs Child Protection Officer

### 6. PUBLIC LIABILITY

The club is covered for Public Liability through the Truman Lincoln Football Scheme

### 7. OFFICERS OF THE CLUB

The Officers of the club will be:

- Chairperson
- Honorary Secretary
- Treasurer
- Team manager
- Assistant Team Manager
- Welfare Officer
- Any proposals vote one per team

Officers will be elected biannually at the Annual General Meeting.

All officers will retire at the end of their elected period (2 years) but will be eligible for reappointment

### 8. COMMITTEE

The club will be managed through the Management Committee consisting of **CHAIR – TREASURE – SECRETARY – TEAM MANAGER – ASSISTANT TEAM MANAGER**. Only these posts will have the right to vote at the meetings of the committee

The Management Committee will be convened by the Chairman of the club and held no less than once per month

The quorum required for business to be agreed at Management committee meetings will be **THREE**

The Management Committee will be responsible for adopting new policy Codes of Conduct and rules that affect the organisation of the club

The Management Committee will have the power to appoint sub-committees as necessary and appoint advisors to the Management Committee as necessary to fulfil its business

The Management Committee will be responsible for disciplinary hearings of the members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any act of suspension or discipline following such hearings

### 9. FINANCE

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. End of Season and Presentation evening.

An **audited** statement of the annual accounts will be presented by the Treasurer at the Annual General Meeting

Any cheques drawn against the club funds should hold the signatures of the Treasurer plus two other officers

### 10. ANNUAL GENERAL MEETINGS

Notice of the Annual General Meeting (AGM) will be given by the club Secretary. Not less than 21 clear days' notice to be given to all members

The AGM will receive a report from the officers of the Management Committee and a statement of the audited accounts

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM

Election of officers are to take place at the AGM

All Members have a right to vote at the AGM

The quorum for AGM will be 25% of the membership

The Management Committee has the right to call Extraordinary General Meetings (EGM's) outside of the AGM. Procedures for EGM's will be the same as for the AGM

### 11. 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 seven days of a complaint being lodged. 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 within 5 days of the hearing

There will be the right of appeal of appeal to the Management Committee following disciplinary being announced

The committee should consider the appeal with seven days of the Secretary receiving the appeal

### 12. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership

IN the event of dissolution, any assets of the club that remain will become the property of Liverpool County FA

### 13. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by the majority vote at an AGM or EGM

### 14. DECLARATION

Haydock Juniors AFC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

<b>CHAIRMAN:</b>	Geoff Bate
<b>SECRETARY:</b>	Graham Barker
<b>TREASURER:</b>	Chris Bate
<b>WELFARE OFFICER:</b>	Janet Barker