

# Newhill Football Club

## Youth YC Constitution

Amended March 2009

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### 1.00 Name:

The name of the organisation shall be: Newhill Football Club

### 2.00 Objects:

2.10 The organisation is established to provide, maintain and promote facilities and activities of a social, spiritual, educational and recreational nature with the object of improving the conditions of life of children and young people without distinction of sex, political, religious or other opinion.

2.21 In the furtherance of the above charitable objects, but not further or otherwise, the Project may:-

2.22 Provide, maintain and equip premises, services and facilities for social, spiritual, physical, health, educational and recreational activities therein;

2.23 Organise or assist in organising events and activities consistent with the objects of the Project;

2.24 Co-operate, to such an extent as may be necessary, with voluntary and statutory agencies and the inhabitants of the area of benefit so as to advance the said objects;

2.25 Raise funds and invite or receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise provided that this shall not permit or entitle the Project to engage in permanent trading;

2.26 Purchase, take, lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the attainment of the said objects and construct maintain and alter any buildings or edifices so necessary as aforesaid;

2.27 Affiliate to the Down and Connor Football League and to other organisations with similar charitable objects;

2.28 Do all such other lawful things as may be necessary to the attainment of the above objects;

### 3.00 Area of Benefit

3.10 The Project shall exist for the use and benefit of all children and young people of the locality of Ballymurphy, Whiterock, Springhill, Westrock, Dermothill, Moyard, Newhill and Springfield Road estates.

### 4.00 Membership

4.10 Individual membership shall be open, irrespective of political opinion, nationality, religious opinion, race, sex or colour to all persons living within the area of benefit, aged between 5 and 25 years, who subscribe to the objects of the Centre and whose applications for membership are accepted by the Management Committee. Such members shall be called Individual Members.

## **5.00 Subscribers:**

**5.10** All individual members shall pay such subscriptions as the Management Committee may, from time to time, determine and shall have issued to them a Membership Card entitling them to participate in the organisations projects during the period for which the card is issued.

## **6.00 The Management Committee - General**

**6.10** The day to day affairs of the Centre shall be controlled by a Management Committee as hereinafter provided.

**6.20** The Management Committee shall have power to appoint such Sub-Committees as it may, from time to time, decide and shall determine their terms of reference, composition and duration. All such sub-committees shall make regular reports to the Management Committee and all their decisions shall be subject to ratification by the Management Committee.

**6.30** The Trustees shall appoint the Chairperson and the Committee shall elect their Vice Chairperson, Treasurer and Secretary and other such Officers as the Management Committee shall, from time to time, decide.

**6.40** When, in the opinion of the Chairperson of the Management Committee, a matter requires to be discussed or dealt with by the Management Committee which involves a serious risk to life, limb or reputation of any individual, whether of the Staff, Individual Membership or otherwise whatsoever, those members of the Management Committee, who are representative of the Staff and or of Individual membership, shall at the discretion of the Chairperson, be excluded from the meeting and, for the purposes of the discussion of the aforementioned matter and of any decisions taken with regard thereto, the Management Committee shall be deemed not to include those members of the Committee so excluded.

## **7.00 Membership of the Management Committee**

**7.10** The Management Committee shall consist of the following:

**7.101** Four members of the Member's Committee, elected in accordance with the procedure laid down in paragraph 15.20, post;

**7.102** The Full Time Worker employed by the Management Committee from time to time to have overall day to day management responsibility for the Project.

**7.1021** Provided that the said Worker in Charge shall not have voting rights and

**7.1022** Shall not be entitled to attend and shall leave any meeting or part of meeting of the Management when the following matters are due to be discussed:-

Disciplinary action involving the Worker in Charge;  
Grievance procedure taken by the Worker against the Committee;

Any aspects of a remunerative nature in Terms and Conditions of the volunteers Contract of Employment;

Any grievance procedures taken arising from any actions by the Youth Worker in Charge by any other employee or by the Worker in Charge as a result of any actions of any other employee saved to the extent that is necessary for the attendance of the Worker for the assistance of the Management Committee in the course of its investigations of the said grievance.

**7.103** Two representatives of the other Staff (full-time, part-time, paid or voluntary and registered as Employees by the Management Committee), for the time being, in the Centre to be elected from among the Staff membership who shall remain Members of the Management Committee only so as they remain registered employees of the Management Committee of the Project:

**7.1031** Provided that the said Worker(s) shall not have voting rights and

7.1032 Shall not be entitled to attend and shall leave any meeting or part of meeting of the Management when the following matters are to be discussed:-

Disciplinary action involving the Worker(s).

