

# Livingston Hearts Community Football Club



## Constitution

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1.1	06/10/2006	Amendments to Constitution agreed at EGM	PC
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# LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB

## CONSTITUTION

The main Club shall be called **Livingston Hearts Community Sports Club**, a sub division of which shall be known as **Livingston Hearts Community Football Club** (herein referred to as The Club).

The object of The Club shall be:

- To promote the enjoyment of various sports for members in an environment that fosters fair play and participation for all, irrespective of race, gender or religion and shall encourage co-operation, respect of other, loyalty, acceptance of our rules and decisions, personal responsibility, self discipline and the need for teamwork
- To increase opportunities for people to participate in football at all levels.
- To provide facilities for the youth of Livingston and surrounding districts
- To encourage the development of girl's and women's football
- To develop pathways allowing people to develop their full potential and raise general standards in football at a local level
- To promote the concept of healthy living to all Club members through participation in sport and exercise
- To encourage people to take up football coaching and refereeing and to provide opportunities for existing volunteers, leaders and coaches to develop their potential
- To promote the development of appropriate community sports club structures taking into account best practice and examples from other clubs and organisations
- To encourage further links and partnership projects with local schools, voluntary groups and other organisations as appropriate

### **Affiliation**

The Club shall be affiliated to the National Governing Body (SYFA), recognised by the European/World Governing Body

### **Membership**

All members are subjected to the Constitution of The Club and are expected to follow and implement the Club Code of Conduct which will maintain a high level of respectability for The Club within the community.

The committee shall enrol members in one of the following categories subject to their approval of the application:

Junior, Youth, Adult.

All Club officials shall be vetted in accordance with the SYFA Player Protection Policy.

Each team shall have a minimum of two people consisting of Secretary, Coach and Treasurer.

Subscription fees and Community charge for each category of membership will be reviewed following the AGM.

An annual registration fee will be paid against a completed form supplied by The Club.

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 race, occupation, sex, religious, political or other opinion.

Parental Consent Form: prior to any new member being allowed to participate in training or any games the form shall be filled out and submitted to the appropriate team secretary.

## **Office Bearers**

The office bearers of The Club shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer and Player Protection Officer.

**The Chairperson**, or delegate, will conduct business according to the Constitution of the Club, including the running of the committee meetings and shall liaise with media on all matters relating to The Club. They will also represent The Club as and when required

**The Vice-chairperson** will act on the behalf of the Chairperson in their absence and work in partnership with the Chairperson to co-ordinate the operation of the Club according to the Constitution and assist in its formation.

**The Secretary** shall provide a service to the committee by preparing agendas and recording the proceedings of all meetings and dealings with correspondence

**The Treasurer** shall be responsible for all financial matters and shall present annual accounts and monthly statement of accounts, as required by the committee. The Treasurer shall be responsible for auditing each individual team's accounts.

**The Player Protection Officer** shall be responsible for all matters relating to the Player Protection Policy adopted by the Club.

## **Management**

The affairs of The Club shall be conducted by The Committee which will consist of the Office Bearers of the Club. The Committee shall be members of The Club and have the power to:

- Conduct its business and by resolution determine and regulate its own procedures
- Co-opt additional members in the advisory capacity and appoint such sub-committees and assistants to office bearers as it deems necessary, and fill vacancies arising during its term of office.
- Any co-opted members shall have voting rights.

The main Committee will consist of the Office Bearers of the Club and will be responsible for implementing the decisions of the Committee.

## **Finance**

Each financial year shall run from 1<sup>st</sup> April to the 31<sup>st</sup> March of the following year.

The finances of The Club shall be maintained separately from the finance of each team. The main Committee shall control and operate a bank account for the proper conduct of The Club.

All cheques drawn against The Club funds shall be signed by two from three nominated bearers.

The Club accounts shall be audited on an annual basis by an external auditor appointed at the AGM.

### **Team Treasurers:**

Each team Treasurer shall be responsible for managing their own team accounts. Community fees must be paid by the team each month. Accounts shall be kept up to date and must be available for audit on request from the Club Treasurer.

## **General Meeting**

The Club shall hold an Annual General Meeting in the month of May to:

- Approve minutes of the last AGM.
- Receive reports as reflects the workings of The Club during the preceding year
- Elect Office Bearers and Committee members for the ensuing year
- Consider changes to the Constitution
- Appoint an auditor for the Clubs.
- Deal with any relevant business

An Extraordinary General Meeting can be called by:

- The Committee by decision of a single majority of its members
- At least six members by an application in writing to the Club's Secretary stating the business to be discussed

At least 14 days notice shall be given to all members of any General Meeting

With exception of changes to the Constitution, decisions put to a vote shall be resolved by a simple majority at a General Meeting. The Chairperson of The Club shall hold the casting vote.

