

Constitution.

1 Title.

The Club shall be known as A. F. C. Tickton.

2 Club's Objects and Aims.

The object and aims of the Club shall be,

1 To promote, develop and support, whilst providing sporting activities as a vital part of the community, for the participation of all from Tickton and surrounding areas, regardless of sex, age, nationality, sexual orientation, religion or other beliefs of the individual.

2 The provision of opportunities for the social events and inter-action amongst its members, families, and supporters.

3 Membership.

1 Shall be open to anyone on the playing, management, coaching aspect of the Club.

2 Shall be open to anyone on the administration or organizational aspect of the management of the Club.

3 Membership shall be deemed valid once the individual has signed a valid agreement form.

Footnote to membership.

a. Parents and / or guardians shall be deemed honorary members once their children and / or wards have signed a registration form.

b. The Club shall have the authority, for good and valid reasons, e.g. gross misconduct, to exclude from Club membership, meetings, social events or sporting activities any individual member/s, providing that said member shall have the right of appeal.

c. Limitation of membership shall only be allowed on the grounds of available facilities.

4 Organization.

The Club policies and affairs shall be entrusted to an elected Governing Council as defined within the rules of the constitution of the Club.

1 Members' appointments shall be for a term of up to a one-year period, until the next and / or the following Annual General Meeting.

2 Nominations will be received, acted upon, and confirmed on, at the Annual General Meeting.

3 They shall be confirmed by a simple majority of the members votes cast who are present and entitled to vote, at the Annual General Meeting.

4 Serving members can submit themselves up for re-election at the end of their term of office.

5 Appointments shall be deemed as effected as and when the positions are filled as a result of the ballot, when confirmation is announced.

6 All newly elected officers shall have the authority to act in their roles as and when confirmed.

7 If more than two (2) people are nominated for the same position / s, there shall be a vote of members to decide who fills the position / s. A simple majority of members present, who are entitled to vote, shall decide.

8 A council member shall cease to hold office if as such they no longer are a member of the Club, resigns by written / verbal notice and / or the council remove for good cause. After the said member concerned has being given the chance to put their case to the council with an appeal to the Club members.

4 A Elected Officers.

Eleven (11) in total.

President.
Chairperson.
Deputy Chair.
General Secretary.
Minutes Secretary.
Treasurer.
Football Secretary.
Social Secretary.
Volunteer Co-ordinator.
Schools Liaison Officer.
Child Welfare Officer.

4 B Honorary Officers.

Numbers in total to be dictated by –

- 1 Number of teams.
- 2 Number of sports.
- 3 Demands on the Club by outside influences such as –
 - a The Law of the Land.
 - b Rules and Regulations of the Clubs' sports National Governing Bodies.
 - c Rules and regulations of the Clubs' sports Affiliated Governing Bodies.
 - d Members who hold the right to sit upon the council by virtue of their position within the Club
 - e Members who hold the right to sit upon the council by virtue of their expertise in a particular field.
i.e. -
Team Managers/Coaches and their assistants.
Child Protection Officer.
Team Representatives.
Media/Press Administrator.

Footnote.

Total number to be consistent with good working practises.

4 C Appointed Officers.

Life Vice-Presidents may be appointed at any time by the Council at its' absolute discretion.

- 1 Life Vice-Presidents shall have be entitled to receive notice of, attend, and vote at all council meetings. They shall be entitled to remain on the council for the rest of their lives without the need to be re-elected.

5 Governing Council

The policymaking and general management of the Club shall be entrusted to a Full Club Council as defined within the rules of the constitution of the Club

- 1 The governing council shall consist of the Elected and Honorary Officers.
- 2 The council shall have the authority to deal with all and / or any matters relating to protests, disputes, claims, reports, or charges regarding any Club member, group of members or teams acting on Club business or matters.

