CLUB CONSTITUTION

1. Name
The Club shall be called the CWMBRAN CELTIC FOOTBALL CLUB (hereinafter referred to as “the Club”)

2. Object of the Club
The club is a registered Community Amateur Sports Club (CASC) and is formed to provide for its members good quality football playing and coaching facilities and a social club for use in connection with the activities of Cwmbran Celtic Football Club and to provide social amenities for the members with a view to promoting the interests of Cwmbran Celtic Football Club.

3. Premises
The headquarters of the club is located at Lower House, Oak Street, Cwmbran, Torfaen, NP44 3LT. The football ground and changing rooms are located at Celtic Park, Henlllys Way, Cwmbran, Torfaen, NP44 3YS

4. Membership
Membership of the club shall be by membership of the Social Section and/or the Football Section.

(a) Social Club Membership
(i) Membership of the Social Club shall be limited to such number as may from time to time be fixed by the Executive Management Committee, but, in any event, shall not be less than 25.
(ii) Every candidate for admission as a member shall be proposed by one member and seconded by another by means of the club’s official application form. Every application must be accompanied by the appropriate joining fee and annual subscription which will be refunded if the application is refused.
(iii) On receipt of this form properly completed and signed, it shall be displayed in a conspicuous place in the club premises for a period of 7 days. During this time any member who wishes to object to the candidate becoming a member can make their objections known. This must be submitted, in writing, to the Social Section Secretary, stating the grounds for such objection. In addition, the Executive Management Committee shall have the power, should it think fit, to void any membership in the event of any omission or any inaccuracy on the application form.

(b) Football Section Membership
Membership of the Football Section shall comprise the following:
(i) All players over the age of 18 years properly registered with the appropriate Football Association or League to play football for the Club.
(ii) All Managers, Assistant Managers and Coaches of the Club teams.

(c) Classes of Membership
(i) Full membership as defined in Rules 4 (a) & (b) above.
(ii) Honorary or Associate membership as defined in Rules 4 (d) (ii) & (iii) below
(iii) Junior Membership. This is defined as anyone under the age of 18. Such members are to receive a membership card which is colour coded and confirms the member’s age and contact details. Junior members will not be entitled to attend or vote at any permanent sub committee or general meeting of the Club.

(d) General
A register shall be kept at the Club Headquarters containing full names and addresses of all current members.
(i) The Executive Management Committee may, at its discretion, elect to honorary membership of the Club, the spouse of any member of the club. Such Honorary Members shall not be allowed to hold office or vote at any
General or Special Meeting of the Club or at an election for Officers of the Club.

(ii) Associate Membership may be conferred on any person at the discretion of the Executive Management Committee. Such Associate Members shall enjoy all the benefits of the club but shall not be allowed to hold office or vote at any General or Special meeting or at an election for Officers of the Club.

5. Membership Fees

(a) The object as a Community Amateur Sports Club (CASC) is that membership is open to the whole Community without discrimination and with affordable membership fees. This cost is set at the minimum by the Executive Management Committee. These subscriptions are not eligible for gift aid under CASC rules but may, under Her Majesty’s Revenue & Custom’s rules, be set at a level which enables the club to do no more than break even, with a request for a voluntary donation in addition which can attract Gift Aid.

(b) The parents/guardians of junior members will be offered full membership of the club which will incorporate any fees payable by the Junior Member. This facility also extends to carers, parents or guardians of junior members with disabilities.

(c) The Executive Management Committee reserves the right to help families in need with their joining fee/annual subscriptions. Any decision taken in this respect will not mention names in any minutes or other records.

(d) A Consumer Credit Licence is not required by the club as loans are not offered or given to members to assist them in the payment of fees/subscriptions.

(e) The Joining Fee and Annual Subscription rates shall be fixed by the Social Club and Football Sub Committees from time to time. Annual Subscriptions shall be due and payable on the 1st of August each year. On the 1st of September each year, the Membership Secretary will publish of the Main Notice Board in the Club’s Headquarters, a list of those members who have not paid their Annual Subscriptions by that date. On or soon after the 1st October following the publication of this list, the Executive Management Committee may cancel the membership of anyone who has not paid their annual subscription but without prejudice to the right of the club to demand payment of such subscription. No member whose membership has been cancelled under this rule shall be permitted to make use of the Club’s facilities or take part in any activities of any subsection of the Club.

