



# New Mills Juniors Football Club Constitution

**Document Date: 2 October 2024**

## **NAME OF CLUB:**

The Club is known as **New Mills Juniors Football Club**. Hereafter referred to as The Club.

Club colours are Yellow & Black.

The Club was founded in 1972 and operates teams for both boys and girls from the age ranges of Under 6's to Under 18's. The Club comprises a combination of small & full sided teams & enters them in the Stockport Metro Junior Football League and High Peak Junior Football League, Cheshire Girls league, East Manchester Junior Football league and is bound by League Rules.

## **1) RULES AND REGULATIONS**

- a) The Club must have the status of being an affiliated member club of the Football Association. The Club is currently affiliated to the Derbyshire County Football Association
- b) The Club agrees to abide by the general rules of the Football Association and will abide & implement the FA guidelines and the policies & procedures regarding Child protection, Codes of Conduct, Equal opportunities, and Anti- Discrimination policies as shall be in place from time to time.
- c) No alteration to the Club Rules shall be effective without prior written approval by Derbyshire County Football Association. The FA & Derbyshire County Football Association reserve the right to approve any proposed changes to Club Rules.

## **2) CLUB MEMBERSHIP AND FEES**

- a) The members of The Club shall be those persons who are held on the Membership registry and who have paid their membership fees in respect of annual registration and ongoing monthly subscription. Persistent non-payment of monthly fees of more than two months in any given six-month period, without prior approval from the club committee will lead to automatic exclusion from the club. Details of Membership are held by the Club Secretary.
- b) Any person who wishes to be a member must apply on the relevant Membership application and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Club's current Complaints procedure. Membership shall become effective upon an applicant's name being added into the Membership Registry by the Club Secretary.
- c) An Annual fee payable by each member shall be determined from time to time by the Club Committee this amount will reflect the objectives of the club for the season ahead.
- d) Fees are non-refundable in the event of a member being excluded from the Club over a disciplinary issue. They will be partially refunded if there is a mutual agreement for a member leaving to join another club or to move on the Academy level football.
- e) The Club Committee shall have the authority to levy additional subscriptions from the members as deemed appropriate to fulfil the objects of the Club.
- f) All Club match day kit and teamwear is the property of the Club and shall be returned to the relevant coach should a member decide to leave the club.

## **3) DISCIPLINE AND EXPULSION**

- a) The Club Committee reserves the right to expel any member of the club when, in the opinion of the Club Committee, it would not be in the interests of The Club for them to remain a member. An appeal against any such decision may be made to the Club Committee in accordance with the current Complaints procedure.
- b) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income & assets of the Club (deemed the "Club property")
- c) Members and Coaches should refer to the code of conduct and the club rules within this constitution to establish the standards of conduct and behaviour that is expected by the Club, these documents can be found on the club website. A written warning will be given to any Member, Coach or spectator who transgresses club rules or persistently breaks the code of conduct. Any further transgression will be referred to the club committee who have the powers to exclude the member as outlined above in 3a.

d) The Club will report any unacceptable behaviour by opposing teams to the relevant Officer of the Stockport Metro Junior Football League, High Peak Junior Football league, Cheshire girls league, East Manchester junior football league respectively and the Derbyshire County Football Association.

The Club Committee reserve the right to ban any spectator from watching any game involving Club members if the person in question is in breach of the Club code of conduct for Spectators/Parents, these documents can be found on the Club website.

e) The Club reserves the right to reclaim from any member any fines levied on the club by the County F.A which have been imposed for breaches of discipline etc. The member must repay the fines and or administration fee within 14 days of the Club paying the fines. Failure to do so will result in immediate exclusion from The Club.

#### **4) THE CLUB COMMITTEE**

a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Secretary, Treasurer, Club Welfare Officer, Media Officer, Marketing Officer and Coach/Parent Liaison Officer with up to a maximum of 12 officers in total to be elected per year. In addition to this, one Coach per age group team will have the ability to nominate and vote at the club AGM or in the case of an EGM.

b) The Club Committee as outlined above shall be responsible for the management of all the affairs of the club.

c) Each Club Committee member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than 2 positions of Club Officer at any one time. The Club Committee shall be responsible for the Management of all the affairs of the Club. Decisions of the Club Committee shall be made by simple majority of those attending Club Committee meetings. The Chairperson of the Club Committee meeting shall have the casting vote in the event of a tie. Meetings shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of the business of the Club Committee shall be six.

d) Decisions of the Club Committee shall be noted in minutes taken at the meeting by the designated minute taker. Absent members will be informed of voting issues and can vote by proxy.

e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than a period of 7 days' notice to all members of the Club Committee. The Club Committee will hold a minimum of four meetings a year including the Annual General Meeting

- f) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members.
- g) The position of a Club officer shall be vacated if such a person is subject to a decision of the FA that such a person be suspended from holding office or from taking part in any Football activity relating to the administration or Management of a Football Club.

