

**SCIENNES PRIMARY SCHOOL FOOTBALL CLUB (SPSFC)
CONSTITUTION**

**Adopted at the Annual General Meeting of the Club held
on 1 June 2017**

Ratified and approved by the Sciennes Parent Council on 7 February 2018

Introduction

This constitution describes arrangements by which the SPSFC Club Committee and Executive Committee will run the football club and sets out the extent of the authority and responsibility delegated by the Club Committee to the Executive Committee.

This Constitution is a binding agreement between the members of Sciennes Primary School Football Club (the Club).

The Club Committee is constituted as the body responsible for the administration, operation and management of SPSFC by the Sciennes School Parent Council. The Executive Committee is a sub-committee of the Club Committee.

Objectives

The Club will be run in keeping with the objects of the Sciennes Primary School Parent Council, namely:

"to advance the education of the pupils attending the School by providing or assisting in the provision of facilities for education at the School and as an ancillary thereto and in furtherance of this object ... may:

- a) *foster more extended relations between the staff, parents and others associated with the school, and*
- b) *engage in activities which support the school and advance the education of the pupils attending it."*

Members of the Club

Membership of the Club consists of the Executive Committee and a maximum of five nominated representatives from each year group (representatives can include coaches and/or other volunteers and/or parents/carers). It shall be a requirement of membership of the Club that the individual nominated for membership has joined, or is in the process of an application to join, the PVG Scheme administered by Disclosure Scotland.

A member may resign at any time by notice to the Chair and the Secretary. The Chair or the Secretary shall notify all other members as soon as reasonably practicable after receipt of such notice of resignation.

An up to date of list of members will be maintained by the Secretary in the Club Dropbox Folders. All members present have one vote at the Club's annual general meeting (AGM) and any extraordinary general meeting (EGM) of the Club.

Players

Any pupil at Sciennes Primary School, P2 or older, is eligible to become a player in the Club, through the agreed registration process. P1 pupils may, at the discretion of the Executive Committee, be invited to participate for introductory training sessions in the course of the season. There will be an annual player registration fee set at the immediately preceding AGM. A register of all registered players and their parents/carers will be maintained by the Secretary and kept in the Club Dropbox Folders.

Structure of the Club

The Club is comprised of nine individual year groups (P2/3 Girls, P4/5 Girls, P6/7 Girls, P2 Boys, P3 Boys, P4 Boys, P5 Boys, P6 Boys, P7 Boys), the Club Committee and the Executive Committee.

The Club will report to the Parent Council on an annual basis, and this report will include a copy of the Club's annual accounts. The Club's accounting year or period shall, so far as practicable, reflect the accounting year or period of the Parent Council.

Club Committee and Executive Committee – Membership, Voting, Quorum and Chair

The Club Committee comprises the members of the Executive Committee from time to time plus one representative member from each of the nine year groups, all of whom shall be elected or re-elected on an annual basis at the AGM (13 in total). No person may hold more than one position on the Club Committee at any one time.

Each Club Committee member present at a meeting of the Committee has one vote. All matters shall be decided by simple majority vote. The Chair will have a casting vote if required. Absent Club Committee members may notify the Chair and the Secretary in advance of the relevant meeting and appoint another Club Committee member present at the meeting as their proxy.

The Executive Committee is made up of four office holders: the Chair, the Treasurer, the Secretary, and the Buyer. In the event that any of the positions is vacant for any reason, the Executive Committee may appoint another member or members to such vacant positions, to hold office only until the next AGM of the Club.

The Chair shall chair all meetings of the Club, the Club Committee and the Executive Committee. In his absence from any meeting, those present and entitled to vote at such meeting shall appoint a chair for the duration of that meeting.

A quorum for any meeting of the Club Committee will be at least 50% of its membership present in person or by proxy. The quorum for any meeting of the Executive Committee will be three of its members save that, where two or more positions on the Executive Committee are vacant, the quorum shall be all of the members of the Executive Committee at that time.

Decisions by the Club Committee must be made at meetings of the Club Committee. Decisions may be taken by the Executive Committee without a meeting, where all members of the Executive Committee from time to time entitled to vote on the matter in question have indicated their agreement in writing or by email to the other members of the Executive Committee.

Register of Members of Club Committee and Executive Committee

The Secretary shall maintain a register of the current members of the Club Committee and Executive Committee in the Club Dropbox Folders. The Secretary shall also provide an up to date copy of the register to any member of the Club requesting it.

Annual General Meeting

An AGM will be held around June of each year, and in any event before the start of the new school year in August, to:

- nominate up to five members representing each year group;
- elect or re-elect the Club Committee and the Executive Committee from the membership;
- agree the player registration fees for the following school year;
- approve the Club Codes of Conduct for the following school year; and
- approve the Annual Accounts for the preceding accounting year or period.

