



Kennoway Star Hearts Football Club Constitution

1. Name and Colours

The Club shall be called Kennoway Star Hearts Football Club. The Club colours shall be Royal blue & white + Black.

2. Club Mission Statement

Since its inception Kennoway Star Hearts Football Club has been developed within the town of Kennoway. Over the years, membership of the Club has spread to youngsters from areas outside of Kennoway.

Football at youth level has now been recognised to be an integral part of Scottish football. It has also been recognised that younger ages should be taught the game in a more coherent, tolerant and organised manner.

The Scottish Youth Football Association (SYFA) and other relevant leagues or associations has responsibility for the administration, education, development and discipline of the game at this level.

As a result, there is a need for the Club to put in place, a more structured constitution, a statement of which follows.

3. Aims and Objectives

Kennoway Star Hearts Football Club is a non-profit distributing company and will deliver services within the Kennoway area of Fife but will draw membership from the wider community of interest. The company's principle objects are;

- a) To advance public participation in the sport of football, predominantly but not exclusively the Kennoway Area of Fife, by children, young people and adults by providing opportunities to develop their spiritual, mental and physical capacities and enable them to improve their conditions of life;
- b) To conserve, improve and manage for public benefit, community land, buildings and related assets and provide access to participation in sporting and recreational activities in the operating area;
- c) To support citizenship, community development and community learning through the power of participation in football, whilst working in partnership with stakeholders in local communities to empower individuals to improve their lives and their environment.

4. Powers

In pursuance of the objects listed in Articles 0 & Error! Reference source not found. (but not otherwise), the company shall have the following powers:

- a) Facilitate access to a range of services for the Members of the Company and encourage their involvement in planning and developing services relevant to the needs of its Members;
- b) Employ and pay staff to supervise, to organise and carry on the work of the Company, dismiss such person as appropriate;
- c) make all reasonable and necessary provision to enable employees to participate

- in a pension scheme;
- d) Hold a bank account in the name of the Company and make and receive payments to this account in furtherance of the objects and to and to invest the monies not immediately required in investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
 - e) To monitor and release funds at the discretion of the management committee;
 - f) Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and maintain and alter any buildings necessary for the work of the Company, and to make regulations for the management of any property;
 - g) Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Company;
 - h) Receive contributions by way of donations and raise funds to further the objects;
 - i) Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription and otherwise provided that the Company shall not undertake permanent trading activities in raising funds for the said objects except by means of a Company established for that purpose;
 - j) To take any gift, bequest or property, whether subject to any Trust or not, in furtherance of the Company's purposes;
 - k) To purchase and maintain insurance of all kinds, including, but not limited to, such reasonable and necessary insurance against any liability;
 - l) To indemnify and reimburse themselves out of the Company's Estate for any expenses or liabilities for example travelling and subsistence expenses which they reasonably and necessarily incur in relation to the purpose of the group or Company;
 - m) To make application for and secure grants from public bodies, charitable institutions, voluntary Company's, the Lottery Commission and other means to fund the Company's purposes;
 - n) To appoint and convene such advisory committees or undertake such consultation as is considered appropriate;
 - o) To make such rules and procedures as they consider necessary for the day-to-day management of the Company;
 - p) To enter into contracts or agreements with any person or Company to further the purposes of the Company;
 - q) To retain, engage or employ professional or technical advisors in connection with the management of the Company and to pay reasonable remuneration for

their services;

- r) Engage the services of professionals and volunteers to assist in the work of the Company and provide payment where appropriate, and reimburse approved out-of-pocket expenses;
- s) Promote the Company to the general public by means of leaflets, posters, newspaper advertisements, new media and social media;
- t) Collaborate with statutory and voluntary agencies in pursuit of the Company's aims;
- u) To merge with or enter into any partnership or joint venture arrangement with any other Company formed for purposes similar to the Company's;
- v) Arrange and hold (or assist in arranging and holding) exhibitions, meetings, seminars and training courses;
- w) With due regard to confidentiality, collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas;
- x) Do all such other lawful things as appear to the Committee of Directors to be necessary or desirable in pursuance of these objectives and no part of the income or property of the Company may be paid or transferred (directly or indirectly) to the members - either in the course of the Company's existence or on dissolution - except where this is done in direct furtherance of the Company's charitable purposes;

5. Confidentiality

All business of the club and all matters arising are dealt with in accordance with the SYFA and other relevant leagues or associations Confidentiality Agreements.

