

# HTFCSA - Constitution

Passed by HTFCSA Members at the Association's Annual General Meeting (date: Friday 12th July 2019)

## 1. NAME

(a) The name of the Association shall be Hednesford Town Football Club Supporters Association (HTFCSA) - hereafter referred to as the Association or HTFCSA. (b) HTFC refers to Hednesford Town Football Club and is hereafter referred to as HTFC or the Club.

## 2. OBJECTS

The objects of the Association shall be:

(a) To represent the interests of HTFC supporters, who are members of the Association. (b) To establish and maintain a channel of meaningful dialogue with the Directors and Management at the Club.

(c) To establish and maintain high quality services and communications with and for HTFCSA members.

(d) To promote and maintain the history and independence of HTFC within the local community and beyond and, in doing so, encourage the club to ensure it appreciates and welcomes its supporters.

(e) To increase the opportunities and ways in which supporters of HTFC can express their affiliation with, and active support of the club.

(f) To give a voice to those supporters of HTFC who would otherwise count amongst those most excluded from decision making and consultation processes.

(g) To campaign on behalf of the members of HTFCSA.

(h) To raise funds for the development of facilities at the current playing ground of HTFC (i) To seek actively to recruit new supporters to the HTFCSA for the long term health of the organisation and to the mutual benefit of the Club

## 3. EQUAL OPPORTUNITIES

(a) The Association is committed to promoting equal opportunities amongst its membership. In particular the Association's Committee shall strive to ensure the organisation's: (i) Membership;

(ii) Committee and Officers;

(iii) Meetings and communication mechanisms;

(iv) Employment policy,

all respect and promote the concept of Equal Opportunities and seek to maximise the involvement of groups such as those listed in Object (f) above.

## 4. MEMBERSHIP

(a) Membership is open to all supporters of HTFC.

(b) Members at the Annual General Meeting shall determine membership Fees. (c) Membership is for a twelve month period. At the behest of the committee, nonvoting benefits of membership may still be available for a short period to former members who have not renewed.

(d) Only current full individual members (hereafter referred to as members) are entitled to vote at an Annual General Meeting or stand for committee.

- (e) Proposed new members may attend one meeting prior to deciding whether or not to join.
- (f) Non-members may be invited to a meeting by any officer.
- (g) Only members, or those invited to do so by an officer, may contribute opinion or make comment at any meeting

## 5. OFFICERS

(a) The Officers of the Association shall be:

Chair

Vice-Chair

Secretary

Minutes Secretary

Treasurer

Press Officer

Membership Officer

(b) Subject to approval at the Annual General Meeting, posts may be shared by more than one individual.

(c) No individual can hold more than one post, be it shared or otherwise.

(d) Officers shall hold office for the period of one year, commencing on the date of the Annual General Meeting.

## 6. ELECTION OF COMMITTEE

(a) The committee will formally stand down at the commencement of the Annual General Meeting.

(b) Before standing down, the officers shall put to members present at the Annual General Meeting a proposal on the size of the committee for the next twelve months. (c) If agreed, any member present at the Annual General Meeting may stand for election to the committee. Otherwise those present at the Annual General Meeting shall decide the size of the committee for the next twelve months.

(d) Members not present at the Annual General Meeting may also stand for election to the committee provided they contact the Chair of the organisation in writing, indicating their desire to stand, at least two weeks prior to the Annual General Meeting. (e) Any

member wishing to stand for election to the committee is entitled to make a short address to the Annual General Meeting either in person, or, in the event of absence, in a written statement to be read by the convenor of the Annual General Meeting.

(f) Should there be more candidates than agreed posts, a secret ballot will be held to determine election to the committee.

(g) Committee Members can co-opt members of the Association into the committee by a majority vote at a Committee Meeting provided such action does not mean the Committee exceeds the size agreed at the Annual General Meeting.

(h) Any member of HTFCSA may request a postal ballot form. The secretary will inform those who request a ballot form, the names of all those who have declared their intention to stand for election. Both parties must accept that not all nominations will have been received in advance.

(i) All ballot forms must be returned to the Secretary in a sealed envelope by the commencement of the AGM. There can be no subsequent alteration to the ballot forms.

## 7. ELECTION OF OFFICERS

(a) Nominations for the Officers of the Association to which this Rule refers shall be proposed by one and seconded by another member of the Association. Nominations shall be submitted in writing to the Chair to be received by him/her no later than 14 days before the date of the Annual General Meeting.

(b) Those wishing to stand for election as an Officer must first have been elected onto the committee of the Association, by an Annual General Meeting, for at least the previous twelve months, excepting the first election of Officers.

