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**FAW Constitution Guidelines**

Below outlines a series of themes that is recommended to be included in a constitution. A summary has been provided by each theme.

1. **Club name and affiliation**

The name of the club and by any abbreviations or acronyms it shall be known by. This should also match the name in which you affiliate with your Area Association / Football Association of Wales.

1. **Aims and Objectives**

Why does your club exist and who does it exist for?

1. **Finance and Accounts**

How will your club ensure that the handling of finances is completed in an efficient manner that supports sustainability but more importantly protects individual committee members responsible for finances.

1. **Running of the Club**

Who are the key personnel responsible for the day to day running of the club and how are they selected to support the best interests of the club.

1. **Membership**

How does your club exist for?

1. **Sports Equity**

The constitution should be open and non-discriminatory, reflecting your equity and equality policy.

1. **AGM (Annual General Meeting) & EGM (Extraordinary General Meeting)**What are the protocols and procedures for your AGMs and EGMs.
2. **Discipline and Appeals**

What procedures do you have in place when it comes to dealing with discipline whilst ensuring that members have the right to appeal any decisions made.

1. **Dissolution**

What will be the procedures be should the club dissolve? How will any remaining funds, after debts have been settled, be distributed in accordance with your legal entity.

1. **Constitution Changes**

How can changes be made to the constitution? Who is responsible for overseeing and agreeing to changes?

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1. **Club name and affiliation**

The Club will be called (name of Club) and will be affiliated to Football Association of Wales directly or through an Area Association.

1. **Aims and Objectives**

The aims and objectives of the Club will be to:

1. Play and promote the sport
2. Offer the sport coaching and competition opportunities to all (mini/junior/senior/all) member
3. Provide duty of care and protection to all Club members
4. Make sure all Club members are treated equitably.
5. **Finance and Accounts**
6. All Club monies will be banked in an account held in the name of the Club.
7. The accounts will be kept by the Treasurer and audited annually.
8. The financial year of the Club will end on (identify date)
9. Any cheques drawn against Club funds will be signed by at least two authorised signatories.
10. Should (name of the Club) no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to a Club or organisation with similar aims and objectives.
11. **Running of the Club**

The Club will be run by a committee consisting of:

1. Chairperson
2. Treasurer
3. Secretary
4. Club Safeguarding Officer
5. Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may not hold any more than two positions of Club officer at any one time. The Club Committee shall be responsible for the management of all the Club affairs. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting. The Chairperson of the Club Committee meeting shall have the casting vote in the event of a tie. Meetings of the club committee shall be chaired by the (name of individual) or in their absence the (name of individual) The quorum for the transaction of business of the club committee shall be three.
6. Decisions of the Club Committee of meetings shall be minuted which will be maintained by the Club Secretary.
7. Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days’ notice to all members of the Club Committee. The Club Committee shall hold no less than 4 meetings per year.
8. **Membership**

Membership shall consist of:

1. (disabled and non-disabled) adult members
2. (disabled and non-disabled) junior members
3. (Junior Club/Disability Club) is a subsidiary of (name of Club) and as such has adopted and agreed to abide by all the Club’s policies and procedures.
4. The members of the Club from time to time shall be those persons listed in the register of members which shall be maintained by the Secretary.
5. All members will be subject to the constitution and codes of conduct adopted by the Club.
6. Fees will be set and reviewed annually by the committee and approved at the AGM.
7. In the event of a member’s resignation or expulsion, his or her name shall be removed from the membership register.
8. **Sports Equity**
9. Sports equity is about fairness in sport, equality of access, recognising inequalities and taking appropriate steps to address them and ensure (name of Club) and game is accessible to all.
10. (name of Club) respects every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
11. (name of Club) is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
12. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
13. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

1. **AGM (Annual General Meeting) & EGM (Extraordinary General Meeting)**

The Annual General Meeting will be held in (identify month). At least twenty-one days’ notice will be given to members.

The Agenda will include:

1. A report from the committee
2. Treasurer’s report and the year’s accounts
3. Resignation of the current committee
4. Election of the committee for the coming year
5. Election of other relevant positions to the role and purpose of the Club
6. All members have the right to vote at the AGM.

Members have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of at least 25% of members. Notice for an EGM will be the same as for an AGM.

1. **Discipline and Appeals**

Disciplinary matters, applying to all members of (name of Club) will be dealt with by the Management Committee. All members of (name of Club) agree to fully comply with the Code of Conducts. Disciplinary action against Club members may be taken for offences of misconduct or breach of the club rules. However, it is recognised and accepted that every member:

1. Has the right to expect fair and consistent treatment.
2. Has the right to adequate notice from (name of Club)
3. Has the right to appeal against the judgement or the Management Committee’s decision in all disciplinary matters.
4. Has the right to representation at a hearing.
5. No member will be expelled for the first breach of the Club’s rules except in cases of “gross misconduct”. However all disciplinary actions taken by (name of Club) will be duly recorded and placed on file for reference at a future date.
6. **Dissolution**
7. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
8. 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 the assets and liabilities of the Club.
9. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Area Association or Football Association of Wales for use by them related to community sports.
10. **Constitution Changes**

This Constitution can be changed only by majority vote at an AGM.