All officials will take all reasonable steps to prevent the unauthorised publication or disclosure of any such confidential information. This restriction shall continue to apply after the termination of any appointment without limit in point of time.

The club reserves the right to initiate a disciplinary process as a result of any apparent breach of confidentiality.

6. Conflict of Interest

A member of the club, if required by such club, shall retire from any discussion of the club if the matter to be dealt with involves the member and it is possible that a penalty or some other material decision may require to be taken.

It is the member's responsibility to disclose the conflicting interest to the executive committee, disciplinary committee or any sub-committee and refrain from participating in any deliberation or decision of the other executive committee, disciplinary committee or any sub-committee with respect to the matter in question.

7. Membership

Full membership of the club is open to all officials registered on the SYFA and other relevant leagues or associations Online Registration Systems.

It is incumbent of any official seeking membership of the club to complete a club membership application form, an SYFA and other relevant leagues or associations self-declaration form and an SYFA and other relevant leagues or associations PVG Scheme form. Any proposed new members must appear before the executive committee for interview and be submitted for PVG checks. On successful completion of an SYFA and other relevant leagues or associations PVG Check, club membership may be awarded.

All members shall be subject to all relevant rules, clauses, paragraphs and sub paragraphs of the SYFA and other relevant leagues or associations Articles of Association, Supplementary and Playing Rules, Standing Orders, Player Protection Policy, Adults at Risk Protection Policy, Disciplinary Procedures and all related policies and any amendments thereto and any regulations or decisions promulgated by the Board and regulations or decisions of the Scottish FA shall be binding on all members.

Registered players of the club shall be considered to be affiliated members only.

All full and affiliated members of the club must undertake to uphold the constitution, rules and procedures of the club, the SYFA and other relevant leagues or associations.

8. Management

The management of the club will be vested in an executive committee consisting of the office bearers, who will have one vote at any club meeting. The chairman at any club meeting will have the casting vote.

The club office bearers will consist of the chairman, secretary, protection officer, first aider, treasurer and club coach/development officer. All office bearers shall be elected annually at the AGM.

The executive committee shall have the power to deal with as it sees fit any matters arising from the activities of the club, all club officials and all club players.

The Secretary shall have the power to convene meetings of the executive committee if and when required.

If a vacancy occurs among the executive committee during the season, the executive committee shall appoint a new office bearer at the next executive committee meeting.

The agenda for all executive committee meetings will be as follows:

1. Chairman's opening remarks
2. Apologies
3. Minutes of the previous meeting

4. Business arising from the previous minutes
5. Secretary's Report
5. Treasurers Report
6. Protection Officer Report
7. Coach/Development Officer's report
8. Any Other Competent business previously notified

The Club will hold an AGM no later than 30th June each year. Only full members as defined in paragraph 6 are eligible to attend the AGM.

The constitution may be added to or altered by a resolution passed at an Annual General Meeting, or at a Special General Meeting duly convened for the purpose, and for the passing of which resolution at least two-thirds of those present and entitled to vote have voted.

The executive committee shall have power to propose additions or alterations to the constitution for consideration at the Annual General Meeting.

On a requisition signed by one more than half of the executive committee the secretary shall convene a Special General Meeting.

All full members must be given at least twenty one (21) days notice of a Special General Meeting. The agenda of any Special General Meeting will be restricted to the business notified only.

The Agenda for the Annual General Meeting is as follows:

1. Chairman's opening remarks
2. Apologies
3. Minutes of the previous meeting
4. Business arising from the previous minutes
5. Secretary's Report
6. Treasurers Report
7. Coach/Development Officer's report
8. Changes to the Constitution & Rules.
9. Election of Office Bearers
10. Appointment of auditors
11. Any Other Competent business previously notified

9. Finance

The executive committee shall set the annual subscription to the Club annually for all players.