If there are more than two candidates for any position on the Club Committee or Executive Committee, a simple majority vote of those members present will be applied. No prior formal notification of those willing to stand for membership of the Club Committee or the Executive Committee is required.

Every member of the Club shall have the right to attend and vote at the AGM, and notice of the AGM shall be given to all members of the Club.

Extraordinary General Meeting

Only the following people may requisition an EGM of the Club, in each case on at least seven days' notice to the members of the Club Committee:

- any two members of the Executive Committee; and
- any five members of the Club Committee.

A request for an EGM shall be given to the Chair and the Secretary and shall include details of the matters proposed for discussion and/or decision by the requisitioning parties. The following may be considered at an EGM:

1. removal and/or appointment of any member of the Executive Committee or the Club Committee; and
2. any amendment to the SPSFC Constitution.

The Secretary shall convene an EGM within one month of receipt of a valid request therefor. Every member of the Club shall have the right to attend and vote at the EGM, and notice of the EGM shall be given to all members of the Club.

Required Majority at AGM or EGM

Decisions taken at the AGM or an EGM shall be by simple majority, other than a change in the SPSFC Constitution, which shall require the approval or no fewer

than 75% of the members present and voting on the resolution. Only those members present in person at the meeting shall be entitled to a vote. No proxies will be permitted or accepted for an AGM or EGM.

Club Committee and Executive Committee – Meeting Frequency and Format

The Club Committee will meet a minimum of twice a year, in addition to the AGM, and the Executive Committee may meet on an ad hoc basis as agreed between them.

All meetings will be minuted by the Secretary, with draft minutes circulated to the relevant Committee members for review no later than 14 days after the relevant meeting. Once approved and signed, the minutes shall be stored in the Club Dropbox Folders or such other location as the Club Committee may agree. Minutes will also be available to Club Committee members upon request to the Secretary.

Standing agenda items for the Club Committee will be:

1. Coaching.
2. Matches and Tournaments.
3. Behaviour.
4. Finances, Commercial and Procurement.
5. First Aid arrangements.
6. Disclosure arrangements.
7. Use of club equipment and storage.
8. Annual audit of club equipment.
9. Reported Code of Conduct breaches.
10. Executive Committee feedback.
11. Parent Council feedback.
12. AOCB

Club Committee Roles and Responsibilities

The Club Committee has responsibility for:

- Sharing knowledge and experience whilst promoting a 'one club' environment.
- Ensuring the Club meets its objectives, and has good governance and financial management.
- Organising individual teams, coaching and matches / tournaments.

- Ensuring that an ethos of inclusiveness, fun and learning is maintained at all times.
- Agreeing the terms of the Club's Codes of Conduct before the start of each season, and ensuring that such Codes of Conduct are communicated, understood and adhered to.
- Ensuring the proper use of all allocated club equipment and storage.
- Coordinating and supporting an annual audit of club equipment and tidying of allocated storage space.
- Escalating any Code of Conduct breaches to the Executive Committee in the first instance.
- Staging the AGM and electing the Executive Committee and individual team representatives to form the Club Committee.
- Generating income and minimising exposure to expenditure through applying due care and attention to Club property.
- Dealing with sensitive data about a child both discreetly and on a 'need-to-know' basis (e.g. whether they have any health issues or their parents are in receipt of income support).
- Ensuring that players emergency contact details are available whenever the players are taking part in club organised activities.

Executive Committee Roles, Responsibilities and Delegated Authority

The Executive Committee has responsibility for:

- Assisting the Club Committee to meet the objectives of the Club.
- The day-to-day administration and management of the Club.
- Establishing and agreeing an annual Spending Plan for the Club.
- Authorising payments and income in accordance with the Spending Plan. Payments outwith the Spending Plan require consultation with the Head Teacher and the Parent Council.
- Arranging and improving the storage of equipment.
- Dealing with breaches in the Code of Conduct, and at its discretion, escalating breaches of the Code of Conduct to the Head Teacher.

- Deciding upon the preferred kit and equipment supplier and ensuring that this decision is reviewed once per year following a recommendation from the Buyer.
- Fundraising and promoting the club at the School Fair and organising introductory training sessions for P1 pupils about to enter P2.
- Ensuring that the new P2 groups get off to a positive start by providing coaching support and running team building/knowledge sharing sessions with parents/carers towards the start of the new P2 school year.

