

# **TUFFLEY ROVERS AFC**

## **Club Constitution**

### **1. NAME**

1.1 The Club shall be called "Tuffley Rovers AFC" (hereinafter called "the Club").

### **2. OBJECTS**

2.1 The Objects of the Club shall be:

- 2.1.1 To further the interests and objectives of the Tuffley Rovers Football Club;
- 2.1.2 Provide facilities for and to promote the playing of the game of Association Football within the community for adult men, women and children;
- 2.1.3 Promote the Club within the sport of Association Football and the local community;
- 2.1.4 To provide for members of the Club opportunities for meeting together, social activities, sport and recreation and the other amenities of a social club;
- 2.1.5 Organise recreational and social events for the benefit of its members;
- 2.1.6 Ensure affiliation to appropriate bodies in pursuance of the Club's aims and objectives, complying with the rules and regulations of those bodies, including:
  - The Football Association (FA);
  - The Gloucestershire Football Association (GFA);
  - Appropriate football leagues to which the club is associated.

### **3. GENERAL RULES OF MEMBERSHIP**

3.1 The following shall be classes of membership:

- Honorary Life Members
- Full Playing Members
- Full Non-Playing Members
- Social Members
- Family Members
- Associate Members

3.2 Family members shall be defined as spouses or partners and children under eighteen years of age of Honorary Life Members, Full Playing Members, Full Non-Playing Members and Social Members.

3.3 The Executive Committee may grant Associate status to a Club or Association that wishes to use the facilities of the Club on a regular basis, and all members of such a club shall become Associate Members.

- 3.4 The Club's General Secretary shall keep a list of the names and addresses of all members. Any changes of address shall be notified in writing to the Club's General Secretary within fourteen days of the change of address occurring.
- 3.5 Honorary Life members, Full Playing Members, Full Non-Playing Members, Social Members and Associate Members shall have the privilege of casting one vote at all General Meetings.
- 3.6 Honorary Life Members shall not be required to pay an annual subscription and shall be subject to nomination and election at the Football Section AGM held annually. The process for nominating a club member to become an Honorary Life Member is set out at Appendix 1.
- 3.7 Any member may resign their membership by giving the General Secretary notice in writing of their resignation.
- 3.8 The Executive Committee may at its discretion, decline to accept renewal of membership from any person only for good cause such as conduct or character likely to bring the club or sport into disrepute.

## **PART 1: FOOTBALL SECTION**

### **4. MEMBERSHIP**

- 4.1 Membership of the Football Section shall be open to full playing members (ordinarily players registered for the Club football teams), full non-playing members (coaches, managers and other team officials, as appointed by the Executive Committee), season ticket holders and Honorary Life Members, upon full payment of their annual membership/subscription fee.
- 4.2 Any other application for membership of the Football Section shall be considered by the Football Committee and referred to the Executive Committee for ratification.
- 4.3 The names of such applicants for membership shall be prominently displayed on the Club notice board for a period of at least two days before the meeting of the Football Committee at which the applications for membership are to be considered.
- 4.4 The Executive Committee may at its discretion, decline to accept renewal of membership from any person only for good cause such as conduct or character likely to bring the club or sport into disrepute.

- 4.5 Membership of the Club shall be for a period of one year, renewable annually (except in the case of Honorary Life Members) on the first day of July.
- 4.6 All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept the regulations and codes of conduct that the Club has adopted.

## **5. SUBSCRIPTION**

- 5.1 Subscription fees for members of the Football Section shall be determined at the Football Section's Annual General Meeting. Each member of the Football Section will also pay a subscription fee for membership of the social club, except in the case of those players under the age of 18 years, who shall be exempt from paying the social club membership.

## **6. RESIGNATION**

- 6.1 Any Full-Playing Member will automatically surrender their membership of the Football Section upon transferring their full registration to another football club. In those circumstances, they shall be entitled to retain their membership as a social member, on the condition that they have paid their subscription fees in full.

