



Caversham Association Football Club

CONSTITUTION

AIMS AND OBJECTIVES

1. To provide facilities for those who might not otherwise have the opportunity to play football.
2. To encourage sportsmanship amongst players, parents or guardians and spectators both on and off the playing field.
3. To attempt to make football an enjoyable family recreation.
4. To encourage friendship and comradeship amongst families and players associated with the Club.
5. To give practical assistance to any such organisation that the Committee deems deserving of such assistance.
6. To provide opportunities for players to have the best standard of coaching possible

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. 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.
2. 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
3. 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.
4. 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.

SUBSCRIPTIONS

1. The Management 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.
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 Vice Chairman. In the absence of both, 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 Management Committee consists of:
 - elected Officers of the Club: Chairman, Vice Chairman, Treasurer, Club Secretary, Girls Representative, Boys Secretary, Fixture Secretary, Club Development Officer, Child Protection Officer, Girls Secretary, Registration Secretary; Social Secretary ("the Officers")
 - co-opted Committee Members
 - Team Managers and/or team assistants.
3. A quorum for a Committee meeting is at least three Officers or co-opted Committee Members plus at least three Team representatives. A quorum for an Officers meeting is at least six officers to include the Chairman, Vice Chairman or Club Secretary.
4. Committee meetings will be chaired by the Chairman or, in his absence, the Vice Chairman. In the absence of both the Club Secretary 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. Each Team will be entitled to one vote in Committee irrespective of the number of Committee Members for that Team.
8. A Team Manager or Team Assistant may hold Office. In that event and if he/she is the only representative of that Team at a Committee Meeting he/she may cast the Team's vote in addition to any other votes to which the individual is entitled.
9. Decisions in Committee will be reached by a simple majority vote of the Officers, co-opted Members and Teams at the Meeting. In the event of a tied vote the Chair of the meeting will have an additional casting vote.
10. 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.
11. 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.
12. 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.
13. 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 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.
14. 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.
15. All Officers, co-opted committee members, team managers and team assistants must register with the Club and must undertake a police check or FA check to verify their suitability to be involved in youth football.
16. 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 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 Club Committee.
7. In the event of the Club ceasing to function, the balance of any cash and proceeds from the sale of Club equipment etc. after payment in respect of all obligations and debts will be donated to a Registered Charity operating in the area as decided by the Committee.

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. Boys Teams will compete in any Cup competitions required by their affiliation to the Football Association together with the South Chiltern Minor League and Cup competitions, or any other competition as determined by the Committee.
5. Girls Teams will compete in the Vale and District League and Cup Competitions or any other competition as determined by the Committee.

EXTRAORDINARY GENERAL MEETING

1. Any Full Member, providing he/she has the support of twenty 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 20 Full Members.
3. Extraordinary General Meetings will be chaired by the Chairman or, in his absence, the Vice Chairman. In the absence of both 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.