6. Resignation of Membership

Any member may resign their membership by giving the Membership Secretary notice, in writing, to that effect provided that, if notice is given after 1st August in any year, they shall be liable to pay their Annual Subscription for that year.

7. Expulsion/Suspension of Member

Any member guilty of any breach of the Club’s Rules, By-Laws or Regulations or being guilty of any misconduct or otherwise acting in a manner deemed inconsistent with the interests of the Club may, by a vote of not less than two thirds of the members present and voting at a meeting of the Committee called for that purpose or for which special notice has been given, be expelled from the club or suspended for such period as that Committee thinks fit. Provided that the member concerned shall have the right to appear before the Committee and give any explanations as they may consider relevant and call witnesses if they wish. The Committee may also call witnesses to support its case. Seven days notice of any such meeting must be given to the member concerned. Any person expelled from the club shall immediately cease to be a member and forfeit all rights associated with such membership. Any person suspended from the club shall forfeit all rights associated with their membership during their period of suspension. Any person whose conduct may render them liable to expulsion or suspension under this rule may be suspended immediately pending the case being considered by the Committee. Pending the operation of Rule 6, a member may be suspended for a period not exceeding 14 days on the decision of not fewer than 3 members of the Executive Management Committee.
The Committee called to hear cases under this rule may be drawn from either the Social or Football Section Committees or both, depending on the nature of the case. If possible, such Committees shall be made up of persons who were not direct witnesses of the misconduct.

8. **Right of Appeal**

A right exists for any member to appeal against any decision made by a disciplinary body. Such an appeal must be heard within 14 days of such a request being made. The Appeal Committee must consist of 5 members of the club and must include at least 2 Officers but it shall contain any of the members who made the original decision. The findings of this Appeal Committee will be final and binding on all parties. No further appeal will be allowed.

9. **Trustees**

The property and assets of the club shall be vested in not fewer than 3 Trustees who shall be subject to any direction they may from time to time receive from the Executive Management Committee. The Trustees shall be permanent members of the Club and shall hold office until they resign or are removed from office by a resolution passed by not less than two thirds of the members present and voting at a meeting of the Executive Management Committee called for that purpose or for which special notice has been given. The Trustee concerned shall have the right to appear at this meeting. 7 clear days notice of any such meeting shall be given to all parties.

In the event of a vacancy occurring in the office of Trustee which results in the number of Trustees being reduced to less than three, the Executive Management Committee shall, at its next meeting after such vacancy occurs, nominate a member of the Club as a new Trustee. Such member shall, as soon as possible, be appointed by the surviving Trustees to act jointly with them.

10. **Management of the Club**

(a) The Club shall be managed by the Executive Management Committee comprising of the following:-

Chairperson of the Football Sub Committee  
Vice Chairperson of the Football Sub Committee  
Secretary of the Football Sub Committee  
Treasurer of the Football Sub Committee  
Chairperson of the Social Club Sub Committee  
Secretary of the Social Club Sub Committee  
Treasurer of the Social Club Sub Committee

The Committee shall appoint a Chairperson, Vice Chairperson, Treasurer and Secretary at its first meeting after the Annual General Meeting each year. The persons holding the positions of Secretary and Treasurer shall be known as the Club Secretary and Club Treasurer.

All members of the Committee shall be entitled to one vote on any matter voted on at any meeting of the Committee. Where there is a tie in the voting, the Chairperson will have a casting vote in addition to their deliberative vote.

The Football and Social Committees shall have the right to appoint a substitute for the Officer positions listed above, either on a temporary or permanent basis, provided that permanent substitutes are limited to only one position at any time.