Grievance procedure taken by the Worker(s) against his/her employers:

Any aspects of a remunerative nature in the Terms and Conditions of the Workers Contract of Employment::

Any grievance procedures taken from any actions by the Worker(s) by any other employee or by the Worker(s) as a result of any actions of any other employee saved to the extent that is necessary for the attendance of the Worker for the assistance of the Management Committee in the course of its investigations of the said grievance.

7.104 Two Individual Members, co-opted by the Management Committee, from among the Individual Members of the Project in general, for which purpose it shall seek the recommendation of the Worker in Charge provided the said individual members shall in all cases be not less than 18 years of age and are not employed by the Project's Management Committee to work in the organisation.

7.105 When required by a funding body or Belfast Education and Library Board, as a condition of financial assistance, a member appointed by that body.

7.106 A number of persons, equal to the number of persons who become members under the procedures laid down in paragraphs 7.101 to 7.105 above (that is seven or eight persons), appointed by the Trustees, preferably and if possible, from among the adult population of the Area of benefit, who have a genuine interest in young people, a concern to contribute towards the best use of the facilities in order to achieve the aims of the Centre as hereinbefore declared, and have the skills necessary for the efficient management of the organisation;

7.107 Other persons who may be appointed in the following circumstance:- if, after the Management Committee has been duly established, it is found to lack particular skills because the Trustees have been unable to find suitable persons, from within the Area of Benefit, then the Down and Connor Youth Commission shall have the obligation of making available such skills to the Management Committee, either by Training members of the committee, or providing the skills directly themselves or through others. In such circumstances, the Trustees shall co-opt such members as are recommended by the Youth Commission to provide the said skills.

7.20 The Trustees shall, in circumstances where, in their absolute judgment, there is no possibility of an election process being manipulated by those opposed to the aims of the Project, conduct an election in the Area of Benefit and, from those elected, appoint some of all as their Appointees to the Management Committee.

7.30 Management Committee Members appointed under categories 7.105 and 7.106 above, shall be appointed for a period for three years and shall be eligible for re-election, if they qualify.

7.40 Management Committee Members, appointed under categories 7.101 and 7.104 above, shall be members of the Committee for one year only and shall be eligible for re-election, if they qualify.

## **8.00 Functions of the Management Committee - General**

8.10 The functions of the Management Committee, shall inter alia, be as follows:-

8.101 To provide and use facilities for carrying out a programme of activities in accordance with and for the furtherance of the aims of the Project.

8.102 To provide an Information Service for the Individual Members of the organisation.

8.103 To provide all staff and involved members, as far as is reasonable, in the absolute direction of the Committee, with such facilities and equipment as they require to carry out their work.

8.104 To see to it that all aspects of the organisation's Programme and Activities and all its Assets are properly insured.

8.105 To ensure that the organisation complies with all aspects of the Law regarding Health and Safety.

**8.106** To ensure that, at all times the organisation complies with all the conditions laid down, from time to time, for receiving financial assistance from any funding body.

**8.107** Otherwise generally to manage and oversee the affairs of the organisation so as to ensure that, at all times, the aims of the Centre, as hereinbefore declared, are being pursued and promoted.

**8.108** Aim to promote the sporting interests of all young people who live in the catchment area of our centre and be mindful of the need to carry out our functions in a manner which promotes equality of opportunity between:

- Persons of different religious belief, political opinion, racial groups, age, marital status or sexual orientation.
- Between young men and women generally
- Between persons with and without disability
- Between persons with dependents and persons without

**8.109** Under Child Protection legislation the Committee shall retain and implement a child protection policy and set of procedures that maintains high quality services and facilities for the staff and young people who use the centre.

#### **9.00 Functions of Management Committee - Employment of Staff**

**9.10** All staff, whether Full-Time, Part-Time or Voluntary shall be Employees of the Management Committee and shall be appointed by them and registered as Employees by them in accordance with the procedures laid down, from time to time, by the said Management Committee.

**9.20** The Management Committee shall employ such paid and voluntary staff as is, from time to time deemed necessary for the furtherance of its objects on such terms and conditions as the Management Committee shall determine.

**9.30** For the proper effectuating of this function, the Management Committee shall:-

**9.301** ensure that an appropriate Staff Development Policy, based on the Guidelines provided by the 'In Service, Training and Education Panel' (INSTEP) of the 'Council for the Education and Training of Youth and Community Workers' (CETYCW) is designed, normally by the worker in Charge and approved by the Management Committee, for all Staff and Involved Individual Members;

**9.302** provide In-Line Supervision and Support, in conformity with the aforementioned Guidelines, for all paid staff;

**9.303** provide personal Supervision and Support, if so requested by a person mutually acceptable to the Management Committee and the Full-Time member of staff so requesting;

**9.304** provide all employees with Terms and Conditions of Employment in accordance with the current employment legislation and any agreements they may have entered into with employees or their representatives.

