

Mumbles Rangers Football Club Constitution

Constitution adopted at the AGM held on 7th July 2008
Amended at the AGM held on 22nd June 2009
Amended at the AGM held on 2nd September 2013
Amended at the AGM held on 10th August 2015
Amended at the AGM held on 8th August 2019

1. Name

The club shall be called Mumbles Rangers Football Club (hereinafter called the club).

2. Affiliation

The club shall be affiliated to the West Wales Football Association

3. Aims and Objectives

The Club seek to aim for Success in Football, Success as an organisation and Success in the Community/Partnerships. The club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those players who wish to play. 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.

4. Equality Statement

The club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

5. Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association of Wales' Safeguarding Policy.

6. Membership

6.1 The club shall consist of senior and junior members, Life members, fully paid up Vice Presidents, Officers, Deputy Officers, Co-opted Officials and fully qualified Team Managers and Coaches.

6.2 Senior membership shall be open to;

a) Officers of the Club as appointed at the AGM, Deputy Officers, Co-opted Officials, fully qualified Team Managers and Coaches, Life Members, fully paid up Vice Presidents and Senior players who must be aged 18 and over

b) Any adult who wishes to support the club by becoming a member of the Vice President club and paying the annual subscription

6.3 Junior membership shall be open to children and young people from when they start their first year of school up to the age of 18, as defined by the current age limit for under 18 qualifications

6.4 Junior members shall not have the right to attend or to vote at Committee meetings or at the AGM/EGM

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- 6.5 In accepting membership, a person agrees to abide by the Constitution & Codes of Conduct of the Club, the decisions of the Club Management Committee, the appropriate Club Football Code of Conduct and the rules of any football league in which they might represent the club. Senior club members are responsible for encouraging junior club members to abide by the above.
- 6.6 The Management Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.

7. Membership Fees

- 7.1 Senior player match fees shall be set at the Annual General Meeting. Junior player membership fees will be determined annually by the Team Manager in each age group. For Senior match fees the level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education. The Committee shall have the discretion in Senior membership to accept less than the full fees in exceptional circumstances and in Junior membership, to over-rule Team Managers to set the level of Membership Fees..
- 7.2 Annual Club membership fees shall be collected in September of each year and are payable to the club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the 1st December of the playing season.
- 7.3 In addition to the annual playing fees an annual Club membership fee of £12.50 per person will be payable by every Junior player under the age of 18.
- 7.4 In addition to the annual match fees an annual Club membership fee of £17.50 per person will be payable by every Senior player over 18 years of age.

8. Management Committee – see full organisational structure in appendix 1.

- 8.1 The President, Chairperson, Ladies Chairperson, Secretary, Ladies Secretary and Treasurer will be elected at the AGM and become known as the 'Officers of the Club' (hereafter known as the Officers)
- 8.2 The Management Committee will act for the members of the club and shall be comprised of the President, Chairperson, Ladies Chairperson, Secretary, Ladies Secretary, Treasurer, Vice Presidents Secretary, Life Members Representative, Senior/Youth Co-ordinator, Junior Co-ordinator, Corinthian Section Representative, Safeguarding Officer, Accreditation Officer.
Only the Management Committee members will be allowed to vote on Club matters.
- 8.3 The President, Chairperson, Ladies Chairperson, Secretary, Ladies Secretary and Treasurer shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM. All other posts will be appointed by the Management Committee only.
- 8.4 Any liabilities incurred shall fall upon the membership of the club providing the Trustees and the Management Committee acts in accordance with the Constitution, in honesty and good faith
- 8.5 The Management Committee shall meet every two months (or when determined by the Chairperson) and all meetings will be convened by the Secretary.
- 8.6 The quorum necessary for Management meetings shall be five members of the Management Committee
- 8.7 To ensure that the Club functions efficiently between meetings, the Officers will have the authority to manage the day to day activities in accordance with their Job Descriptions. Disciplinary matters should be referred to a full Management Committee although preliminary investigations can be carried out by Officers. Any decisions made by the Officers should receive the support of the Management Committee although the

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Committee is not exempted from commenting on these decisions. Any decision for consideration by the Officers should be made by a majority vote amongst the Officers with the Chairman having the casting vote in the event of a tie.

