



## Constitution

1. The name of the club shall be **Worthing Dynamos F.C.** (incorporating Worthing Dynamos Youth F.C.) hereinafter referred to as the Club.
2. The objective of the Club is to provide football training and organised football through membership and the Club shall be authorised to raise funds and organise social activities in the furtherance thereof.
3. The Club shall be affiliated to the Sussex County F.A.
4. **Membership**
  - a. The membership of the Club shall consist of “Playing Members”, “Ordinary Members” and “Life Members” defined as follows:

Playing Members:            Those in the age ranges for which the Club provides football facilities on a regular basis

Ordinary Members:        Parents/guardians of the playing members and the President, Club Officials, Managers and Coaches not qualifying as parents/guardians.

Life Members:              Those qualifying in accordance with para 6 hereunder.
  - b. Applicants for playing membership of the Club shall be enrolled using the form provided and such membership shall remain in force until 31<sup>st</sup> July next, unless previously cancelled by resignation or expulsion.
  - c. A register shall be maintained by the Hon Registration Secretary of all members, showing applicable details.
  - d. All registrations shall be affected by the Hon Registration Secretary. No player shall be registered with the Club or any league by the Registration Secretary until their subscriptions paid, except where agreed in exceptional circumstances by the Hon Registration Secretary .



## **5. Committee**

- a. The Club shall be managed by an Executive Committee. The Executive Committee shall be empowered to create additional sub-committees for specific purposes as circumstances demand.
- b. i. The Executive Committee shall consist of the following key permanent members, The Chairman, Vice Chairman, and Hon Secretary. They shall have the power to invite no more than 4 people, to join the Executive Committee, who they consider will enhance the Committee and be right and proper to represent the Club

If one person should hold two positions they will only be entitled to one vote. If the Chairman holds more than one position he shall only be entitled to the Chairman's vote.

- ii. The principle of the Executive Committee is to direct the affairs of the Club.
- c. The Executive Committee shall meet at intervals decided by a majority of the respective Committee members, but at no less than five weekly intervals during the year. .
- d. Additional Committee members may be co-opted by a majority decision of the respective Committee, subject to the approval of the Executive Committee. Co-opted members shall have the power to vote at the discretion of the related Committee.
- e. Special meetings of the Committees shall be held at the discretion of the respective Chairman or when requested in writing by at least three members of such Committee.
- f. All Committee members shall retire annually, but shall be eligible for re-election at the Annual General Meeting.

## **6. Presidents and Life Members**

- a. On the recommendation of the Executive Committee a President may be elected at the Annual General Meeting. The President shall retire annually, but shall be eligible for re-election. At the end of his/her term, he/she shall have the opportunity of becoming a Life Member. A member may be elected as Life Member, if recommended by a majority decision of the Executive Committee and elected at an Annual General Meeting.
- b. The Committee Secretary shall maintain a list of Life Members which shall be published annually. Life Members shall be notified of all major Club functions.



## **7. Auditors**

The annual accounts are to be independently reviewed by a person considered fit and proper to undertake the work. This person shall not be a club manager or a member of any of the club's committees, and shall be appointed at the club's annual general meeting.

## **8. Financial Matters**

- a. Bank accounts shall be maintained in the name of the Club which shall be operated by any Three of the Chairman, Vice Chairman, Hon Secretary, Hon Treasurer and Hon Registration Secretary. All monies received by Club Officers, Squad Managers, together with receipts for any expenses incurred should be passed to the Hon Treasurer at the monthly Club meetings.
- b. The Executive Committee shall have the power to authorise the investment of funds in Safe Investments, such as a building society deposit account, Post Office savings account or interest bearing account.
- c. Authority to pledge Club assets or to borrow money on behalf of the Club shall be only obtained by a majority decision of ordinary members at a general or open meeting.
- d. The Club's accounts shall close on 30<sup>th</sup> April each year for auditing.

