



**Holt United Youth FC**  
**Constitution**



June 2017  
Total of 18 clauses

**1. Name of Club**

The name of the club shall be HOLT UNITED YOUTH FOOTBALL CLUB, and any team representing the club shall have HOLT UNITED as part of the team name.

**2. Committee of Management**

a) Officers

The Chairman, Vice Chairman, Treasurer, Secretary and Child Welfare Officer shall be elected at the Annual General Meeting of the Club.

b) Committees

A committee of the club, to oversee the day to day running of the club, shall consist of the officers elected in {a}, one nominated member from the adult Holt United Football Club committee and up to ten members to be elected at the Annual General Meeting. Should an election ensue voting shall be by ballot, with the votes to be counted in full view of the meeting.

c) Co-option

The committee may co-opt to fill any vacancy or to replace a member who resigns.

d) Display

A full list of officers and committee members shall be displayed at the club's headquarters.

**3. Meetings of the Committee**

The committee shall meet at least once every two months. A quorum shall consist of not less than five members.

**4. Members of the Club**

The president, vice presidents, all members of the committee, team managers, life members, associate members and all paid up playing members shall be deemed club members and shall have the right to vote at any Annual or Special General Meeting of the club. The names of all associate members of the club shall be displayed at the club's headquarters. All players under the age of sixteen shall be deemed junior members and will not have the right to vote until they attain the age of sixteen.

**5. Chairman and Vice Chairman**

If the Chairman is absent from any meeting then the Vice Chairman shall preside, otherwise the members present shall, before any business is transacted, choose one from their number to preside at the meeting.

6. **Voting**

Every matter shall be determined by the majority of the members present and voting on the question. In the case of equality of votes the Chairman, having a vote on all matters, shall have a second casting vote. Should two or more than two persons be nominated for one position then, after a first round of voting a second round shall ensue between the two people gaining the most votes, unless the person gaining the most votes achieves more than fifty percent of all votes cast. All committee members with a vote must use that vote and all votes shall be by show of hands.

7. **Annual General Meeting**

- a) There shall be an Annual General Meeting of the club each year, to be held in the month May, or as soon as practicable thereafter.
- b) The Committee shall present to the Annual General Meeting the reports and accounts of the club for the preceding year.

8. **Special General Meeting**

A Special General Meeting may be called upon application to the Chairman in writing by no less than twenty full members of the club.

9. **Notices**

A notice of the Annual General Meeting or any Special General Meeting shall be displayed in the club's headquarters at least 28 days before the meeting.

10. **Constitution**

- a) Any proposed alteration to this constitution must be made in writing to the Secretary not later than fourteen days before the Annual General Meeting or Special General Meeting.
- b) Any proposed alteration to this constitution must be agreed by no less than two-thirds of the members attending the Annual General Meeting or Special General Meeting.

11. **Rules and Regulations**

- a) The club shall be affiliated to Norfolk County Football Association and shall follow its Rules and Regulations.
- b) The club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy and inform all members of these policies and any updates.
- c) A separate record of the day to day running and rules of the club shall be kept and displayed at the club's headquarters.

12. **Minutes**

It shall be the responsibility of the Secretary to keep a full and adequate record of all business conducted. A Minute Secretary may be appointed as an ex officio member of the committee.

13. **Resignation**

Any member of the committee who fails to attend three consecutive meetings, without good cause or acceptable apologies for absence to the meeting, shall be deemed to have resigned. The Chairman shall inform the member of the enforced resignation.

14. **Sub-Committees**

At the discretion of the committee various sub-committees may be formed, to include non committee members, if required, but to be chaired by a member of the club's committee.

15. **Managers/Coaches**

A team manager/coach shall be appointed by the committee for each football team representing the club, at a meeting to be held before the end of June each year or as soon as practicable thereafter.

16. **Managers/Coaches Aides**

The appointment of coaches, trainers, linesman, assistant managers or any other manager's aide shall be the responsibility of the manager concerned.

17. **Code of Conduct**

Holt United Football Club shall adopt the Norfolk County Football Association Code of Conduct, as shall be amended from time to time, and adhere to all parts of that Code of Conduct.

18. **Dissolution**

- a) A resolution to dissolve the club shall only be processed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) 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 assets and liabilities of the club.
- c) Any surplus assets and funds remaining after the discharge of the debts and liabilities shall be surrendered to the Norfolk County Football Association Limited in accordance with their membership Rules and Regulations at the time.

Verified by Holt United Youth Football Club Chairman .....

Verified by Holt United Youth Football Club Secretary .....

(Signed copy held by Club Secretary)

Date .....