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**CLUB CONSTITUTION**

**NAME**

1. The Club shall be called THORN ATHLETIC COMMUNITY FOOTBALL CLUB but known as Thorn Athletic (hereafter referred to as “the Club”).

**CLUB MISSION STATEMENT**

1. Thorn Athletic will seek to promote the advancement of public participation in sport and the provision of recreational and sporting activities. The Club will promote the development of football and, where appropriate, other activities, for the benefit of the community.

**OBJECTIVES**

1. The objectives of the Club will be to:
2. Promote the welfare of all participants/members.
3. Increase opportunities for people to participate in football at all levels.
4. Provide facilities for the youth of Johnstone and surrounding areas.

d. Encourage the development of youth & adult, male & female football.

e. Develop pathways to allow people to develop their full potential and raise general standards in football at a local level.

f. Promote the concept of healthy living to all Club members through participation in sport and exercise.

g. Encourage people to take up football coaching and refereeing, and to provide. opportunities for existing volunteers, leaders and coaches to develop their potential.

1. Promote the development of an appropriate community sports club structure taking into account best practice and examples from other clubs and organisations.
2. Encourage further links and partnerships projects with local schools, voluntary groups, disability groups and other organisations as appropriate.
3. Promote sportsmanship and fair play among officials, players and their parents; and
4. Not discriminate against any organisation or person for reason of age, gender, disability, ethnicity, language, religion or politics.

**CONFIDENTIALITY**

1. All business of the Club and all matters arising all dealt with in accordance with SYFA/SAFA Confidentiality Agreement.
2. All officials will take all reasonable steps to prevent the unauthorised publication or disclosure of any such confidential information. This restriction shall continue to apply after the termination of any appointment without limit in point of time.
3. The Club reserves the right to initiate a disciplinary process as a result of any apparent breach of confidentiality.

**MEMBERSHIP**

# Full membership of the Club is open to all officials registered on the SYFA Online Registration system or via equivalent SWF or SAFA registration processes.

# It is incumbent on any official seeking membership of the Club to complete a Club membership application form, or SYFA/SWF self-declaration form and/or an SYFA/SWF PVG Scheme form. Any proposed new members must appear before the Executive Committee for interview and be submitted for PVG checks. Club membership may be awarded on successful completion of an SYFA/SAFA PVG check.

# Players and officials who are signed and registered by the club or with the Scottish Football Association or any other sporting bodies will be expected to follow and implement the Thorn Athletic Code of Conduct and abide by this Constitution, which will maintain a high level of respectability for Thorn Athletic within the community. All members will be subject to all relevant rules of the SYFA Articles of Association, Supplementary and Playing Rules, Standing Orders, Player Protection Policy, Adults at Risk Policy, Disciplinary Procedures and all related SYFA, SWF and SAFA policies.

1. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, gender, disability, ethnicity, language, religion or politics.
2. All Coaches, club officials and team helpers must inform the Club’s Executive Committee immediately upon being found guilty of a breach of any laws of the game and Constitution as laid down by the relevant Associations. Failure to do so may result in further disciplinary action being taken by the Club against the coach, club official or team helper.
3. Any Official wishing to leave their position must:
4. inform the Executive Committee
5. return all Club kit, equipment and assets to the Club Secretary or another designated official of the Club
6. not remove any documents or tangible items which belong to the Club or which contain any confidential information about the Club
7. adhere to the SYFA, SWF or SAFA policy on confidential information
8. where the official is the team Treasurer, audit all accounts and submit the audit report to the Club Treasurer for approval. In addition, the Club Treasurer must be provided with all bank account information, financial paperwork and monies.
9. carry out a handover of duties to a designated team official unless otherwise agreed by the Club Secretary; and
10. not act or attempt to act for or on behalf of the Club.