- 3 The council shall have the authority to appoint, co-op or elect individuals or sub committees to oversee special tasks.
- 4 The council shall have the right to fill any vacancies or co-op onto the council appointments as and when needs dictate.
- 5 The council shall have the authority to raise funds, by borrowing finance on any real or personnel property belonging to the Club, by subscription, fees, levies, donations, grants, or awards, and to invest funds in any lawful manner.
- 6 The Council shall have the authority to allocate funds or resources for services rendered to the Club, by way of remuneration or expenses to any member / s of the Club also to other person / s
- 7 The council shall have the authority to establish or participate in the publishing or printing of any book, pamphlet, and or broadsheet in the furtherance of the Clubs' business, either in hard back or in electronic format.
- 8 The Council shall have the authority to hold, lease, purchase, and mortgage or to enter into any such agreement over land and / or related facilities.
- 9 The Council shall have the authority to erect and / or furnish any such building it considers necessary or desirable to the Clubs' well being.
- 10 The Club shall have the authority to participate in any other business or sport in furtherance of the Clubs' objects and aims.
- 11 The council shall have the authority to employ and engage staff and other means to provide services to the Club.
- 12 The council shall have the authority to co-operate with and / or affiliate to any bodies regulating or organizing any sport for the benefit of the Club.
- 13 The council shall have the authority to co-operate with, or affiliate to; any club or body involved within the ethos of the Clubs' objects and aims.
- 14 The council shall have the authority to co-operate with local government, and related agencies.
- 15 The council shall have the authority to elect or appoint team officials.
- 16 The council shall have the authority to elect or appoint volunteers into positions of trust.
- 17 The councils' decisions shall be binding upon Club members and teams until they are ratified, rescinded, or amended at the following Annual General Meeting.
- 18 All interim decisions shall be reviewed at the following Annual General Meeting.

6 Administration Working Committee.

The daily administration and general organizational running of the Club shall be entrusted to the elected administration working committee as defined within the rules of the constitution of the Club.

- 1 The committee shall consist of the following officers –

Chairperson.	Deputy Chair.	General Secretary.
Football Secretary.	Treasurer	Child Welfare Officer
Volunteer Co-ordinator	Schools Liaison Officer	
Football Section Representatives, X 3 (three)		
Mini Soccer	Female	11 a side.

2 The Administration Working Committee shall have the authority to operate within the rules of the constitution to enable them to act in the furtherance of the best interests of the Clubs' objects and aims.

3 Their actions must be reported back to the Full Council at an earliest suitable opportunity and time.

4 Their role is to report to the Club facts and to try to cut out rumours or speculation.

7 Voting.

1 All council members are entitled to vote.

2 Each council member shall have one vote.

3 All votes cast are to count.

4 In the event of a tied vote, the chair shall have a second and casting vote.

5 Any member in an elected or honorary position shall be entitled to one vote by virtue of being a Council member.

- 6 Any member who holds two or more positions within the Club shall be entitled to one vote by virtue of being a Council member.
- 7 Any Council member can vote on any issue.
- 8 Any council member can vote by proxy, post, or electronic communication, if their wish is recorded with the General Secretary and / or Acting Secretary, in his absence, of the meeting, before the meeting, at which the vote is taken, starts.
- 9 Declaration by the chairperson of the meeting that a resolution has being carried and an entry to that effect made into the minutes of the meeting shall be conclusive evidence of the fact.
- 10 Voting shall be by a simple show of hands, unless, before the ballot takes place, a full poll of members is demanded, subject to ruling by the chair of the meeting.
- 11 A vote shall be taken at such time and place and in such a manner as the chairperson of the meeting directs.
- 12 The chair may appoint auditors and / or scrutinizers.
- 13 The chair shall fix a time and place for the declaration of the result of the vote.
- 14 The declaration by the chairperson, of the vote, being carried out and an entry made into the minutes of the meeting shall be conclusive evidence of the fact.
- 15 Any member shall have the right of appeal over any decision by the Club.

Footnote to voting.

Only members present votes and / or members proxy votes registered to count as cast, at the meeting where the vote takes place shall be counted.

