

CONSTITUTION OF CWMBRAN CELTIC FOOTBALL CLUB

1. TITLE

The football club shall be known as Cwmbran Celtic Football Club, "The Club".

2. HEADQUARTERS

The administrative headquarters of the Club is the Cwmbran Celtic Sports and Social Club, at Oak Street, Cwmbran, Torfaen, NP44 3LT.

The playing ground is at Celtic Park, Henllys Way, Cwmbran, Torfaen, NP44 3YS.

3. COMMUNITY AMATEUR SPORTS CLUB

The Club is registered with Her Majesty's Revenue & Customs as a Community Amateur Sports Club (registered number CASC 03358). The club commits to comply with all the laws and regulations required by this registration.

4. MEMBERSHIPS AND AFFILIATIONS

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

5. AIMS AND OBJECTIVES

The Club promotes the game of association football by providing playing, coaching and social opportunities for all ages of men, women and children.

The Club involves all participants, including adults and parents of junior players, in its activities to ensure that it makes a positive contribution to the welfare of the local community which provides a sustainable and quality provision for all.

For junior players, the Club operates a "turn up and play" policy in mini football up to eleven years of age.

6. MANAGEMENT OF THE CLUB

The Club shall be managed by a Committee comprising the Officers, the President and Committee Members.

7. OFFICERS

The Officers of the Club shall comprise the Chairperson, Vice chairperson, Secretary, Treasurer and Junior Secretary. The officers shall hold office for a calendar year. All officer positions shall be voted on at the Annual General Meeting. Any casual vacancy that occurs during the year may be filled by the Committee.

8. PRESIDENT

The President of the Club shall be appointed by the Committee and shall hold office for a maximum of ten years. The President shall resign, or forfeit the position by the decision of the Committee, if he or she, without good reason, ceases to actively participate in club activities over a minimum six month period.

9. COMMITTEE MEMBERS

The Committee Members shall be persons appointed by the Committee which shall include appointments in designated posts, which posts shall be determined by the Committee.

10. THE RULES OF THE COMMITTEE

The 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 Committee meeting shall be five. Such members must be present and eligible to vote.

Every decision made at a Committee meeting shall be determined by a majority 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 his or her deliberative vote.

The Committee shall appoint team managers and shall endorse other team support appointments.

The Committee shall appoint Sub Committees where necessary to assist in the good management of the club. The composition, purpose, scope of responsibility and frequency of meeting of a Sub Committee shall be determined by the Committee.

The Committee shall always act in the best interest of the Club. Any liabilities or impositions incurred by the actions of the Committee shall fall upon the Club, provided that the Committee has acted honestly, in good faith, and in accordance with the Constitution.

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

11. FINANCE

The Club is registered with Her Majesty's Revenue and Customs (HMRC) for Value Added Tax (VAT). The Club commits to comply with all the laws and regulations required by this registration.

The Treasurer is responsible for the finances of the Club.

The Financial Year ends on 30 April each year

Proper accounts shall be kept of all monies received and paid out. The accounts shall be properly audited at the end of each financial year. The Club's Auditor is to be appointed at the Annual General Meeting each year.

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

The Treasurer shall submit all VAT returns and claims to HMRC to recover any Gift Aid arising from the Club's CASC registration.

All monies raised by, or on behalf of the Club, shall be used to for the sole benefit of the Club and for no other purpose

12. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held on a date in May or June set by the Committee at which:

- an Annual Report shall be presented by the Chairperson
- a statement of accounts will be presented by the Treasurer
- Officers shall be elected for the ensuing year.

Nominations for Officers, stating the proposer and seconder, must be submitted, in writing, to the Secretary not later than 14 days prior to the date of the AGM. 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 do 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 AGM other than those stated above unless resolutions have been submitted in writing to the Secretary not later than 7 days prior to the date of the meeting.

13. SPECIAL GENERAL MEETINGS

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

14. VOTING AT AGM's AND SGM's

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 an amendment to the Constitution which will require a two thirds majority. In the event of a tied vote the Chairperson will have a casting vote in addition to his or her deliberative vote

15. QUORUMS

The quorums for meetings shall be as follows:-

All General & Special Meetings – 15

Committee Meetings – 5

Sub Committees – to be decided by the members of the Sub Committees

16. DISCIPLINE AND APPEALS

The 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 against any decision by the Committee or by an Officer. The Appeal Committee shall be set up by the Committee and must comprise two members of the 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 made by the Appeal Committee

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

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

17. REVIEW AND CHANGES TO THE CONSTITUTION

The Constitution will be kept under constant review by the Officers and must be fully reviewed every two years

Any amendments to the Constitution can only be made at the 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 Secretary, in writing, not less than 21 days before the date of the 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 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.

18. OTHER MATTERS

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