

FC KILMARNOCK LADIES



CONSTITUTION

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Definition of Terms



FC KILMARNOCK LADIES CONSTITUTION



1. Name

The name of the organisation shall be **FC Kilmarnock Ladies**, hereinafter referred to as the '**Club**'.

2. Objectives

The Club is established to pursue the following objectives:

- (a) Participation in the sport of **football** hereinafter referred to as the '**sport**'.
- (b) The organisation, management and development of football for all members of the Club.
- (c) Membership of appropriate leagues for the purposes of establishing regular competitive play for the Club's representative teams.
- (d) The provision of training and playing facilities for its members.
- (e) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- (f) Upholding the rules of the sport.
- (g) Providing equal opportunities for successful participation by all sections of the community.
- (h) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the National Governing Body (NGB) of **Scottish Woman's Football**.

4. Membership

All members are subject to the Constitution of the Club and the regulations and requirements set out by the National Governing Body.

- (a) Membership of the Club is open to all individuals provided they comply with this Constitution. This includes player members and volunteers.

- (b) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- (c) All applications for player membership shall be accompanied by the appropriate membership fees, which shall thereafter be payable on demand.
- (d) Each member shall be entitled to attend General or Annual General Meetings.
- (e) Copies of the relevant Club Codes of Conduct, Rules & Regulations, Constitution, Child Protection Policy and other policies required by the NGB should be available on demand.
- (f) Members can be enrolled on one of the following categories:
 - (i) Playing/Competing Member
 - (ii) Team Coach (qualified/PVG checked)
 - (iii) Official on the Management Committee
 - (iv) Volunteer/Helper

5. Suspension, Refusal or Termination of Membership

- (a) The Management Committee shall be entitled to:
 - (i) Refuse members or any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Section 2 of this Constitution.
 - (ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made.
- (b) The member may apply for reinstatement at the next General Meeting.
- (c) Any member under suspension shall be excluded from taking part in any match or event under the control of the Club.
- (e) The Management Committee shall inform the member in writing of any decision to terminate their membership.
- (f) Notification of the termination of a membership will be forwarded to the National Governing Body.

6. General Meetings

(a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Management Committee, at appropriately 12 (twelve) monthly intervals, but no

more than 14 (fourteen) months after the date of the previous AGM. At each AGM the following business shall be conducted:

- (1) Apologies
- (2) Receive and confirm minutes of the previous AGM
- (3) Presentation of the Clubs financial accounts for the year
- (4) Presentation of the Club's projected financial situation for the forthcoming year
- (5) Agreement/setting of all Player/Club fees
- (6) Presentation of the Chairpersons Report
- (7) Election of Officers to the Management Committee (if required)
- (8) Alteration/addition to Constitution
- (9) Any other business brought before the meeting which has been submitted in writing to the Secretary not less than 7 (seven) days prior to the AGM
- (10) Any other business deemed relevant by the Chairperson

Notice for an AGM shall be a minimum of 21 days. The quorum for an AGM shall be **6** members.

(b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- (i) 33% (thirty three) of the membership
- (ii) The Chairperson
- (iii) 2/3 (two thirds) majority of the Management Committee

Notice for an EGM shall be of a minimum of 14 (fourteen) days notice and stating the business to be discussed.

7. Rules for General Meetings

- (a) A minimum of 21 (twenty one) days notice shall be given to all members, except in the event of an EGM where notice is as in Section 6(b)
- (b) The Chairperson/Vice-Chairperson shall the chair the meeting, or in his/her absence the Secretary or Treasurer or a nominee from the committee in the event of those mentioned being absent.
- (c) All members shall register with the Secretary prior to the start of the meeting.
- (d) Each member shall have 1 (one) vote.
- (e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson will exercise a casting vote.

- (f) The quorum shall be one 1/4 (one quarter) of those eligible to vote, or 6 (six) such members, whichever is the smaller.
- (g) The Secretary shall maintain the minutes of the meetings and record all proceedings and resolutions.

8. Election of Officers to the Management Committee

- (a) The members of the Management Committee shall be drawn from the membership as defined in Section 4(g) of this Constitution.
- (b) If dissolution of the Club or Management Committee has occurred prior to the AGM, new candidates can be elected by ballot at the AGM and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the next AGM.
- (c) All nominations of candidates for the election shall:
 - (i) Have the full consent of the nominee
 - (ii) Be in writing
 - (iii) Be seconded
- (d) Uncontested posts may be filled by nomination(s) and election at the AGM.
- (e) Officials on the Management Committee shall reserve the right to that position until they resign or are subject to contestation at the AGM.