8 Meetings.

The Club shall hold meetings on a regular basis to communicate information and decide on Club policies, matters, or affairs.

- 1 Category of the meeting shall be specified by the chair in their opening address.
- 2 No business shall be transacted at a meeting unless there is a quorum present.
- 3 If such a quorum is not present within 30 minutes of the specified time of the meeting start or if during the meeting a quorum ceases to be present, the meeting shall stand adjourned to a mutually agreed time and place.
- 4 A quorum is to be three (3) of the elected officers, and three (3) members.
- 5 All meetings shall be chaired by the elected Chairperson, Deputy Chair or in their absence, appoint one of their numbers to be chair for that meeting, in that order.
- 6 All members of the Clubs' elected and / or honourer bodies must try to attend or submit an apology for the meeting, called with due notice.
- 7 Their declared appointee may take their place, subject to their acceptance and approval by the council / committee.
- 8 All meetings must be recorded, minutes taken and subsequently entered into the Minutes Register or other means of display as deemed acceptable by the Full Council.
- 9 Minutes of a sensitive nature may be censored until a later date, subject to the meeting at which they are expressed pass a motion to restrict publication of them at that time.
- 10 Minutes of a sensitive nature may have their publication restricted to protect the Club, or individuals.
- 11 Any Club Officer may have the right to invite to any meeting, whichever, individual, group, or organization, which they feel may have an input into a particular topic up for discussion.
- 12 Any Club member may have the right to invite to any meeting, whichever, individual, group, or organization, which they feel may have an input into a topic up for discussion, subject to acceptance by the Chair of that meeting.
- 13 This invited individual, group, or organization may speak, only on their area of input, unless requested, otherwise, by the Chair of the meeting.
- 14 Any Club member may attend any meeting if they so wish, subject to a ruling by the Chair of that meeting.
- 15 Time, place, and category of the next meeting shall be specified by the Chair in their closing address.

8 A Annual General Meeting.

Once every year at a mutually agreed time, on a date laid down and at a venue that is agreed by the council the Club shall convene an Annual General Meeting.

- 1 The object of this meeting is to –
- 2 Receive minutes of the previous Annual General Meeting.
- 3 Discuss Matters Arising.
- 4 To receive past Chairperson's address.
- 5 To receive the Treasurers' Report.
- 6 To receive the Secretaries' Report.
- 7 To receive the Sports Secretaries' Reports.
- 8 To receive the elected Chairpersons' Address.
- 9 Appointment of Council Members.
- 10 Identification of sports, teams, and registration of said teams.
- 11 Appointment of team managers.
- 12 For voting on any amendment to the Clubs' constitution.
- 13 For voting on any matter placed before the meeting that requires their approval.
- 14 For voting on any resolution placed before the meeting that requires their approval.
- 15 To receive the Chairpersons' closing address.

8 B. General Council Meeting.

At a mutually agreed time, date and place the full council shall convene a meeting to decide Club policies and conduct the affairs of the Club and to –

- 1 Receive Minutes of the previous meeting.
- 2 Discuss Matters Arising.
- 3 To receive the Secretaries Report and correspondence.
- 4 To receive the Treasurers Report and correspondence.
- 5 To act on the presented agenda.
- 6 Matters brought to the council attention.
- 7 A.O. B.
- 8 Chairpersons' closing address and notification of next meeting.

8 C. Extraordinary General Meeting.

The Club shall convene an Extraordinary General Meeting, within 21 days of the General Secretary being requested to do so by a member, group of members or a team, in writing, stating their reason, with the sole aim and intent to hear that request by the council.

- 1 This request may be for Club, private or personnel reasons or as to a persons right of appeal.
- 2 The requester / s can approach any council member, or acting on his or her own behalf, request an Extraordinary General Meeting.
- 3 The requester / s, the Chairperson, or the Deputy Chairperson in their absence and the General Secretary will decide upon the composition of the meetings.
- 4 The member has the right to request a full Council Meeting, an Administration Working Meeting or an informal meeting with an individual officer; the latter is subject to the individual officers' agreement.
- 5 The individual officer shall have the right to be accompanied by a nominated person.
- 6 The meeting will be recorded into the register as having taken place, the minutes of the meeting will be recorded into the Minutes Register, only of having taken place if request to do so by the member. This may be for reason of privacy or confidentiality on the part of the requester.
- 7 If no such request is made the full minutes will be taken and recorded.