(b) The Executive Management Committee shall have full power and control over the property, funds, conduct and affairs of the club and in particular and without prejudice to the generality of the powers may:-

(i) Make, alter or revoke all by-laws and regulations relative to the use of the property of the Club and to the government of the Club

(ii) Require any member or other person occasioning any damage to the property of the Club, either wilfully or through improper use, to repair or replace such property at that person’s expense.

(iii) Promote and organise activities for the welfare and benefit of the members and/or Club funds

(iv) Appoint and dismiss any employee as they may deem necessary taking into account current Employment Legislation.
11. Borrowing Powers
If, at any time, the club in a general meeting shall pass a resolution authorising the Executive Management Committee to borrow money, that Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution. Thereupon, the Trustees shall, at the discretion of the Executive Management Committee, make all such dispositions of the Club property or any part thereof and enter into any such agreements in relation thereto as the committee may deem proper for giving security for such loans and interests. All members of the Club, whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the resolution as if they had voted in favour of it.

12. Indemnity of Executive Management Committee and Trustees
The Executive Management Committee and Trustees shall have the right of indemnity against and reimbursement out of all assets of the Club in respect of any claim brought against them with regard to acts done or omitted to be done in their representative capacity, provided that such acts have been done at the request of and with the full authority of the Executive Management Committee or a General, Extraordinary General or Special Meeting of the Club.

13. Sub Committees
The Club will form two permanent Sub Committees – a Social Club Sub Committee and a Football Sub Committee. The Constitution and powers of these Sub Committees are contained in Appendices A & B of this Constitution
The Executive Management Committee may appoint from amongst their number, or from other members of the Club, such other sub committees as they may deem necessary or expedient and may depute or defer to them such powers and duties as they may determine, other than the management of the purchase and supply of alcoholic beverages. Such sub committees shall conduct their business in accordance with the directions of the Executive Management Committee and shall periodically report their proceedings to them.

14. Bye Laws and Regulations
The Executive Management Committee has the power to make, repeal and/or amend any bye-laws and regulations which they think are expedient for the internal management and well-being of the Club. Any such bye-laws and regulations must not be inconsistent with the rules of the club contained in this Constitution.
All bye-laws and regulations made under this rule shall be binding on all members until repealed by the Executive Management Committee or set aside by a simple majority by a resolution proposed and seconded at any General Meeting of the Club.

15. Annual General Meetings
The Annual General Meeting of the Club shall be held each year on a date and time to be fixed by the Executive Management Committee for the following purposes:-
(a) To receive from the Executive Management Committee, a Report, Balance Sheet and Statement of Accounts for the preceding financial year.
(b) To appoint or elect an Auditor or Auditors for the ensuing year.
(c) To decide on any resolution that has been submitted to the meeting as per rule 14.
(d) To fix a date for election of Officers and Management of the Social Sub Committee and agree the names of Tellers, who will be responsible for ensuring that voting has carried out fairly and for counting the votes.

16. Convening General Meetings
Seven clear days notice must be given of the date of any General or Special meeting of the Club. Such notice must be posted by the Club Secretary on the main notice board in the Club’s Headquarters and contain the date and time of such meeting and the business to be transacted. No business, other than that contained in such notice, shall be discussed.
The Report, Balance Sheet and Statement of Accounts referred to in Rule 13(a) shall be displayed on the main notice board in the Club’s Headquarters at least 7 days before the Annual General Meeting.
17. Resolutions and Amendments
Any member who wishes to propose a resolution at the Annual General Meeting must give notice of their intention, in writing, to the Secretary of the Executive Management Committee not later than 7 days before the date of such meeting. Any Amendment to a resolution must be received, in writing, by the Club Secretary not later than 5 days before the meeting and any details of such Amendment must be posted alongside the notice convening the meeting.

18. Special General Meetings
The Executive Management Committee may, at any time for any special purpose, call a Special General Meeting of members. Additionally, they are required do so forthwith upon the written request of either twenty members or one fifth of the total membership of the Club (whichever is the lesser number). Such request must state the purpose for which the meeting is required.

