

WATER EATON YOUTH A.F.C
CONSTITUTION AND RULES

POSITION:

The project is a section of Bletchley Youth Centre, (herein after called the Centre) (registered as the Phoenix Youth Centre) and shall be responsible for all aspects of its work to the Centre management committee.

1. NAME:

The Project shall be known as the Water Eaton Youth A.F.C.

2. AIM OF PROJECT:

The aim of the project shall be to provide an opportunity for young people regardless of their race, class or sexual orientation to develop their physical, mental and spiritual capacities through the medium of Football and associated activities in order that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

3. AREA OF RESPONSIBILITY;

The area of responsibility shall be the work of the project carried out from the following premises owned by the County Council. Bletchley Youth Centre, Derwent Drive, Bletchley, Milton Keynes.

4. CONDUCT OF PROJECT:

The project shall be conducted in accordance with the policies laid down by the Centre Management Committee, The County Council and with these rules.

5. MEMBERSHIP:

Full membership of the project shall be open to all girls between the ages of 5 years and 11 years, and boys between the ages of 5 years and 18 years.

Individuals over the age of 18 years who have indicated an interest in the needs of young people and in the work of the project, and whose membership has been approved by the management committee.

Other sections may be formed as deemed necessary by the managers committee and with the approval of the Centre Management Committee.

Priority of membership shall be to young people living within the Bletchley area, particularly in the catchment area of Lord Grey School and on the Furzton and Emerson Valley Estates.

All Members shall be members of the Centre and as such be members of the South Milton Keynes Youth Centres.

6. FUNCTIONS OF THE MANAGERS COMMITTEE;

Subject to the directions of the Centre Management Committee, and the provision of these rules the functions of the management Committee shall be:

- i. To be responsible for the management of the equipment and other resources used in the furtherance of the work,
- ii. To determine a membership policy in accordance with clause 4 of these rules and with the approval of the Centre management Committee.
- iii. To have the power to levy subscription / training / match fee over and above the Centre's membership fee and subscription charge,
- iv. To provide a report to the Centre Management Committee at intervals agreed with the committee.
- v. To receive reports from Managers of teams within the project required.
- vi. To be responsible for giving publicity to the work of the project in order to develop a good public image of the project and the Centre in the local community and elsewhere.
- vii. To submit reports to the AGMs of the project and the Centre.
- viii. To promote the active participation of young people in the management and work of the project as appropriate.
- ix. To work closely with all relevant agencies and organisations interested in meeting the needs of young people in the project.

7. CONSTRAINTS ON THE MANAGERS COMMITTEE:

In exercising the functions set out in clause 6 of this document the Managers Committee shall be subject to the following constraints:

- i. They shall ensure that close consultation is maintained with the Full Time Youth Worker for the Centre in all matters relating to the project.
- ii. No decision shall be taken to cease to operate the project, or to disband the committee without the Centre Management committee's consent.
- iii. If any decision by the management Committee about the use of the facilities, equipment or the premises or the development of any activity would be likely to affect the operation of the Centre the Managers Committee shall have prior consultation with the Centre Management Committee, in the event of a disagreement between the managers Committee and the management Committee of the Centre the matter shall be referred to the Chief Education Officer for a decision.
- iv. The County Council through the Centre Management Committee reserve the right to disband the Managers Committee if the facilities are used other than for the advancement of Education.

8. THE MANAGERS COMMITTEE:

The Management of the project shall be directed by a Managers Committee.

The Committee shall consist of:

- i. The Officers elected at the first ordinary meeting of the committee after the annual General Meeting.
- ii. The Managers of each Team or squad, or their representatives.
- iii. The Full Time Youth Worker of the Centre and/or his/her representative.
- iv. The Chairperson of the Centre Management committee or his/her representative.
- v. Not more than three members co-opted by the Managers Committee.

All Committee members shall be approved by the Centre Management Committee.

9. TERMS OF OFFICE

- i. Appointed members of the Managers Committee shall hold office for a period of their appointment as team or squad Manager.
- ii. Co-opted members of the Committee shall hold office for one year.
- iii. Co-opted members of the Managers Committee shall be eligible for re-co-option at the end of office.
- iv. A Member of the Managers Committee appointed to fill a casual vacancy shall hold office for the remainder of the term of office of the person in whose place he/she was appointed or until such time as a new Manager is appointed.

10. OFFICERS.

At the first Managers Committee meeting following the Annual General meeting the committee shall elect Chairperson, Vice Chairperson, Fund Raising Chairperson, Press Officer, Treasurer, Secretary, and Minute Secretary and such other officers as the Committee shall from time to time decide. The Chairperson and Vice Chairperson may not represent the same squad or team.

11. MEETINGS:

- i. **Annual General Meetings:**
 - a) The project will organise at least one open event in each year (not more than 15 months after the preceding event), during which the Annual general Meeting of the project shall be held. The nature of this open meeting shall be determined by the managers committee with the proviso that young people shall be encouraged to take a full and active part in the event, its planning, organisation and presentation.
 - b) Attendance at the open event shall be open to all members of the Project, Managers and volunteers with the project and parents of the members.

- c) Any member wishing to submit an item for discussion at the AGM shall do so in writing to the Chairperson not less than 21 days prior to the date of the event.
- d) 14 Days notice of the AGM must be given by posting the business to be discussed on the notice boards of the project and no other business shall be introduced at the meeting.
- e) The main business of the AGM shall be to receive an annual report, to receive audited statements of account for the preceding year and to elect the officers of the Management Committee.
- f) All members (Adults and young people) shall be entitled to one vote at the AGM and the Chairperson shall have the casting vote. In accordance with clause 13 however a member under the age of 18 years shall be entitled to speak, but may not vote on matters of finance, raised at the AGM.

12. COMMITTEE MEMBERS:

- i. Quorum. The Quorum at all Managers meetings shall be a quarter of its membership, including officers, as defined in clause 10.
- ii. Voting. All questions raised at a meeting shall be decided by a simple majority of those present and entitled to vote. The chairperson shall have a casting vote (except on matters relating to their own team or squad then the casting vote will be the vice chair). In Accordance with clause 13 a member under the age of 18 years shall be entitled to speak, but may not vote on matters of finance raised at Managers Committee meetings.
- iii. Minutes. The Committee and other sub Committees shall keep minutes.

13. FINANCE:

- i. AH monies raised by or on behalf of the project shall be applied to further the aims of the project and for no other use.
- ii. The treasurer shall keep proper accounts of the finance of the project.
- iii. The Committee for approval at the AGM shall submit the audited statement of accounts for the preceding financial year. Following the AGM one copy of the statement shall be sent to the treasurer of the Bletchley Youth Centre.
- iv. All Cheques must be signed by the treasurer of the project plus one of either the Chairperson or an appointed officer.
- v. No member of the project under the age of 18 years of age shall be entitled to vote, or act on matters of finance, except where the management Committee decides to allocate specific funds to a group of young people for a particular activity ;or event etc. In these cases the young people concerned shall be accountable for all monies raised and spent to the Committee and shall report accordingly.

14.ALTERATION TO THESE RULES:

The provisions of this document may be amended by the Bletchley Youth Centre Management Committee after proper consultation with the Managers Committee.

The Managers Committee may make a formal request to the Bletchley Youth Centre Management Committee to amend these rules.