## **5) ANNUAL AND GENERAL MEETINGS**

- a) The Annual General Meeting should be held each year between the end of one season and the beginning of the next season. All members, parents and coaching volunteers must be given at least 14 days' notice of the meeting. Any Motions for the meeting must be given to the Club Secretary prior to the meeting. The purpose of the A.G.M is to:
  - (i) Receive a report from the Chairman of the activities of the club from the previous year.
  - (ii) Receive a report from the Treasurer on the state of the club's finances.
  - (iii) Establish the names of or elect members to the Committee.
  - (iv) Consider any other motions or business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club as either a parent, guardian, or coaching volunteer of the Club. The motion raised will need to be in written form and be with the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the meeting.
- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of receipt by the Club Secretary of a requisition in writing, signed by not less than 6 members stating the purposes for which the meeting is required, and the resolution(s) proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d) Other meetings will take place periodically throughout the season by agreement of the Club Committee.
- e) There will be a published agenda for all meetings and minutes to be taken by the club secretary and circulated within 14 days following the meeting. Minutes will also be published on the Club Website.
- f) The quorum for a General Meeting shall be a minimum of 6 Club Committee members.

- g) The Chairperson, or in their absence, a member selected by the Club Committee, shall take the Chair. Each member present shall have a vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have the casting vote.

## **6) CLUB FINANCES**

- a) A single Bank account shall be maintained in the name of the Club. Designated signatories shall be the Treasurer, Club Secretary and Chairman. No cheque should be drawn from the club without being signed by at least two signatories.
- b) Team Coaches from Age Group Under 6's upwards associated with the Club shall be liable to pay into the Club Central Bank account all surplus funds, fees, subscriptions & sponsorship monies. All monies paid into the Central account shall be recorded and registered against the relevant balance column of the team that has paid money in.
- c) Annual Team subscriptions are to be paid in one payment amount set by the committee based on the club objectives in July of each year and then ten monthly payments of the remaining annual subscription total amount set by the committee for that season.
- d) The Club Committee shall have the power to authorise payment to any person or persons for services rendered to the club. This includes expenses accrued by club officers whilst conducting club business. These expenses must be claimed monthly and will be paid by the Treasurer. Any excessive or late expense claims will be reviewed by the Club Committee.
- e) An inventory of all Club property will be held by the Club Secretary. Individual team managers will be responsible for the safe keeping of all club property and for compiling lists of inventories they are holding at the end of each season. The distribution of any profits or proceeds arising from the sale of Club Property to members is not allowed.
- f) The Club Treasurer will present an up-to-date balance sheet to the club Committee at each meeting.
- g) All Club Officers and Team Coaches must seek permission from the Club Committee before making ANY payments to which they intend to make expense claims.
- h) The Club Treasurer shall keep accounting records for recording ALL payments/receipts incurred, to disclose, with reasonable accuracy, at any time, the financial position, including the assets/liabilities of the Club. The Club must retain its accounting records for a minimum of 6 years.
- i) The Club shall prepare an annual financial statement which will be made available to the FA from time to time. This statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General meeting. A copy, on demand, can be forwarded to the FA.

j) Any paid up to date Member can request to see the Club accounts at any time under the supervision of the Club Treasurer.

## **7) TEAM POLICY**

a) Individual Team Coaches have the sole responsibility for team selection/tactics and game arranging for the teams they manage. However, ALL COACHES ARE bound by the conditions contained in (7c) below.

b) All Members must play in the age group to which they belong. It is only permissible to play for an older group with prior written approval from the New Mills Juniors Football Committee.

c) All Coaches must be aware and abide by the Football Association Coaches Association code of conduct, Stockport Metro League, High Peak Junior League, East Manchester Junior football league and Cheshire Girl's league rules and our Club Codes of conduct concerning the roles of junior footballers.

d) Team Managers are responsible for informing League Secretaries of results these results and match report or Media content (Where permissions allow) should also be communicated via e mail to the Club Media Officer for publication across the Club media platforms.

e) The nominated Team Manager of each age group team must be over the age of 18 years old at the end of the previous season.

f) All the team managers and coaches must agree to be subjected to appropriate criminal records checks prior to beginning any coaching on behalf of the club.

## **8) DISSOLUTION**

a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Derbyshire County Football Association, or the FA for use by them for related community sports.