In order to undertake these responsibilities properly and efficiently, the following financial authorities are delegated to the Executive Committee by the Parent Council, the Club and the Club Committee:

1. A bank account shall be maintained in the name of the Club (the Club Account). The designated account signatory shall be the Treasurer, whom failing the Chair. No sum shall be drawn from the Club Account except by cheque or electronic funds transfer approved and instructed by the designated signatory. All monies or revenue payable to, or earned by, the Club shall be transmitted or paid to the Treasurer and deposited in the Club Account or, at the Treasurer's direction, paid directly into the Club Account.
2. The income and assets of the Club shall be applied only in furtherance of the objects of the Club.
3. Subject to any overall limit of £1,000 per transaction, or series of related transactions, the Executive Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for goods provided or services rendered to the Club.

As individuals the Executive Committee members have the following responsibilities during their term of office:

Chairperson

- Ensuring good communication amongst Committee members and club members, and between the Parent Council and school staff.
- Ensuring all coaching staff are familiar with the Parent Council requirements for the operations of all Parent Council Clubs, as defined in the Parent Council Tutors Pack, and promoting the training and qualification of coaches to SFA standards.

- Managing communications to players and members of the Club.
- Ensuring that the appropriate mechanisms are in place to process club registrations.
- Maintaining a list of all registered players and disseminating this to the Committee in a timely manner.
- Liaison with Active Schools over hire of indoor halls for use over the winter and ensuring that there is adequate provision in place for all teams.

Treasurer

- Managing club expenditure, income and accounts, in partnership with the Club Committee and Executive Committee.
- Maintaining an inventory of club equipment following the annual audit referred to under the responsibilities of the Club Committee and any ad hoc inspection or audit of Club equipment.
- Banking income, processing refunds and reimbursements for evidenced discretionary spend.
- Managing expenditure with respect to the Spending Plan
- Ensuring that no year group is reimbursed beyond their approved discretionary spend budget without the approval of the Club Committee.
- Production of the Club's Annual Accounts for approval at the AGM and subsequent submission of the approved Annual Accounts to the Parent Council.
- Liaising with the Parent Council to ensure that the Parent Council holds suitable public liability insurance for the Club.
- Reviewing external funding options for the Club (for example, sponsorship and local authority or local business grants) and, in consultation with the Chair, making any appropriate recommendations to the Club Committee.

Secretary

- Maintaining a register of Club Committee and Executive Committee members.
- Managing PVG Scheme/Disclosure Scotland requirements and, in particular, ensuring that all members are either participating in the PVG Scheme or have applied to do so.

- Organising Club Committee meetings, the AGM and any EGM.
- Recording full and accurate Minutes of Club meetings and making these available to all Club members.
- Ensuring that all Committee members are kept fully informed of changes to relevant rules and regulations.
- Ensuring that all Committee members are kept fully informed of relevant fixtures and competitions.

Buyer

- Identifying and recommending a preferred kit and equipment supplier (from a short list of no fewer than 3) on an annual basis.
- In relation to equipment orders only, issuing requests for quotations or prices from at least three suppliers in respect of any proposed acquisition of equipment, in one or a series of related transactions, with an anticipated value in excess of GBP500 or such other financial limit as may be agreed by the Club Committee.
- Ensuring that robust mechanisms are in place to process kit orders and that, in particular, the Club at least breaks even on the purchase and onward sale of full price kit taking into account any relevant expenses.
- Purchase and delivery of all kit orders.
- Purchase of approved equipment orders.
- Keeping up-to-date records and liaison with the Treasurer to reconcile orders and refunds.

Parent Council Role and Responsibilities

The Parent Council shall retain responsibility for the following matters in connection with the Club:


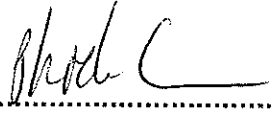
- The approval of amendments proposed to the Terms of Reference of the Club where such amendments have a material effect on the rights, obligations, roles or responsibilities of the Parent Council and/or school staff.
- The provision and maintenance of appropriate public liability insurance for Club activities.

- The preparation and auditing of annual financial statements for the Parent Council, to include the annual financial statements prepared by the Treasurer of the Club.
- The administration of the PVG Scheme in conjunction with the Secretary of the Club or such other person as the Executive Committee shall appoint to assist in the administration of the PVG Scheme within the Club.
- General liaison with the Executive Committee on Club affairs and any decisions of, or matters considered by, the Parent Council that will affect the Club.

Changes to the SPSFC Constitution

Any changes to this Constitution must, in order to be effective, be agreed at an AGM or Extraordinary General Meeting (EGM) of the Club and subsequently, if required under the terms of this Constitution, by the Parent Council.

Adopted by the Club on 1 June 2017 and ratified by the Parent Council on 7 February 2018:

<p>CONRAD GRAHAM</p> <p>Club Chairperson, for SPSFC</p>	<p></p> <p>7 February 2018</p>
<p>PHOEBE COCHRANE</p> <p>Parent Council Chairperson], for Parent Council</p>	<p></p> <p>7 February 2018</p>