

# **HADDINGTON ATHLETIC COMMUNITY FOOTBALL CLUB**

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## **CONSTITUTION**

### **NAME**

The Club shall be called **Haddington Athletic Football Club**, hereinafter referred to as “the Club” and will be affiliated to any and all appropriate Scottish Football Governing Bodies.

### **DESCRIPTION**

This will be an umbrella club covering all football teams and all age groups. The Club will be organised into several sections to aid the management of this undertaking.

The power is invested into the individual Section Committees to decide at which level of football their respective groups shall play.

No alteration to this Constitution shall be made unless supported by **at least 75%** of the membership present at any Special General Meeting called to decide such changes.

The Club will be run on a voluntary basis and no remunerations will be paid to any Committee Member or any other Member of the Club.

In recognition of the fact that it is run by volunteers all members of the Club are asked to respect the contribution being made by individuals and to do all that they can to assist them in the smooth running of the Club and in general to create an enjoyable environment in which everyone can enjoy the activities of the Club.

The Club colours shall be: Home Kit – Maroon, Away Kit – Sky Blue.

### **AIMS and OBJECTIVES**

The AIM OF THE Club shall be the promotion of football for all ages and abilities in Haddington and its environs, in particular the objectives are to:

- Ensure that football is enjoyed in a healthy and safe environment.
- Promote the opportunity for all to play football.
- Develop and promote the skills of individuals.
- Encourage and promote the interest of fair play to all.
- Ensure that the rules of the governing bodies are observed in all games played by the Club.
- Seek to promote, increase and improve the football facilities in the area.

### **CHILD PROTECTION POLICY**

All members must accept the Child Protection Policy adopted by the governing bodies at all times, Coaches, Club helpers and anyone with unsupervised access to young people will be vetted prior to allowing them to work with young people. A register of Club Officials shall be maintained at all times.

### **MEMBERSHIP**

The Club is open to the whole community without discrimination, in particular no person shall be denied membership on the grounds of sex, race, religion, ability or disability.

Subsequent to the formation of the Club, other Football Clubs will be welcome to join the Club, provided they agree and conform to this Constitution in its entirety and subject to the agreement of the relevant Club Section and Committees.

Registration Forms will be required to be completed and signed by each player and where appropriate their Parent/Guardian/Carer BEFORE they may participate in Club activities.

Each Section Secretary shall keep a register of names and addresses of all members and this register will be available to view by all members if they desire to see it.

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## **BEHAVIOUR OF MEMBERS**

All Members are respectfully reminded that they will be representing the Club whilst engaged in Club business and are expected to behave in a suitable and acceptable manner (see Code of Conduct) at all times and to respect all Club Volunteers and equipment

Any player, official, parent or volunteer who disregards this, or behaves in a manner contrary to the interests of the Club, or for any other reason brings the Club into disrepute shall be spoken to and may be called to appear before the appropriate Section or Club Committee, as deemed appropriate. Such Committee shall have the power to warn, reprimand, suspend membership or expel them and their children from the Club.

Any member who is dissatisfied with a decision of the Section Committee may appeal to the relevant Section Committee, in writing, within 14 days of such decision.

In the event of such an appeal a meeting shall be arranged to hear the members case, at this meeting the member can be represented by anyone from within the Club.

Section Committee decisions can be appealed to Club Level.

Club Level Committee decisions shall be final and binding on all parties.

## **VOTING RIGHTS**

For Section AGM voting purposes, membership of the individual sections is open to the following, without discrimination of any description, provided that they conform to this Constitution and in particular complete all necessary documentation.

For Haddington Athletic **1<sup>st</sup> Team**, it is restricted to Committee Members and Season Ticket Holders.

For Haddington Athletic teams comprising players **over the age of 16yrs**, it will be open to all registered players, coaches and Section Committee Members.

For Haddington Athletic teams comprising players **under the age of 16yrs**, it will be open to coaches, Section Committee Members and one family member per individual family involved in the Club.

## **COMMITTEE**

The Club Committee shall consist of the following:

- **2 Representatives from Haddington Athletic 1<sup>st</sup> Team.**
- **2 Representatives from each team aged 16yrs and over.**
- **2 Representatives from 13 – 16yr age groups.**
- **2 Representatives from under 13yrs age group.**

For all Club Committee business, each section will be entitled to have two representatives but with only one vote, with the exception of the Chair who will, in the event of a tied vote, have a casting vote.

