Newcastle West End Football Club Constitution
Articles of Association.

1. Name:

The club shall be called Newcastle West End FC (the Club).

2. Aims & Objectives:

The Club purposes are to promote and provide facilities for the amateur sport of Football in the Newcastle area, increase community participation in the same for health, Education and wellbeing.

Provision of a safe welcoming environment encouraging progression of community spirit and cohesion. Planning, delivering and managing training and development to all, increasing social inclusion and participation in sports and wellbeing.

3. Status of Rules:

3.1 This document (Club Constitution) will serve as the clubs governing document and will be used in conjunction with any other rules, policies or procedures implemented by the club. All coaches, Parents, Members and Volunteers will be required to read and familiarise themselves with such documents all members will be advised they can request copies.

3.2 A signed code of conduct or online agreement such as the (FA) Club consent provided to play for Newcastle West End during registration confirms this has been done and they agree to abide by the terms included or expected from any or all club documentation.

4. Rules and Regulations:

4.1 The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to membership of The Football Association.

4.2 The Rules and Regulations of the Football Association Limited and parent 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.

4.3 The Club will abide by The Football Association's Child Protection Policies & Procedures, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

4.4 The club will carry out all activities and manage itself in accordance with any guidance provided by multi agencies and The FA Charter Standard for accreditation.

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5. Club Membership:

5.1 The members of the Club from time to time shall be all those adults involved in the running of the club or playing as well as the parents/carers of those junior members listed in the register of junior members (the Membership Register) which shall be maintained by the Club Registration Secretary. All of whom will have returned a completed code of conduct for that season or agreed to abide by such when completing the players registration.

5.2 Application for junior membership will be indicated by the completion and return of a club consent form and code of conduct hard copy or online form. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon a fee to be decided each year by the committee (Sign on Fee).

5.3 All club officials, Team managers, Coaches etc will also be required to complete a code of conduct and contact information form that will be held by the club this will be done as hard copy or an online form.

5.4 The Football Association and parent County Association shall be given access to Membership Records on request.

6 Annual Membership Fee:

6.1 The club may/shall impose an annual fee which will contribute towards the daily and ongoing running costs of the club and management of the club's affairs and facilities. This will be payable by all club members / players. The amount of such fees will be determined by the Committee on a season-by-season basis. Should this need to change at any other time the committee can discuss during their committee business. All teams who are fully compliant with the clubs' requests and expectations throughout the season will be eligible for consideration to have a percentage of this fee returned to the team for use at their own discretion or on request may receive additional support from the club. This is not guaranteed and will be seen as a reward for teams and officials who meet expectations of the club in relation to team admin, Club events etc.

6.2 Members, Parents, players, coaches, and supporters will be required to support other fundraising activities as and when the committee deem this necessary to help achieve the objectives of the club and keep the cost of annual fees to a minimum where possible. The club will aim to run 2 mandatory fundraisers per year. These may form part of the club's compliance and expectations. Any member is encouraged to suggest ideas.

7 Resignation and Expulsion:

7.1 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 their resignation.

A member who does not take part in regular club activities for a period of two months shall be deemed to have resigned unless they maintain the payment of the monthly fees during that period. The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. The committee will consider any

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mitigating circumstances and decide on a case-by-case basis. There shall be no appeal procedure should the committee decide their decision is in the best interest of the club and its members.

7.2 The club will implement a disciplinary process which will be used in conjunction with the code of conducts and the discipline officer will oversee this process. Any incidents being dealt with by this process will have an appeal procedure however the decision of the appeals panel will be final.

8 Club Committee:

8.1 The Club management Committee as a minimum, shall consist of the following positions of office. Chairperson, Treasurer, Secretary, Welfare Officer, in addition to these officers, there may be additional committee members elected. Total committee should not exceed 11 unless agreed by a majority of those already in office at the time when it may need to be increased.

The management Committee shall be responsible for the management and operational procedures of the Club, ensuring that the best interests of the club and its members are put first. The committee will report to members regularly providing updates and information.

8.2 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 a casting vote in the event of a tie and must act in the best interests of the club.

8.3 The Clubs committee will also be known as the Trustees unless any member opts out, Trustees will be responsible for supporting and leading the fundraising affairs of the club and work closely with the Fundraising Subgroup / Parents Forum.

8.4 An outgoing member of the Club Committee may be re-elected unless there has been any action taken to block or reject any such re-election based on conduct or discipline.

Any vacancy on the Club Committee which arises between Annual General meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority vote of the remaining Club Committee members in attendance.

8.5 Each Club Officer and Club Committee Member shall hold their position of office from election and for the period set out below unless otherwise resolved at a Special General Meeting.

