



Caversham AFC Constitution

AIMS AND OBJECTIVES

1. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of football in Caversham and the surrounding area.

NAME AND STYLE

1. The name of the Club shall be 'Caversham AFC'.
2. The Club shall be a non-profit making organisation run by and for its Members.
3. The Club will affiliate to the Berks and Bucks Football Association or any other body required by the Football Association or deemed appropriate by the Committee.

CONSTITUTION

1. To effect any change to the Aims or Constitution of the Club will require a 75% majority of those Full Members attending the Annual General Meeting/Extraordinary General Meeting. Any suggested amendments must be notified to the Club Secretary three weeks prior to the date of the meeting.
2. The Club's Code of Conduct is an integral part of the Constitution.

MEMBERSHIP

1. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.
2. Playing Membership is open to any player registered with one of the club teams providing that the subscription for the season is paid by the due dates decided by the Committee. Playing Members under the age of eighteen have no voting rights and may hold no elected office within the Club.
3. All Playing Members must have completed (or have completed by their parent or guardian) a Club Registration Form before commencing training or playing for the Club.
4. Full Membership is automatically granted to parents or guardians of registered players under the age of eighteen providing that the player's subscription for the season is paid by the due dates decided by the Committee. Full Membership is also open to registered players over the age of eighteen providing that the player's subscription for the season is paid by the due dates decided by the Committee.
5. Honorary Membership is open to players who have completed their final season and their parents or guardians, upon application to the Committee. Honorary Membership is also open, on application to the Committee, to any individual who, by their efforts and involvement will further the interests of the Club.
6. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
7. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

SUBSCRIPTIONS

1. The Committee will recommend the level of Membership subscriptions for each season. This needs to be approved annually at the Annual General Meeting in respect of the forthcoming year and shall be set at a level that will not pose a significant obstacle to community participation.
2. Subscriptions must be paid at the time the player is registered or, if the Committee have agreed that subscriptions may be paid in instalments, by the due date for each instalment. If an instalment is not paid by the due date the whole annual subscription becomes immediately payable.
3. Subject to approval by the Committee, a team manager may exercise his discretion to waive all or part of the subscription providing this is sought by the player or his parent or guardian at the time of registration.

ANNUAL GENERAL MEETING

1. An Annual General Meeting will be held each year on a date to be decided by the Committee but no later than the end of June. The Club Secretary will notify all Full and Honorary Members of the date, time and venue of the Meeting at least four weeks before it is held.
2. A quorum for an Annual General Meeting is not less than 10 Full Members.
3. Annual General Meetings will be chaired by the outgoing Chairman or, in his absence the outgoing Club Secretary will chair the Meeting.
4. Each Full and Honorary member present will be entitled to cast one vote for or against any proposals made and seconded at the Annual General Meeting and one vote for each Officer's post in any election.
5. Officers will be elected at the Annual General Meeting and will hold office until the completion of the following year's Annual General Meeting. Unopposed nominations for these posts are automatically elected; in other instances a simple majority of those Full and Honorary Members attending the Annual General Meeting will be sufficient to elect the remaining Officers.
6. Nominations for election of Officers should usually be submitted in writing to the Club Secretary no later than two weeks prior to the date of the Annual General Meeting.
7. Proposers, seconders and nominees must have paid the agreed subscription in respect of themselves (if an over 18 player) or their child. It is the responsibility of the Proposer to ensure that the Nominee is willing to serve on the Committee if elected. Members may propose themselves.
8. Each Full and Honorary Member is entitled to vote for one candidate only in each position.
9. Unopposed candidates for Committee posts are automatically elected. In all other instances candidates are elected by a simple majority of the Full Members and Honorary Members attending the meeting.
10. The Annual General Meeting will approve the level of Player Subscriptions for the forthcoming year.

MANAGEMENT COMMITTEE

1. The management and day to day running of the Club is entrusted to the Management Committee ("the Committee").
2. The Committee consists of the following elected Officers of the Club: Chairman, Treasurer, Club Secretary and Welfare Officer. The Committee may co-opt other Officers to be Committee Members as they decide in their absolute discretion: Groundsman, Website Administrator, League Secretaries, Pitch Booking / Referee Secretary, Highdown Liaison, Mini Football Centre Manager, Equipment & Trophies Administrator
3. A quorum for a Committee meeting is at least three Officers or co-opted Committee Members. A quorum for an Officers meeting is at least three officers to include the Chairman or Club Secretary.
4. Committee meetings will be chaired by the Chairman or, in his absence, the Club Secretary. In the absence of both the Treasurer will chair the meeting.
5. Each Officer is entitled to one vote in Committee. If an individual holds two Officers' posts he/she is entitled to two votes.
6. Each co-opted Committee Member is entitled to one vote in Committee.
7. A Team Manager or Team Assistant may hold Office.
8. Decisions in Committee will be reached by a simple majority vote of the Officers and co-opted Members at the Meeting. In the event of a tied vote the Chair of the meeting will have an additional casting vote.
9. An Officer who is a Team Manager or Team Assistant involved in the case or who has a child involved is not entitled to a vote in disciplinary matters.
10. The Committee has the power to co-opt Full or Honorary Club Members onto the Committee to fill vacant Officers' positions or as an additional co-opted Member. Co-options are for the remainder of the current year only. A co-opted Officer or Member has the same voting rights in Committee as an elected Officer.
11. The Committee shall have the authority to award an honorary post within the Club in recognition of significant or outstanding service by any person. Such posts shall carry no rights above and beyond normal Full Club Membership and shall only be awarded to persons not holding or seeking elective office within the Club.
12. Discipline will be handled by the Officers who have the power to suspend or to withdraw Full, Honorary or Playing Membership in respect of any individual for any of the following reasons:
 - failure to embrace the FA's Respect Campaign
 - failure to comply with the Club's Constitution or Code of Conduct
 - failure to comply with the Rules of The Football Association or any other appropriate regulatory authority
 - failure to comply with the rules of any league or cup competition in which the Club takes part
 - non-payment of subscriptions
 - any other reason should it be, in the opinion of the Committee, in the interest of the Club so to do
 - tapping up of players to join teams from either outside the club or within the club
13. The Committee may as it requires delegate particular tasks to a sub-Committee formed for that purpose. Such a sub-Committee may include non-Committee members.

