



CONSTITUTION FOR THE MANAGEMENT OF AFC GRASSROOTS WITHIN AFC SUDBURY FOOTBALL CLUB

1. Name

The youth and ladies section of AFC Sudbury will be managed by a committee, known as the AFC Sudbury Grassroots.

AFC Grassroots will be the umbrella that will manage the youth's and Ladies sides. Each team will be named and registered as 'AFC Sudbury' and will thereafter include the age group and the sex of the team if applicable. e.g.; AFC Sudbury U-10's, AFC Sudbury Girls U-14's

2. Grassroots Purposes

(a) The purposes of AFC Grassroots is to promote the amateur sport of Football in the Sudbury area and the surrounding communities and villages in Suffolk and Essex and offer Children and Ladies suitable facilities within AFC Sudbury's resources.

(b) AFC Sudbury Grassroots will be owned and managed by the officers of AFC Sudbury. All Grassroots members will adhere to the rules and constitution of AFC Sudbury.

(c) AFC Sudbury and AFC Sudbury Grassroots have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to the FA. The rules and regulations of the Football Association Limited and Suffolk County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club rules.

(d) AFC Sudbury Grassroots will abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy.

3. Permitted means of advancing the Purposes

With the agreement of the Directors and Officers of AFC Sudbury, the Grassroots Committee has the power to:

(a) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, and transport, medical and related facilities;

(b) provide coaching, training, medical treatment, and related social and other facilities;

(c) take out any insurance for club, employees, contractors, players, guests and third parties;



(d) raise funds by appeals, subscriptions. (Annual subscriptions for player membership will be recommended to the Directors of AFC Sudbury who will agree all fees in accordance with the Club's objectives prior to each season). No sponsorships from commercial businesses will be engaged without the prior consent of the AFC Sudbury Commercial Manager.

- (e) make grants and give guarantees and provide other benefits;
- (f) set aside funds for special purposes or as reserves;
- (g) invest funds in any lawful manner;
- (h) employ and engage staff and others and provide services;
- (i) co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies;
- (j) do all other things reasonably necessary to advance the purposes;

NONE of the above powers may be used other than to advance the purposes consistently with the rules below and the general law.

4. Membership of AFC Sudbury Grassroots

(a) Membership of AFC Sudbury Grassroots shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

(b) AFC Sudbury Grassroots may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(c) The Club Committee and The Grassroots Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal **may be made to the members in a general meeting.**

5. Grassroots Committee Meetings and AFC Sudbury Annual General Meetings (AGM)

(a) All members should attend all meetings of the Club in person.

(b) The quorum for all meetings shall be as stated in the rules of AFC Sudbury Grassroots.

(d) The Chairperson or (in his or her absence) another member chosen at a committee meeting shall preside.



(e) Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.

(f) Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to AFC Club members.

6. Annual General Meetings

AFC Sudbury GRASSROOTS will hold an AGM approximately a week before that of the AFC SUDBURY AGM, once in every calendar year and not more than 15 months after the last AGM. At every AGM:

(a) The Members will elect a Committee including a Grassroots Director/Chair Person, Asst Director/Deputy Chairman, Treasurer and Secretary to serve until the next AGM.

(b) The Quorum at all general meetings shall be no less than twice the amount of serving committee members at the time.

(c) The Treasurer of AFC SUDBURY, with the involvement of the treasurer of AFC Sudbury GRASSROOTS, will produce the accounts of the Club for the latest financial year certified as being in accordance with the records, as the Committee shall decide;

(d) The Committee will present a report on the Club's activities since the previous AGM;

(e) The Members will appoint a suitable person to certify the accounts; and

(f) The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

7. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee, or on the written request of not less than 51% of members signed by them. Such EGM shall be held on not less than 14 or more than 21 days notice at a place decided upon by the Committee, or in default by the Chair.

8. The Committee

(a) Role

Subject to the Rules of AFC Sudbury and powers delegated by its Board of Directors, AFC Sudbury Grassroots will have responsibility for the management of the Grassroots affairs.

(b) Property etc

(i) The property and funds of AFC SUDBURY cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.