Footnote to E G M.

Any person acting in the name of the Club shall inform the Chairperson that action is to take place and keep him informed of any form of action that the Club may be called upon to take.

8 D Administration Working Committee Meeting.

The Club shall convene an administration working committee meeting as the need arises.

- 1 The Chair of the committee shall inform the rest of the committee of the need to meet to discuss any decision requiring to be made that will affect the Club.
- 2 Minutes of the said meeting shall be recorded and relayed to the rest of the Club be the quickest and most efficient means.
- 3 The matters discussed at the said meeting shall be related in full at the next General Council Meeting.

9 Child Protection.

The Club views its commitment to the protection of minors and young persons by appointing its own Child Protection Designed Officer, and Welfare Officer/s.

- 1 Any act, statement, conduct or other matter, which harms or may cause harm to a child, children or young person / s , or poses or may pose a risk of harm to a child, children or young person/s, shall constitute behaviour, which is improper and bring the Club into disrepute will not be tolerated.
- 2 These commitments will be influenced and governed by -
 - a Laws of the Land.
 - b Our National Governing (sporting) Bodies.
 - c Our Affiliated Governing (sporting) Bodies.
 - d Club Child Protection Policy Statement.
- 3 The Club shall issue a policy to support this fact

10 Equality.

The Club views its commitment to equality by actively following a policy of Equality for All.

- 1 The Club is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed. This is regardless of sex, age, ethnicity, nationality, sexual orientation, religion, or other beliefs of the individual.
- 2 These views will be governed by –
 - a Law of the Land.
 - b Our National Governing (sporting) Bodies.
 - c Our Affiliated Governing (sporting) Bodies.

11 Code / s of Conduct.

The Club will actively promote a Code / of Conduct, which will portray the Club in a light of decorum and fair play.

- 1 All those involved with the Club, at any level, shall have a responsibility to gain, develop and maintain a high degree of trust and respect between all involved with the Club, both within its self and towards others, whether individuals, groups, or other clubs or organizations.
- 2 All members of the Club shall have a responsibility, beyond, compliance with the law of the land, to act according to the highest standards of integrity, and to ensure that the reputation of the Club is, and remains, to the highest levels of propriety, integrity, and fairness.
- 3 Any member who fails to maintain, brings into disrepute, or creates an area of distrust shall have their membership reviewed.
- 4 This is in addition to any charge, real, alleged, or unsubstantiated, brought about by the Football Association Limited or the East Riding County Football Association Limited.
- 5 The review will take the form of an inquiry by the Administration Working Committee into the circumstances surrounding the issue in question.
- 6 Punishment or the consequences can lead up to, and include expulsion to the party / ies concerned.
- 7 The party / ies concerned shall have the right of appeal to the Full Council.

12 Exclusion and Misconduct.

The Club shall have the power to award any such penalties, up to and including expulsion, as they decide onto any such person, party, or group from future membership of the Club whose conduct has, in their opinion, being deemed undesirable.

1 Decisions shall be made upon a simple majority of votes cast at a meeting where due notice of the action has being duly circulated.

13 Club Finance.

A bank account / s shall be held and maintained in the Clubs' name.

1 Designated signatories shall be three (3) in number, the Treasurer and any two (2) other named members of the council.

2 No sum shall be drawn from the Clubs' account except by cheque signed by any two (2) of the four (4) named signatories.

3 No funds can be used for the direct or indirect private benefit of members, other than which as reasonably allowed and sanctioned by the rules of the Club.