19. Amendments
No amendment, other than a motion for adjournment, shall be moved or any resolution proposed at an Annual or Special General Meeting unless it has been submitted in accordance with Rule 15.

20. Proceedings at General Meetings
At all General Meetings the Chairperson or, in their absence, the Vice Chairperson of the Executive Management Committee shall take the Chair. Every Full member present shall be entitled to one vote on every motion.

21. Accounts
The Social Section and the Football Section shall hold separate bank accounts and keep separate accounts during the course of the Club’s financial year which shall end on 30th April each year. These two sets of accounts shall be combined by the Club Treasurer in accordance with our Community Amateur Sports Club registration.

22. Quorum
The quorum for all General or Special Meetings will be as follows:

(a) For motions proposing any repeal, addition or amendment of the Rules of the Club – 25
(b) For all other business – 20

The quorum for the Executive Management Committee and all sub committees shall be fixed by the members of those committees.

23. Interpretation of Rules
The Executive Management Committee is the sole authority for the interpretation of all rules, bye-laws and regulations and the decision of that committee on any question of interpretation or on any matter affecting the Club which is not provided for by those rules, bye-laws or regulations shall be final.

24. Amendment of Rules
The Rules of the Club may be added to, amended or replaced by a resolution at any General or Special meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the members present and voting.

25. Dissolution of Club
The Club can be wound up by a resolution of the members, passed by at least two thirds of the members present and voting at a Special General Meeting convened for that purpose. At least 21 days notice of such meeting shall be posted on the main notice board in the Club’s Headquarters.

In the event of such a resolution being passed, the members shall appoint a sub committee that will:

(a) Ensure, as far as possible, that all the Club’s debts and liabilities are discharged.
(b) Ensure that any remaining assets shall be given to Cwmbran Celtic Football Club, if they are continuing in existence, or, if not, given or transferred to another registered Community Amateur Sports Club, a Registered Charity or to either the national or local football governing body.
26. Licensing Objectives

(a) Prevention of Crime and Disorder

- The club will continue to work with the community police and appropriate neighbourhood organisations
- Any appropriate guidance and research made available to the club will be considered by the Executive Management Committee and implemented if appropriate
- The Police Authority will be informed as part of the planning of any appropriate regulated activity
- Junior Members dates of birth will be recorded in the Club’s membership records which will be used to prevent under-age drinking
- Crime Prevention Notices will be displayed in all Club premises, as necessary
- To help in the prevention of drink driving, a cab ordering service is available at the bar
- CCTV cameras are in operation in the Social Club car park, to discourage vandalism and break-ins

(b) Public Safety

- Members of the public are allowed admission to the Club’s football grounds during matches. The public are to exercise reasonable care whilst watching matches which includes taking appropriate action to minimise the potential for harm and to take avoiding action, if necessary.
- The club provides at least one first aider for the clubhouse and it’s football grounds when matches are taking place. First Aid kits are located in the bar and kitchen of the Social Club and in the Club’s Changing Rooms located at it’s ground at Henllys Way, Cwmbran.
- The club will arrange for a competent person to carry out a Risk Assessment (including fire related risks) each year and a copy of that report will be sent to the Fire Service, Police and Licensing Officer.
- For special occasions and functions, the maximum number of people attending will not exceed the limit agreed with the appropriate Authorities. However, if a marquee or other similar structure is erected, the numbers may increase following a risk assessment.
- Fire drills are regularly practiced and, in the event of a fire, there are notices displayed in the Social Club stating the Assembly Points
- Smoking is not permitted inside any buildings operated by the Club. Young persons under the age of 18 years are not permitted in areas where smoking is permitted.
- Food will be prepared and provided in accordance with the requirements of the Food Safety Act 1990 and the Health and Safety at Work Act 1974 and any amending Legislation. Food will only be prepared when a member with a valid Food Hygiene certificate is present.

(c) Prevention of Public Nuisance

- The Club is always alert to and plans to avoid any nuisance to the public caused by any activity undertaken by the Club
- We have a policy relating to the prevention of litter
- Committee members and staff are instructed in the prevention of drink driving.