## **9. Registration and Refunds**

- a. An annual subscription, as agreed by the Executive Committee, shall be paid by playing members on enrolment.
- b) For the Under 7's an initial registration fee plus weekly training fees as agreed by the Executive Committee shall be paid.
- c) Playing members registering after the commencement of the playing season shall pay a subscription which shall be determined by the Hon Registration Secretary in accordance with the Club Registration Procedure.
- d) Playing members who leave after Registration evening but before the start of the playing season will be entitled to a refund in accordance with the Club Registration Procedure. Players who leave after the playing season has commenced will have no right to an automatic refund



## **10. Discipline**

- a. The Executive Committee shall be responsible for maintaining the correct standard of discipline in the Club.
- b. A Manager shall have the power to suspend a playing member for seven days for disciplinary reasons.
- c. The Executive Committee shall have the power to suspend a playing member for up to 28 days for disciplinary reasons.
- d. The Executive Committee shall have the power of expulsion of a playing member and/or the related ordinary member shall have the right of personal appeal.
- e. The playing member, or his parents or guardian, shall be responsible for payment of all fines and costs by the County F.A. and shall be suspended from playing football until such fines or costs are paid.

## **11. Complaints and Procedure**

Playing members and ordinary members shall have the right to address any complaints to the Hon Secretary, who shall raise the issue at the next or special Executive meeting. The Chairman shall ensure that the matter is properly investigated and inform the complainant, who shall have the right of personal appeal to the Executive Committee of the findings.



## **12. Annual General Meeting**

- a. The Annual General Meeting shall be held on a date between May 15<sup>th</sup> and July 25<sup>th</sup> annually.
- b. The Executive Committee shall decide the exact date, time and venue. The Hon Secretary shall prepare an agenda, which must provide for the election of officers and proposed changes to the Constitution and Club Rules. Notice of the meeting shall be given to all members, at least seven days prior to the date of the meeting. Notice given in the Dynamos News shall be deemed to constitute written notice to all members.
- c. Nominations for office should be advised to the Hon Secretary in writing, duly proposed and seconded by ordinary members at least seven days before the date of the meeting. At the Chairman's discretion, nominations may be received at the meeting for vacant posts.
- d. All items for discussion and the proposals for submission to the meeting shall be advised to the Hon Secretary in writing at least seven days before the meeting.
- e. Voting at the meeting shall be carried out by a count of Ordinary Members.
- f. In the event of an elected officer resigning from his/her post, the Executive Committee shall have the power to appoint a person to fill that post for the remainder of the year.
- g. In the event of an elected post not being filled at the Annual General Meeting, the Executive Committee shall have the power to appoint a person for the remainder of the year.

## **13. Extraordinary General Meetings**

- a. An Extraordinary General Meeting may be summoned at any time by a majority decision of the Executive Committee, or on the receipt by the Hon Secretary of a written request to do so from at least fifteen Ordinary Members, the majority of which must attend the meeting. Such a meeting shall be held as soon as possible and within 21 days of the Hon Secretary receiving such a request. The Hon Secretary shall give notice of the time, date and venue of the meeting to all Club members.
- b. Voting at meetings shall be carried out by a count of Ordinary Members.
- c. In special circumstances as decided by the Executive Committee changes may be made to the constitution at an Extraordinary General Meeting.

## **14. Quorum Requirements**

The majority of the total number of Committee members shall be necessary to vote on any proposal.



## **15. Rules**

- a. The Executive Committee shall have the power to draw up Club rules, which shall be notified in writing to all Club Members.
- b. The Executive Committee shall have the power to discipline any member found guilty of breaking Club rules.

## **16. Expenses**

Day to day expenses incurred in running the Club shall be reimbursed by the Club. Exceptional expenditure must be approved by the Executive Committee. Expenses will only be paid on a submission of listed costs.

## **17. Insurance**

The Club shall arrange and keep in force appropriate insurance cover as agreed by the Executive Committee.

## **18. Dissolution**

In the event of dissolution of the Club any remaining funds, trophies, equipment and other assets after settlement of all remaining debts, shall be given to other sports clubs or charities at the discretion of the Executive Committee.

## **19. Sponsorship**

All monies received from sponsorship shall be paid into Club funds and used at the discretion of the Executive Committee.

## **20. Fund Raising**

All funds raised on behalf of the Club shall be paid into Club funds and used at the discretion of the Executive Committee.

## **21. Other Policies**

The Club has separate policies regarding Registration, child protection, code of equity and codes of conduct. These are attached to the constitution.

**July 2011**