4 All surplus income or profits are to be used exclusively for the benefit of the Club.

5 The Club may provide sporting activities and related social amenities, sporting equipment, coaching, courses, insurance cover, medical treatment, match day expenses, and / or other ordinary benefits of Club status, such as, Community Amateur Sports Clubs, as provided for in the Finance Act 2002.

6 The Club may sell and / or supply food, drink and related sports clothing and equipment to its members.

7 The Club Treasurer will control all monetary transaction.

8 The Club Treasurer will ensure all transactions are in accordance with the wishes of the council.

9 The Club Treasurer will record all monetary transactions.

10 The income and assets of the Club shall only be used in the furtherance of the objects and aims of the Club.

14 Club Property.

A Property Accounts Register shall be held and maintained in the Clubs' name.

1 All Club property, other than the bank account, shall be vested in not less than two (2) and no more than five (5) Custodians, one (1) of whom shall be the Property Manager, who shall deal with the property as directed by the council.

2 All deals shall be recorded into the property Accounts Register as conclusive evidence of such directions.

3 The custodians shall be appointed by the council, and shall continue to hold that position as long as it is the wish of the council.

4 All financial aspects of deals will be re-laid to the Treasurer to record as transaction done.

5 All awards presented by the Club to individuals shall remain the property of the Club, unless stated other wise at the time of presentation.

15 Information.

The Media/Press releases will be cleared by the Administration Working Committee, through the General Secretary, who shall act as the centre point of information.

1 All members should be encouraged to pass on to each other any information which may be of benefit to others inside the Club.

2 Every member shall be afforded the opportunity to read the constitution at anytime, at the earliest convenience to them and the General Secretary.

3 Every member shall be afforded the opportunity to read any minute, letter, or transcript of a telephone conversation, or other correspondence, both hard back and / or electronic, unless declared private and confidential by the chairperson, at the earliest convenience to them and the General Secretary.

4 Every member may request the holding of any minute, letter, transcription of telephone conversation, or other correspondence, both hard back and / or electronic, unless declared private and confidential by the Chairperson, at the earliest convenience to them and the General Secretary.

16 Awards.

The Club, in recognition of worthwhile achievements in the name of the Club can sanction awards.

1 Awards shall be costed by and to the Club, either through their own funds or by monies raised by sponsorship.

2 All awards shall remain the property of the Club.

3 If a sponsored competition and / or award were discontinued for any reason or cause, the award shall be returned to the donor. If conditions attached to it so provide, or otherwise dealt with as the council decide.

4 If a player leaves the Club after the Awards Ceremony and before the start of the following season they shall return their award forthwith when requested by the Club.

5 It shall be the responsibility of the Club to suitably engrave and deliver, at an appropriate time, at no cost to the recipient the award / s.

6 When the winner of the Club award shall be ascertained, the Club shall deliver the award to the winner or their representative / s who on receipt of the said award will agree to the following effect.

That upon being declared the winners of the said award do agree to return it to the Club, on or before a date set four (4) weeks before the following Presentation Awards Ceremony, in a good sound condition. If the said award is lost or damaged, whilst in their care and custody do understand that they can be liable for a part or the whole cost of its repair and / or replacement.

7 The Club can also award to the winner a memento of the occasion for the winner to keep as their own personal property.

16 Dissolution.

A resolution to dissolve the Club on any grounds, terms or otherwise, shall be made at an Extraordinary General Meeting convened to discuss that sole matter and shall be carried if 40% of the members present, who are eligible to vote agree to do so.

1 The dissolution shall take effect from the time and date of the resolution being passed.

2 The relevant authorities must be informed of the decision by the General Secretary before he vacates his duties.

3 The Club council shall be responsible for the disposal of all assets and the discharge of all legal liabilities of the Club before they vacate their positions.

4 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be disposed of –

- a Either to a charity of the Club's choice.
- b Other sporting clubs or an organization, which is a registered charity.
- c To an other registered Community Amateur Sporting Club.
- d To the clubs National Governing Bodies for the use by them for related community sports.

To be authorised at the each and every succeeding Annual General meeting