Club Committee Office bearers, as detailed below, will be drawn from the above Representatives:

- President
- Vice President
- Treasurer
- Secretary

## **SECTION COMMITTEES**

Working with the Club Committee there will be Section Committees, who will specifically promote the Aims and Objectives of their Section, but never to the detriment of other Sections of the Club, a suggested structure for the Section Committees would be:

- One for Haddington Athletic 1<sup>st</sup> Team
- One for EACH Team over the age of 16yrs.
- One for the 13 – 16yrs age group.
- One for the under 13yrs age group.

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## **SECTION COMMITTEES (cont)**

The Section Committees shall consist of a Chairperson, Vice Chair, Treasurer, Secretary and Match Secretary. With the exception of Haddington Athletic 1<sup>st</sup> Team, all Team Coaches and elected members (parents where appropriate) shall form the rest of the Committees. Other Committees may be formed e.g. Fund Raising and large Events, as required.

In the event of any relevant issues being raised, the Committees shall have the power to appoint Emergency and/or Finance Committees who shall report findings at specially convened meetings as soon as is practicable after the event.

The power is invested in the Haddington Athletic 1<sup>st</sup> Team Committee to appoint five Trustees. The whole properties of Haddington Athletic 1<sup>st</sup> Team, both heritable and moveable, shall be invested in the names of the Trustees and on behalf of the said Section and no alteration shall be made on these rules except at the Section AGM and unless supported by at least two thirds – of the majority present.

## **MEETINGS**

The following rules will apply for all meetings.

### **AGM**

The Annual General Meeting of the Club will be held annually during June.

As per the Club Committee rules, each Section will be entitled to have two official representatives present, but with only one vote (with the exception of the Chair who will, in the event of a tied vote, have the casting vote)

All Club Members can attend the AGM but will not have voting rights.

All Office Bearers for the Club Committee will be elected at the AGM and all Section Committee appointments will be ratified at the AGM.

In the event of any vacancy occurring during the year, full power to fill such vacancies until the next AGM shall be vested in the relevant Committee.

No player shall be eligible to hold office in the Club Committee.

No person, unless a Club Member as defined in this Constitution, shall be eligible for nomination to the Club Committee.

### **OTHER MEETINGS**

Club and Section Committees will meet at least quarterly.

Each Section Committee will hold an AGM in May of each year to determine Office Bearers and other competent business, at which all members will have voting rights as indicated in the Membership section above.

Section Committees, once elected, may meet more frequently, at the discretion of the relevant Chairperson, for the transaction of any business affairs of the Section.

Each Committee member will have one vote and in addition the President/Chairperson shall have a casting vote where required.

Minutes of all meetings will be kept.

All proposals must be seconded, voted on and the result recorded in the Minutes of the Meeting.

A Special General Meeting can be called at anytime by the relevant President/Chairperson/Secretary, either at a Section Committee meeting or Club Committee meeting, but at Club meetings each Section will still only have one vote.

The President/Chairperson shall have the discretion to allow all meetings to be open to Members, provided they conduct themselves in a suitable manner and respect the authority of the elected Committee. The President/Chairperson may eject attendees who do not adhere to the above.

### **Quorum**

A quorum for all meetings, whether it is an AGM, Club or Section Meeting will comprise a minimum of five people.

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## **SUBSCRIPTIONS**

Each Section will pay a £50 subscription to the Club on an annual basis.

Where appropriate the relevant Section Committees will set the subscription levels for their own section on an annual basis.

Subscriptions will be due at the commencement of the playing year and no later than the end of September.

Each Section shall have a Family Membership Option to assist families with more than one member playing for the Club.

Each Section should have a facility for considering the financial ability of parents to meet their subscription requirements and shall have the authority to vary the financial contribution at their own discretion.

## **INSURANCE**

All sections of the Club will insure their players in accordance with the governing body's minimum requirements. Additional cover can be provided at the discretion of the relevant Section Committee.

All individuals must sign an Indemnity Form, if they are participating in Club activities, prior to becoming registered members of the Club.

The Club will not be held responsible for any injury or illness that may occur to any **unregistered** player, during any activity held under the Club name.