(d) Protection of Children from Harm

- It is the intention of the Club to comply with the Protection of Children Acts 1978 and 2008 and the Criminal Justice and Immigration Act 2008, as they affect the working of the Club. We will also comply with the Vetting and Barring Scheme which is a partnership of the Independent Safeguarding Authority and the Criminal Records Bureau (CRB).
- We will appoint and publish details of a Child Advocate Management Team to address the above legislation and ensure compliance.
- The Club Rules prevent the sale of alcohol to persons under the age of 18 years. In cases of doubt, the membership records can be accessed to verify age or, where the person is not a Junior Member, Proof of Identity will be requested
The Football Association of Wales Ltd. (FAW) and The Gwent County Football Association are committed to providing good quality football and coaching in a safe environment. The FAW Code of Conduct and Good Practice sets standards for clubs, coaches, players, parents and spectators involved in football. It has been developed to improve standards of good practice and protect the welfare and well being of all those involved in the game, particularly young players. The Club is committed to this Code.

Children and Young Adults Policy – the Club recognises its responsibility to safeguard the welfare of all children and young persons who are members of or visitors to the Club.

Football - the Club will aim to provide good quality football and coaching in a safe environment by adopting the procedures and working practices of the FAW’s current Welfare Regulations.

Social – the Club will aim to provide a safe environment at its Social Club for children and young persons who are in the company of a responsible adult club member. We abide by the Licensing Act 2003 and the ban on smoking in public places and all children under the age of 14 years are required to leave the Club premises by 9 pm. The Club reserves the right not to apply this rule when a special event is taking place.

The Club’s policy for the protection of children from harm will be reviewed annually

All Football Coaches and Managers of Junior teams are subject to CRB checks

The Club operates a Photography Policy with appropriate consent forms

The transportation of children is always carried out according to strict guidelines

The area allocated for smokers is for adults only

27. Promotion of Licensing Objectives and Smoke Free Premises Regulations

(a) The Social Club will continue to be run by elected committee members on behalf of the members under the club’s Constitution and Rules. The club is a registered Community Amateur Sports Club (CASC), is member of the Football Association of Wales Ltd. and is affiliated to the Gwent County Football Association Ltd.

(b) Throughout the year club committees plan and provide a varied social calendar which involve all regulated entertainment (save for boxing and wrestling) at times to be fixed within the stated hours on an ad hoc basis. None of these are used with any regularity of frequency. All these activities are subject to the Club Rules which exclude the members of the public and are subject to the control of the organising committee. A temporary stage may or may not be used and when the activity takes place outdoors a temporary structure may or may not be erected. Temporary structures may take a variety of forms. For example, tents may be used and may vary between a large marquee and a domestic gazebo.

(c) All events are pre-booked and are exclusively for the use of members and guests

(d) Compliance by members is assured by the fact that it is a private members club and they are subject to the rules of the club

(e) The Club’s Executive Management Committee will continue to research, develop and improve its policies and procedures in relation to all four licensing objectives.

(f) A full annual risk assessment will be carried out by nominated members of the Club’s Committees and/or professionals if required. Any amendments or additions to the four Licensing Objectives will be advised to the Licensing Authority and any other necessary parties.

(g) The Club undertakes the following steps to promote the licensing objectives and to comply with the smoke-free premises regulations:-

- Erection of warning notices around the club to ensure members and visitors are compliant with the smoke-free law.
- Toilets are fitted with smoke alarms with the added “no smoking” notice
- A designated, lit and heated outside shelter is provided for smokers
- Provision of help to support members who want to quit smoking
• The Social Club Sub Committee are responsible for this promotion and they will be responsible for communicating all necessary information to all permanent staff whether full or part-time and to those who provide voluntary assistance. The procedures will be issued in writing to any person not complying with them. This responsibility may be delegated to the Club Manager/Steward and/or individual committee members.

• We recognise the right of employees and volunteers to work in a smoke-free environment which means that they will not be asked to clean the designated smoking area whilst members are in the area. Cleaning will not take place until it is considered safe to do so.