14. All Officers, co-opted committee members, team managers and team assistants must register with the Club and must undertake a FA DBS / CRC check to verify their suitability to be involved in youth football.
15. Members who wish to make any complaint whatsoever must write to the Club Secretary detailing the nature of the grievance. The complaint will then be reviewed by the Officers who will decide on the appropriate course of action.

FINANCES

1. The Treasurer shall open and maintain in good order a Bank Account or Accounts as determined from time to time by the Committee.
2. Withdrawals from any Club Bank Account, whether by cheque or otherwise, shall be authorised by the signature of any two out of the following Officers: Chairman; Treasurer; Club Secretary.
3. The Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Club committee considers not to be needed to meet the Club's short term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. No surplus income, profits or assets shall be distributed to members or third parties. The Treasurer shall report on the Club's financial position at each Committee Meeting.
4. Each year, detailed accounts including balance sheet, indicating the current financial position of the Club shall be presented to the Annual General Meeting for approval, together with the Treasurer's Report and Recommendations for the coming season.
5. Accounts for each year to 31st March must be audited by an independent auditor prior to submission to the Berks and Bucks F.A. or other regulatory body. Accounts so audited must be signed as being audited.
6. No Officers, Members, Team Managers, Player, Parent or Guardian shall withdraw from the Club any funds, playing strips, equipment or any other item in the possession of the Club or obtained under the auspices of the Club without the agreement of the Committee.
7. The Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
8. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and Finance Act 2010.
9. The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
10. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.

TEAMS

1. The Committee shall from time to time determine the number and the age group of teams. Each Team will have a Manager appointed after the AGM by the Officers.
2. Day to day running of individual teams is the sole responsibility of Team Managers. Team Managers may appoint any number of Assistants.
3. Team Managers will encourage players, parents or guardians and spectators to abide by the Club's Code of Conduct.
4. Teams will compete in competitions approved by the Committee.
5. Players must be of the correct age to play in a specific age group and any team wishing to play players up an age group year must inform the Committee of the reason why. The Committee has the right to refuse if it is thought to be detrimental to the welfare of the player or detrimental to the development of teams within the younger age group.

PLAYER TRANSFERS

1. If approached by a player or parent from another team or club wishing to transfer in, the Team Manager must personally inform the other manager or club secretary of the approach. If the decision is then made

to transfer that player into the team then the Team Manager must ensure the necessary protocol of the league involved is followed.

2. If a Team Manager is informed of a player wishing to transfer out of a team and has evidence that another manager has "tapped up" that player prior to the player making the transfer request, then that Team Manager should inform the committee who will support the Team Manager through any formal complaint to the league or club involved.
3. When a player registers for a team they are expected to play for that team for the duration of that season and not request a transfer to another Caversham AFC team mid-season. Players are free to move between teams in the close season, but ideally any move will be support by both Team Managers. The only exception to a mid-season transfer within the club will be when the player, parent / carer, both managers and the league agree to the move. In any cases of dispute the committee must be informed and their decision on the transfer will be final.

EXTRAORDINARY GENERAL MEETING

1. The Committee or any Full Member (providing he/she has the support of 10 other Full Members) can call an Extraordinary General Meeting by giving notice in writing to the Club Secretary not less than four weeks prior to the date of any such meeting. He/she shall outline in detail his/her reason for calling such a meeting. On receipt of such a request the Club Secretary shall notify all the Full and Honorary Members of the date and agenda for the Extraordinary General Meeting.
2. A quorum for an Extraordinary General Meeting is not less than 10 Full Members.
3. Extraordinary General Meetings will be chaired by the Chairman or, in his absence, the Club Secretary will chair the meeting.
4. Each Full and Honorary Member present will be entitled to cast one vote for or against any proposals made and seconded at the Extraordinary General Meeting.

DISSOLUTION

1. A resolution to dissolve the Club shall only be proposed at an Extraordinary General Meeting and shall be carried by the majority of at least 75% majority of the Full Members attending the meeting.
2. The dissolution shall take effect from the date of the resolution and the members of the Club shall be responsible for the winding up of the assets and liabilities of the Club.
3. Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

Constitution approved at EGM by a majority vote on Monday 6th April 2020 as witnessed by:

Rob Crowland (Chairman)

Robert Phillips (Secretary)

Andy Smith (Treasurer)

Tony Rook (Welfare)