

Draft v1 dated 17<sup>th</sup> December '21

Draft Constitution

## **Club Name (Juniors)**

### **Title**

This is the (draft) constitution of Club Name (Juniors) (our Club) which controls and manages how the club is governed and operates.

### **Form**

Our Club is an unincorporated association.

### **Date of Association**

Our Club was formed on 1<sup>st</sup> July 2022 (tbc)

### **Purpose**

Our Club exists to maximise opportunities for young people of all backgrounds and abilities to participate in sport.

### **Vision and Values**

Our Club shall maintain at all times a statement of our shared Values and relevant Codes of Conduct designed to embed those values into practical effect. These Codes of Conduct shall meet the affiliation and accreditation criteria of relevant national governing bodies.

Our Club shall be a partner in the Gosforth Bohemians Partnership and shall use best endeavours towards the establishment of a single organisation.

### **Members of our Club**

Our Club consists of members who are players and parents or legal guardians of young people who participate in sport on behalf of our Club and who demonstrate at all times good conduct in line with all of our Codes of Conduct and for whom a full record of subscription payments is maintained.

### **Affiliations**

Our club shall affiliate, accept all decisions, directions and meet at all times all relevant accreditation or quality criteria set by any relevant National Governing Body, including the Football Association of England.

### **Governance: General Meetings**

Our Club is governed by its members in line with this constitution. No changes shall be made to this constitution without the consent of members as expressed at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) called for that specific purpose.

Our Club shall hold an AGM of its members before the 15<sup>th</sup> day of September each year. At least 15 working days written notice of the AGM shall be given to members setting out the agenda, including any motions submitted in writing at least 21 days in advance.

The AGM shall:

- Receive an annual report from the Chair on performance and progress made towards the Vision and any targets agreed.
- Receive annual accounts and a financial report from the Treasurer and a report on those accounts provided by an independent and qualified auditor.
- Consider and vote upon any motions submitted in accordance with the required period of notice.
- Elect all club Officials for a period of one year. Our Club Officials are Chair, Vice Chair, Secretary, Treasurer and Club Welfare Officer. These Club Officials are part of our Management Board.
- Elect the remaining four members of our Management Board.

All best endeavours shall be undertaken to work towards a gender balance for Club Officials and other members of the Management Board.

No other business shall be considered at the AGM.

Our Club shall hold an EGM at the request of the Management Board or on receipt in writing of a request submitted to the Club Secretary from at least 20 members setting out a specific motion to be considered by members. No other business may be discussed at an EGM.

AGMs and EGMs may be held virtually at the discretion of the Chair using commonly available video conference facilities.

### **Governance: Management Board**

Our Management Board shall manage routine activities of our Club. Functions of the Management Board are limited to:

- Delivering on decisions made by members at the AGM or EGMs.

- Monitoring and reporting on a regular basis to members on progress made towards agreed targets.
- Developing and maintaining sound and clear financial management of club finances.
- Ensuring all members act at all times in accordance with all Codes of Conduct.
- Safeguarding the welfare of all young people participating in sport in accordance with all directions of the Football Association, acting on the advice of our Club Welfare Officer
- Ensuring that our Club meets all relevant quality and accreditation criteria set by any relevant National Governing Body.
- Appointing managers / coaches to specific teams.

Our Management Board shall make decisions by consensus wherever possible. It may invite to its meetings on an ex-officio (non voting) basis any relevant expert advisers and external stakeholders.

Meetings shall be open for all members to attend and observe. Minutes of all meetings shall be circulated widely and promptly.

### **Governance: Roles of Club Officials**

Our Club Chair shall chair and offer leadership and strategic guidance at all meetings adopting a neutral and independent perspective.

Our Vice Chair shall deputise for the Chair and shall have lead responsibility for the development of playing standards by sporting participants.

Our Club Secretary shall administer all meetings and shall be responsible for all communication with members and with all external bodies.

Our Club Treasurer shall have lead responsibility for the sound management of all club finances, providing guidance to the Management Board.

Our Club Welfare Officer shall have lead responsibility for safeguarding the welfare of all young people in line with all guidance and instructions made by National Governing Bodies.

Every reasonable effort shall be made to ensure there is a broad gender balance of Club Officials.

## **Financial Management**

The Management Board shall maintain sound financial procedures acting on the advice and instruction of any National Governing Body and on the advice of our Club Treasurer.

Our financial year is 1<sup>st</sup> July to 30<sup>th</sup> June.

Our Club shall maintain a single bank account held with a regulated national bank. All our financial records are open for inspection by any member with reasonable notice.

Individual members, teams or other groups within our Club cannot raise or hold funds or make any expenditures or other financial commitments.

Our Club is an unincorporated body so cannot therefore enter into contracts of any kind with any other party. It cannot therefore employ people under contracts of employment. Our Club can never borrow any money.

Our Club shall maintain at all times a contingency financial reserve equivalent to the total estimated expenditures that can reasonably be expected to be incurred over the course of a full year without any income being available over that period.

Our Club shall operate on a sustainable financial basis that is never reliant on external income e.g. grants. Any external grants sought must fund only specific and additional expenditures that are not essential to the continued financial sustainability of our Club.

All expenditures over an agreed limit shall be approved in advance by our Management Board. Smaller expenditures may be delegated by the Management Board to our Treasurer and our Secretary, both of whom must collectively authorise any payments.

## **Changes**

Changes to this constitution can only be made at an AGM or at an EGM called for that specific purpose.

## **Dissolution**

Our Club shall be dissolved if a specific motion to that effect is carried at an EGM called specifically for that purpose. Any assets in hand following the discharge of all liabilities shall be passed to a National Governing Body with a stipulation that any funds available should be spent by that

body in their entirety on providing directly sporting activities for young people.

Ends