



# CONSTITUTION OF CAMBUSDOON FOOTBALL CLUB

## 1 Name

The name of the organisation is Cambusdoon Football Club, hereinafter referred to as The Club. The importance of the name Greenan Colts will forever be enshrined within the constitution as the legacy name of The Club.

## 2 Primary Objectives

The Club is established to pursue the following primary objectives:

- a) To promote and support the sport of football for the benefit of children and young people in Doonfoot, Alloway and surrounding areas.
- b) To offer good facilities for children of primary and secondary school age (and such other age groups as the Club Executive Committee (CEC) determines) in a friendly, safe, environment.
- c) To organise, manage and develop football for all members of The Club.
- d) To organise membership of appropriate leagues and arrange fixtures for competitive or non-competitive games for the purpose of establishing regular play for The Club's representative teams.
- e) To provide training and playing facilities for its members, encouraging them to be experts in their own learning with appropriate skills and self-discipline.
- f) To promote and maintain the highest standards of technical competence and safety in football.
- g) To uphold the rules of football and to foster tolerance, care, concern and respect for themselves and others.
- h) To provide equal opportunities for successful participation by all sections of the community.
- i) To promote football, encouraging all participants towards high aspirations and ambition.
- j) To establish and maintain a strong partnership with parents/guardians, who will be fully informed and active participants in their child's progress.
- k) To ensure that the members are respected and encouraged to become involved in the development and decisions of The Club.
- l) To ensure that, within The Club, every player is given the confidence, development of attributes and capabilities to make valuable contributions to our society and is encouraged to become an informed and responsible citizen.
- m) To adhere to the promotion of The Club's Mission Statement as set out in Appendix 4 and The Club's Equity Statement as set out in Appendix 5
- n) To ensure The Club is non-profit making and no one person shall make any financial gain. Should there be a profit made by The Club, such profit shall be reinvested for the sole purpose of The Club's primary objectives.

- o) To ensure The Club will support the wider integration within all sports and activities provided by Cambusdoon Sports Club (CSC) and provide an opportunity for all members to participate across the sports club.
- p) To ensure The Club is committed to continuous professional development for all the coaches/officials at The Club.
- q) To ensure that The Club has suitably qualified and experienced Coaches which satisfy the relevant SFA Quality Mark status criteria at all levels.

### **3 Affiliation**

The Club is affiliated to CSC and upholds CSC's Constitution and values.

The Club shall be affiliated to the relevant governing bodies for its teams, which are in turn affiliated to the national associations of the Scottish Football Association.

### **4 Membership**

All members are subject to the Constitution of The Club and the regulations of the affiliated national associations.

- a) Membership of The Club is open to all individuals provided they comply with this Constitution.
- b) Persons will automatically be deemed to be "members" upon payment of membership fees to CSC. Membership fees will be set annually and agreed by Cambusdoon Sports Club Management Committee (CSCMC). Fees payable by members of The Club will be due as per the terms set out by CSCMC.
- c) A list of current members' names and addresses shall be maintained by CSC's Subscriptions Secretary and be always available at CSC. The Club will hold a copy of membership information, valid at the date of each AGM.
- d) The Club will be fully inclusive. No person shall be refused Membership on the grounds of race, colour, creed, religion, sex, sexual orientation, impairment or disability. This list is not exhaustive.
- e) In the case of financial hardship, the CEC may, at its discretion, approach the CSC Committee to consider waiving the subscription fee in whole or in part for a Playing Member or alternatively arrange for the Subscription Fee to be paid on an instalment basis. This decision will be at the discretion of the CSC Committee.
- f) Each fully paid-up Senior Member shall be entitled to attend and vote at General Meetings. A list of current members' names and addresses shall be maintained along with The Club's Constitution and documentation. It is the responsibility of the CEC to ensure that any entitled member is given an opportunity to vote at a General Meeting.
- g) In the event of fines or suspensions imposed by the affiliated national associations during league/cup football, The Club will pay the fines except in those circumstances where there has been gross misconduct by the

player/family that CEC deem to have brought The Club into disrepute. On these occasions the player and/or parent/carer will be liable for the fines.