#### **10.00 Functions of the Management Committee - Finance**

**10.10** The Management Committee shall control, supervise and monitor and be responsible otherwise generally for the financial affairs of the organisation.

**10.20** In the Furtherance of 10.10 above, they shall elect a Treasurer from among their membership.

**10.30** They shall keep proper books of account and operate a Bank account in a Bank authorised by the Trustees in the organisation's name.

**10.40** The Management Committee shall ensure that all cheques, written on behalf of the organisation, shall be countersigned by a least two signatories, one of whom shall be the Chairperson or his duly authorised representative.

**10.50** The Management Committee shall further ensure that all monies raised by or on behalf of the Centre shall be applied to further the objects of the organisation and for no other purpose.

**10.51** The income and property of the organisation, whatsoever derived, shall be applied solely towards the promotion of the main objects of the organisation as set forth in this document and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the organisation. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the organisation or to any member of the company, in return for any services actually rendered to the organisation, nor prevent the payment of interest at a rate not exceeding 5% per annum on money lent or reasonable and proper rent for premises demised or let, by any member of the organisation; but so that no committee member of the organisation shall be appointed to any salaried position of the organisation or any office of the organisation paid by fees and that no remuneration or other benefit in money or money's worth shall be given by the organisation to any committee member, except for repayment for out of pocket expenses and interest at the aforesaid rate on money lent or reasonable or proper rent for premises demised or let to the organisation, provided that the provision last aforesaid shall not apply to any payment to any company of which a committee member may also be a member of, and in which such member shall not hold more than one-hundredth of the capital, and such member shall not be bound to account for any share of profit s(he) may receive in respect of such payment

## **11.00 Staff**

**11.10** There shall be regular Staff Meetings, normally monthly, at which the business, inter alia, shall include:-

**11.101** The arrangement of Staff rotas';

**11.102** The sharing and, as far as possible, the resolution of common problems;

**11.103** The planning and, if appropriate, the conducting, of In-Service Training;

**11.104** The discussion of matters arising at the Management Committee meetings so that the views of the staff can be brought to the Management Committee by their representatives.

**11.20** The Staff shall be responsible for the day to day implementing of the Programme and Activities and shall see to it that, in carrying out the responsibilities and duties involved, they not only fulfill the Aims of the organisation but also the beliefs, values and attitudes which underpin those Aims.

## **12.00 Discipline**

**12.10** The rules of Membership of the organisation shall be drawn up according to a process, designed by the Management Committee, involving full consultation with the Individual Members and Staff. They shall be finally determined by the Management Committee.

**12.20** The Rules of Membership shall be evaluated regularly by a similar process of consultation of individual members and staff.

**12.30** The Rules of Membership must, as far as possible, clearly indicate the offence for which sanctions may be imposed and also the sanction for such an offence.

**12.40** A Worker in Charge shall not, in any circumstances, be empowered to suspend a young person for more than the remainder of a session or, if the offence occurs after 9.00pm for more than the following session; provided that in circumstances where, in the absolute judgment of the Worker in Charge, an offence is committed of such a very serious nature, as to pose a real threat to the good management or moral of the organisation, the Worker in Charge, an offence is committed of such a very serious nature, as to pose a real threat to the good management of morale of the organisation, the Worker in Charge shall be entitled to refuse admission to the offenders pending a final decision on the matter by the Management Committee or its representative(s), duly authorised for this purpose.

**12.50** The Management Committee shall have the power to suspend and/or exclude any member who is in breach of the Rules and/or Constitution of the organisations. Any member so suspended or expelled shall be entitled to seek a review of the suspension or expulsion in accordance with the review procedure, from time to time, approved by the organisations.

**12.60** For the purposes of this paragraph 12.00, the Worker in Charge shall be defined as the Worker in overall charge of the Centre for a particular session or the Worker in Charge of a group of Individual Members, involved in a part of the Centre Programme, whether taking place in the Centre's premises or elsewhere.

**12.70** The Workers in charge shall have sole responsibility for the imposition of discipline. They shall be responsible to the Management Committee for ensuring proper adherence, at all times, to the rules of membership, by all in their charge, both Individual Members and Staff.

**12.80** All Individual Members and Staff, on becoming members of the organisation, shall be given a copy of the Rules of Membership and shall be required to acknowledge, in writing, their willingness to be bound by them. The Management Committee, at its absolute discretion, may require the copy of the Rules of Membership to be signed by the parents of Individual Members.

