

Constitution of Kingstonian Supporters' Club



KINGSTONIAN SUPPORTERS' CLUB

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 is; to organise both coach travel to away games and social events on behalf of its members, and to raise funds for Kingstonian Football Club, and to assist in its development and success.

2.2 Aligned to this, the Supporters' Club will seek to raise the profile of Kingstonian Football Club within the local community. It will also work to promote effective communication with fans and equality and social inclusion within the Club.

2.3 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.

2.4 The 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.

2.5 The Committee may also raise funds for charity partners.

3. OFFICIALS AND SUPPORTERS' CLUB COMMITTEE

3.1 There shall be a minimum of five members elected by the AGM to the Committee of the Supporters Club; including a Chair, a Secretary and Treasurer.

3.2 The committee may appoint Officers from its own number, such as a Women's Officer, Travel Secretary, a Social Secretary or a Press/ Social Media Officer, or any other roles it considers to be necessary. Unless otherwise agreed, the Secretary shall act as Vice Chair. The committee may also Co-opt members of the Supporters' Club and/or other sources of expertise as necessary between AGMs.

3.3 In the normal course of events, officials and Committee members shall be elected or re-elected at an Annual General Meeting (A.G.M.), to stand for a period of office for one year.

3.4 For official Committee meetings, a minimum of five committee members including the Chair, Vice Chair or Secretary shall be required for a quorum to be established.

3.5 Except where indicated, the Committee's decision shall be final. In the event of a split decision on a vote taken at any type of meeting, the Chair will exercise their vote.

3.6 The Chair shall be responsible for overall leadership of the Supporters' Club, acting as it's nominated representative and chairing Committee and all General Meetings.

3.7 The Vice Chair shall assume the Chair's responsibilities during any absence.

3.8 The Secretary shall be responsible for general administration of the Supporters' Club, including membership administration, the organisation of Committee and General Meetings, and the recording of the minutes.

3.9 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.

3.10 The Committee shall have discretion to establish Sub-Committees as necessary. Such Sub-Committees shall be formed to discuss suggestions and make recommendations to the Committee, or for the management of a social event as agreed with the Committee. Such committees shall operate on a temporary basis (Section 7 excepted) and will be chaired by of a nominated member of the Committee.

4. MEMBERSHIP

4.1 The membership of the Supporters' Club shall be extended to all supporters and benefactors 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, over 60s, Juniors (under 18 years of age). The rates agreed shall continue to apply until amended at a future Annual General Meeting.

4.4 The Committee reserves the right to refuse membership or caution, suspend or expel existing members at any time where there is evidence of behaviour likely to bring the Supporters' Club into disrepute. Appeals against such decisions must be in writing to the Chair within seven days of being notified 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 the best available in terms of interest paid, charges incurred and efficiency in the running of the Supporters' Club's affairs. Signatories to the account, to be advised to the holding branch, shall be any two from four of the officials of the Committee, to include the Chair and Treasurer.

5.3 Cheque books and paying in books shall be in the safe-keeping of the Treasurer.

5.4 Bank statements shall be received and reconciled monthly to the Supporters' Club accounts by the Treasurer.

5.5 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 Committee, shall undertake the review.

6. GENERAL MEETINGS

6.1 The Annual General Meeting (A.G.M.) shall be held once a year, after the Supporters' Club's financial year-end and before 31st August and where possible before the beginning of the following season. It shall be presided over by the existing Chair except in exceptional circumstances.

6.2 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.

6.3 The officers of the Committee shall provide reports of the year's activities.

6.4 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.

6.5 The officers of the Committee shall stand down annually for nomination and re-election.

6.6 Nominations for officers of the Committee are to be sent to the Secretary at least two weeks prior to the date of the A.G.M.

6.7 A person shall not be eligible to be nominated as an officer of the Supporters' Club Committee unless they are an existing member of the Supporters' Club.

6.8 Election of all officers and committee members of the Supporters' Club shall be by voting 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 two weeks prior to the date of the A.G.M. 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 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, convene a meeting at the earliest 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. EQUALITY & DIVERSITY SUB-COMMITTEE

7.1 There shall be an Equality and Diversity Sub-Committee appointed by the Committee, consisting of at least one Committee member and co-opted members as required.

8. COACH TRAVEL

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

9. EMPOWERMENT

9.1 The 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 Supporters' Club closing down, 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, and any other assets, shall be decided by the members present.