h) Fully paid-up Senior Members may be elected and serve on the CEC.

i) All members will receive a copy of the following:

1. The Club Constitution
2. Codes of Conduct at Appendices 1, 2 and 3
3. The Club's Mission Statement at Appendix 4
4. The Club's Equity Statement at Appendix 5
5. The Club's Child Protection Policy at Appendix 6

These Appendices shall be deemed to be incorporated within this Constitution.

j) All members shall abide by The Club's relevant Codes of Conduct

k) Members subject to external disciplines are responsible for the payment of all fines and/or costs incurred.

l) Members shall be enrolled in one of the following categories:

1. Senior Member - playing or non-playing
2. Junior Member (under the age of 18)

## **5 Suspension, Refusal or Termination of Membership**

The CEC shall be entitled to:

- a) Refuse any application for membership on the grounds that such membership would be prejudicial to the primary objectives of The Club as set out in Section 2 of this Constitution.
- b) For good and sufficient reason refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full CEC before a final decision is made. In such instances, the Club Secretary must also inform CSC's Subscriptions Secretary in writing of the reasons for such refusals. In such instances, the matters would be addressed by CSCMC.
- c) The member may apply for reinstatement at the next general meeting.
- d) Subject to Section 4 (e) (in the case of a member deemed to be suffering financial hardship), any member who persistently fails to pay their fees by the date required shall forfeit their right to representation on the CEC and at general meetings and shall be suspended from taking part in any event under the control of The Club (including without limitation training, and match football) until such fees are paid.
- e) Any member under suspension for reason other than non-payment of fees referred to in Section 5 (d) shall also be barred from taking part in any match or event under the control of The Club (including without limitation training, and match football).

- f) The CEC shall inform the member in writing of any decision to terminate or suspend their membership.

## **6 CEC Structure**

The CEC will be the governing body of The Club and shall be structured as laid out in Sections 7 and 8 below.

The CEC shall be responsible for managing the general affairs and administration of The Club.

The CEC has the mandate on behalf of the members for managing the process and outcomes of investigating complaints and undertaking the disciplinary processes as apply to members.

## **7 CEC Office Bearers**

The CEC shall be a minimum of 9 Office Bearers and shall consist of the following positions:

- a) Chairperson
- b) Vice Chairperson
- c) Club Secretary
- d) Membership Secretary
- e) Treasurer
- f) Child Protection Officer (CPO)
- g) Positive Coaching Co-ordinator
- h) CSC Representative
- i) Parents representative
- j) Scottish Youth Football Association (SYFA) League Secretary
- k) Scottish Women's Football (SWF) League Secretary

All CEC Office Bearers shall be elected each year at the Annual General Meeting of The Club.

The CEC may, if it deems appropriate, consist of further appointees with such duties as may be delegated by the CEC.

All the above shall be entitled to one vote each at CEC Meeting.

The CEC may co-opt any member to any unfilled post in accordance with Section 9 b).

The CEC may appoint any Sub-Committees it may deem necessary to deal with the matters of The Club, until the conclusion of the following AGM. The proceedings of all such Sub-Committees shall be reported to the CEC by a representative elected by that Sub-Committee.

The CEC may remove a member of the CEC if:

- a) He or she, for more than three consecutive CEC meetings, has been absent without permission of the CEC and the CEC has voted by simple majority of those in attendance to remove the member from the CEC: or
- b) The CEC has voted by a majority of more than 75% of those in attendance to remove a member of the CEC.

## **8 Roles and Responsibilities of CEC Office Bearers**

### **8.1 Chairperson**

- a) The Chairperson will take responsibility for managing the CEC and the affairs of the club
- b) The Chairperson will chair all CEC meetings and conduct the meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded.
- c) In the Chairperson's absence, management of the meeting will be delegated to the Vice Chairperson for that one meeting.
- d) The Chairperson will consult with the Club Secretary over the agenda for each meeting and approve the minutes before they are circulated.
- e) The Chairperson will have the casting vote if any is needed at a CEC meeting.
- f) The Chairperson will oversee and guide all decisions taken by the CEC and Sub-Committees.