Chairperson, Treasurer, Secretary, Welfare Officer will remain in place for 5 years.

The Club Secretary will also adopt the role of Club General Manager unless they request another person is appointed to this role. The GM will be responsible for overseeing all operational aspects of Newcastle West End FC including its facilities and daily business with the full support of the

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Committee and all members who give their agreement by signing their codes of conduct, providing consent to become a registered member player and or membership registration forms.

A maximum of two (2) positions of office can be held by the same person at any one time however it is best practice where possible to try and avoid this.

The quorum for the transaction of business of the Club Committee shall be five (5).
In special circumstances where any member is not available at late or short notice an SCM will be held instead with a minimum of 3 if there are pressing or urgent decisions to be made only.

In accordance with best practice the club may decide to not allow both persons of a married couple or related persons to hold any of the main office positions at the same time. They can however be elected as a committee member but must always act in the best interests of the club and members.

8.6 Minutes including any decisions made by the Club Committee at meetings shall be recorded and a record held by the club secretary. Minutes or relevant information will then be communicated to members of the club where necessary.

8.7 As provided for in the Rules and Regulations of the Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue that may concern the Club Rules.

9 Annual and Special General Meeting:

An Annual General Meeting (AGM) shall be held in each year to:

9.1 Receive a report of the activities of the Club over the previous year.
9.2 Receive a report of the Club's finances over the previous year.
9.3 Elect the Trustees & members of the Club Management Committee.
9.4 Appoint an auditor or independent examiner.
9.5 Provide any Information relating to the year ahead.
9.6 Consider any other business.

Nominations for election of Members to the Club Management Committee shall be made in writing via the nomination form containing details of the Nominee any relevant experience, the proposer and seconder, all of whom must be existing members of the Club and not related to the nominee or each other.

All nominations must be returned to the Club Secretary not less than 14 days before the AGM to be eligible for consideration.

Notice of any resolutions or rule changes to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the Meeting.

9.7 A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing

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signed by not less than five senior members stating the purposes for which the meeting is required, and the resolutions proposed.

9.8 Business at an SGM may be any business that may be transacted at an AGM. The Secretary shall use whatever method/s of communication he/she considers most effective to give notice of the date of a Special General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

The quorum for a General Meeting shall be five senior members.

The Chairperson, or in their absence the Secretary of the Club Committee, shall take the chair. Each senior member present shall have one vote, and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

10. Club Teams:

10.1 Prior to the start of each playing season the Club Committee shall accept applications for new teams and teams who wish to be retained by the club. On agreement the committee will appoint a Club member to be responsible for each of the Club's football teams. (Manager / Coach). The appointed members shall be responsible for managing the affairs of the team including the running of the team, training and match days, supporting the collection of monthly fees and where appropriate fundraising.

10.2 The appointed members shall present to the Club Committee at its last meeting prior to an AGM a report on the activities of the team for that current year and if or where possible their intentions for the future. The club may limit the number of teams an individual can be involved with for various reasons but most of all for good practice, fairness and safeguarding.

10.3 Each team will be responsible for the correct administration procedures being followed and guidance or support will be available from the management committee should it be required. The appointed team official should work closely with the secretary at the beginning of each season to ensure that affiliation is completed correctly and on time. This process will be communicated to all teams prior.

10.4 As the club will potentially retain most teams each season and continue to grow it is imperative that all coaches, officials work together and support one another on issues such as admin, processes, and club expectations to ensure fairness across the club for all members.

10.5 The club will host several specific fundraising events per year and all teams should be represented with each team coach making themselves available to support the organising and running of such events. In addition, any TEAM who wishes to run a TEAM fundraising event at the club grounds and using the facilities will have to submit an event proposal to the club committee at least 2 months prior to the event date. This will then be

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considered by the club committee and any stipulations or decisions communicated to the proposing team with a final decision. The Club committee decision will be final in all cases.

11 Club Finances:

The club's financial year will run from 1st July – 30th June. This will allow the accounts to stay in line with the playing season and the club's operational year of activities and events.

11.1 A bank account shall be opened and maintained in the name of the club.

11.2 Designated account signatories shall be the Club Chairperson, the Club Secretaries, and the Treasurers. No sum shall be drawn from the Club Account unless signed by two of the three designated signatories.

11.3 All monies payable to the Club shall be received by the treasurer and deposited in the Club Account.

11.4 The Management Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person for services rendered to the Club.

11.5 The Club shall prepare an annual Financial Statement verified independently.

11.6 The management committee shall control all assets of the club and make any purchases or disposals as it sees fit in the running of Newcastle West End FC.