• The Club reserves the right to expel or suspend from the Club any member for infringement of the smoke-free premises regulations.
CONSTITUTION OF THE SOCIAL CLUB

1. Officers
   The Officers of the Social Section shall be elected by the full members of the club and shall hold office for one year. These Officers shall consist of a Chairman, Vice Chairman, Treasurer and Secretary. These shall all be honorary positions but the Executive Management Committee may decide to pay Honorariums to the persons holding these positions in recognition of the work they carry out.

2. Object of the Social Club
   The Social Club exists to provide for its members a club house in connection with the activities of Cwmbran Celtic Football Club and to provide social amenities for the members with a view to promoting the interests of Cwmbran Celtic Football Club.

3. Finance
   All monies raised by or on behalf the Social Club, shall be used to further the objectives of the Social Club and for no other purpose. When making decisions regarding finance the Social Committee should bear in mind the sole objective of the club in rule 2 above.

4. Committee
   The Social Sub Committee shall comprise all the Officers shown in Rule 1 above, plus a maximum of five other full members of the Club who shall be elected by the members and hold office for one year. Members retiring at the end of any year are eligible for re-election.

5. Annual General Meetings
   The Annual General Meeting of the Social Club shall be held each year on a date and time to be fixed by the Executive Management Committee for the following purposes:
   (e) To receive from the Executive Management Committee, a Report, Balance Sheet and Statement of Accounts for the preceding financial year.
   (f) To appoint or elect an Auditor or Auditors for the ensuing year.
   (g) To decide on any resolution that has been submitted to the meeting as per rule 14.
   (h) To fix a date for election of Officers and Management of the Social Sub Committee and agree the names of Tellers, who will be responsible for ensuring that voting has carried out fairly and for counting the votes.

6. Election of Officers and Committee
   A list will be posted on the main notice board in the Club’s Headquarters following the Annual General Meeting each year, allowing members to nominate persons for all Social Sub Committee Officer and Member positions for the ensuing year. Any person so nominated must have been a full member of the Club for not less than two years. Each person nominated must be proposed and seconded by persons who must also have been full members of the club for a period of not less than two years. A Closing Date for nominations will be shown on the list and will be strictly adhered to.
   Following this date, if elections are necessary, Ballot Papers will be prepared showing the names of the candidates in alphabetical order together with their proposer and seconder. Commencing and Closing Dates for the completion of the ballot papers by members will then be published on the main Notice Board in the Club’s Headquarters. Only full members are allowed to vote in such elections.
   As soon as possible after the Closing Date the Tellers appointed at the Annual General Meeting (see Rule 14 (d)) will, after verifying that the election has been conducted fairly, count the votes and publish the result on the main notice board in the Club’s Headquarters. The persons receiving the most votes will be duly elected and the Tellers’ decision will be final.
   Members of staff of the Social Club are NOT allowed to stand for any position on the Social Club Sub Committee.

7. Attendance at Meetings
   Any member of the Social Sub Committee who does not attend a meeting for a continuous period of three months shall thereby cease to be a member of that Committee, unless a satisfactory explanation of such non attendance is provided to the other Members.
8. **Vacancies on Social Sub Committee**
   The Social Sub Committee shall have the power to appoint a member to fill any casual vacancy on its Committee until the next Annual General Meeting. Anyone filling such vacancies must have been a full member of the Club for a period of not less than two years.

9. **Responsibilities of the Social Sub Committee**
   (a) The day to day management of the Social Club other than the management of the contract for the purchase and supply of alcoholic beverages, which remains the permanent responsibility of the Club’s Executive Management Committee.
   (b) All disciplinary matters directly affecting the Social Club.
   (c) The organising and control of all social activities that take place in the Social Club.
   (d) Any other responsibilities that may be delegated to them by the Executive Management Committee.
   (e) Ensuring that the Social Club premises are not used for any unlawful gambling or the playing of unlawful games. The Sub Committee also has the power to prohibit any games that, in their opinion, are unlawful or the playing of which would be dangerous or detrimental to the interests of the Club.
   (f) The hiring of the Social Club premises for any special function.
   (g) Control of all Visitors and Guests as per Rule 8 of the Constitution of the Social Club.
   (h) The Social Sub Committee may delegate any of the above responsibilities to the Club Manager/Steward at any time, either on a temporary or permanent basis.