### **8.2 Vice Chairperson**

- a) The Vice Chairperson will chair all CEC meetings where the Chairperson is not able to do so and will have the same powers and responsibilities as the Chairperson
- b) The Vice Chairperson will assist the Chairperson in the delivery of their responsibilities.

### **8.3 Club Secretary**

- a) The Club Secretary will deal with all Club correspondence.
- b) The Club Secretary will organise The Club meetings, and record minutes and decisions of those meetings.
- c) The Club Secretary will be responsible for any correspondence to The Club membership
- d) The Club Secretary will organise The Club meetings and record minutes and decisions of those meetings.

#### 8.4 Membership Secretary

- a) The Membership Secretary will be responsible for the management of all member registrations/memberships that relate specifically to The Club.
- b) The Membership Secretary will be responsible for the management of the members database.

#### 8.5 Treasurer

- a) The Treasurer will administer The Club's accounts. No sum shall be drawn from The Club account except when approved by the Treasurer.
- b) All monies payable to The Club shall be received by the Treasurer and deposited in The Club account.
- c) The Treasurer shall produce a report at the AGM of The Club's finances for the fiscal year from 1st January to 31<sup>st</sup> December each year and interim reports to each CEC meeting.

#### 8.6 Child Protection Officer

- a) The Child Protection Officer will ensure that the Child Protection procedures are circulated and understood by all members.
- b) The Child Protection Officer will coordinate any in-service training for Child Protection issues.
- c) The Child Protection Officer will update The Club's Child Protection Policy when appropriate and identify any areas of concern
- d) The Child Protection Officer will establish and maintain the complaints procedures.
- e) The Child Protection Officer will be familiar with current Child Protection legislation.
- f) The Child Protection Officer, in the event of a complaint being made, will ensure that the complaints procedures are met and see the procedures through to the final decision.
- g) The Child Protection Officer will manage the Protecting Vulnerable Groups (PVG) Additional Signatories who are responsible for ensuring that all club officials complete a PVG check.

#### 8.7 Positive Coaching Co-ordinator

- a) The Positive Coaching Co-ordinator is the CEC representative of the coaching set up across The Club.
- b) The Positive Coaching Co-ordinator plays a pivotal role in the development of the playing sections. This means identifying developments, expansions, and making proposals that would have benefit to The Club. Although all the CEC Office Bearers will fulfil this task the Positive Coaching Co-ordinator has the responsibility to pursue this agenda as part of their role.

- c) The Positive Coaching Co-ordinator is not solely responsible for the individual age groups. Moreover, there is no requirement that the Positive Coaching Co-ordinator will play an active part in the individual team sections.
- d) The Positive Coaching Co-ordinator has the responsibility to ensure that The Club fulfils its SFA Quality Mark expectations.
- e) The Positive Coaching Co-ordinator is responsible for ensuring that the individual age groups adhere to the 'ethos' of The Club mission statement.

#### 8.8 CSC representative

- a) The CSC Representative will attend the CSCMC meetings to represent The Club.
- b) The CSC Representative will be tasked with supporting the wider integration of The Club within all sports and activities provided by CSC.
- c) The CSC Representative will use their best endeavours to ensure that The Club upholds CSC's Constitution and values.

#### 8.9 Parent Representative

- a) The Parent Representative will represent the parents of Junior Members.
- b) The Parent Representative will consult with Parents and relate their views at CEC meetings.
- c) The Parent Representative will assist the CEC with identifying and recruiting volunteers to take on roles with The Club.

#### 8.10 SYFA League Secretary

- a) To allow individuals to assist teams, The SYFA League Secretary will manage The Club SYFA Memberships.
- b) The SYFA League Secretary will register coaches/helpers/first aiders and ensure child protection requirements are followed.
- c) The SYFA League Secretary will register Boys' and Men's Teams.
- d) The SYFA League Secretary will assist coaches/helpers with difficulties related to the SYFA website.
- e) The SYFA League Secretary will maintain SWFA Coaches database and ensure teams meet SYFA criteria.
- f) The SYFA League Secretary will assist team secretaries with player registration processes.
- g) The SYFA League Secretary will consult with the PVG additional signatories to ensure PVGs are undertaken.