Surplus income or profits in the AFC GRASSROOTS will be reinvested into the Grassroots, unless the Grassroots Committee agree to transfer funds to the main club.

(ii) AFC Sudbury GRASSROOTS may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

- Use AFC Sudbury facilities to sell and supply food, drink and related sports clothing and equipment;
- Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- Pay for reasonable hospitality for visiting teams and guests;

(iv) The Grassroots Committee will have due regard to the law on disability discrimination and child protection.

(C) Composition - The Grassroots Committee

(a) Within AFC Sudbury a Grassroots Committee will be elected to manage the running of AFC Sudbury Grassroots. Each team will be represented by two adults who are responsible for attending AFC Sudbury Grassroots committee meetings. The remainder of the Committee will be made up of two AFC Sudbury Directors, The AFC Financial Director or Treasurer and two voluntary members of the AFC Sudbury Committee.

AFC Sudbury Grassroots will elect members from its committee to fill the following roles;

- 1) The Grassroots Director – (The Chairperson)
- 2) The Grassroots Treasurer – (Who will report to The AFC Financial Director or Treasurer)
- 3) The Grassroots Secretary - (Who will report to the AFC Secretary)
- 4) The Deputy Director of AFC Grassroots (Who will report to and deputise for the Grassroots Director)

If the Grassroots committee deem that other positions should be filled by election, this motion should be raised and passed at the AFC Sudbury Grassroots AGM.

b) The Grassroots Committee will be responsible for welcoming new teams into AFC Sudbury and making sure that all new members are aware of the club rules and codes of conduct.

c) New teams joining AFC Sudbury Grassroots will have to provide two parental/coaching members to represent the team at Committee meetings.



(i) **The Committee shall consist of no less than 6 individuals, 3 of which must represent the teams of AFC SUDBURY GRASSROOTS. Six Committee members shall therefore consist as the Quorum.**

(ii) The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.

(iii) Any Committee member may be re-elected or re-co-opted without limit.

(iv) A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

(D) Committee Meetings

(i) Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

(ii) The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

(a) At least 6 members must be present for the meeting to be valid;

(b) Committee meetings shall be held face to face;

(c) The Chair/Academy Director or whoever else those present choose shall chair meetings;

(d) Decisions shall be by simple majority of those voting;

(e) The chair of the meeting shall not have a casting vote.

(E) Disclosure

Annual **AFC Sudbury and AFC Sudbury Grassroots** club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

9. Resignation and Expulsion

(a) A Member shall cease to be a member of the club if, and from the date on which, he/she gives notice to the club committee of his/her resignation. A member whose annual subscription is more than 2 months in arrears shall be deemed to have resigned.



(b) The AFC Grassroots committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the AFC Sudbury Grassroots committee in accordance with the AFC Sudbury Complaints procedure in force from time to time

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the club ('the Club Property')

10. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

- (i) Sell and supply food, drink and related sports clothing and equipment;
- (ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
- (iii) Pay for reasonable hospitality for visiting teams and guests; and
- (iv) Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club.
The Club must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.



(h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (“the Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

11. Amendments

(a) **AFC Sudbury Grassroots accepts** that club purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

12. Winding up AFC Sudbury Grassroots

(a) The AFC Sudbury Board of Directors may vote to wind up AFC Sudbury Grassroots if not less than three quarters of those present and voting support that proposal at a properly convened Extraordinary General Meeting. **The winding up will be completed with the assistance of those remaining members of the AFC Grassroots Committee.**

(b) The AFC Sudbury Board of Directors will then be responsible for the orderly winding up of AFC Sudbury Grassroots affairs.

(c) After settling all liabilities of AFC Grassroots, the Committee shall dispose of the net assets remaining to one or more of the following:

- (i) to AFC SUDBURY
- (ii) to another Club with similar sports purposes which is a registered CASC and/or
- (iii) to the Club’s governing body for use by them for related community sports.

Adopted at a meeting held at:

Kings Marsh Stadium, March 14th 2007



Amended April 18th 2007

Amended June 25th 2008

Amended October 3rd 2008

Amended October 6th 2008