## **7. EXPULSION and SUSPENSION**

- 7.1 The Football Committee shall have the power to suspend (for a period of not more than six months) or expel any member who shall contravene any rule of the Club or whose conduct shall, in the opinion of the Football Committee, prejudicially affect the Club or render them unfit for membership.
- 7.2 Before any member is subject to a formal suspension or expelled from membership, the Football Secretary shall give at least seven days' notice to the member of the date upon which the Football Committee will meet in order to consider the allegations against the member. Such notice will specify the complaints made against them, as well as offering them the right to be represented or to submit written representations to the committee.
- 7.3 The Football Committee shall have the right to temporarily exclude any Football Section member against whom complaints have been made, until a meeting is arranged to hear such complaints. A temporary exclusion should not be for a period of more than 4 weeks (28 days).
- 7.4 No member shall be formally suspended or expelled without having the opportunity of making written representations to a meeting of the Football Committee, in order to answer the complaints made against them. Not less than two thirds of the members of the Football Committee shall be present at a meeting which is to consider the suspension or expulsion of a member. Any

vote on the decision to formally suspend or expel a member shall be based upon a simple majority decision.

## **8. NAMES and ADDRESSES**

- 8.1 The Football Secretary shall keep a list of the names and addresses of all members and any changes of address shall be notified in writing to the Football Secretary.

## **PART 1(a): FOOTBALL COMMITTEE**

## **9. ELECTION and NOMINATION**

- 9.1 The Football Committee shall consist of the following elected members:
- Football Chair
  - Vice-Chair (Football)
  - Football Secretary
  - Assistant Football Secretary
  - Ladies Football Secretary
  - Head of Football Development
  - Players' Representative
  - Welfare Officer
  - Commercial Manager
  - Elected Volunteer Members (up to a maximum of five)
- 9.2 Team managers shall also hold membership of the committee and shall attend meetings. They will not hold voting rights, with the exception of the first team manager, who shall be permitted to vote on committee business.
- 9.3 In addition, the Chair of the Youth Section, shall hold membership of the committee. The Chair of the Youth Section will be subject to election at a separate Annual General Meeting, as required by the constitution of that club. They will not have the right to vote on Football Committee business.
- 9.4 The elected officers and committee members shall all be elected at the Football Section Annual General Meeting and shall hold office until the next such meeting. Any member shall be entitled to stand for election or nominate another member for election.
- 9.5 Any decision of the Football Committee shall be final on matters concerning football except those involving finance or as otherwise provided in these rules.

- 9.6 On a casual vacancy arising amongst the elected members of the Football Committee, a member of the Club may be appointed by that Committee to fill the vacancy for the remainder of the elected member's term of office.
- 9.7 A quorum of the Football Committee shall be four members.
- 9.8 Members of the Football Committee may stand for re-election at the end of their term of office provided that they remain members of the Club and otherwise qualified.

## **10. MEETINGS**

- 10.1 Meetings of the Football Committee shall normally be held once in each calendar month.
- 10.2 Special meetings of the Football Committee may be called at the request of the Chair or at the request of not less than four other committee members.
- 10.3 An Annual General Meeting of the Football Section shall be held once in each year and not more than fifteen months shall elapse between such meetings, which shall be conducted by the Football Committee. Twenty-one days' notice shall be given to the members of the Club by the General Secretary by public announcement, press advertisement and posters.
- 10.4 A notice of the AGM specifying the business to be transacted and the resolutions to be moved thereat shall be posted on the Club notice board at least twenty-one days before the meeting.
- 10.5 The business to be transacted at the AGM shall include:
- (i) to receive the report of the Executive Committee and the Auditor;
  - (ii) to elect the officers and other members of the Football Committee;
  - (iii) to elect the officers of the Executive Committee;
  - (iv) any other business or the consideration of any resolution, which has been submitted to the Secretary at least fourteen days before the meeting.
- 10.6 The General Secretary shall summon a Special General Meeting: at the direction of the Football Committee or at the request of not less than twenty football section members who shall specify the object of the SGM and any resolution intended to be proposed. The General Secretary shall give not less than twenty-one days' notice of such an SGM to members by affixing a written notice on the Club notice board.

## **PART 2: SOCIAL SECTION**

### **11. MEMBERSHIP**

11.1 Membership of the Social Section shall be open to applications from:

11.1.1 Individual members of the Club who have attained the age of eighteen years.

11.1.2 Honorary members who shall be individual members who are Life members or who have rendered outstanding services to the Club.

11.1.3 Full Playing Members and Full Non-Playing Members of the Football Section.

11.1.4 Guest members, as set out in the general membership provisions of the constitution. This shall include members of a team or organised body visiting the Club in connection with any sport, game, contest, conference, entertainment, dance or other social activity officially organised by the Club.

### **12. GUEST MEMBERSHIP**

12.1 Guest Social Section membership shall be subject to the following rules:

12.1.1 Any Social Section member shall be entitled to introduce guests to the Club provided that:

- The guest is not a person whose application for club membership has been declined;
- The guest has not previously been expelled or suspended from club membership;
- The guest has not been signed in more than twice in one four-week period.

12.2 The member introducing guests shall enter the name and address of such guests, together with their own name, in the visitor's book supplied for that purpose and kept in the social club.

12.3 Maintenance of the visitor's book shall be the Social Chair's responsibility.

12.4 Guests shall not be permitted to attend or vote on matters at any Club meeting.

### **13. ELECTION TO MEMBERSHIP**

- 13.1 All new members will be required to complete an application for membership to the club.
- 13.2 All new membership applications shall be considered by the Social Committee before election to membership is confirmed.
- 13.3 All guest members must write their names and addresses in the visitors' book.
- 13.4 The Social Committee may at its discretion, decline to accept renewal of membership from any person only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

### **14. ADMISSION**

- 14.1 No person shall be formally admitted to membership of the Club or permitted to enjoy the privileges of membership without an interval of at least two clear days between their nomination or application for membership and such admission.

### **15. SUBSCRIPTION**

- 15.1 Subscriptions will be due upon commencement of membership, and then annually on the first day of July.
- 15.2 On the fifteenth day of August every year all members who have failed to pay the appropriate annual subscription shall be deemed to be in arrears.
- 15.3 The Club's Social Secretary shall then deliver written notice to any such member, allowing seven days in which to pay the outstanding subscription. Failure to do so entitles the Social Committee to terminate the individual's membership after a further short period of "grace", not exceeding twenty-one days, has elapsed.
- 15.4 Subscription rates for social club membership shall be set at the previous Annual General Meeting (AGM) for the Social Section.

### **16. RESIGNATION**

- 16.1 Any member may resign his or her membership by giving the Social Secretary written notice of such resignation.

### **17. EXPULSION, SUSPENSION and EXCLUSION**

- 17.1 The Social Committee shall have power to suspend (for a period not exceeding six months) or expel any member who contravenes any rule of the Club or whose conduct, in the opinion of the Social Committee, prejudicially affects the Club or renders them unfit for membership.

- 17.2 Before any member is subject to a formal suspension or expelled from membership, the Social Secretary shall give at least seven days' notice to the member of the date upon which the Social Committee will meet in order to consider the allegations against the member. Such notice will specify the complaints made against them, as well as offering them the right to be represented or to submit written representations to the committee.
- 17.3 The Social Committee and the Club Steward shall have the power to temporarily exclude any Social Section member against whom complaints have been made, until a meeting is arranged to hear such complaints. A temporary exclusion should not be for a period of more than 4 weeks (28 days).
- 17.4 No member shall be formally suspended or expelled without having the opportunity of making written representations to a meeting of the Social Committee, in order to answer the complaints made against them. Not less than two thirds of the members of the Social Committee shall be present at a meeting which is to consider the suspension or expulsion of a member. Any vote on the decision to formally suspend or expel a member shall be based upon a simple majority decision.

## **18. NAMES and ADDRESSES**

- 18.1 The Social Committee shall keep at the Club a list of names and addresses of all members.
- 18.2 Members shall, within fourteen days, give written notice to the Social Secretary of any change of his or her address.

### **Part 2(a): SOCIAL COMMITTEE**

## **19. POWERS**

- 19.1 The affairs of the Social Section (excluding the purchase and supply of intoxicating liquor and also excluding overall financial management) shall be under the control of the Social Committee.
- 19.2 All decisions of the Social Committee shall be final on any matter properly referred to it provided that any such decision shall not be inconsistent with these rules.

## **20. ELECTION and NOMINATION**

- 20.1 The Social Committee shall consist of:
- The Social Chair



- The Social Secretary
  - Elected Volunteer Members (up to a maximum of eight)
- 20.2 The Officers and Committee Members shall be elected at the Annual General Meeting by the members of the Club all of whom shall be equally entitled to nominate persons for election or to be nominated for election to the Committee, provided that only those who have been members for at least two years may be elected as officers of the Club.
- 20.3 A quorum of the Social Committee shall be four members.
- 20.4 On casual vacancy arising amongst the elected members of the Committee the Committee itself may appoint any member of the Club to fill the vacancy for the remainder of the elected member's term of office.

## **21. MEETINGS**

- 21.1 Meetings of the Social Committee shall normally be held once in each calendar month.
- 21.2 Special Meetings of the Social Committee may be called at the request of the Chair or at the request of not less than four other Committee members.
- 21.3 An Annual General Meeting of the Social Section shall be held once in each year and not more than fifteen months shall elapse between such Meetings which shall be conducted by the Social Committee. Twenty-one days' notice shall be given to the members of the Club by the General Secretary by public announcement, press advertisement and posters.
- 21.4 A Notice of the AGM specifying the business to be transacted and the resolutions to be moved thereat shall be posted on the Club Notice Board at least twenty-one days before the Meeting.
- 21.5 The business to be transacted at the AGM shall include:
- (i) to receive the report of the Executive Committee;
  - (ii) to elect the officers and other members of the Social Committee;
  - (iii) any other business or the consideration of any resolution, which has been submitted to the General Secretary at least fourteen days before the meeting.
- 21.6 The General Secretary shall summon a Special General Meeting: at the direction of the Social Committee or at the request of not less than twenty social section members who shall specify the object of the SGM and any resolution intended to be proposed. The General Secretary shall give not less than twenty-one days'

notice of such an SGM to the members by affixing a written notice on the Club notice board.

### **PART 3 – EXECUTIVE COMMITTEE**

#### **22. POWERS and DUTIES**

- 22.1 The Executive Committee will have overall responsibility for the running of the Club including in particular its financial affairs with the authority to apply for loans on behalf of the club, matters relating to the supply of intoxicating liquor, the appointment and dismissal of a Club Steward and the appointment of an Auditor.
- 22.2 The Executive Committee shall have the authority to consider any matter pertaining to the membership of any individual, notwithstanding the powers assigned to the Football Section or Social Section. Where a member is considered subject to potential suspension or expulsion from club activities, the Executive Committee shall have the power to administer the process as set out in the constitution.

#### **23. CONSTITUTION**

- 23.1 The Executive Committee shall consist of:
- Executive Chair
  - General Secretary
  - Treasurer
  - Assistant Treasurer
  - Compliance Officer
  - Chair of Football Committee
  - Football Secretary
  - Head of Football Development
  - Chair of Social Committee
  - Social Secretary

of whom all save for the last two named shall be elected at the AGM of the Football Section and decisions of the Executive Committee shall be final and binding on the Club as a whole. If a vacancy arises, the Executive Committee may appoint any member of the Club to fill the vacancy for the remainder of the elected member's term of office.

- 23.2 The General Manager of the Club will also attend the Executive Committee meetings and shall have the power to address the committee business but will not have the right to vote on any resolution.

#### **24. MEETINGS**

- 24.1 Meetings of the Executive Committee shall normally be held once in each calendar month.

24.2 Special meetings may be called at the request of the Chair or at the request of not less than four other members of the Committee.

24.3 A quorum of the Executive Committee shall be not less than four committee members.

## **25. FINANCE**

25.1 The Financial Year shall be from the first day of April to the last day of the following March or for such other period as the Executive Committee may decide.

25.2 The Books and Accounts of the Club shall be audited at least once a year by the Club's Auditor as from time to time appointed.

## **26. INTOXICATING LIQUOR**

26.1 The purchase for the Club and the supply by the Club of intoxicating liquor and the management of the bar shall be under the control of the Executive Committee.

26.2 Intoxicating liquor may only be sold for consumption off the Club premises to members of the Club where the license permits such sales and may not be sold by, supplied to or consumed by persons under the age of eighteen years.

26.3 Every member shall identify himself or herself if so requested by the Club Steward or an Officer of the Club.

26.4 No person shall receive at the expense of the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club and no person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members apart from the benefit accruing to the Club as a whole.

26.5 The hours during which intoxicating liquor may be sold at the Club bar shall be those hours decided by the Executive Committee always provided that they are consistent with those hours permitted by the general law governing licensed club premises for the time being in force.

## **27. DISSOLUTION**

27.1 The Club may at any time be dissolved on the passing of a resolution to that effect at a general meeting of the Football Section by a majority of not less than two thirds of the members present and voting at the meeting.

- 27.2 In the event of such dissolution any surplus of assets over liabilities shall belong to the members equally.

## **28. RULES**

- 28.1 Every member shall be entitled to a copy of these rules and of any amendment or addition thereto.
- 28.2 Any question or dispute about the meaning or interpretation of these rules shall be determined by the Executive Committee.
- 28.3 No alteration to these rules shall be effected other than by a resolution passed at a general meeting of the Football Section by a majority of two thirds of the members present and voting, such resolution having been approved in advance by the Executive Committee.
- 28.4 Twenty-one days' notice of any such resolution must be given in writing to the General Secretary who shall then give fourteen days' notice to the members stating the terms of the resolution and the date and time of the meeting at which it is to be considered.

## **29. EQUALITY and DIVERSITY**

- 29.1 The Club is committed to equality and diversity throughout the Club and to eliminating all forms of inappropriate discrimination whether or not covered by current law.
- 29.2 The Club's aim is for our membership to represent the diverse mix of backgrounds and identities present in our society and to reflect the make-up of our end customers.
- 29.3 It is the responsibility of all members of The Club to conduct themselves in a way to help the organisation provide equal of opportunity, and to help prevent discrimination, bullying, harassment and any form of victimisation.
- 29.4 Any member whose conduct is reported will have their membership considered under section 28(2) of the constitution and action may be taken under section 22(2).

## **30. DATA PROTECTION**

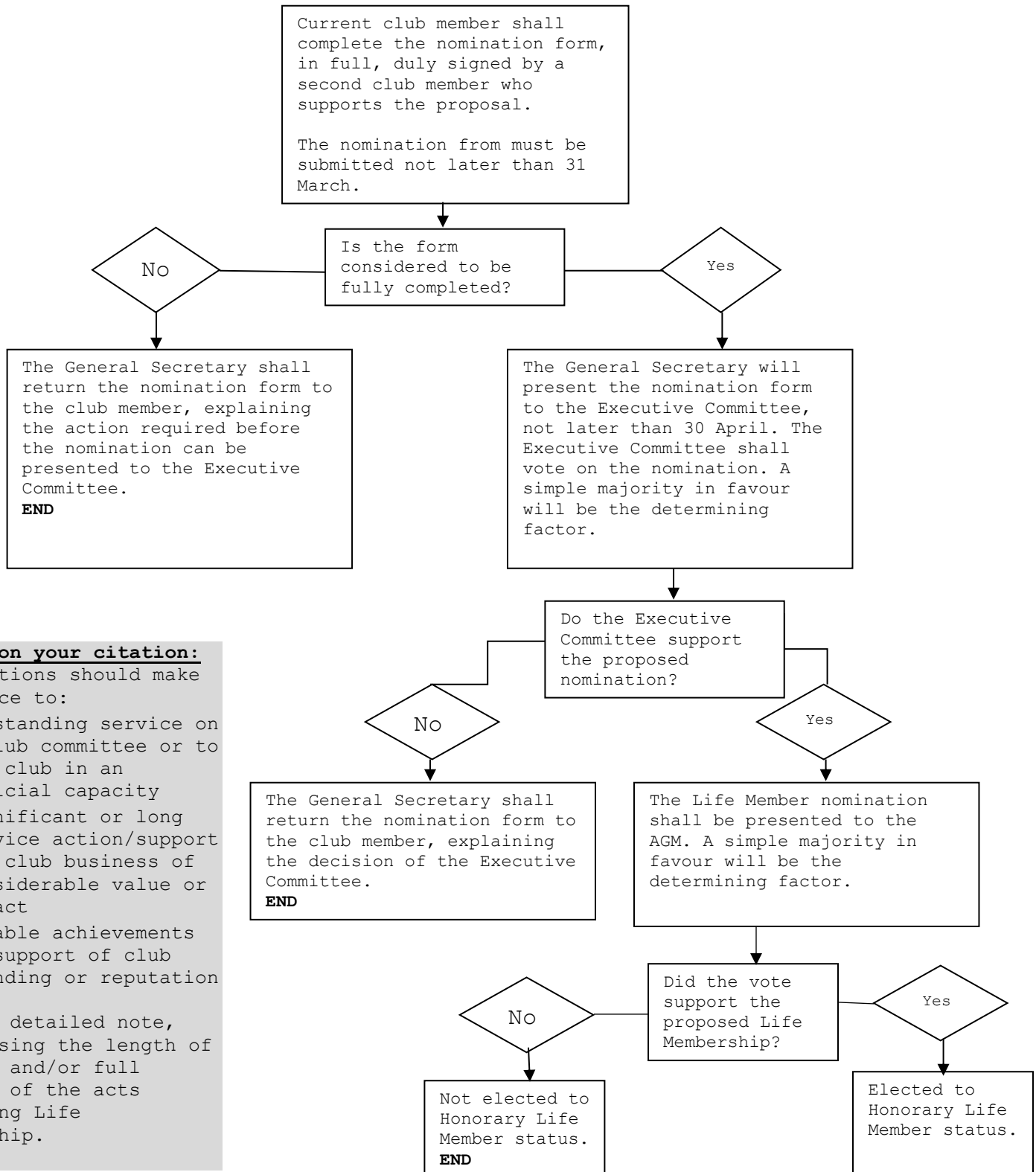
- 30.1 The Club is committed to the requirement of data protection as laid out in the Data Protection Act 2018, subordinate and related legislation and codes of practice and other official guidance. This policy will be achieved through appropriate management, and the strict application of criteria and controls.

All persons having access to any personal material will follow good data protection practice and must handle personable data responsibly.

# LIFE MEMBERSHIP NOMINATION

## Appendix One

The process for considering nominations for Honorary Life Membership shall be:



**Advice on your citation:**

Applications should make reference to:

- Outstanding service on a club committee or to the club in an official capacity
- Significant or long service action/support for club business of considerable value or impact
- Notable achievements in support of club standing or reputation

Write a detailed note, emphasising the length of service and/or full details of the acts deserving Life Membership.

**LIFE MEMBERSHIP NOMINATION**

**Appendix Two**

This form must be fully completed in relation to any application for Honorary Life Membership of Tuffley Rovers AFC.

Nominations can only be accepted in relation to current members of the club and must be submitted by another member and supported by at least one other member.

**Your name:** .....

**Contact e-mail address:** .....

**Contact telephone number:** .....

I, ..... (NAME), wish to nominate ..... (NAME) to be elected as an Honorary Life

Member of Tuffley Rovers AFC.

The basis for my nomination is, as follows:

Signed .....

Date .....

I support this nomination to Honorary Life Member status on the basis set out above.

Signed .....

Date .....

This form should be submitted to the General Secretary of the Executive Committee, not later than 31 March (in any year) and shall be considered by the Executive Committee in advance of the Annual General Meeting.