#### 8.11 SWF League Secretary

- a) The SWF League Secretary will manage The Club SWF Memberships.



- b) The SWF League Secretary will register coaches/helpers/first aiders and ensure child protection requirements are followed.
- c) The SWF League Secretary will register Girls' and Women's Teams.
- d) The SWF League Secretary will assist coaches/helpers with difficulties related to the SWF website.
- e) The SWF League Secretary will maintain SWF Coaches database and ensure teams meet SWF criteria.
- f) The SWF League Secretary will assist team secretaries with player registration processes.
- g) The SWF League Secretary will consult with the PVG additional signatories to ensure PVGs are undertaken to allow individuals to assist teams.

## **9. Election of Office Bearers to the CEC**

- a) The Office Bearers of the CEC shall be drawn from the membership, as defined in Section 4 of this Constitution.
- b) An Office Bearer of the CEC shall serve on the CEC from the date of his or her appointment (either at an AGM or by the CEC) until the conclusion of the following AGM which will deal with the election or re-election of the CEC positions. If, due to personnel changes, a position is left vacant, then a candidate who has consented to and shown a willingness to act on the CEC after being nominated by an existing CEC Office Bearer, shall be co-opted to the CEC to fill a vacancy upon a vote in favour by simple majority of the existing CEC. Such a new appointee shall be an Office Bearer of the CEC from the conclusion of that CEC meeting until the conclusion of the following AGM.
- c) In the event of a position becoming vacant and unfilled, the CEC will advertise the post. If no appointment has been made by the next CEC meeting, a General Meeting will be called to fill the vacancy.
- d) All nominations of candidates for election (which shall include existing Office Bearers seeking re-election) shall: have the consent of the nominee; be in writing; be seconded; be received by the Club Secretary not less than fourteen days before the AGM.
- e) No CEC Office Bearer can fulfil more than two roles on the CEC.
- f) Uncontested posts may be filled by nomination(s) and election at the AGM.
- g) The Club Secretary shall send all Office Bearers a list of all nominations not less than 7 days prior to the AGM.

## 10 Rules for the CEC Meetings

- a) The Chairperson shall Chair the meeting, or in his or her absence one of either the Vice Chairperson or a nominee from the CEC in the event of the Vice Chairperson being absent.
- b) There must be a minimum of four CEC meetings within a year. This is the responsibility of the Chairperson to ensure that this takes place.
- c) Fourteen days' notice of any meeting of the CEC shall be given by the Club Secretary in writing to the email addresses of the CEC Office Bearers, except when:
  1. The date of the meeting had been agreed at the previous CEC meeting, in which case 7 days' written notice shall be given.
  2. In an emergency the Chairperson may call a meeting at 7 days' written notice.
- d) The quorum shall be five of those Office Bearers of the CEC as listed at Section 8.
- e) Office Bearers of the CEC or of any Sub-Committee shall be under a duty to declare any direct or indirect conflicts of interests which may arise when considering Club business and an Office Bearer of the CEC or of any Sub-Committee shall not vote at a CEC meeting or Sub-Committee meeting on any resolution or issue concerning a matter in which he or she has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Club. An Office Bearer of the CEC or of any Sub-Committee shall not be counted in the quorum present at a meeting in relation to a resolution on which he or she is not entitled to vote.
- f) If a question arises at a meeting of the CEC or any Sub-Committee as to the right of an Office Bearer to vote, the question may, before the conclusion of the meeting, be referred to the Chairperson of the meeting and his or her ruling in relation to any member other than himself or herself shall be final and conclusive.
- g) Unless otherwise provided in this Constitution, all votes at a meeting of the CEC or any Sub-Committee shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- h) Any Office Bearer who has had his membership terminated, suspended or renewal refused shall not be entitled to act on the CEC or any Sub-Committee.
- i) The Office Bearers of the CEC or a Sub-Committee may participate in a meeting of the CEC or a Sub-Committee, or part of such a meeting, when
  1. the meeting has been called and takes place in accordance with the Constitution, and
  2. they can each communicate by any method including without limitation online platform to the others any information or opinions they have on any item of the business of the meeting.

If all the Office Bearers participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## **11 General Meetings**

### **11.1 Annual General Meeting (AGM)**

The AGM shall be held each year at such time and place as determined by the CEC, at 12 monthly intervals, but no more than 14 months after the date of the previous AGM. At each AGM, the following business shall be conducted:

- a) The receipt and approval of the minutes of the previous AGM.
- b) The presentation of the Chairperson's Annual Report.
- c) The presentation of The Club's financial accounts for the year.
- d) The presentation of The Club's budget for the forthcoming year.
- e) The election of Office Bearers to the CEC.
- f) Confirmation of the continued validity of the Constitution or proposal of its amendment and any necessary approval all in accordance with the procedures set out in section 13 of this Constitution.
- g) Any other business brought before the meeting which has been submitted in writing to the Secretary not less than 14 days prior to the AGM, and any other business deemed relevant by the Chairperson.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall include at least 5 Office Bearers of the CEC.

### **11.2 Extraordinary General Meeting (EGM)**

An EGM may be called upon the written demand of:

- a) A minimum of two-thirds of the CEC Office Bearers, or
- b) A minimum of one-third of the Coaches, or
- c) The Chairperson.<sup>{SEP}</sup>

A quorum for an EGM shall include at least 5 Office Bearers of the CEC.

#### Notices

Notices for an AGM or an EGM shall be in writing to the email address provided by the member from time to time for the receipt of notices.

### **11.3 Rules for General Meetings**

A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.

- a) The Chairperson, or in his or her absence a member selected by the CEC, will take the Chair.
- b) All members shall register with the Club Secretary prior to the start of the meeting.
- c) Each Senior member attending in person shall have one vote (where a member is listed in more than one category of membership, that individual shall only be entitled to one vote).
- d) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- e) A quorum shall include at least five Office Bearers of the CEC.

The Club Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

## **12 Finance**

- a) The income and property of The Club, however derived, shall be applied solely towards the primary objectives of the Club as set out in Section 2 of this Constitution. The Club shall have the power to raise money by means of yearly sponsorship and other fundraising methods at the discretion of the CEC.
- b) All monies shall be lodged in a bank account in the name of The Club.
- c) The Chairperson, Treasurer and Club Secretary shall be authorised signatories to sign cheques on behalf of The Club, of which two signatories shall be needed.
- d) The fiscal year of The Club shall run from 1 January until 31<sup>st</sup> December of each year.
- e) No CEC Office Bearer shall be individually or collectively liable for a debt of the Club, unless that person was solely responsible for the debt being incurred without the authority of the CEC or within the terms of this Constitution.

## **13 Amendments to the Constitution**

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

Amendments can only be proposed by a member of The Club at an Annual or Extraordinary General meeting. The amendment must be passed to the Club Secretary in written format, email or other suitable correspondence 7 days prior to the meeting to be eligible for consideration at the meeting.

## **14 The Dissolution of The Club**

Any resolution to dissolve The Club may be passed at any General Meeting provided that:

- a) The Club Secretary receives the terms of the proposed resolution at least 28 days before the meeting at which the resolution is to be brought forwards, and that
- b) at least 28 days' notice of the proposed resolution shall be given in writing by the Club Secretary to all members, and that
- c) Such a resolution shall receive the assent of two-thirds of those present and entitled to vote.

Upon dissolution of The Club, after all Club liabilities have been cleared, all remaining financial and material assets shall be given or transferred to Doonfoot Primary School, Ayr or to the Clubs providing a platform for the continuation of sport for our players, as determined by the meeting, to be employed for the development of football.

## **15 Declaration**

It is hereby certified that this document represents a true and most up-to-date version of the Constitution of Cambusdoon Football Club.

SIGNATURES

Chairperson

Date

Club Secretary

Date

Appendix 1 - Code of Conduct for Coaches, Officials and Volunteers

Appendix 2 - Code of Conduct for Players

Appendix 3 - Code of Conduct for Parents and Supporters

Appendix 4 - Mission Statement

Appendix 5 - Equity Statement

Appendix 6 - Child Protection Policy.