11.7 The property and funds of the club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this rule.

The club may provide sporting and related social facilities, club sporting equipment, coaching, courses, training and development, insurance cover, medical treatment, reasonable away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs and community groups as provided for in the Finance Act 2002.

11.8 The club may also in connection with the sports purposes of the club:

- Sell and supply food, drink and related sports clothing and equipment (merchandise).
- 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 Indemnify the committee and members acting properly while running the club against any liability in the running of the club (but only to the extent of its assets).

12 Team Finances & Accounting:

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12.1 Each team within the club will manage their own finances in accordance with the club guidance and ongoing support from the club's treasurer.

12.2 A bank account in the name of the club team should be opened.
No personal accounts are permitted to be used. Should anyone have any issues please speak with the Treasurer for assistance. The Committee will be provided with evidence of each team account at the beginning of each season to satisfy that the club teams are operating in line with the financial guidance of the FA and Club.

12.3 Teams must keep an accurate record of all finances relating to their team.
This should include all Income and Expenditure. (Subs, Fundraising, Donations, Spending etc.)

12.4 Teams who wish to hold fundraising activities at the club's home ground and facilities must request permission from the club management committee to do so providing any required or requested information.

The club's advice on best practice is that teams share their statement of accounts and financial records at least bimonthly with parents and make them available on request of the club for inspection.

13 Payments from members

A sign on fee is payable on completion of the members Registration, this will also form an acceptance agreement to the club's policies procedures and expectations including all Codes of conduct.

This amount will be set by the committee as is the annual fee each season.
Club members will pay monthly subs from August – April Inclusive.
No subs payments are required during the months of May, June & July
Payment Categories will include Coaches Disc, Individual Player, Sibling Disc, Dual Reg Disc,

The process of collecting and depositing members subs should be:

- Team representative will be asked by the treasurer to communicate the clubs bank details and a players unique membership reference.

- Parents should use these bank details and reference to make a one-off signing on fee.

- Parent of the player should set up a monthly standing order for the correct amount to be paid directly to the club account, payments should be made prior to the 10th of each month.

- Treasurer will cross reference payments once a month and communicate to parents if any have been missed.
  (Any member who misses 2 payments in a row will be unable to play until payments are brought up to date, 3 missed payments could incur a suspension from all club activities).

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A Member who is unable to play or participate due to injury for 4 weeks or more will not be required to pay their membership fee until they return to action. The parent and coach must notify the Club Secretary and Treasurer of this at the time as payments cannot be returned after they have been made if notification was not given.

13.1 Any team raising funds or generating income under the club banner will be required to fully comply with these guidelines and should any such team then cease to exist / fold or for any other reason stop being a member of Newcastle West End FC they will be required to produce a final statement of team accounts and pass this and all remaining funds to the club treasurer.

These funds will be held by the club in trust or until the committee decide on the cause of action that should be taken.

13.2 Where possible the club will support any brand-new team to the club with the obtaining sponsorship for their first strip and some equipment to allow them to get started. Teams are however encouraged to source sponsors and cover the cost of their own kits and equipment the committee will provide ongoing help, guidance and support where possible.

13.3 Any member, player or spectator who is charged by the league, FA, or other governing body will be personally responsible for the full payment of any Fine incurred. The club will follow their own process of administration for this which could include adding an additional charge for misconduct or bringing the club into disrepute, not upholding the required expectations of a member or any other acceptable reason as agreed by the committee. In addition to this the club will also impose an additional admin charge to any financial penalty required to be paid by the club and recovered from the person responsible this amount will be agreed by the committee.

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14. Alterations to the Constitution

Alterations to this constitution shall be made following due process in which any proposed alteration is communicated to the secretary and a meeting of the committee held to discuss and agree any such changes. Changes shall be agreed and adopted by way of a majority vote. No changes to the constitution shall be made that may conflict or redirect the purposes of the club.

15. Dissolution:

The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal at a properly convened AGM/EGM.

The Trustees will then be responsible for the orderly winding up of the clubs' affairs.
After setting all liabilities of the club, the Trustees shall dispose of the net assets remaining to one or more of the following:

- To another club with similar sports purposes which is a charity.
- To another club with similar sports purposes which is a registered CASC.
- To the club's national governing body for use by them for related community sports.

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This Constitution was reviewed, amended, and adopted by the committee on Sunday 30th August 2026.

Name: Ryan Abraham Signed: R. Abraham

Position: Club Secretary / General Manager Date: 30/08/2026

Name: Sean Morrissey Signed: S Morrissey

Position: Club Treasurer Date: 30/08/2026

Name: Alana Ruddick Signed: A. Ruddick

Position: Club Chairperson Date: 30/08/2026

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