

Constitution of Sedgefield Youth Club

1. Name

The club shall be known as Sedgefield Youth Club (often simply referred to as SYC)

2. Aim

The aim of **Sedgefield Youth Club** will be:

To bring together young people in Sedgefield and surrounding areas, without prejudice of gender, race, disability or political or religious beliefs in an effort to supply social, educational and recreational activities with a safe and secure environment and foster community cohesion in partnership with Sedgefield Town Council.

3. Objectives

- To encourage young people to participate in a wide range of activities appropriate to their age and state of development.
- To promote social inclusion, mutual support, including welfare and safety, and the advancement of education.
- To assist young people in their personal and social development so as to encourage growth in self-esteem and confidence and help young people to learn from their experiences and cope with positive and critical feedback.
- To share ideas, raise funds through fundraising and grants in partnership with Sedgefield Town Council and other community groups.
- Promote intergenerational activities between schools, colleges and the older generation to inspire younger members to develop an interest in their community, promote citizenship and the principles of equality and diversity.

4. Membership

Membership is open to all 7-16 year olds in Sedgefield Parish, Fishburn, Trimdon and surrounding areas including Bradbury, Mordan, Foxton and Stillington. Membership shall be open to all young people having been accepted as members and who pay such fees as determined by the Management Committee (referred to as the Committee hereafter).

Membership will start once a registration form has been returned, requiring travel arrangements, health and disability requirements, parental/guardian contact information and consent.

The youth club will host two sessions to accommodate primary and secondary school aged children. The earlier session is held for years 3-5 referred to as 'juniors' and a later session for school years 6- 11 referred to as 'seniors' There will be a session fee determined by the Committee.

Membership details will be displayed on Sedgefield Town Councils website.

4.1 Ceasing to be a Member

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further sessions if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by their parent(s)/guardian(s), before a final decision is made.

4.2 Discipline

The Committee shall have the power to suspend/exclude any member in breach of the club's rules. Any member suspended or expelled may seek a review of the decision and to this end an appeals Sub-Committee will be established to consider the appeal.

Any staffing issues will be dealt with through the host organization i.e. Sedgefield Town Council or relevant employer.

5. Equal Opportunities Statement

Sedgefield Town Council will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief.

Sedgefield Youth Club aim to create a safe and welcoming atmosphere for everyone. SYC want to challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness and age. SYC aim to design our activities, services and decision making processes specifically to encourage and support participation from people who face disadvantage in society including women, BME people, disabled people, LGBTQ people.

6. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary, and not less than four times a year.

The Committee will consist of four officers, Chair, Vice Chair, Secretary and Treasurer. These roles will be fulfilled by Sedgefield Town Councilors and Youth workers. Ordinary members of the committee may be comprised of upto six youth club members, parents of active youth club members and residents.

The officers' roles are as follows:

- Chair, who shall chair both Annual General and Committee meetings.
- Vice Chair, who will act in the absence of the Chair as above.
- Secretariat who shall be responsible for the taking of minutes and the distribution of all papers and for keeping records of membership.
- Treasurer who shall be responsible for maintaining accounts.

In the event of an officer standing down during the year a replacement will be elected by the next Annual General Meeting of members.

Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any member of **Sedgefield Youth Club** wishing to attend, who may speak but not vote.

7. Meetings

7.1 Annual General Meetings

An Annual General Meeting (AGM) will be held in October each calendar year.

All members will be notified in writing at least twenty-one days before the date of the meeting, giving the venue, date and time.

Nominations for the Committee should be made to the Secretary seven days before the meeting.

The quorum for the AGM will be 10% of the membership or ten members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of **Sedgefield Youth Club** over the year.
- The Committee will present the accounts.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all members and will be held at least once every three months or more often if necessary. Dates will be published in the current AGM minutes for the preceding year.

All members will be given seven days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or five members, whichever is the greater number.

Minutes of all meetings to be documented and agreed by the Chair and Vice Chair and will be displayed on the Town Council website.

8. Safeguarding

SYC is committed to safeguarding and promoting the welfare of children and young people. We believe that safeguarding is everyone's responsibility, and we are committed to ensuring that all children and young people who attend our club are safe and protected from harm.

We will ensure that:

- All children and young people are treated with respect and dignity.
- All children and young people are protected from abuse, neglect, and exploitation.
- All children and young people are able to enjoy their time at our club in a safe and secure environment.
- All staff and volunteers are trained in safeguarding and child protection.
- All staff and volunteers understand their roles and responsibilities in safeguarding and child protection.
- All staff and volunteers are aware of the signs and symptoms of abuse and neglect.
- All staff and volunteers know how to respond to concerns about a child or young person's welfare.
- All staff and volunteers know how to report concerns about a child or young person's welfare.

We will work in partnership with parents, carers, and other agencies to ensure that the welfare of children and young people is safeguarded and promoted.

This policy will be reviewed and updated annually.

9. Rules of Procedure for meetings

At each Management Committee meeting the Senior Youth Worker will be asked to provide a written report indicating present and proposed programs, progress, outstanding events, proposed expenditure and details of any problems or disciplinary actions.

The Secretary will provide a report to keep the Committee informed in relation to all appropriate correspondence.

The Treasurer will provide details of the financial state of the organisation.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken by a show of hands, a decision will be made by a simple majority of members present. If the number of votes cast on each side

are equal, the Chair of the meeting shall have an additional casting vote.

Minutes of the Committee will be circulated to Committee members. They will be recorded in an appropriate format and signed by the Chair. A copy of the minutes will be shared at Sedgefield Town Council's Youth Working Group meetings.

10. Finances

An account will be maintained on behalf of **Sedgefield Youth Club** by Sedgefield Town Council and ring-fenced within their accounts.

Records of income and expenditure will be maintained by the Town Council and the Treasurer audit these accounts on a regular basis. The accounts will be audited at the discretion of the Town Council.

All money raised by or on behalf of **Sedgefield Youth Club** is only to be used further the aim of the group, as specified in item 2 of this Constitution.

Tuck shop and subscription cash will be reconciled at the end of every session and signed off by a senior member in readiness for the treasure to check.

All cash collected will be held in the cash tin and locked away in a secure cupboard overnight. Cash will not exceed £100 at all times.

The treasurer shall be responsible for keeping accurate records of the financial transactions of SYC supported by the Town Council. The financial year shall end on the last day of ???? in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

11. Website and Social Media

Membership details and promotion will be displayed on the council's website.

SYC recognise the importance of social media in modern society and the benefits it can bring to the Club. However, the Club also recognise the potential risks and dangers associated with the use of social media. The Club will ensure that all members, officials and volunteers are aware of the Club's Social Media Policy and will ensure that they comply with the policy at all times. The Club's Social Media Policy will be reviewed annually by the Management Committee.

12. Amendments to the Constitution

Amendments to the Constitution may only be made at the AGM or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

13. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the

group.

If it is agreed to dissolve **Sedgefield Youth Club** all remaining money and other assets, once outstanding debts have been paid, will be donated to a recognized charitable organization or organizations having objects similar to those of the **Sedgefield Youth Club**

This constitution was agreed at the Inaugural General Meeting of the **Sedgefield Youth Club** on:-
12.02.2024

Signed (Chair) *JE Towler*

Signed (Vice-Chair) *KP Dow*