- 8.8 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.9 Responsibility for the maintenance of all property owned or leased by the club rests with the Trustees and the Management Committee.
- 8.10 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.
- 8.11 The Management Committee may from time to time appoint any persons (not exceeding three in number at any time) within the membership to be Trustees of the Club. (a) The Trustees shall hold all land and investments which may be purchased or leased by or on behalf of the Club and shall hold such other property belonging to the Club as the Committee shall from time to time direct by resolution (of which an entry in the minutes shall be conclusive evidence). (b) The Trustees shall be indemnified against risk and expense out of the Club's property or by insurance. (c) The Trustees shall hold office until death, resignation or removal by resolution of the Committee (d) The Committee may, without notice, for any reason, which may seem sufficient to the majority of the Officers present and voting, at any meeting remove any Trustee or Trustees from such office. (e) Where, by reason of any such death, resignation or removal, it shall appear necessary to the Committee that a new Trustee or Trustees are required, or lithe Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Committee shall by resolution nominate the person or persons to be the new Trustee or Trustees. (f) All property, which the Trustees shall hold, shall be dealt with by them in accordance with the directions of the Committee but no purchaser dealing with Trustees shall be concerned with such directions of the Committee or with the rules of the Club.
- 8.12 The President, Chairman, and Secretary will be the nominated Trustees of the club.

9. Finance

- 9.1 All monies raised by, or on behalf of the club shall be applied to further and safeguard the aims and objectives of the club, its teams and its players and for no other purpose.
- 9.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 9.3 The financial year of the club starts on 1st June and ends 31st May
- 9.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, President, Chairperson, Ladies Chairperson, Secretary, Ladies Secretary, Treasurer.
- 9.5 Any transactions paid via electronic banking or bank card will be notified by email to all the above officers.

10. Annual General Meeting and other meetings

- 10.1 The Annual General Meeting (AGM) of the club should be held in August of each year or within three months of the end of the club's financial year.
 - 10.1.1 At the AGM the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.

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- 10.1.2 An action tracker will be held by the club. The tracker being the document that holds the main strategic actions for the club across all sections. The custodians of this document will be the chairman and secretary.
- 10.2 The Secretary shall give no less than 21 day's notice of the date of the AGM to all members.
- 10.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a General Meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 10.5 The quorum for General Meetings shall be five members present from within the Management Committee who are eligible to vote.
- 10.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 10 Senior Members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

11. Voting Procedures for all meetings

- 11.1 All members entitled to vote at meetings shall have equal voting rights.
- 11.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment which shall require a two-thirds majority.
- 11.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

12. Discipline and Appeals

- 12.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.
- 12.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Club's Safeguarding Officer will consider the issue and the West Wales Area Association Safeguarding Officer will be informed.
- 12.3 All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.
- 12.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 12.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 12.6 An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who were independent of the original Disciplinary Hearing and subsequent decision.

13. Dissolution procedures

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- 13.1 In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution will be passed onto another Club with similar aims and objectives or to a registered charity. No member shall obtain any asset from the club.
- 13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 10 members of the club.
- 14. Review of the Constitution**
- 14.1 This Constitution should be reviewed a minimum of once every two years.
Any amendments to the Constitution can only be agreed at the Club's AGM.
- 14.2 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- 14.3 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 14.4 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 14.5 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 14.6 All matters arising which are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

Dated 8^h August 2019
Michael Podbielski
Secretary

Declaration

This constitution was adopted at the AGM on 8^h August 2019

Signed:  Date: 8^h August 2019

Name: Mike Parkin Position: Chairman

Signed:  Date: 8^h August 2019

Name: Michael Podbielski Position: Secretary

Signed:  Date: 8^h August 2019

Name: Martin Duffy Position: Treasurer