STARS
FRIENDS OF BRAVE ALLSTARS

STARS CONSTITUTION

24th June 2026

CONTACT US

www.stars-norwich.co.uk

starsrequests@gmail.com

stars_norwich

CONSTITUTION

STARS
FRIENDS OF BRAVE ALLSTARS

1. Name

The name of the group shall be STARS also known as STARS - Friends Of Brave Allstars

2. Purpose & Aims

The purpose of STARS is to enable athletes to realise international cheerleading success. This will be achieved by facilitating fundraising events to assist eligible athletes at Brave Allstars, who will be attending invitation-only international championship competitions, between levels 1-7. The international competitions that are eligible are those where a bid has been awarded/won and accepted by Brave Allstars Competition Team.

The aims and objectives of Stars will be:

- To provide financial assistance to the team(s) (athletes attending bid winning events confirmed by Brave at the start of each season) which may include by not exclusive to; training apparel, competition entry fees, travel to/from international event, team training.

- To promote and enable participation in international cheerleading for local athletes attending Brave Allstars. To widen their sporting experiences and enable athletes to develop their skills further on an international level.

Allocation of funds will be determined during closed committee meetings and shared with BRAVE ALLSTARS Senior Management Team. Final decisions are made by STARS in a closed committee meeting.

3. Committee

The business of the group will be carried out by a Committee. The Committee will meet as necessary and not less than four times a year. The Core Committee will be composed of 7 committee members. Up to 2 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.

Any committee member not attending a meeting without apology for three months will be contacted by the Chair and asked if they wish to step down.

Committee Role Profiles

Chairperson
To lead the committee, ensure meetings are effective, and oversee the committee's fundraising activities in support of Brave.
Key Responsibilities
Provide leadership and direction to the committee.
Chair committee meetings and the Annual General Meeting. Prepare and circulate agendas
Ensure decisions are made fairly and in line with the committee's purpose..
Ensure committee members understand their responsibilities.
Oversee fundraising plans and activities.
Ensure funds are used in accordance with the purposes for which they were raised.
Support resolution of any disputes or concerns.
Authority
Has a casting vote if committee rules provide for one.
May approve routine actions between meetings where delegated by the committee.
Skills and Qualities
Good organisation and communication skills.
Ability to lead meetings effectively.
Impartial and trustworthy.
Commitment to transparency and accountability.

Vice Chairperson
To support the Chairperson and act in their absence.
Key Responsibilities
Assist the Chairperson.
Chair meetings when the Chairperson is unavailable.
Act as the primary point of contact between the committee and Brave.
Support planning and delivery of fundraising events.
Oversee fundraising plans and activities
Help ensure continuity of leadership.
Manage committee correspondence and email account.
Ensure funds are used in accordance with the purposes for which they were raised.
Support resolution of any disputes or concerns.
Produce posts, graphics and event information.
Authority
Acts with the Chairperson's authority when formally deputising.
May approve routine actions between meetings where delegated by the committee
Skills and Qualities
Team player.
Organised and reliable.
Able to lead discussions and support decision-making.

Secretary
To manage committee administration and maintain accurate records.
Key Responsibilities
Arrange committee meetings.
Take and distribute meeting minutes.
Maintain records of committee decisions.
Post copies of committee minutes on the shared drive within two weeks of meetings.
Maintain a register of committee members and contact details.
Ensure key decisions are documented and retained.
Authority
May issue notices and communications on behalf of the committee.
Skills and Qualities
Organised and methodical.
Good written communication skills.
Attention to detail.

Treasurer
To oversee the financial management of the committee and safeguard committee funds.
Key Responsibilities
Maintain accurate financial records.
Monitor income and expenditure.
Prepare financial reports for committee meetings.
Ensure funds are banked promptly.
Reconcile bank statements.
Prepare an annual income and expenditure statement.
Ensure expenditure is authorised in accordance with committee rules.
Maintain records supporting all transactions.
Advise the committee on financial implications of decisions.
Ensure fundraising income is allocated to the correct purpose or fund.
Authority
May authorise payments in accordance with approved committee procedures.
Skills and Qualities
Numerate and organised.
Trustworthy and reliable.
Comfortable maintaining financial records.

Banking Officer (Bank Account Administrator)
To administer the committee's bank account and support secure financial controls.
Key Responsibilities
Maintain banking access and account records.
Ensure committee signatories are current and authorised.
Process approved payments.
Assist the Treasurer with reconciliations and banking records.
Ensure banking security requirements are followed.
Retain records of payment approvals where appropriate.
Notify the committee of any banking issues or irregularities.
Authority
Operates the bank account only within committee-approved procedures.
Does not independently approve spending unless separately authorised.
Skills and Qualities
Trustworthy.
Good attention to detail.
Comfortable using online banking systems..

