



**Kirkliston & South Queensferry Football Club**

**CONSTITUTION**

**Updated November 2022**



## KIRKLISTON & SOUTH QUEENSFERRY FOOTBALL CLUB CONSTITUTION

The name of the club shall be Kirkliston & South Queensferry Football Club (KSQ) [hereby referred to as the club]. The club colours shall be yellow and blue.

### AIMS

The aim of KSQ is to provide a safe environment and to encourage and promote the development of football and health within Kirkliston, South Queensferry and the surrounding area through the provision of teams that foster fair play, participation for all, irrespective of race, colour, religion, sex, sexuality or ability.

### MEMBERSHIP AND FEES

- All members will be subject to the regulations of the Constitution and by joining the club, Players, Coaches, Parent & Guardians will be deemed to accept these regulations and the Club Codes of Conduct.
- Members of the Club are the players who have been registered online via the Clubs annual registration process and Coaches/Volunteers registered with KSQ on the SYFA website providing they are holders of a valid SYFA PVG certificate
- Registered players can vote at the AGM providing they are over 16 years of age. If the player is younger than 16 their parent/guardian (as listed on their registration) may vote on their behalf. There is 1 vote per registered player.
- The club will participate in any competition the committee deems appropriate, approved where necessary by the voting members
- Fees for all age groups are set by the KSQ committee by the process of a majority vote. Any Changes in fees will be advised to members at least 60 days in advance.
- The club may charge an annual registration fee with the amount being set annually and agreed by the committee in June of each year.

### AFFILIATION

The club will affiliate to the Scottish Youth Football Association, ESSDA<sup>1</sup> and FSSDA<sup>2</sup> on an annual basis and will also affiliate to any other relevant organisation or governing body it deems fit in the interest of achieving aims and progression internally and externally.

### COMMITTEE

The Executive committee shall be elected, for a two-year term, by the majority of members attending the AGM. All Office bearers will retire at the end of every 2nd year but are eligible for re-election at the AGM. The Chairperson & Secretary will retire in alternate years. At the AGM there must be a Chairperson, Secretary and Treasurer voted in The committee shall consist of the following roles:

Executive Committee	Management Committee
<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Child Wellbeing &amp; Protection Office</li> </ul>	<ul style="list-style-type: none"> <li>• Child Liaison Officer</li> <li>• Club Manager</li> <li>• Facility Coordinator</li> <li>• Coach Coordinator</li> </ul>

<sup>1</sup> <http://www.essda.co.uk>

<sup>2</sup> <https://www.leaguewebsite.co.uk/fifesoccersevens>





## **MEETINGS**

- Meetings are held monthly. (At least 8 per year)
- Each office bearer and committee member are entitled to vote.
- All votes shall be determined by a simple majority with the Chairperson holding the casting vote in the event of a tie.
- The AGM will be held in November of each year.
- All members will be given written notice of the AGM at least 21 days prior to the meeting.
- At least 50% +1 of the Executive committee membership must be present for a minimum quorum to be reached, thereby allowing any constitutional amendments. Any changes to the constitution can only be made at the AGM or an Extraordinary General Meeting.
- The membership will be entitled to witness all club accounts for the year.
- A special AGM (or Extraordinary General Meeting) may be called at any time throughout the year with 14 days' notice required prior to the meeting and will require the same quorum as the AGM.

The following standard items will be on the agenda for all Committee meetings:

- Welcome and apologies.
- Treasurer's report.
- Report from Child Protection Officer.
- Date, time and venue of next meeting.
- AOB.

## **FINANCE**

- The club shall have the power to raise money by means of annual registration fees, monthly dues and other means as determined by the Committee at a Committee Meeting.
- Any income and property of the club shall be applied solely towards the objectives of the club.
- All monies shall be lodged in a bank account in the name of the club.
- The Treasurer shall submit an up-to-date copy of the club's accounts prior to or at each meeting.
- The Treasurer, Secretary and another member of the Committee shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- The financial year will end on the last day of the June (end of the season).
- The Treasurer will produce annual accounts for the AGM.

## **DISCIPLINE**

- All matters in respect of discipline shall be dealt with in accordance with KSQ, ESSDA, FSSDA and SYFA guidelines.
- All complaints regarding the behaviour of members should be lodged in writing to the Secretary and the management committee will hear the complaint within 7 days.
- The management committee shall have the power to take appropriate disciplinary action.
- The outcome of the hearing will be put in writing to both the person who lodged the complaint and to the member about whom the complaint has been made within 7 days of the hearing.
- There shall be a right of appeal following the disciplinary action and this should be dealt within 5 days of receiving the appeal.
- The Club shall have the power to seek reimbursement of disciplinary costs (Such as fines) from the player / parent as deemed appropriate by the Executive committee.

## **AMENDMENTS**

The Constitution can only be changed by majority vote at the AGM or EGM.





**DISSOLUTION**

- In the event of the dissolution of KSQ for whatever reason, any assets thereof shall be donated to a registered charity, voluntary organisation, or sports group with similar objectives as KSQ to be nominated by a simple majority of the outgoing committee.
- In no circumstances will any assets be distributed to any club or committee members.

**DECLARATION**

It is hereby certified that this document represents a true and most up to date version of the constitution of Kirkliston & South Queensferry Football Club

**SIGNATURES**

Chairperson.....

Date.....

Secretary.....

Date.....