### **13.00 Committee Meetings**

**13.10** Each Committee of the organisation shall meet, at such times as the conduct of business shall require, normally monthly. Suitable Standing Orders shall, from time to time be adopted and maintained in force for the proper regulation of the affairs of each such Committee.

**13.20** A Quorum shall consist of not less than one half of the members.

**13.30** At Committee Meetings all motions shall require a simple majority vote of those present and entitled to vote. The Chairperson shall have the casting vote.

### **14.00 Management Committee Meetings**

**14.10** The meetings shall be convened by the Secretary of the Management Committee or his or her deputy.

**14.11** The Minutes of the proceedings of the Management Committee shall be kept in a book provided for that purpose and shall be signed by the Chairperson when ratified.

**14.12** The Treasurer shall give an up to date report, on the financial position of the organisation, at each meeting.

### **15.00 The Members Committee**

**15.10** A Members Committee shall be formed from representatives of those Groups of persons who are involved in the running of the various activities in the organisation. The Worker in Charge shall cause a record to be kept of those so involved. Each such Group shall have the right to elect two Individual Members, from its number, to be members of the Members Committee of the organisation.

**15.20** The Members Committee, so constituted, shall elect two of its number who shall be not less than 18 years of age as its representatives on the Management Committee of the organisations.

**15.30** The Worker In Charge shall have the right to attend all meetings of the Members Committee and to supervise/support it in all its proceedings. If he or she cannot attend, (s) he shall appoint a representative to act in his or her place.

**15.40** The Members Committee shall elect a Chairperson, Vice Chairperson and Secretary from amongst its members at the first meeting during the organisation's year of Committee. The Officers shall serve for one year and shall be eligible for re-election.

**15.50** Officers of the Members Committee may be removed from Office by the Management Committee provided two thirds of Management Committee, present and voting, so decide.

**16.00 Functions of the Members Committee**

**16.10** The purpose of the Members Committee shall be to provide opportunities for experimental learning, through involvement in all aspects of the organisation's programme and activities, and where necessary, to provide the members with the necessary training for such involvement.

**16.20** Involved Individual Members shall include all Individual Members given responsibilities or duties with regard to any aspect of the activities and programme of the organisation.

**16.30** The Management Committee shall clearly define the terms of reference of the Members Committee and each member of the latter Committee shall sign his or her acceptance of the terms of reference on assuming membership of the Members Committee.

**16.40** The basis of the terms of reference of the Members Committee shall include the following:

**16.401** To organise, in conjunction with the Worker in Charge, inter-club activities and make all necessary arrangements for the same;

**16.402** To organise, in conjunction with the Worker in Charge, the day to day Programme of the organisation;

**16.403** To plan and co-ordinate the various Community Help and Third World Projects, undertaken by the organisation, in conjunction with the Worker in Charge.

**16.404** To discuss and make recommendations about any aspect of the organisation. Such recommendations make be sent to the Management Committee, provided the decision has been properly proposed, seconded and passed at a properly convened meeting. The Management Committee shall be obliged to consider such recommendations and put them into effect or give reasons why they cannot put them into effect.

**17.00 Assets of the organisation**

**17.10** All property, moveable and immovable, and all assets of the Centre shall, at all times and until any power of sale as hereinafter provided for is exercised, remain vested in the Trustees of the organisation.

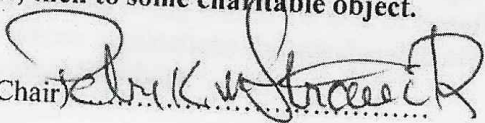
**17.20** The Trustees are those persons in whom any real or leasehold property, in which the organisation operates from time to time, is vested, as nominated by the Roman Catholic Bishop for the time being of the Diocese of Down and Connor, who shall have the right to nominate himself as one of the said Trustees.

**18.00 Constitution**

**18.10** This Constitution shall be capable of alteration only by the Trustees, from time to time of the organisation, in whom the real or leasehold property of the Centre is vested. No alteration shall be made to this Constitution which would cause the Centre to cease to be a charity at law.

**19.00 Dissolution**

If upon the winding up or dissolution of the organisation there remains, after the satisfaction of all its debts and liabilities, any property whatsoever remains, the same shall not be paid or distributed amongst the members of the organisation but shall be given or transferred to some other charitable institution or institutions having main objectives similar to the main objectives of the organisation and which shall prohibit the distribution of its or the income and property among its or their members to an extent at least as great as is imposed on the company under or by virtue of clause hereof, such institution or institutions to be determined by the committee members of the organisation at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

Signed (Chair) 

Secretary .....

Date : 27<sup>th</sup> March 2009