

CONSTITUTION
OF
**KINGSTONIAN
SUPPORTERS
CLUB**



REVISION APRIL 2017

1 NAME

- 1.1 The Club shall be known as *KINGSTONIAN SUPPORTERS CLUB*, hereafter referred to in this document as "the Supporters Club".

2 PURPOSE

- 2.1 The aims of the Supporters Club are to organise both coach travel to away games and social events on behalf of its members, and to raise funds for Kingstonian Football Club to assist in its development and success.
- 2.2 The Supporters Club is non-profit making; the surplus of funds available from the organising of coach travel and social events will be used towards the cost of subsidising future travel and events for its members.
- 2.3 The Executive Committee may decide, from time to time, to sponsor specific initiatives for the benefit of Kingstonian Football Club using the surplus of funds mentioned in 2.2 above.

3 OFFICIALS

- 3.1 There shall be a minimum of 7 (seven) officials forming the Executive Committee of the Supporters Club; being a Chairman, a Vice Chairman, a Secretary, a Treasurer, a Travel Secretary, a Social Secretary and a Press Secretary.
- 3.2 In the normal course of events, officials shall be elected or re-elected at an Annual General Meeting (A.G.M.), to stand for a period of office of one year.
- 3.3 For official Executive Committee meetings, a minimum of five officials including the Chairman or Vice Chairman shall be required for a quorum to be established.
- 3.4 Except where indicated, the Executive Committee's decision shall be final. In the event of a split decision on a vote taken at any type of meeting, the Chairman will exercise his vote.
- 3.5 The Chairman shall be responsible for overall leadership of the Supporters Club, acting as its nominated representative and chairing Executive Committee and all general meetings.

- 3.6 The Vice Chairman shall assume the Chairman's responsibilities in his absence.
- 3.7 The Secretary shall be responsible for general administration of the Supporters Club, including membership administration, the organisation of Executive Committee and general meetings, and the recording of the minutes.
- 3.8 The Treasurer shall be responsible for handling of monies pertaining to the Supporters Club account, including the paying of bills for coaches booked for away matches, the paying in of cash received from coach seat bookings and new members. He shall be responsible for holding the cheque books and paying in books, and for reconciling the Bank statements and handling queries thereon.
- 3.9 The Travel Secretary shall be responsible for the booking of coaches for travel to away matches and the recording of seats booked on these coaches by Supporters Club members. He shall also be responsible for determining the availability of spare seats for booking by non-members, and for determining coach departure times.
- 3.10 The Social Secretary shall be responsible for the organising of social events for the benefit of Supporters Club members.
- 3.11 The Press Secretary shall be responsible for advertising of Supporters Club activities and liaison with the media.
- 3.12 The Executive Committee shall have discretion to establish sub-committees as necessary. Such committees shall be formed to discuss suggestions and make recommendations to the Executive Committee, or for the management of a social event as agreed with the Executive Committee. Such committees shall operate on a temporary basis under the Chairmanship of a member of the Executive Committee.

4 MEMBERSHIP

- 4.1 The membership of the Supporters Club shall be extended to all supporters of Kingstonian Football Club.

- 4.2 Members are eligible to join the Supporters Club upon payment of an annual subscription at a rate to be established at the Annual General Meeting.
- 4.3 Separate membership rates shall be established for Adults, O.A.P.'s and Juniors (under 18 years of age).
- 4.4 The Executive Committee reserves the right to refuse membership or caution, suspend or expel existing members at any time. Appeals against such decisions must be in writing to the Chairman within seven days of the decision.

5 BANK ACCOUNT

- 5.1 There shall be an account in the name *Kingstonian Supporters Club*, to be held at a branch of a U.K. High Street Bank.
- 5.2 The account shall be interest bearing.
- 5.3 Signatories to the account, to be advised to the holding branch, shall be any two from four of the officials of the Executive Committee, to include the Chairman and Treasurer.
- 5.4 Cheque books and paying in books shall be in the safe-keeping of the Treasurer.
- 5.5 Bank statements shall be received and reconciled monthly to the Supporters Club accounts by the Treasurer.
- 5.6 The Bank Account, together with the Income and Expenditure Statements and Balance Sheet, shall be reviewed at the end of the Supporters Club's financial year (at the end of May). Nominated members of the Supporters Club or a qualified accountant, independent of the Executive Committee, shall undertake the review.

6 GENERAL MEETINGS

- 6.1 The Annual General Meeting (A.G.M.) shall be held once a year, as soon as possible after the Supporters Club's financial year-end and before 30th June, and presided over by the existing Chairman.

- 6.1 The Secretary shall send notice of the date set for the A.G.M. to each member not less than fourteen days prior to the date of the meeting.
- 6.2 The officers of the Executive Committee shall provide reports of the year's activities.
- 6.3 Income and Expenditure Statements and the Balance Sheet of the Supporters Club for the preceding financial year shall be presented at the A.G.M.
- 6.4 The officers of the Executive Committee shall stand down annually for nomination and re-election.
- 6.5 Nominations for officers of the Executive Committee are to be sent to the Secretary not later than 31st May prior to the date of the A.G.M., with the signatures of the proposer and the seconder. The list of nominations shall then be sent to the members with the advice of the date of the A.G.M.
- 6.6 A person shall not be eligible to be nominated as an officer of the Supporters Club Executive Committee unless he or she is an existing member of the Supporters Club.
- 6.8 Election of all officers of the Supporters Club shall be by a show of hands at the A.G.M.
- 6.9 Alterations, additions or amendments to these rules can be made only at the A.G.M. or at an Extraordinary General Meeting.
- 6.10 Proposals for changes to these rules are to be sent to the Secretary not later than 31st May prior to the date of the A.G.M., with the signatures of the proposer and the seconder. The proposals shall then be sent to the members with the advice of the date of the A.G.M.
- 6.11 An Extraordinary General Meeting (E.G.M.) may be called at any time at the discretion of the Executive Committee, or upon receipt of any such request of 10% of the members of the Supporters Club, together with an explanation of the object of the proposed meeting. The Secretary shall, upon receipt of any such request or direction, forthwith convene a meeting at the earliest convenient date.

6.12 The Secretary shall send notice of the date set for the E.G.M. to each member not less than fourteen days prior to the date of the meeting, together with details of the proposals to be discussed.

7 FINANCIAL COMMITTEE

7.1 There shall be a Financial Committee, consisting of any three from the Chairman, Vice Chairman, Secretary and Treasurer. The Financial Committee shall be empowered with the authority to commit Supporters Club funds to specific donations and other expenditure to a maximum of £250, without reference to the Executive Committee. The Financial Committee shall meet on an ad hoc basis as required.

8 COACH TRAVEL

8.1 The Rules and Procedures for Coach Travel shall be maintained separate to the Constitution.

8.2 Amendments to the Rules and Procedures for Coach Travel shall be made at the discretion of the Executive Committee.

9 EMPOWERMENT

9.1 The Executive Committee shall be empowered to deal with any contingency or matter which may arise and is not already provided for within these rules.

10 CLOSE DOWN

10.1 In the event of the club closing down, either voluntarily or by expulsion, an audited final statement of accounts shall be prepared and placed before the members at a specially convened meeting, when the disposal of any accumulated or reserve funds, or any other assets, shall be decided by the members present.