



Carluke Rovers Football Club Constitution

1. NAME

The club shall be called Carluke Rovers Football Club (the "Club")

2. OBJECTS

The objects of the club shall be to arrange association football matches and social events for its members.

3. STATUS OF THE RULES

These rules (the Clubs Rules) form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

- (a) The Club is a member of the West of Scotland Football League and Scottish Junior Football Association. The Rules and Regulations of the Scottish Football Association and such league or competition to which the club is affiliated for the time being shall be deemed to be incorporated into the Club Rules wherever they shall be deemed to be overriding.
- (b) The Club will also abide by The Scottish Football Association's Child Protection Policies and procedures, Code of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
- (c) All persons appointed to manage a club team (the "Club Managers") shall agree to abide by a Code of Conduct for managers.

5. CLUB MEMBERSHIP

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary).
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it or email it to the club. Election to membership is open to all and no application will be refused without good reason. There is a

right of appeal for anyone who is refused membership. Membership shall become effective upon the applicants being entered in the Membership Registration.

- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the membership register.
- (d) The Scottish Football Association and the West of Scotland Football League shall be given access to the membership register.

6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall not be repayable. The Committee (as hereafter defined) shall at its discretion determine a lower fee on grounds of financial hardship of a member or in respect of applications made after the 1st January of that season.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the club.

7. RESIGNATIONS AND EXPULSIONS

- (a) A member shall cease to be a member of the Club if, and from the date on which he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears will be required to have their membership reviewed by the Club Committee.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. A right of appeal exists for members who are suspended or expelled from membership.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or any share of the Club property.
- (d)

8. CLUB COMMITTEE AND BOARD OF MANAGEMENT

- (a) The Club Officers shall consist of the following: Chairman, Vice Chairman, Treasurer, Secretary and 2 Board of Management Members. These Club Officers will be elected at an Annual General Meeting and will be known as the Board of Management. They shall hold not less than 4 meetings a year. The Board of Management shall from time to time include Special Members who will be appointed for set periods of time to assist with Club tasks.
- (b) The Club Committee shall consist of the Club Officers, two Board of Management Members, 11 Committee Members and the Team Manager.
- (c) Each Club Officer, Board of Management Member and Club Committee Member shall hold office from date of appointment until the next Annual General Meeting. (AGM). One person may not normally hold more than 2 positions of Club Officer at any one time.

- (d) The Board of Management shall be responsible for the management of all the affairs of the Club. Decisions of the Board of Management shall be made by simple majority of those attending the Board of Management meeting. The Chairman of the Board of Management shall have a casting vote in the event of a tie. Meetings of the Board of Management shall be chaired by the Chairman, or in their absence the Vice Chairman. The quorum for the transaction of business shall be 3.
- (e) Decisions of the Board of Management should be made available to the Club Committee members within 7 days of such meetings held. Decisions of the Board of Management shall be minuted by the Club Secretary.
- (f) Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice Chairman. Decisions of the Club Committee shall be made by a simple majority of those attending the meeting. The Chairman shall have the casting vote in the event of a tie. The quorum for transaction of business shall be not less than 7.
- (g) Decisions of the Club Committee will be minuted by the Club Secretary.
- (h) The Club Committee shall hold not less than 4 meetings a year.
- (i) Any vacancy on the Club Committee which arises between AGM shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members. Any Club Committee members can attend meetings of the Board of Management by advising the Chairman in advance that they wish to attend. Club Committee members may not vote at Board of Management meetings.
- (j) Any committee member who misses 3 consecutive meetings are not eligible to stay on the committee unless there is a valid reason for not being present, i.e. illness, holidays, family commitments. Being on the committee to helping with the day-to-day running of the club.

9. ANNUAL AND SPECIAL GENERAL MEETINGS

- (a) An Annual General Meeting (AGM) shall be held in each year to:

Receive a report of the activities of the Club over the previous year.

Receive a report of the Club's finances over the previous year.

Elect the Officers of the Club.

Consider any other business.

- (b) A Special General Meeting (SGM) may be called at any time by the Club Committee and shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing signed by not less than 5 members, stating the purposes for which the meeting is required, and resolutions proposed.
- (c) The Secretary shall inform and send to each member written notice of the date of any AGM and/or SGM together with the resolutions to be proposed at least 14 days before the meeting.
- (d) The quorum for an AGM or SGM shall be 7 members.
- (e) The Chairman or in his absence the Vice Chairman shall take the Chair. Each member shall have one vote and the resolution shall be passed by a simple majority.

In the event of equality of votes the Chairman of the meeting shall have the casting vote.

- (f) The Club Secretary is to minute the meeting.

10. CLUB FINANCES

- (a) All Monies raised on behalf by the Committee shall be paid into a Bank Account in the name of the club. Two signatures shall be required to withdraw money from the bank account and must not be "connected". "Connected" being:
- Any person to whom the (signatory) is married, is civil partner of the (signatory) or with whom the (Signatory) is living as husband or wife or where the (signatory) and the other person are same sex, in equivalent relationship.
 - Any child, parent, grandchild, grandparent, brother or sister of the (signatory) (and any spouse of any such person).
 - For purpose of the above, a person who is another person's stepchild or brought up or treated by another person as if the person were a child of the other person, is to be treated as other persons child.
 - A record of all transactions (income and expenditure) will be, maintained and audited annually. This financial year shall end on the 31st May.
- (b) The income and assets of the club (the Club Property) shall be applied only in the furtherance of the objects of the Club.
- (c) The Board of Management shall have the power to authorise the payment and remuneration of expenses to any member of the Club and to any person or persons for services rendered to the Club. No remuneration is payable unless agreed in advance with the Treasurer and at least one other member of the Board of Management. No remuneration is payable without a receipt.
- (d) The Treasurer shall prepare an annual financial statement.
- (e) The Club Property, other than the Club Account shall be vested in not less than 2 and not more than 4 custodians, one of whom shall be the Treasurer, (the custodians) who shall deal with the Club Property as directed by decisions of the Board of Management and be minuted as conclusive evidence of such a decision.
- (f) The custodians shall be appointed by the Club in an AGM or SGM and shall hold office for one year.
- (g) The Club shall hold Public Liability Insurance on behalf of its members, this is to be renewed annually, responsibility to ensure renewal lies with the Club Treasurer.

11. CODES OF CONDUCT AND CHILD PROTECTION POLICY

- (a) The Club has responsibility to ensure the highest standard of its members and to ensure the the reputation of the Club and football remains high. The Club shall produce and review and review annually a 'Child Protection Policy' and an 'Anti Discriminatory Policy'.
- (b) The Club shall produce and review annually Codes of Conduct.

- (c) Members of the Club are bound by the Codes of Conduct issued and non-compliance will be treated as at Section 7.

12. ALTERATIONS TO THE CONSTITUTION AND RULES

- (a) No alterations to the foregoing rules shall be made except at an AGM. Or SGM and a Notice of any proposed alterations, amendments or any additions shall be made to the Secretary 14 days prior to the AGM or SGM.

13. DISSOLUTION

In the event of the dissolution of the Club and fund remaining shall be used for the furtherance of football in Carluke.

14. This Constitution was revised and adopted at AGM held at Carluke Leisure Centre on the 28th July 2019.

Signature of Acting Chairman Steven Kane

Signature of Secretary Garry Simpson

Signature of Treasurer John McLachlan

Dated 22nd June 2022