**OFFICIALS**

1. The Club will be run on a daily basis by an Executive Committee comprising:
2. Chairperson
3. Vice Chairperson
4. Secretary
5. Treasurer
6. Child Protection Officer
7. Minutes Secretary
8. Co-opted club members will be required at the discretion of the Executive Committee.
9. The Chairperson will conduct business according to the Constitution of the Club, including the running of committee meetings. They will also represent the Club as and when required.
10. The Vice-Chairperson will act on behalf of the Chairperson in their absence and work in partnership with the Chairperson to co-ordinate the operations of the Club according to the Constitution and assist in the formation, updating and implementation of the Club development plans.
11. The Secretary will deal with all correspondence relating to the Club and be responsible for maintaining appropriate Club records including a register of committee members and contact details. Where appropriate the role may be split into 7s /youth secretary.
12. The Treasurer will be responsible for all financial matters and shall present audited annual accounts and statement of accounts as required by the committee.

**MEMBER TEAMS**

1. Each member team:
2. Must be affiliated with SYFA, SAFA of SWFA or any other appropriate association.
3. Must appoint officials who are subject to the Club’s procedures for a new volunteer and who is subject to disclosure through the PVG Scheme.
4. Each team will be run by a committee of at least 3 (three) people and should consist of the following roles:
5. Child Protection Officer
6. Secretary
7. Coach
8. Treasurer
9. First aider
10. An official may carry out more than one role
11. It is the responsibility of each team Secretary to ensure that the persons holding positions are fit for their role and that appropriate governance is in place for their team.
12. It is the responsibility of the team Secretary to ensure that all team officials’ details are updated with the Club Secretary and to organise approval of any new officials with the Executive Committee.
13. The member team officials are responsible for the day-to-day operation of the team.
14. Each team operating a bank account must have a minimum of two unrelated signatories and a minimum of two signatories are required to sign off any banking.
15. The member team officials, primarily the Treasurer, are responsible for ensuring the team has sufficient funds.
16. Any new teams / new officials must have Executive Committee approval before participating under the Club’s name.
17. Where a member team ceases to operate, for example resigns from the league or does not fulfil its fixtures, or upon the winding up or dissolution the following applies immediately:
18. All paperwork relating to the team is to be returned to the Executive Committee
19. All cash held by the team is to be returned to the Executive Committee
20. Funds remaining in the team bank account and are to transferred by cheque to the Executive Committee, subject to any outstanding cheques to be debited from the team account
21. All receipts, invoices, cheque books, pay-in books and any other banking material, together with final team accounts, are to be provided to the Executive Committee
22. Details of any outstanding debts, together with any relevant invoice, are to be provided to the Executive Committee

The balance of any residual funds will be retained by the Club and distributed as deemed appropriate.

1. Must ensure the appropriate permit and authorisation is obtained prior to playing any friendly match or participating in any tournament. Failure to do so will result in the team, being subject to fines and disciplinary action as documented or agreed by the Executive Committee

**FINANCE**

1. The financial year of the Club shall be from 1st day of July to the last day of June. The finances of the club shall be maintained separately from any individual team within the Club.
2. The Executive Committee shall control and operate such bank accounts as it may require for the proper conduct of the Club. The Executive Committee reserve the right to make amendments to the financial management of the Club if it is deemed in the best interests of the Club and its members.
3. A Central Fund will be maintained to assist with new teams and any other teams’ expenses with the approval of the Executive Committee. Funds raised by the Executive Committee shall be funds of the Club and shall be transferred to the Executive Committee Treasurer.
4. Funds raised, as a result of a team’s local scheme or appeal shall be funds of the team organising the scheme or appeal.
5. Individual funds held by a team must be presented at the end of June to the Executive Committee together with a summary of Income & Expenditure and an up to date bank statement. This information will be used to compile a combined statement for the club.
6. Accounts for the Club will be audited annually and presented at the Annual General Meeting (AGM), or at an appropriate monthly meeting thereafter.

