

# **TAVISTOCK THISTLES FOOTBALL CLUB**

## **- CLUB CONSTITUTION -**

### **1. NAME**

The name of the organisation shall be "Tavistock Thistles F C" which will be affiliated to the Devon F.A. via the Devon Junior and Minor League.

### **2. FUNDAMENTAL PRINCIPLE**

The aim of the organisation – Tavistock Thistles F C – is to provide the opportunity for young people of both sexes, supported by adults, to develop and maintain an interest in association football. It is the declared intent of Tavistock Thistles to maximise each individual's enjoyment and natural ability.

### **3. AIMS AND OBJECTIVES**

The aims and objectives of the Club are:

- To offer coaching and competitive opportunities in football
- To promote the Club within the local community
- To help in the management of the Crowndale site and other soccer pitches as necessary
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to all
- To ensure that all present and future members receive fair and equal treatment

### **4. MEMBERSHIP**

Membership should consist of officers and members of the Club. All members will be subject to the regulations of the Constitution and, by joining the Club, will be deemed to accept these regulations and codes of conduct that the Club has adopted.

### **5. MEMBERSHIP FEES**

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Player registration and training fees will be paid annually, typically August, or by monthly or other instalments as agreed by the Management Committee. Match fees will be paid on the day of the match by all players involved in the game.

## **6. EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of Chairman, Vice-Chairman, Secretary and Treasurer that will act on behalf of the Committee on matters that are delegated to them by the full Committee.

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

## **7. COMMITTEE**

The Club's activities shall be controlled by a Management Committee composed of not less than 10 and not more than 20 members.

All adult Club members will submit Personal Disclosure Forms as necessary in line with Child Protection policy.

The Committee shall appoint a Chairman, Vice Chairman, Secretary, Treasurer and Child Protection Officer, together with any other officers as considered necessary.

The Committee shall be authorised to co-opt up to 2 members who will have full voting rights.

The Committee shall be authorised to invite guests from other organisations to Club meetings as necessary. Any such attendance shall be on an "ex-officio" basis - he/she having no voting rights.

A quorum of the Management Committee shall consist of not less than 7 members of the Committee voting members.

The Chairman shall have a casting vote and may, in exceptional circumstances, invoke the Fourteen-Day Rule if Committee discussions on an important topic cannot reach a reasonable conclusion.

## **8. POWER OF MANAGEMENT COMMITTEE**

The Management Committee shall be entitled to make representation on any particular matter concerning the Club to any other body as appropriate.

The Management Committee has the task of working to achieve the objectives of the Club by exercising a general oversight of its activities deciding on Club policy, discipline and fund raising. The Committee may delegate powers to sub-committees in specific issues providing that such sub-committees – in exercising these powers - conform to the regulations of the Management Committee.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **9. MEETINGS**

The Management Committee shall meet on at least twelve occasions each year.

Extra-ordinary meetings can be called at any time by the Executive Committee with at least 7 days notice and must be attended by a quorum.

The Club Annual General Meeting shall be held before the 21<sup>st</sup> of June each year – this is to confirm Club details before the DJML AGM later in the month. Nominations for election to the committee must be sent in writing to the secretary – countersigned by the person nominated not less than 21 days before the meeting. Items for the Agenda should be sent to the Secretary not less than 21 days before the meetings.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

## **10. CONSTITUTION**

This Constitution shall only be altered by a resolution passed by a two-thirds majority at the Annual general Meeting or at an emergency meeting called for the purpose of amending the Constitution.

Notice of proposed amendments for the Constitution must be given not less than 21 days before the Annual General Meeting.

## **11. CHILD PROTECTION**

The Club adheres to the Safeguarding Children policy promoted by the FA. All Managers/Coaches have attended Safeguarding Children courses and the Club has a Child Welfare Officer in place.

## **12. DISCIPLINE AND APPEALS**

All Club members must be prepared to abide by the conditions set out in the Club Code of Conduct.

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

**13. FINANCE**

The Management Committee shall be responsible for all Club expenditure and shall require records of income and expenditure to be kept by the Treasurer.

Accounts shall be audited annually and a balance sheet shall be presented to the Annual General Meeting.

The Treasurer and any two members of the Executive Committee shall be signatories on all cheques.

Any Club expenditure over the sum of £20.00 is to be authorised by the Management Committee. The Treasurer may request evidence of income from individual team managers/assistants as he/she sees fit.

**14. DISSOLUTION**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

Any assets remaining on dissolution of the Club after satisfying any debts and liabilities shall not be distributed among members of the Club. Remaining funds will be given to the relevant professional body - e.g. Devon Junior and Minor League, Football Association or Tavistock Youth Forum - for the benefit of young people in a manner which is exclusively Charitable at Law.

**15. DECLARATION**

Tavistock Thistles F.C. hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signature of Chairman: Mick Calvert .....

Signature of Vice Chairman: Peter Lowther .....

Signature of Treasurer: Andy Metcalf .....

Signature of Secretary: Lis Scanlan .....

Date: September 2009