Social Media and Communications Officer
To promote fundraising activities, engage supporters and manage the committee's public communications.
Key Responsibilities
Manage the committee's social media accounts.
Promote fundraising events and campaigns..
Share fundraising outcomes and achievements.
Ensure communications are accurate and consistent with committee decisions.
Obtain appropriate permissions before publishing photographs or personal information.
Support recruitment of volunteers and event participation.
Monitor messages and enquiries received through social media channels.
Authority
May publish routine communications approved by committee policy.
Major announcements should be approved by the Chairperson or committee.
Skills and Qualities
Good communication skills.
Familiarity with social media platforms.
Creative and organised.
Awareness of privacy and safeguarding considerations.

The Committee meetings will be open to the core members of STARS only, refer to section 4.3. Committee Members:

Chair -
Vice Chair-
Secretary -
Treasurer -
Banking Officer -
Social Media & Communications Officer -

4. Meetings

4.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. Meetings are open to Parents / Guardians of Brave Allstars athletes, Brave Allstar Athletes and Brave Allstars staffing team / volunteers to enable involvement, feedback and transparency.

All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date and time. The quorum for the AGM will be 75% of the committee or 4 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of STARS over the year.
- The Committee will present the accounts of STARS for the previous year.
- The Committee roles for the next year will be elected.
- Any proposals given to the Chair at least 7 days in advance of the meeting will be discussed.

4.2 Special General Meetings

The Chair will call a Special General Meeting at the request of the majority of the committee or at least four people giving a written request to the Chair or Vice Chair stating the reason for their request. These meetings are closed meetings for the committee and any additional attendees by invitation of the committee.

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 75% of the committee or 4 members, whichever is the greater number.

4.3 Committee Meetings

Committee meetings may be called by the Chair or Vice Chair. Committee members must receive notice of meetings at least 7 days before the meeting. These meetings are closed meetings for the committee and any additional attendees by invitation of the committee. Meetings are held at least once every 3 months or more often if necessary.

All committee members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, text, email or post. The quorum for a General Meeting shall be 75% of the committee or 4 members, whichever is the greater number.

5. 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.

Committee members should declare any conflicts of interest before decisions are made.

6. Finances

6.1 Account Payments

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

6.2 Financial Controls

- All expenditure needs to be approved by the committee.
- All payments will be signed by two of the signatories.
- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two committee members and held by the Treasurer.
- All expenditure requires receipts which will be held by the Treasurer.
- All banking must be completed within 7 working days.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- Committee funds should never be held in personal accounts.

6.3 Sponsorship

Stars Committee work collaboratively with the Brave Allstars Competition Teams Senior Management Team to ensure the named Sponsor is deemed appropriate. If deemed appropriate STARS and Brave Allstars Competition Teams Senior Management Team will determine how sponsorship is utilised. Final decision rests with STARS to ensure fair and appropriate distribution.

ALL sponsorships will be used for the needs/supplies of individuals on the team/teams (as deemed appropriate by Brave Allstars and agreed by STARS) as detailed in section 2 of the constitution.

7. 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 Chair in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require 75% or 4 members in agreement.

8. 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 Brave Allstars Competition Teams.

9. Equal Opportunities

STARS will follow the Equality legislation where it is unlawful to:

- discriminate directly against anyone and treat him/her less favourably than others because of a protected characteristic (age - disability - sex - gender - gender reassignment - marriage and civil partnership - pregnancy and maternity - race - religion or belief - sexual orientation)
- they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association)
- discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic;
- subject someone to harassment related to a relevant protected characteristic (pregnancy and maternity and marriage and civil partnership are excluded);
- victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination;
- discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

10. Privacy Policy

STARS hold a full Privacy Policy detailing how we control, process, handle and protect your personal information. The full policy document can be found on our website.

If you require a copy via email, please contact starsrequests@gmail.com

11. Complaints Process

If you wish to make a complaint, please email starsrequests@gmail.com with COMPLAINT in the subject line. The Chair will investigate your email and take it to the Committee to determine the outcome. You will receive a written response within 10 working days.

12. Conduct Policy

We understand that there can be times where you feel unheard or let down and we respect the need for people to be able to express themselves. However, we do expect that this is always done with respect and courtesy when you interact with any member of the Committee and/or our team of Volunteers.

We won't tolerate aggressive or abusive behaviour directed towards the Committee and/or its volunteers during any form of interaction, i.e., face to face, on social media, online chat, over the phone, via email, or in any other form of communication.

This includes :

- Any form of physical, hostile, or abusive behaviour
- Use of inappropriate language, verbal or written, which may cause a member of staff or fellow customer to feel scared, abused, intimidated, threatened or offended.

This could be:

- Creating a hostile, degrading or offensive interaction
- Using a bullying tone or language
- Inappropriate religious, cultural, or racial comments or insults; including racial stereotypes and judgements based on accent, such as asking to speak to someone who is ‘from this country’
- Bi-phobic, homophobic, or transphobic comments – sexist or other derogatory remarks
- Discrimination against any other protected characteristics as defined by the Equality Act 2010

If we experience any of the above, we will politely ask you to stop, in line with our conduct policy. If this behaviour continues it will be at the discretion of the Committee to ban the individual from any further events and meetings co-ordinated by STARS.

This constitution was agreed and adopted at the Inaugural General Meeting of the STARS on 24th June 2026.