



PUDSEY JUNIORS

AFC



CONSTITUTION

1. **Name**
The club shall be called Pudsey Juniors F.C. (the Club) incorporating Pudsey 2005 Pudsey 2005sl and Pudsey Open age Ladies.
2. **Object**
The object of the Club shall be to arrange association football matches and social activities for its members.
3. **Status of Rules**
These rules (the Club Rules) form a binding agreement between each member of the Club.
4. **Rules and Regulations**
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association. The Rules and Regulations of The Football Association Ltd and Football Association or any League or Competition to which the Club is affiliated for the time being shall, be deemed to be incorporated into the Club Rules.
5. **Code of Conduct**
 - (a) As a club official or member there is to be no abusive language or aggressive behaviour towards another person within the club or in front of a club member.
 - (b) Officials, members and representatives are expected to behave in a manor that cannot be interpreted as offensive whilst representing the club or whilst in any location used in an official capacity by Pudsey Juniors.
 - (c) If at anytime a legitimate complaint is made against an official, member or representative of Pudsey Juniors then it will be dealt with accordingly by the disciplinary committee.
 - (d) Depending on the seriousness of the incident or complaint rulings will vary in severity.
6. **Disciplinary Committee**
 - (a) The disciplinary committee will comprise of any five members of Pudsey Juniors appointed by the chairman at any time using his own discretion, or in his absence the secretary.
 - (b) Whilst a disciplinary committee is investigating a reported incident or complaint at no time will any member of the committee discuss any issue relating to the situation with anyone outside the committee and individuals concerned.
 - (c) Whilst a disciplinary committee is investigating a reported incident or complaint at no time will any of the individuals involved directly or indirectly discuss details of

meetings with other parties not involved.

(d) Whilst a disciplinary committee is investigating a reported incident or complaint at no time will any of the individuals involved directly or indirectly try to influence the outcome of the disciplinary committee by remarks made or coercion of anyone involved either directly or indirectly.

7. Management Committee

(a) The management committee will consist of chairman, secretary, treasurer, open age secretaries, health & safety officer, child protection officer, quarter master, events co coordinator and any other member or members elected by the chairman dependent on the matter in hand using his own discretion.

(b) The committee meetings will take place on the first Tuesday of every month.

8. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

(b) Election to membership will be subject to a Membership Application Form and will be at the sole discretion of the Club. Membership shall become effective upon the applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

9. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club. Any fee shall be payable on a successful application for membership and twice annually by each member. Fees shall not be repayable.

(b) The Club shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

(c) In special circumstances there may be qualification to reduce fees, in this event the team manager must appeal to the management committee and await a decision.

10. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he gives notice to the Club of his resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.

(b) The Club shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for him to remain a member. There shall be no appeal procedures.

(c) A member who resigns, or who is expelled, shall not be entitled to claim any or a share of any of the Club Property.

11. Club Administration

- (a) The Club Officers shall consist of Chairman, Secretary, Treasurer, Child Protection Officer and Health and Safety Officer.
- (b) Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of the Club Officer at any time. The Club Officers shall be responsible for the management of all the affairs of the Club.
- (c) Decisions of the Club shall be made by a simple majority of those members attending the Club meeting. The Chairman of the Club meeting shall have a casting vote in the event of a tie. Meetings of the Club shall be chaired by the Club Chairman or in his absence, the Secretary. The quorum for the transaction of business of the club shall be ten.
- (d) In all voting matters there will be a limit of two votes per team.
- (e) Decisions of the Club meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.
- (f) The Club shall hold meetings on the second Tuesday of every month.

12. Annual General Meeting

- (a) An Annual General Meeting (AGM) shall be held in each year to:
 - (i) Receive a report of the activities of the Club over the previous year
 - (ii) Receive a report of the Club's finances over the previous year
 - (iii) Elect the Club Officers
 - (iv) Consider any other business
- (b) Nominations for the election of members as Club Officers shall be made at the meeting by the proposer and seconder, both of whom must be existing members of the Club.
- (c) The quorum for the Annual General Meeting shall be fifteen.
- (d) Minutes of the Annual General Meeting shall be entered into the Minutes of the Club.

13. Club Teams

At its first meeting following each AGM the Club shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall report to the club on the activities of the team.

14. Club Finances

- (a) Two bank accounts, a current account and a deposit account, shall be maintained in the name of the Club (the Club Accounts). Designated account signatories on both accounts shall be the Club Chairman, the Secretary, the Events Coordinator and the Treasurer. No sum shall be drawn from the Club

Accounts except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited into the Club Accounts.

- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- (d) The Club Property, other than the club Accounts, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club and entry in the minutes shall be conclusive evidence of such a decision.
- (e) Each team will have individual bank accounts held at HSBC bank in Pudsey the accounts are associated with Pudsey Juniors. The accounts require three signatories, two from each team and one from the management committee.

15. Dissolution

- (a) A Resolution to dissolve the Club shall only be proposed at an Annual 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 Club Offices 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 disposed of in such manner as the members of the Club shall determine.

16. Child protection Policy

- (a) Pudsey Juniors recognise their duty of care with regards to the safety and development of children in their care. In view of this all Managers, Assistant Managers coaches and volunteers will be checked by the Criminal Records Bureau.
- (b) The club follows the procedure contained within the FA Child Protection Procedure and Practices Handbook – a guide to procedure and practice for FA coaches and managers.
- (c) Pudsey Juniors will appoint a designated Child Protection officer with direct responsibility for Protection issues.

17. Health and Safety Policy

- (a) Pudsey Juniors will delegate one person to be the health and safety officer for the organisation.
- (b) The Health & Safety Officer will consult with managers, assistant managers and

coaches to make sure relevant training is carried out.

(c) The chairman, management committee and health and safety officer will carry out an annual review of the health and safety policies to make sure those new regulations are followed and that the contents of the policy remain valid.

The above constitution was passed in a meeting of the Club Members on the 01/07/07
In the presence of the following officers of the Club

Chairman	Ron Downs
Secretary	Kirsten Wilcock
Treasurer	Yvonne Downs
Child Protection Officer	Kirsten Wilcock
Health & Safety Officer	Ian Dent