

Constitution

1. Title

The club shall be called **Whitburn Football Clubs Association** (hereinafter referred to as WFCA or the Club)

2. Objects

The objects of the Club shall be:

A) To promote the enjoyment of all sports for members in an environment which fosters fair play and participation for all, irrespective of gender, race, colour or religion and shall encourage co-operation, respect for others, loyalty, acceptance of rules and decisions, personal development, self discipline and the need for teamwork

B) To develop sports by:

- a) welcoming new members and encouraging participation in all the activities of the Club
- b) providing equal opportunities for successful participation by all sections of the community
- c) assisting members to improve their sporting skills and in their personal development
- d) providing members with suitable competition at the appropriate age level and standard
- e) working closely with other agencies and organisations including schools and businesses
- f) promoting physical activity and a healthy lifestyle to all members

C) To seek to provide, or assist in the provision of, the best possible facilities to allow widest possible participation in sport generally by the whole community

D) To encourage education on healthy living and the rules of the game throughout the membership by ensuring all coaches and volunteers receive the necessary training to meet all legislated requirements and maintain a best practices policy

E) To have all member teams adopt the Club colours of claret and amber to promote a unified community identity
and

F) All member football teams to adopt the team name of Whitburn FCA. This may be followed by an additional name for historical, identity or other desirable reasons.

3. Affiliation

The Club shall be affiliated to the national Governing Body/Bodies recognised by the European/World Governing Bodies.

4. Membership

- i) All members are subject to the Constitution of the Club. Subject to the approval of their application by the Committee, members shall be enrolled in one of the following categories:
 - a) Junior
 - b) Youth
 - c) Adult
 - d) Honorary
- ii) By majority of the Executive Committee, an individual can have membership terminated if found guilty of inappropriate behaviour or improper conduct. Any individual has the right to appeal and be heard by the Executive committee and can be accompanied by a friend, prior to any final decision on termination.
- iii) All WFCA Soccer Sevens shall seek (new) players born in the relevant year from the Soccer School. Only if insufficient numbers there shall players be considered who are 1) a year younger from the Soccer School or then 2) outwith the School but from Whitburn or the 3) from elsewhere. Sevens teams shall be committed to developing these players until age for eleven-a-side, competitive football.
- iv) There will be no movement of players between WFCA teams without full discussion and the agreement of all parties. Any Coach approached by a player (or parent) wishing to join from another Whitburn team **MUST** immediately advise the Secretary/Coach of the other team. The player will not be allowed to train or be considered for the team until after the full consent has been clearly given by the other Secretary.

5. Officers

- a) The Officers of the Club shall be Chairperson, Vice Chairperson, Secretary and Treasurer, who will be elected biennially at an Annual General Meeting.
- b) The Officers of the club shall form the Executive Committee
- c) The General Committee shall be made up of the Executive, Minute Secretary and one voting member from each team
- d) The Chairperson will conduct the business of the Club according to the Constitution, including the running of Committee meetings, and shall liaise with the Media on all matters relating to the Club. He/she will represent the Club as required.

- e) The Vice Chairperson will assume the role of Chair in his/her absence and work in partnership with the Chair to co-ordinate the operation of the Club according to the Constitution and assist in the formation, updating and implementation of the Club Development Plan.
- f) The Secretary shall provide a service to the Committee by preparing agendas and recording the proceedings of all meetings, dealing with all correspondence and co-ordinating entries for all Club and external competitions.
- g) The Treasurer shall be responsible for all financial matters, presenting Statements of Account as required by the Committee, audited Annual Accounts to the AGM, and shall co-ordinate all fund raising activities.
- h) The Executive Committee will maintain a register of all members, co-ordinate a programme of social events and be responsible for all matters relating to the facilities of the Club and member welfare.
- i) Each team within WFCFA shall be responsible for the provision of audited accounts annually and the submission of same to the Executive Committee
- j) Each team shall provide a representative to attend committee meetings as required and shall have one vote
- k) Each team shall actively promote the aims and objectives of WFCFA which shall hold meetings at least quarterly to accommodate these aims. All meetings shall be minuted.
- l) No team, other than with the express approval of the Executive Committee, shall have the power to borrow funds

6. Management

The affairs of the Club shall be conducted by the Executive Committee who shall have the power to:

- a) Conduct its business and by resolution determine and regulate its own Procedure
- b) Co-opt additional members in an advisory capacity and appoint such sub-committees and assistants as it deems necessary
- c) Fill any vacancies arising during its term of office

The Executive Committee will be responsible for implementing the decisions reached by the General Committee.