9. Members of the Management Committee

- (a) The Management Committee shall consist of the following Officers:
 - (i) Chairperson
 - (ii) Vice-Chairperson
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Child and Vulnerable Adult Protection Officers preferably 2 (two) male and female
- (b) All the above shall be entitled to 1 (one) vote each at General Meetings, with the exception of the Chairperson.
- (c) The Management Committee shall reserve the right to agree to co-opt any Club member to any unassigned post providing that the number of co-optees shall not exceed 1/3 (one third) of the total number of persons serving on the Committee at that time.
- (d) The Management Committee shall appoint any sub-committees it deems necessary to deal with the matters of the Club. The proceedings of all such committees shall report to the Management Committee by way of a representative elected by that sub-committee.

10. Rules for the Management Committee

- (a) Meetings shall be open to any member of the Club listed in Section 4.
- (b) The Chairperson/Vice-Chairperson shall chair the meeting, or in his/her absence the Secretary or Treasurer or a nominee from the committee in the event of those mentioned being absent.
- (c) 14 (fourteen) days notice of any meeting of the Management Committee shall be given by the Secretary except when:
 - (i) The date of the meeting had been agreed at the previous Management Committee meeting, in which case 7 (seven) days notice shall be given.
 - (ii) In an emergency, the Chairperson may call a meeting at 4 (four) days notice.
- (d) The quorum shall be 4 (four) of those Officers entitled to vote, as listed in Section 9(a).
- (e) All members of the Management Committee as listed in Section 8(a) shall be entitled to vote.
- (f) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- (g) Notice of intention to resign from the Management Committee must be given with 14 (fourteen) days to any Official on the Committee.

11. Finance

- (a) The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Section 2 of this Constitution.
- (b) The Club shall have the power to raise money by means of yearly affiliation fees, match fees and fundraisers as determined by the Management Committee at the AGM.
- (c) All monies shall be deposited in a bank account in the name of the Club.
- (d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on the behalf of the Club. 2 (two) signatories shall be required.
- (e) The financial year of the Club shall run from 1st (first) April to 31st (thirty first) March.

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of the members present and entitled to vote at an AGM or EGM.

13. Dissolution of the Club

- (a) Any resolution the Club may be passed at any General Meeting provided that:
 - (i) The terms of the proposed resolution are received by the Secretary at least 42 (forty two) days before the meeting at which the resolution is to be brought forward.
 - (ii) At least 28 (twenty eight) days of the proposed resolution shall be given in writing by the Secretary to all members.
 - (iii) Such a resolution shall receive the assent of 2/3 (two thirds) of those present and entitled to vote.

- (b) Upon dissolution of the Club, after all Club and Trustee liabilities have been resolved, all remaining financial and material assets shall be given or transferred to the local Scottish Woman's League or to local football teams as determined by the meeting. These should be employed for the development of the sport.

14. Declaration

It is hereby certified that this document represents a true and most up to date version of the constitution of FC Kilmarnock Ladies.

SIGNATURES

Chairperson

Date

Secretary

Date

Treasurer

Date

Definition of terms

In this constitution the following words bear the meanings unless the context requires otherwise:

AGM

Shall be the yearly gathering of members of the Club, at which officers are elected and the year's activities, including financial dealings, are discussed.

Club

Shall mean a football club playing Association football in the Scottish Woman's Leagues.

Code of Conduct

Issued by the SWF and shall mean the setting out of rules by which members in the Club are expected to behave.

Constitution

Shall mean the written statement outlining basic fundamental rules and principles by which the Club shall be directed.

EGM

Shall mean Extraordinary General Meeting: a special meeting of the Club called by its members to discuss a particular problem or matter

General Meeting

Shall mean a meeting to which all members of the Club are invited

Member

Shall mean a person who belongs to and participates in the Club

National Governing Body

Shall mean is the football organisation that has a regulatory or sanctioning function, in this case the SWF

Official

Shall mean any member of the Club who has a function, duty or position involving authority or trust within the Club as set out by the SWF. In this case, to include members of the Management Committee and Team Coaches.

Player

Shall mean a player participating in football under the jurisdiction of the SWF and registered in accordance with SWF Article 7

Quorum

Shall mean the minimum required number of voting delegates attending a meeting before a meeting can commence

SWF

Scottish Woman's Football which is the National Governing Body to which the Club is affiliated to and regulated by.