## **FUNDING**

Each Section will be responsible for funding its own members activities.

Events and Sponsorship can be organised at Club level and the Club Committee will determine the distribution of such funding amongst the Sections.

A reserve fund minimum of £1,000 will be held at Club level, all sections will contribute equally to this and contributions will be reviewed at least annually.

In the first instance the two founding clubs will contribute £500 each.

A diary of events will be maintained to ensure that all funding activities within the Club are coordinated.

A list of sponsors will also be maintained to ensure that approaches to organisations and individuals is controlled and coordinated.

The 1<sup>st</sup> Team Committee will review the price of season tickets for admission to 1<sup>st</sup> Team Matches annually; payment of such amounts will include membership to the relevant section of the Club.

## **ACCOUNTS**

Each Section Treasurer shall keep correct books and accounts showing the financial affairs of their Section/Club and in particular will comply with the following:

- A statement of the financial affairs of the Section/Club shall be produced quarterly at Section Meetings, Annually at the AGM and at anytime requested by the appropriate Section or Club Committee.
- All funds shall be kept in Bank Accounts, in the name of the Section/Club, and will be operated by at least two designated signatories, both of whom must be members of the relevant Committee.
- Prior to each AGM an independant person shall be sought to audit the books.
- The Club Committee shall have the power to acquire, dispose of, lease or take on lease property on behalf of the Club.

## **EQUIPMENT**

Equipment can be shared between sections but those using Club facilities and equipment will be held accountable for it whilst it is in their care. Team Coaches must accept overall responsibility for equipment being used by their teams.

No spending or ordering of goods can be done without the specific, prior minuted agreement, of the relevant Section/Club Committee. Any member not complying with this ruling shall bear the cost of such purchases themselves.

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## **PROFITS**

The Club and its Sections are non-profit making with all surplus income or profits being re-invested in accordance with the spirit of this Constitution.

No surpluses or assets will be distributed to Members or any Third Parties.

## **ALTERATION OF THE RULES**

Alteration to this Constitution, Code of Conduct, etc. can only be made at the AGM or at a Special General Meeting called for a specific purpose and only with a two-third majority of those present and a simple majority of the Club Committee.

Notification of any motion to amend, rescind or add to the Constitution or Code of Conduct must be lodged in writing with the Club Secretary, fourteen days before the date of the meeting.

The Club will ensure that all members are informed of the AGM and any Special General Meeting by placing an advert in the 'Courier' newspaper.

## **DISSOLUTION**

The Club shall only be dissolved at a General Meeting called for that specific purpose and only then by both a two-third majority of those present and a simple majority of the overall Club Committee.

The only exception to this shall be that the **Haddington Athletic 1<sup>st</sup> Team Committee** shall have preserved rights, ad infinitum, to withdraw from this Constitution and reform their original club, if at any time their Section Committee judge that decision to be in the best interest of safeguarding the future of the **1<sup>st</sup> Team**. In such exceptional circumstances, their existing facilities (i.e. Pitch and Changing Facilities) will remain their assets and will go with them for their sole use.

Sections can only be dissolved at a General Meeting, called for that specific purpose and only then by both a two-thirds majority of those present and a simple majority of the overall Club Committee.

- Voting rights for all of the above will be as for AGM's.
- In the event of dissolution, the whole assets of the Club/Section (see exception for 1<sup>st</sup> Team) shall not be paid or distributed amongst the members but shall be released by the Club Committee to another, similar not for profit, body for approved sporting or charitable purposes, those having similar objectives to those of the Club and operating within the Haddington area.
- In distributing assets the Club will be mindful of the Constitution, Aims and Objectives and will seek to assist football clubs (re)-established as a result of the dissolution of this Club.

## **COMPLAINTS**

All complaints should be made in writing, either to the appropriate Section or the Club secretary.

- No verbal complaints will be admitted.
- The relevant Committee will give all individuals, affected by a complaint, a fair hearing.
- Appeals against Section Committee decisions will be allowed and will be heard by the Club Committee.
- The decision of the Club Committee will be final and there will be no further right to appeal and will be binding on all parties.

## **CODE OF CONDUCT**

The latest version of the Club's Code of Conduct can be found on the Haddington Athletic FC Website, under the Club – Documents Section.