(c) Those wishing to stand for one of the Officers' posts must also successfully stand for a post on the committee at the same Annual General Meeting.

(d) It is the responsibility of the officers to ensure the rules governing nominations are circulated widely amongst all members.

(e) In the event of a contested election for any one post, the contested Offices shall be elected by a secret ballot of all members of the Association conducted at the Annual General Meeting, unless any election is as contested under (i) below.

(f) Anyone wishing to stand for election as an officer is entitled to make a short address to the Annual General Meeting either in person, or, in the event of absence, in a written statement to be read by the convenor of the Annual General Meeting.

(g) In the event of an uncontested election, the candidate(s) for Office(s) concerned shall be declared elected unopposed at the Annual General Meeting.

(h) In the event of no nomination for one or more of the Offices to which this Rule refers, nominations shall be sought at the Annual General Meeting.

(i) Those present at the Annual General Meeting can opt to defer the election of officers to the elected committee should those members present so wish.

(j) Should this be the case, the election of officers shall continue in accordance with the rules set out above, in an Extraordinary Meeting of the committee.

(k) Between Annual General Meetings the committee has in its power the right to elect Officers in the event of vacancies arising, providing the rules governing election are upheld.

#### 8. CHAIR AND VICE-CHAIR

(a) The outgoing Vice-Chair shall chair the Annual General Meeting should those present so wish. Otherwise those present shall nominate the chair.

(b) In the event of a casual vacancy for Chairman, the Vice-Chairman shall assume the office of Chairman for the remainder of that Chairman's term of office. (c) In such cases the casual vacancy for Vice-Chairman so caused shall be filled in accordance with the procedure set out under the rules governing the election of Officers above.

#### 9. TREASURER

(a) The Treasurer shall cause adequate financial records to be kept and shall be responsible for the proper administration of the Association's financial affairs. (b) The funds of the Association shall be kept in an account opened in the name of the Association at a Bank, Post Office or Building Society. Withdrawals from the account shall be under the signature of at least two duly appointed Officers of the Association who have been nominated by the committee to undertake that task.

(c) The Treasurer shall submit a statement of balances and an income and expenditure account to the Association at the Annual General Meeting in the year following that to which the accounts relate.

(d) The Treasurer shall supply a record of the Association's financial transactions and a statement of balances and an income and expenditure account to elected auditors at the end of the financial year. The financial year is 1 October to 30 September .

#### 10. ANNUAL GENERAL MEETING

(a) The Committee shall fix the date of the Annual General Meeting to take place on a mutually convenient date for Committee and Ordinary Members in June or July, following the end of the working year on 31 May.

(b) The Secretary will be responsible for the production of an Annual Report to be sent to all members of the Association not less than twenty eight days before the date of the Annual General Meeting. This report shall contain, at a minimum, written statements from each elected Officer, and a set of audited accounts (income & expenditure statement).

(c) The Secretary shall also send notice of, and the agenda for, the Annual General Meeting to all members of the Association not less than twenty eight days before the date of the Annual General Meeting.

(d) This notice, and other general notices, shall include an invitation to all members to seek election to the committee.

(e) Prior to election of the Committee, members present at the AGM shall vote for the size of the committee which must not be exceeded, at least until the following AGM. (f) The Officers shall report on its work during the preceding year to the Annual General Meeting in person or in writing through the convenor of the Annual General Meeting. (g) The quorum shall be 12 members or 1% of the total membership of the Association whichever is greater.

(h) Should the Annual General Meeting not be quorate, an Extraordinary General Meeting shall be held no earlier than four weeks, but no later than six weeks, from the date of the Annual General Meeting.

(i) The Extraordinary General Meeting shall be subject to the same rules as the Annual General Meeting.

#### 11. COMMITTEE & COMMITTEE MEETINGS

(a) The working year for the Committee shall be 1 June to 31 May. Subject to HTFC commitments, Committee Meetings will be held monthly during the football season (normally August to May, and with the exception of December), on the second Friday of each month, or such date as is mutually convenient for Committee Members and for which a venue can be found.

(b) It is the duty of the Officers to ensure any necessary changes to this schedule are circulated amongst Committee Members as early as possible.

(c) The Chair of the Association will normally chair Committee Meetings. With agreement of those committee members present, any committee member can chair a committee meeting.

(d) A minimum of three Officers must be present for any meeting to be quorate

(e) Committee Members are required to attend all Committee Meetings. If unable to do so they must submit apologies via the Secretary no later than one hour prior to commencement of a meeting. Any Committee Member failing to attend three consecutive meetings will be deemed to have resigned, subject to the discretion of remaining Committee Members.

