



NORTHWICH VICTORIA JUNIOR FOOTBALL CLUB

24 Marlowe Road, Rudheath, Northwich, Cheshire CW9 7GA

northwichvictoriajuniorsfc@gmail.com www.northwichvicsjfc.co.uk

CLUB CONSTITUTION

Affiliated to Cheshire County FA

Club Constitution The club shall be known as Northwich Victoria junior football club. The club shall be affiliated to Cheshire County FA. The aim of the club is to create, maintain and improve the clubs facilities, and to promote and support junior and youth football in the mid Cheshire area. Northwich Victoria junior football club is a non-profit making organisation.

Insurance The Club shall carry Public Liability Insurance to the level specified by Cheshire County F.A.

Governing Body The club shall be governed by a committee of: chairperson, vice chairperson, treasurer, secretary, club welfare officer, named team managers, named assistant team managers, and elected members. (The club also has provision for honorary members as agreed by the current committee members.)

Policies, Rules and Codes of Conduct All members (including players and players parents) must abide by the clubs Constitution, Policies, Rules and Codes of Conduct. Members (including players and players parents) who are deemed not to up hold the Club Policies, Rules and Codes of Conduct shall be subject to disciplinary action under the Clubs Complaints and Disciplinary Procedure. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of the The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

Club Membership The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and shall be granted in accordance with the anti-discrimination and equality policies. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure. Membership shall become effective upon an applicants name being entered in the Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Members Register. The FA and Parent County Association shall be given access to Membership Register on demand.

Equality The Club is opposed to discrimination of any form and will promote measures to prevent it, in. The club will abide by the FA's Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

Meetings At least 24 hours notice will be given of all meetings to all eligible committee members.

Monthly The committee shall meet monthly to review the progress of teams and current affairs within the club. A quorum of one third of the committee members must be present, before any decisions can be made which may affect the welfare of the club or its members (including players). All committee members are expected to attend, or be represented at every committee meeting.

Annual An annual general meeting will take place in July meeting each year. A committee shall be elected at each AGM. Selection of the committee members at the AGM - named team managers and named team assistant managers are automatically co-opted to form a new committee. Any other person wishing to join the committee must be proposed, and seconded.

Banking Details for all Donations and Sponsors: Barclays Bank 20-24-09 70214795

Affiliated to Cheshire County FA Registered Charity Number 1178470





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Proxy vote Any person unable to attend the AGM and is known within the club, and wishes to join the committee, must apply in writing to the secretary, prior to the AGM. They must be proposed and seconded. The co-opted committee will vote on all proposed and seconded individuals, for selection on to the committee.

Election of officers Once the committee is formed, the positions of Chairman, Vice Chairman, Secretary, Treasurer and club Welfare Officer may be proposed and seconded. The committee will then elect the respective officers into position.

Other The committee has the right to call an extraordinary general meeting at any time. This shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing signed by not less than 4 members stating the purpose for which the meeting is required and the resolutions proposed.

New appointments If a vacancy arises within the club, members from the committee will be selected to conduct an interview with all applicants. The successful applicant must then be subject to election, on to the committee at the next meeting.

Roles and Responsibilities Club Chairperson (vice chairperson in the Chairperson's absence) :-

Chair all meetings. Act as club representative at all formal occasions; Act as focal point for all issues and concerns raised by the club members. Club Secretary Act as the formal interface between the club and all official football bodies (e.g. football leagues, football associations etc.) and their representation. Produce minutes of all committee meetings. Club Treasurer Manage the finances of the club. Team managers (with assistant or coach). A set of monthly and annual accounts shall be produced by the Club Treasurer. Club Welfare Officer The club subscribe to and shall abide by The Football Association's Safeguarding Children policy and procedures. Managers Manage the affairs, both on and off the pitch, represent their team at all formal club meetings, and participate in all club activities that concern the club as a whole. Club Rules The Club rules shall form a binding agreement between each member of the club. Members shall abide by the clubs Code of Conduct.

1. All managers are to provide a monthly cost sheet 2. Maximum monies per team £150:00. Any excess paid into treasurer at monthly meeting 3. 100% attendance at the meetings. (Manager or deputy) 4. All monies, kit and equipment gathered through fundraising, annual subscription, weekly subscription, sponsorship or other means using the name of NVJFC, shall be the property or monies of NVJFC, no claim on any said property or monies can be made by a member or team leaving the club for whatever reason

Dissolution
1. A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a majority of at least 3/4 of the members present 2. The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for the winding up of the assets and liabilities of the club 3. Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to the parent association who shall determine how to utilise the assets for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the club with the consent of the parent Association shall determine.

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