10. **Gambling**
    The Social Club shall not be used for any unlawful gambling or unlawful games. The Social Sub Committee shall have

11. **Visitors and Guests**
    Other than members, the only persons entitled to purchase alcoholic beverages at the Social Club premises are as follows:
    (a) Guests who have been properly introduced according to the Rules of the Club by Full, Honorary or Associate members. Such guests must be accompanied by the member who introduced them. No guest shall be allowed to be introduced into the club on more than 2 occasions in any one month.
    (b) Visiting sports team who has or is competing against one of the Club’s teams.
    (c) Visitors attending any special function at the invitation of a member that has been approved by the Social Sub Committee and is held in a room within the Social Club from which all other members are excluded. On no account shall the numbers attending such function exceed 70.
    (d) Visitors attending private functions arranged by local companies/organisations that has been approved by the Social Sub Committee and is held in a room within the Social Club from which all other members are excluded. Such occasions are limited to 12 in any one calendar year.

In the case of (a) to (d) above details of the visitors are to be entered into the Visitor’s Book provided for that purpose. It is sufficient for only the name of the visiting team or the organiser of a function to be entered.
CONSTITUTION OF THE FOOTBALL SECTION

1. MEMBERSHIPS AND AFFILIATIONS

The Club is a member of the Football Association of Wales Ltd. and affiliated to the Gwent County Football Association Ltd.

2. AIMS AND OBJECTIVES

The club exists to promote and further the interests of association football by offering coaching and competitive opportunities. The Club will operate a “turn up and play” policy for junior members up to the age of eleven years who wish to participate in mini football. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all and that it makes a positive contribution to the welfare of the local community.

3. OFFICERS

The officers of the club shall comprise the President, Chairperson, General Secretary, Fixture Secretaries, Treasurer, Junior Chairperson and Junior Secretary. The officers shall hold office for a calendar year. All officer positions shall be voted on at the Football Section’s Annual General Meeting. Any casual vacancy that occurs during the year may be filled by the Management Committee.

4. MANAGEMENT

The Management of the Football Section shall be vested in the Football Management Committee.

This Committee will act on behalf of the membership. Any liabilities incurred by this Committee shall fall upon the membership provided the Committee has acted in accordance with the constitution, in honesty and in good faith. The Management Committee shall comprise the Officers of the Section and all other appointed committee members.

The Football Management Committee shall meet on the first Tuesday of each month and/or at any other time decided by the Committee.

The quorum necessary for the transaction of business at a Management Committee meeting shall be 5. Such members must be present and eligible to vote.

Every decision required to be made at a Football Management Committee meeting shall be determined by a majority of the vote of the members present and voting. Every member shall have one vote and, in the event of votes being equal, the Chair of the meeting shall have a casting vote in addition to their deliberative vote.

The interpretation of the Football Section Constitution shall be vested in the Football Management Committee, which shall decide all issues relating to the Club, other than those specified in or involving an amendment to the Constitution.

5. SUB COMMITTEES

The Football Management Committee will appoint Senior Managers and a Junior Managers Sub Committees and has the discretion to form other sub-committees to assist in the good management of the club. The composition, purpose, scope of responsibility and frequency of meeting of any such sub committee shall be determined by the Management Committee.
6. **FINANCE**

All monies raised by or on behalf the Football Club, shall be used to further the objectives of the Club and for no other purpose.

The Football Section Treasurer is responsible for the finances of the Football Club.

The financial year of the Section ends on 30 April each year.

Proper accounts shall be kept of all monies received and paid out.

The funds of the Section shall be kept in a bank or building society account as determined by the Football Management Committee in the name of the Club. Cheques shall be signed by two signatories out of three officers to be determined by the Football Management Committee and endorsed by a banker’s mandate.

The Football Section Accounts will be merged with the accounts of the Social Club at the end of the financial year to produce the overall accounts for presentation to the Annual General Meeting of the Club.

7. **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Football Section shall be held on a date in May or June set by the Football Management Committee when an Annual Report of the Section will be presented by the Chairperson of the Football Section, a statement of accounts will be presented by the Section’s Treasurer and Officers elected for the ensuing year.

Nominations for Officer Positions of the Football Section, stating the proposer and seconder, must be submitted, in writing, to the Football Section General Secretary not later than 14 days prior to the date of the meeting. In the absence of a written nomination for any position, nominations may be accepted from any member present at the meeting who is eligible to vote. These must be seconded in order to proceed to a vote. Officers seeking re-election can put themselves forward and are not required to put this in writing. In the event of more than one seconded nomination for a position a ballot shall take place at the meeting.

Not less than fourteen days notice of the date of the AGM shall be given by a notice being placed on the main notice board in the Club’s Headquarters.

There shall be no items on the Agenda for the Football AGM other than those stated above unless resolutions have been submitted in writing to the Football Section General Secretary not later than 7 days prior to the date of the meeting.

8. **SPECIAL GENERAL MEETING**

Special General Meetings of the Football Section shall be held at any time by order of the Football Section Management Committee. Where Football Section members wish to request a Special General Meeting, the matter in question must first have been discussed with the Management Committee with a view to achieving a resolution. If this fails then, on receipt of a written notice to the General Secretary signed by not less than 20 members, a meeting shall be held within 21 days.

9. **VOTING PROCEDURES**

Each member (other than junior members) shall be entitled to one vote. All motions shall be carried by a simple majority of the members present and voting, except where the motion is a constitutional amendment which will require a two thirds majority. In the event of a tied vote the Chairperson will have a casting vote in addition to a deliberative vote.
10. QUORUMS

The quorums for meetings shall be as follows:

All General & Special Meetings – 15
Football Section Management Committee Meetings – 7
Football Section Senior Managers Meetings – 4
Football Section Junior Managers Meetings – 7
Sub Committees – to be decided by the members of those sub committees

11. DISCIPLINE AND APPEALS

The Football Section Management Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate or suspend the membership of any member found guilty of conduct deemed to be to the detriment of the Club.

Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Football Association Welfare Officer will be informed.

There shall be a right of appeal to an Appeal Committee, set up by the Football Section Management Committee to act on its behalf, against any decision by the Football Section Management Committee or an Officer of the Football Section. Any Appeal Committee must comprise of two members of the Football Section Management Committee plus three additional club members who are independent of the original Disciplinary Hearing and subsequent decision.

All individuals have the right to appeal against any disciplinary decision taken by the Football Section Management Committee.

Any request for an Appeal Hearing must be made to either the Football Section General Secretary or Chairperson within 14 days of the Disciplinary Committee decision.

An Appeal Hearing must be convened, where possible, within 14 days of the request for an appeal being made.

12. REVIEW AND CHANGES TO THE CONSTITUTION

This Constitution will be kept under constant review by the Officers of the Section but must be fully reviewed every two years.

Any amendments to the Constitution can only be made at the Football Section Annual General Meeting or a Special General Meeting properly convened for that purpose.

Proposals for the amendment of the Constitution must be submitted to the Football Section General Secretary, in writing, not less than 21 days before the date of the football Section Annual General Meeting. If the proposal does not receive a seconder, either before or at the meeting, it will not be considered further. No motion involving an amendment to the Constitution may be proposed from the floor of the meeting.

In the event of a proposal for the amendment of the Constitution being submitted, the General Secretary shall inform the membership of the proposed motion not less than 14 days prior to the meeting. This shall be in the form of a notice being posted in the Club Headquarters.
Any amendments to a proposed motion shall be submitted not later than seven days before the meeting.

Any amendments to the Constitution shall require a two-thirds majority of members present and voting.

13. OTHER MATTERS

Any matters arising, at any time, that are not provided for in this Constitution will be dealt with by the Football Section Management Committee, whose decision will be final.