(f) Committee meetings are open to all members of the association. With the agreement of those Committee Members present, individuals joining the Association at a Committee Meeting may attend the meeting.

(g) All members present are free to participate in Committee Meetings.

(h) It is the duty of the Chair of the meeting to ensure all views - committee members and members alike are heard during Committee Meetings.

(i) It is the duty of the Secretary to circulate an agenda and relevant papers to those present prior to the commencement of the meeting.

(j) It is also the duty of the Minutes Secretary to produce accurate minutes of the previous Committee Meeting, to be agreed as such, subject to minor amendments, by the committee.

(k) It is the duty of all Officers present to ensure the views of members not present but communicated to the organisation through other means are given due weight in debate and decision making.

(l) All present at Committee Meetings are free to vote on Committee decisions. This will normally be through an open show of hands, though a secret ballot may be held at the discretion of the Chair.

(m) The Chair is entitled, or can be directed by the committee, to disregard the votes of those not on the committee.

(n) Those not on the committee are not entitled to vote in secret ballots held at Committee Meetings.

(o) It is the duty of Committee Members to ensure the views of those members of the Association either not present, or not eligible to vote, are given due weight.

(p) The Committee can also appoint one or more sub-committees consisting of three or more committee members for the purpose of special enquiry or supervising specific functions where the committee decide a sub-committee can more conveniently and more fully undertake such a role than an individual Committee Member. The chair of any appointed sub-committee is accountable to the Committee as a whole and must report to the committee as agreed on the subcommittee's formation or more frequently where deemed appropriate.

(q) The Committee has the powers to raise funds and to invite and receive contributions provided that in doing so no substantial permanent trading activities are undertaken and fund raising shall conform to any relevant requirements of the law.

(r) The Committee has the power to employ such staff as is necessary to properly pursue the objects of the Association.

(s) The Committee has the power to establish or support charitable trusts, associations or institutions in line with the objects of the Association.

(t) The Committee has the power to do all such lawful things as are necessary for the achievement of the objects.

(u) The decision of the Committee is final, and will direct policy and actions of the Officers in so far as their actions are encompassed in the decision of the Committee.

## 12. EMERGENCY GENERAL MEETING

(a) An Emergency General Meeting may be called:

(i) By agreement of the majority of Officers of the Association, or

(ii) By agreement of the majority of the committee, or

(iii) By members constituting 10% of the total membership of the Association submitting written notice to the Secretary of their desire for such a meeting.

(b) With respect to 'a(iii)' the Secretary shall convene an Emergency General Meeting within 28 days of receipt of such a call. The Secretary shall send notice of and the agenda for the Emergency General Meeting to all members of the Association not less than seven days before the date of the Emergency General Meeting.

(c) The quorum shall be 12 members or 1% of the total membership of the Association - whichever is greater.

(d) With the exception of dissolution (see below), resolutions may be passed at an Emergency General Meeting with the approval of a majority of members present, provided the meeting is quorate.

### 13. AMENDMENTS TO THIS CONSTITUTION

(a) Any amendment proposed to this constitution shall be submitted to the Secretary in writing not less than one calendar month prior to the date of the Annual General Meeting or Extraordinary Meeting called for the purpose.

(b) Notice of an Extraordinary General Meeting involving a change to the constitution shall be not less than one calendar month.

(c) Amendments may be proposed by:

(i) Elected Officers, or

(ii) The Committee, whereby the majority of either are in favour of an amendment, or (iii) Members constituting not less than 20% of the total membership of the Association who have expressed to the Secretary, in writing, their wish to see an amendment to the constitution.

(d) An amendment to these Rules shall require a two thirds majority of those present and voting at the Annual General Meeting or Extraordinary General Meeting or properly convened extraordinary meeting.

(e) Other than the rules governing the calling of such a meeting, the rules of an extraordinary meeting convened for the purpose of considering amendments to the constitution as per those for an Emergency General Meeting outlined above.

### 14. DISSOLUTION

(a) The Committee is entitled to dissolve the Association at an Emergency General Meeting.

(b) To dissolve the Association two-thirds of the Committee must vote in favour of a resolution proposing dissolution.

(c) On the dissolution of the organisation, once any debts have been settled, any outstanding monies or property of the association shall be given to an organisation with similar aims and objectives. The beneficiary organisation being chosen at the Emergency General Meeting in advance of a vote on dissolution.

(d) It will be the responsibility of the former Officers of the Association to dissolve the organisation in line with the wishes expressed at the Emergency General Meeting.

HTFCSA, c/o Keys Park Stadium, Keys Park Road, Hednesford, Staffs, WS12 2DZ

Correspondence to the Secretary at his/her current address:

As of December 2010 this is: