



## The Chelmsford City FC Supporters' Club Constitution

### **1.0 Name**

1.1 The name of the association shall be “The Chelmsford City FC Supporters’ Club”, **simply referred to as the “Supporters’ Club” in this document.**

### **2.0 Objects and Purpose**

2.1 To promote the interest and provide facilities for the supporters of Chelmsford City FC.

2.2 To organise social and fundraising events to further the aims of the Supporters’ Club.

2.3 To encourage friendly relationships and dialogue between supporters, players and fans of other clubs.

### **3.0 Rules**

3.1 **The Supporters’ Club Committee shall adopt Rules** governing its conduct and management of the Supporters’ Club. The rules and any amendments thereto shall not conflict with this Constitution. Rules can only be adopted, amended, or repealed by at least 75% of the members present and entitled to vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

### **4.0 Membership**

4.1 Membership will be open to all. All members and prospective members must complete an application form and submit the appropriate subscription fee.

4.2 **Membership can be purchased annually (Junior 17 years and under, Adult age 18-64 & Senior aged over 65) or for life as per 4.3.**

4.3 **Life Memberships can be purchased by individuals aged 18 and over.**

4.4 **The Committee may also recommend the awarding of an Honorary Life Membership to any individual deemed worthy of such an accolade, to be voted on by the Membership at the next General Meeting.**

4.5 **The Committee must give sound and reasonable grounds when rejecting any application. Any rejected applicant will have the right to appeal to an independent sub-committee, which will be appointed by the Committee.**

4.6 **Annual Membership starts on 1<sup>st</sup> July and expires on 30<sup>th</sup> June.**

4.7 **The Supporters’ Club reserves the right to suspend or revoke membership, without refund of membership fees, for a breach of our rules or for any undesirable behaviour as determined by the Committee at its sole discretion.**

### **5.0 The Committee**

5.1 **The Supporters’ Club shall be governed by a committee, comprising such members voted for at an AGM (and at an EGM if the Committee deem it necessary).**

5.2 **The Committee shall comprise of the following positions, as a minimum: Chairman, Vice-Chairman, Secretary, Treasurer (including Account Signatories), Media Officer and the Football Club Board Representatives (where invited by the Football Club Board). Other positions can be added and removed, as required by the needs of the Supporters’ Club at the time, which are to be approved at the next AGM or EGM.**

5.3 **Individuals wishing to stand for a position they currently do not hold are required to have a proposer and seconder from the Membership.**



5.4 Individuals wishing to stand again for their current position do not require a proposer or seconder.

5.5 Should a committee member stand down before a General Meeting, the Committee may co-opt an individual to take on the vacant position until the next General Meeting.

5.6 The Committee will be convened by the Secretary with not less than seven clear days' notice and hold no less than three meetings per year.

5.7 The quorum required for business to be agreed at Committee will be five.

5.8 The Committee will have the powers to appoint sub-committees and advisers to the Committee, as necessary, to fulfil its business.

5.9 If the numbers of votes for and against a proposal at a Committee Meeting or General Meeting are equal, the Chairman or appointed person to chair the meeting has a casting vote.

## 6.0 General Meetings

6.1 The Supporters' Club AGM is to be held in June or July. This meeting will be to conduct the following:

- i) To receive and adopt, if approved, the annual report of club activities.
- ii) To receive and adopt, if approved, the annual financial report.
- iii) To elect, appoint or sanction the members of the Committee.
- iv) To discuss or deal with any other matters, as required.

6.2 Notice of the AGM will be given by the Secretary with not less than 21 clear days' notice to all Members.

6.3 All supporters of Chelmsford City FC can attend General Meetings, but only active Supporters' Club Members will be able to vote on any motions. Those with Memberships from previous seasons, but not a current Membership, cannot vote.

6.4 An EGM may be called by the Committee or by written request by a minimum of twenty active adult members, or 20% of active adult members, whichever is the lower number, to discuss matters of significant importance.

6.5 Notice of the EGM will be given by the Secretary with not less than seven clear days' notice to all Members.

6.6 The purchasing of Memberships will be suspended when an AGM or EGM is called until the day after the General Meeting has concluded.

6.7 The quorum for the AGM and EGM will be ten.

6.8 The Committee has the right to appoint to committee positions not filled at an AGM or EGM.

## 7.0 Finance

7.1 The Supporters' Club shall, at all times, ensure that proper accounts are kept of all transactions connected with the activities of the Supporters' Club.

7.2 The Supporters' Club shall have a bank account, into which all monies received shall be paid.

7.3 The financial year end of the Supporters' Club will be 31<sup>st</sup> May.

7.4 The Club will adopt relevant Standards from the Financial Reporting Council for a Club or Association so that the Financial Statements present a True & Fair View.

7.5 No member shall commit the Club to a liability requiring spend without prior consent of the Treasurer.

7.6 Accounts shall be prepared and presented annually at the AGM.



7.7 Should the Supporters' Club enter a period of financial distress; the Treasurer will notify the Membership and convene an EGM at which the Membership shall determine a way forward.

7.8 Any surplus income is to be reinvested in the Supporters' Club or a chosen charity. No surpluses or assets will be distributed to members or third parties.

7.9 A vote at the AGM or EGM will be required to approve a replacement for the Treasurer and/or Account Signatories.

## **8.0 Relationship with Chelmsford City FC**

8.1 The Supporters' Club will be administratively and financially independent from the Football Club (FC).

8.2 The Committee will endeavour to maintain a healthy and helpful relationship with the FC, and report relevant matters to the Supporters' Club membership.

8.3 Employees of the FC are welcome to become members of the Supporters' Club but cannot sit on the Supporters' Club Committee. This does not apply to people who undertake voluntary work for the FC.

## **9.0 Dissolution**

9.1 If at any Committee Meeting or General Meeting, a resolution is passed calling for the dissolution of the Supporters' Club, the Secretary shall immediately convene an EGM to be held no less than one month thereafter to discuss and vote on the resolution.

9.2 If at that EGM the resolution is carried by three quarters of the Full Voting Membership present at the meeting, the Committee shall straight away or at an agreed date proceed to realise the assets of the Supporters' Club and discharge all debts and liabilities. All monies and assets shall be disposed of as the members deem beneficial to Chelmsford City FC and its supporters.

9.3 The Committee will then be responsible for the orderly winding up of the Supporters' Club's affairs.

## **10.0 Amendments to the Constitution**

10.1 The Constitution will only be changed through agreement by at least 75% of the members present at an AGM or EGM.

## **11.0 Disputes**

11.1 Any question arising to the meaning of any of these Rules or as to the application of said rules shall be determined by the Committee whose decision shall be final.

## **12.0 Declarations**

12.1 The Chelmsford City FC Supporters' Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of all members.

**Jordan McManus**

Chairman

**Richard Macey**

Vice-Chairman