**CLUB EQUIPMENT**

1. All equipment bought by or on behalf of a particular age group, whether through sponsorship or fund raising, will remain property of Thorn Athletic Football Club. Details of all equipment held by teams should be updated by that group and be submitted to the Club Treasurer along with annual accounts for declaration as a Club asset if requested.

**MEETINGS**

1. The Annual General Meeting should be held in June, unless otherwise stated agreed by the Executive Committee. The Annual General Meeting should be open to the members and notified on the Club website and Facebook page 28 (twenty-eight) days prior thereto. Only registered club officials are entitled to vote at the AGM. Voting will be limited to one vote per team. Elections will be held to appoint the officials for the Executive Committee. In the case of equality of votes at the Annual General Meeting the Chairman will have the casting vote.
2. The Annual General Meeting will be held for the purpose of electing office bearers and carrying out other competent business in connection with the Club.
3. An Extra-ordinary General Meeting may be called at any time at the request of the Chairperson, or on a requisition signed by at least five members being sent to the Club Secretary. The meeting will be called within fourteen days of receipt of the requisition or Chairperson’s request.
4. A quorum will exist when at least 50% of teams within the club are represented.
5. When there are items raised requiring a vote, teams will be allowed one vote and in the event of equal votes, the Chairperson (or deputy) will have the casting vote.
6. Teams must provide the Club Secretary with an apology for non-attendance by means of a telephone call, text, e-mail or a note before the meeting commences. Apologies will not be accepted by third parties i.e. word of mouth.
7. Apologies will be accepted for missing a maximum of two meetings per season.

**CLUB KIT AND BADGE**

1. The Executive Committee will advise of authorised kit supplier(s). Kit must be purchased through this supplier unless with the express permission of the Executive Committee.
2. The club playing colours shall be navy blue shirts, shorts and socks. **The club playing strip should be worn as your preferred choice at every game** except on the occasion where the referee or league official requests that an alternative is worn.
   1. Club and alternative kit should be available at all games as stipulated in the SYFA, SWFA or SAFA rules and team signed registration.
   2. Change kit and training kit will also be as prescribed by the Executive Committee.
   3. Failure to wear the official Club kit without justifiable reason and approval from the Executive Committee may result in disciplinary action
3. The Club badge should be printed or embroidered on all clothing tops before being worn, unless clearance is provided by the Executive Committee. The Club badge should not be given to any supplier or printer without the permission of Executive Committee to protect identity corporate rights.
4. Sponsors logo can be of any colour and size that they prefer, on condition it conforms to the guidelines set down by the SFA, SYFA, SWFA, SAFA and all league associations that the club are registered with. Sponsors names and logos must not bring the club into disrepute.

**DISCIPLINARY PROCEDURE**

1. In alignment with the relevant governing body guidelines and to be used at the discretion of the Executive Committee. The Executive Committee reserves the right to ask anybody to leave the Club. [See also Club Disciplinary Procedure]

**CORRESPONDENCE**

1. All correspondence should be made in writing to the Club Secretary.

**CONSTITUTIONAL CHANGES**

1. The Constitution cannot be altered, except at the Annual General Meeting or a special General Meeting called for that purpose. Motions to alter the constitutional the Annual General Meeting must be submitted, in writing, to the Club Secretary at least 14 days (fourteen) days prior to that meeting.

**DISSOLUTION OF THE CLUB**

1. Should the Executive Committee decide that dissolution of the Club is necessary or advisable, they will arrange a meeting of all members. Twenty-eight (28) day’s notice shall be given to members and published on the Club website and Facebook page.
2. Dissolution of the Club must be approved by a two thirds majority of those present and voting at the meeting.
3. If, after satisfaction of all debts and liabilities including the return of items advanced, there remain any assets, these assets shall not be paid or distributed to members but will be given to such organisations with objects similar to those of the Club. The Club shall then be declared dissolved.

**DECLARATION**

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

**Signed: Print Name:**

**Position: Chairperson Date:**

**Signed: Print Name:**

**Position: Secretary Date:**