



## CONSTITUTION OF THE RCT TIGERS FC

### 1. NAME

1.1. The club shall be called RCT Tigers Football club (hereinafter called the club).

### 2. AFFILIATION

2.1. The club shall be affiliated to the South Wales FA.

### 3. AIMS AND OBJECTIVES

3.1. The club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

### 4. EQUALITY STATEMENT

4.1. The club is fully committed to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other. The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules. *Note: Adapted from the FAW Welfare Policy.*

### 5. WELFARE STATEMENT

5.1. The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association of Wales' Welfare Policy. *Note: Adapted from the FAW Welfare Policy.*

### 6. MEMBERSHIP

6.1. The club shall consist of the Officers and the members.

6.2. In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.

- 6.3. All members are also required to abide by the appropriate FAW Football and club code of conduct
- 6.4. The Management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.5. Members under the age of eighteen shall be considered as junior members.
- 6.6. Junior members shall not have the right to vote at Committee meetings, but are entitled to elect one representative who shall have the right to vote.

## **7. MEMBERSHIP FEES**

- 7.1. Membership fees shall be collected in each week and are payable to the club treasurer or nominated individuals. No member will be eligible to represent the Club if he/she has not paid the agreed membership unless agreed otherwise by the club committee.
- 7.2. Payment for an entire season can be made at the discretion of the club treasurer. Once paid these are only refundable at the discretion of the Management Committee

## **8. MANAGEMENT COMMITTEE**

- 8.1. The Management Committee will act for the members of the club and shall be comprised of a minimum of five individuals taken from the following roles in descending order Chair, Vice Chair, Secretary, Treasurer, Social Secretary, Welfare Officer and Head Coach.
- 8.2. In the event of a resignation then the next role down the list is co-opted to the Management Committee until that vacancy is filled. If the roles listed as exhausted before a committee is constituted then the remaining members of the management committee can co-opt individuals to the committee as they see fit until the end of the current year or until a role on the list is filled.
- 8.3. These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM.
- 8.4. Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.5. The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings. The quorum necessary for a committee meeting shall be 4 people.
- 8.6. The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM or EGM
- 8.7. Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8. The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

## **9. FINANCE**

- 9.1. All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.

9.2. The club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.

9.3. The Financial year of the club is ongoing by is collated on a monthly basis.

9.4. The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

## **10. GENERAL MEETING AND OTHER MEETINGS**

10.1. The General Meeting (GM) of the club shall be held every two months or quarterly during the year. At these meetings the annual report of the Management Committee and the audited statement of accounts up to the end of the last month's meeting shall be presented.

10.2. The Secretary shall give no less than 14 days' notice of the date of the GM to all members.

10.3. All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM.

10.4. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting. If no applications have been received prior to the AGM, then applications can be accepted from the floor at the discretion of the Committee

10.5. The dates of the GM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

10.6. The quorum for general meetings shall be 4 members present who are eligible to vote.

10.7. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 3 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

## **11. VOTING PROCEDURES FOR ALL MEETINGS**

11.1. All members entitled to vote at meetings shall have equal voting rights.

11.2. A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

11.3. In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

## **12. DISCIPLINE AND APPEALS**

12.1. The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.

12.2. If the Management Committee is satisfied, by unanimous decision, that an individual has either brought the Club's name into disrepute or is has acted in a manner considered Gross Misconduct then that individual can be expelled from the club with immediate notice.

- 12.3. Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare officer and RCT Children's Services will be informed.
- 12.4. All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.
- 12.5. Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.
- 12.6. An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 12.7. An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.
- 12.8. Upon considering the situation, the Management Committee may suspend both parties involved in a non – judgemental manner until the outcome of the investigation.

### **13. DISSOLUTION PROCEDURES**

- 13.1. In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the South Wales FA. No member shall obtain any asset from the club.
- 13.2. The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 4 members of the club.

### **14. REVIEW OF THE CONSTITUTION**

- 14.1. This Constitution should be reviewed a minimum of once every two years.
- 14.2. Any amendments to the Constitution can only be agreed at the Clubs AGM.
- 14.3. Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- 14.4. In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 14.5. Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 14.6. Any alteration to the Constitution shall require a two-thirds majority of members voting and present.
- 14.7. All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee.

### **15. Amendment History**

- 15.1. File uploaded to Online portal 06<sup>th</sup> September 2014