

# **Brighton and Hove Walking Football Club Constitution**

## **1. Name**

The name of the club shall be Brighton and Hove Walking Football Club.

## **2. Aims**

The aims of Brighton and Hove Walking Football Club will be to provide and promote opportunities for people of the appropriate age to participate in the game of walking football in the Brighton and Hove area – both socially and competitively.

The prime aim is to enable people of all abilities to continue enjoying playing and competing. To this end the club endorses a policy of zero tolerance towards play that is more likely to cause injury, namely through running (i.e. moving too fast) and forceful physical contact.

## **3. Membership**

### **3.1 Eligibility**

Membership is open to anyone.

There is a joining fee, then a renewable fee to be paid at the start of each year, the fee to be decided by the Management Committee.

### **3.2 Ceasing to be a member**

Members may cease to be a member of the club at any time by notifying one of the club's officers.

Any member who has not renewed their annual membership by the end of January will cease to be a Member.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings and cease to be a member of the club if an apology is not given or the behaviour is repeated.

A person may appeal against a decision to terminate their membership by submitting in writing any mitigating circumstances to excuse their behaviour. Their written appeal will be considered by at least three members of the Management Committee and may be followed, if deemed necessary, by a face-to-face meeting with at least three committee members.

## **4. Equal Opportunities**

Membership of Brighton and Hove Walking Football Club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Tournaments**

### **5.1 Entry**

The entry of a team in the club's name into a tournament must be approved by the Management Committee.

### **5.2 Participation**

The club will provide the opportunity for all its members to compete in organised Walking Football tournaments.

Players must be members of the club and have taken part in more than one recent session.

### **5.3 Selection**

Selection will be made from those members who have declared themselves available. Where applicable, preference should be given to those who are regular participants in club sessions.

Where more than one team is entered into the same competition, the Management Committee must decide the basis on which the teams are to be entered:

either

- teams to be selected to ensure that one squad is the most competitive available , or
- squads to be selected of equal standing.

## **6. Officers and committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet whenever is necessary.

The Committee will consist of the Chair and at least three members with roles such as follows:

- Chair, who shall chair both general and committee meetings and be responsible for the general management of the club
- Secretary, who shall be responsible for ensuring that relevant club documentation is kept in an appropriate format - including keeping records of members and the taking of minutes and the distribution of all papers. This role may be split between more than one member.
- Treasurer who shall be responsible for ensuring that the club accounts are kept in a proper order and to ensure that fiscal matters relating to the club are kept in order
- Fund-raiser to help improve the club's finances
- Website co-ordinator

Additional members may be co-opted onto the committee at the discretion of the committee.

In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members.

Any committee member not attending two subsequent committee meetings without apology will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Brighton and Hove Walking Football Club wishing to attend, who may speak but not vote.

## **7. Meetings**

### **7.1. Annual General Meetings**

An Annual General Meeting (AGM) will typically be held within fifteen months of the previous AGM.

All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10 per cent of the membership or 10 members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of Brighton and Hove Walking Football Club over the year. The Committee will present the accounts of Brighton and Hove Walking Football Club for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

### **7.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least five other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for the Special General Meeting will be 1 per cent of the membership or 10 members, whichever is the greater number.

### **7.3 General Meetings**

General Meetings are open to all members and will be held annually or as required.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for a General Meeting shall be 10 per cent of the membership or five members, whichever is the greater number.

### **8. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

### **9. Finances**

An account will be maintained on behalf of the club at a bank agreed by the committee. Signatories will be nominated by the committee. There must be at least one member of the committee other than the Treasurer who has at least read-only access to the bank account. Any committee member may have read-only access.

Withdrawals from the account exceeding £100 will need to be formally agreed by at least two other committee members.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of Brighton and Hove Walking Football Club is only to be used to further the aims of the group, as specified in item 2 of this constitution, unless donated to a specified charity.

### **10. Amendments to the Constitution**

Amendments to the constitution may only be made at

- the Annual General Meeting, or
- a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

## **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation, to be agreed at the meeting which agrees the dissolution.

**This constitution was created at the Inaugural General Meeting of the Brighton and Hove Walking Football Club on 26th November 2016, with latest amendments being made at the Annual General Meeting on March 20<sup>th</sup> 2023.**

**Jobe Berrington, Chair**

**Signed:**