A quorum of ten members aged 16 and over will be required for all meetings. Any proposed changes to the Constitution shall be submitted in writing to The Club Secretary at least seven days prior to the general Meeting where a two-thirds majority of those present will be required to implement the changes.

The Committee will hold a meeting every 4 weeks in order to discuss Club business. A General Meeting will be held every 8 weeks.

## **Voting Rights**

Each Team in attendance at any meetings will be entitled to 1 vote during any decision making process deemed necessary at a meeting

## **Club Colours**

The Club playing colour shall be predominantly maroon for home games and yellow and black for away games. The Executive Committee will advise the authorised supplier of a specified design agreed by the members.

Any existing colours of strips may be worn until such times as replacements are required.

Any sponsorship that requires specified colours, other than previously stated, must be politely declined.

The Club playing strip should be worn as your preferred choice at every game. Only use an alternative when requested by referee or league official. An alternative strip should be available at all games stipulated in the SYFA and SWFA rules and team signed registration.

The Club badge should be embroidered on all clothing tops before being worn, unless clearance is given from the Executive Committee. The Club badge should not be given to any supplier or printer without the permission of the Executive Committee, to protect identity corporate rights. The sponsors logo can be of any colour and size that they prefer on condition that it conforms to the guidelines set down by the SFA, SYFA, SWFA and all league associations that The Club are registered with.

## **Team Names**

When there is more than one team at any age level, team names shall be called in this order, CFC, Maroons, Whites, Blues, any additional teams will be allocated a colour.

## **Procedures, Codes of Conduct and Guidelines**

Every new member will receive a copy of all relevant procedures, Codes of Conduct and Guidelines as set out by The Club. All relevant procedures, Codes of Conduct and Guidelines can be downloaded from the club website at [www.livingstonhearts.co.uk](http://www.livingstonhearts.co.uk)

The Club has adopted the SYFA Player Protection Policy

All new coaches /Committee Members/Helpers will be subject to screening and must fill in the necessary documentation which can be obtained from The Club Player Protection Officer.

## **Health & Safety**

Each member club shall:

- Abide by the Club Health & Safety Policy
- Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do
- Co-operate with the Club on Health & Safety issues
- Correctly use all equipment provided by the Club
- Not interfere with or misuse anything provided for the benefit of their health, safety or welfare.

## **Discipline**

- All member clubs, officials and players shall accept the disciplinary procedures adopted by the SYFA and other relevant Leagues or Associations
- All members shall be bound by the Club's Codes of Conduct. Any member who breaches said Codes shall be subject to the following stages of discipline:
  - (a) one verbal warning
  - (b) two written warnings
  - (c) exclusion from the Club

If any incident is deemed serious enough, these stages may be disregarded and the member excluded immediately. The member may apply for reinstatement at the next General Meeting.

All Coaches, Club officials and team helpers should inform the Club's executive committee immediately upon being found guilty of a breach of any of the 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 said Coach, Club official or team helper".

## **Grievance Procedure**

- If you have a grievance regarding any matter relating to the Club, your grievance must be put in writing and submitted to the Club Secretary. Selected members of the Committee will then investigate your grievance. The full Committee, at the next Committee meeting will then consider the results of this investigation.
- Once the matter has been fully investigated, you will receive a written reply from the Committee detailing the conclusions of the investigation. The result of the conclusions shall be final.

## **Self-declaration and Enhanced Disclosure**

- (a) It is the policy of Livingston Hearts Community Football Club that all applicants to posts that involve contact with children and young people are required to complete a SYFA Self-Declaration Form
- (b) It is the policy of Livingston Hearts Community Football Club that all applicants to posts that involve contact with children and young people are required to complete an Enhanced Disclosure Form
- (c) Applicants to posts that involve contact with children and young people who refuse to complete either a Self Declaration Form or an Enhanced Disclosure Form will be declined membership of LHCFC
- (d) All applicants and existing officials who submit false information and/or omit information will, in the case of new applicants, have their application declined and, in the case of existing officials, have their membership of LHCFC terminated.

## **Special Powers**

The Committee shall have the powers to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an Extraordinary General Meeting provided that their action is reported to such a meeting within 21 days.

## **Dissolution**

A resolution to dissolve The Club shall only be passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting. Twenty-eight days notice shall be given to members should an EGM be called. No quorum will be required at an EGM.

In the event of the dissolution of The Club, any assets remaining in the Community Fund after settlement of all outstanding debts and liabilities shall not be distributed amongst the members but shall be given to some other charitable body or institution having similar objectives to those of The Club. The Club shall then be declared dissolved.

In the event of the dissolution of an individual team, any team assets remaining will be paid into The Club Community Fund.

## **Declaration**

It is hereby certified that this document represents a true and up-to-date version of the Constitution.