The treasurer will carry out all financial transactions and shall make a financial statement at each executive committee meeting. Either the chairman or the secretary shall sign by the treasurer, and all cheques drawn on the club's bank account. The treasurer shall make the club bankbooks and all accounts available at every meeting.

The treasurer will be responsible for depositing all monies into the clubs Bank Account.

Prior to any club purchase, the executive committee must approve expenditure.

In the event of a new treasurer being appointed before the AGM, the books must be audited before the appointment takes effect.

The club will pay all league fees, affiliation fees and cup entry fees from the club's funds.

All expenses incurred by members of the club attending to club business shall be paid out of the club's funds.

An external auditor will be appointed at the AGM each year.

All equipment and monies that are raised using the name of the club belongs to the club. If the club ceases to exist at any time all equipment and money held by the club must be returned to the secretary within seven days.

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to some other society, institution or organisation having objects similar to the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the club under or by virtue hereof, such a society, institution or organisation to be determined by the full members of the club at or before the time of dissolution and if and so far as effect cannot be given to such provisions then to some charitable object.

10. Liability

No executive committee member shall be individually or collectively liable for a debt of the club, unless that person was solely responsible for the debt being incurred.

No executive committee member shall be entitled to make any personal financial gain from the activities of the club.

11. Protection

The club will appoint a protection officer in accordance with SYFA and other relevant leagues or associations procedures. All club officials; players and player's parents must be advised of the protection officer's full contact details.

The club and its officials agree and acknowledge that the SYFA and other relevant leagues or associations protection policies plus all associated policies and any amendments thereto shall be binding on the club.

All club members including players, officials, spectators or parents must abide by the club's code of conduct.

The club must make sure all of its officials are fully conversant with the club's protection policies and all SYFA and other relevant leagues or associations protection policies.

The club must make sure all of its officials are fully conversant with the club's Constitution and Rules and the SYFA and other relevant leagues or associations Constitution and Rules.

The club must protect all players and officials from all forms of abuse;

The club must accept that all officials must report concerns in respect of any suspected abuse;

The club is committed to eradicating bad practice; and

The club will implement all proposals or amendments in respect of player protection policies; and

The club will in cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged cases of abuse to the relevant protection officer. It is not the official's responsibility to decide whether or not a player has been abused.

12. Discipline

The club, officials and players shall accept the disciplinary procedures adopted by the SYFA and other relevant Leagues or Associations.

The Club shall accept responsibility for the conduct and behaviour of all club officials, players, supporters and other individuals associated with the Club.

All club decisions will be subject to the right of appeal to the appeals committee of the SYFA and other relevant leagues or associations.

13. APPEAL

A player or registered club official may appeal to the SYFA Appeals Committee and other relevant leagues or associations against the decision of the Club affecting such player or registered club official. Such appeals must be made in accordance with the SYFA Supplementary and Playing Rules that can be downloaded from the SYFA website www.scottishyouthfa.co.uk

14. Standing Orders

All meetings shall be chaired by the chairman or on his absence another office bearer appointed by those office bearers present.

The secretary will circulate the agenda prior to meetings. Only business identified to the secretary in writing 72 hours before the meeting will be discussed.

Motions can be tabled under appropriate agenda items. The chairperson having the right to defer discussion of tabled motions.

Minutes of previous meetings will be prepared by the secretary and circulated to members with the agenda for forthcoming meetings.

The quorum for executive committee meetings shall be 50% or 5, whichever is the greatest.

All matters not covered by this constitution will be covered by the rules and procedures of the SYFA and other relevant leagues or associations.

15. Adoption of the Constitution

This Constitution is adopted by the following Members. On the Club full members:

Name: Willie Cunningham - Chairman

Name: Dougie Stalker – Vice Chairman

Name: Bob McPhail - Secretary

Name: Rab Lindsey - Treasurer

Name: Ian Lawson - CPO

Name: Calum Doctor – Communications Officer

Name: Kevin McAuley – PVG Co-ordinator