7. Finance

- a) The financial year shall run from 1st July to 30th June each year
- b) Monies shall be lodged in a bank account in the name of the Club
- c) The Executive Committee shall have power to authorise expenditure on behalf of the Club
- d) All cheques drawn against the Club's funds shall be signed by any two of three or more nominated Officers
- e) The Treasurer shall be responsible for preparation of the Annual Statement of Accounts of the Club
- f) The Annual Statement of Accounts shall be audited by an independent person elected annually at the AGM

8. General Meetings

.01 The Club shall hold an **Annual General Meeting** in the month of August to:

- a) Approve the minutes of the previous AGM
- b) Receive reports as reflect the workings of the Club during the preceding year
- c) Receive the Treasurer's Report and approve the audited Annual Statement of Accounts
- d) Elect Officers and members of the Executive Committee as required for the ensuing year
- e) Consider changes to the Constitution
- f) Adopt changes to the Club Development Plan
- g) Appoint Auditor(s) for the Club's accounts
- h) Deal with any other relevant business

.02 **Extraordinary General Meetings** may be called, giving at least 14 days notice to voting members, by:

- a) The Committee by decision of a simple majority of its members
- b) At least 4 members by an application in writing to the Secretary stating the business to be discussed and allowing for required notice to all voting members

.03 **General Committee Meetings** will generally be held quarterly and additionally as deemed necessary.

With the exception of changes to the Constitution, a simple majority at General Meetings shall resolve decisions put to a vote. The Chairperson of the meetings shall have a casting vote.

The quorum for all meetings shall be 60% of relevant membership.

All member teams must have a delegate at each General Committee meeting. Teams failing to attend and/or give seven days notice of apology will incur a £10 fine. Clubs failing to pay fine within 7days of notification will not be able to book WSCA facilities. This ban to remain until debt paid.

Any proposed changes to the Constitution shall be submitted in writing to the Secretary at least 21 days prior to the General Meeting, where a two-thirds majority of those present will be required to implement the changes.

9. Procedures, Codes of Conduct and Guidelines

Every new member will receive copies of, and must adhere to, the relevant Procedures, Codes of Conduct and/or Guidelines as fully detailed in, and are Appendices of, the Club’s Development Plan:

- Appendix A Child Protection Policy and Procedures meeting the standards of the relevant governing bodies (eg football teams to comply with the Scottish Youth FA Player Protection Policy)
- Appendix B Codes of Conduct for those working with young people
- Appendix C Membership Rules and Fair Play Guidelines
- Appendix D Complaints, Investigation and Disciplinary Procedures
- Appendix E Guidelines for Parents/Guardians

The Committee shall have power to publish, enforce and amend such Procedures, Codes of Conduct and Guidelines, as the membership feels necessary to govern the activities of the Club.

9.1 All Coaches, Club officials and team helpers shall inform the Community / Parent Club’s executive committee immediately upon being found guilty of a breach of any of the laws of the game and Constitution as laid down by the relevant Associations. Failure to do so may result in further disciplinary action being taken by the Community / Parent Club against said Coach, Club official or team helper.

10. Club Development Plan

The Development Plan will detail the aims and objectives of the Club over a 5 year period and will dictate the work of the Committee during that time. The Chairperson’s report to the AGM will detail the progress made in implementing the Plan over the previous year. Prior to the AGM, the Committee will carry out a full review of the Plan and recommend changes to be implemented by the incoming Committee. The revised document should be adopted by the membership at the AGM.

11. Special Powers

The Executive Committee shall have power to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an Extraordinary General Meeting provided that their action is reported to such a meeting at an early stage.

12. Dissolution

A resolution to dissolve the Club shall only be passed by a two-thirds majority at an Extraordinary Meeting, having given 28 days notice to voting members and advertising by posters around the town and in the local newspaper.

In the event of dissolution of the Club, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be given to some other charitable body or institution having similar objectives to those of the Club.

13. Declaration

It is hereby certified that this document represents a true and most up-to-date version of the Constitution of **Whitburn FCA**.

Signed Printed Chairperson

Signed Printed Secretary

Date

Update 20 November 2006: 4. All Sevens teams to select new players from Soccer School; 8.03 Non attendance fines (Previously updated/amended AGM 30th August 2004; 17th June 2003; 5th June 2002)
N.B. Name changed 30th August 2004 from Whitburn Football Clubs Association
2010 AGM added 9.1 above
2013 AGM added 2 F); 4 iv) & 5 i-1
2014 AGM Club name reverted to WFCA from WSCA