



## Oxford Saints American Football Club – Club Constitution 2017

27/10/2016

### 1. Club Name

**1.1** The Club will be called Oxford Saints American Football Club and will be affiliated to and bound by the rules of the British American Football Association (BAFA).

### 2. Aims and Objectives

**2.1** To provide everyone in Oxfordshire with quality participation opportunities to join the Club, with every player, coach and staff member striving toward excellence according to their desires and abilities in the sport of American Football.

**2.2** Oxford Saints American Football Club is committed to the improvement of American Football players, coaches and volunteers in Oxfordshire.

**2.3** To commit the Club to encourage the highest ethical standards, each individual in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

**2.4** There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion. Everyone member will be encouraged to commit to excellence in the sport of American Football.

### 3. Membership

**3.1** Membership of the Club shall be available to anyone who is interested in the sport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

**3.2** All members will be subject to the rules of the Constitution and Code of Conduct. By joining the Club, members will be deemed to accept these rules and codes of practice that the Club has adopted.

**3.3** Membership will consist of the following categories:-

3.3.1 Committee

3.3.2 Coaching Staff

3.3.3 Senior Team Players

3.3.4 Women's Team Players

3.3.5 Support Staff

- 3.4** Members in each category shall pay for membership if applicable. Fees will be decided by the committee and details will be available to members prior to registration.
- 3.5** The Club members may, through the committee, be asked to contribute to the clubs funds by way of a special levy.
- 3.6** Members found to be in breach of the Club Code of Conduct or Constitution will be subject to disciplinary action, which may result in their membership being suspended or terminated.

#### **4. Management**

- 4.1** The affairs of the Club shall be run by an executive committee plus at least four additional committee members. All members of the Club Committee shall be elected at the Oxford Saints Annual General Meeting.
- 4.2** The executive committee of the Club shall consist of the Chairperson, Vice-Chairperson, Finance Director and Club Secretary. If the post of any committee member becomes vacant the committee shall have the power to fill the vacancy until the next Annual General Meeting.
- 4.3** All executive committee members must be members of the Club, and as such, can be held in accordance with the Club Code of Conduct and Constitution.
- 4.4** The executive committee shall be the trustees of the Club, holding all property belonging to the Club in their name, and shall further to sue and be sued on behalf of the Club. They shall all be entitled to personal indemnity out of the Club funds where they are acting on behalf of the Club as executive officers.
- 4.5** The executive committee will have full powers to deal with matters arising related to the Club, not reserved to a General Meeting in terms of this constitution, including making public and enforcing such bye laws necessary to govern activities of the Club.

#### **5. General Meetings**

- 5.1** The Club will hold an Annual General Meeting in the month of October (if practical) each year.
- 5.2** The Annual General Meeting procedure shall be as follows:-
  - 5.2.1 Approve minutes of previous AGM
  - 5.2.2 Reports from Chairperson
  - 5.2.3 Reports from Finance Director
  - 5.2.4 Elect the executive committee
  - 5.2.5 Elect additional Club committee members
  - 5.2.6 Fix membership subscriptions for ensuing year
  - 5.2.7 Approve changes to constitution (if any)
  - 5.2.8 Any Other Business
- 5.3** Extraordinary General Meeting. An extraordinary meeting can be applied by the secretary supported by at least 10% of the Club membership. The executive

committee can also call an EGM by a majority of the committee members.

- 5.4** 14 days' notice period must be given to members before any general meeting may take place, with the agenda for the forthcoming meeting included. No business will be conducted unless fair notice is given.
- 5.5** With the exception of changes to the constitution, decisions put to the vote will be resolved by simple majority at general meetings. The Chairperson of the meeting shall hold a deliberative as well as a casting vote at general and committee meetings, in each case at the time the meeting commences its business.
- 5.6** The quorum at a general meeting shall be 20% of all members and the quorum for committee meetings shall be 40% of all committee members.
- 5.7** Changes to the constitution shall require a two thirds majority of those present at the general meeting and eligible to vote.
- 5.8** A proposal for changes to the constitution must be submitted and made available to all members. Seven days will be allowed for members to submit any amendments before issuing the notice period for a general meeting.
- 5.9** All proposals for changes to the constitution shall be signed by two members of the executive committee.

## **6. Finance and Accounts**

- 6.1** The Club's financial year shall run from 1<sup>st</sup> November to 31<sup>st</sup> October.
- 6.2** The Finance Director will be responsible for the preparation of the annual accounts.
- 6.3** The accounts will be certified by an independent person elected annually at the Annual General Meeting. This person can be a member with accounting knowledge.
- 6.4** All cheques drawn against the clubs funds will be signed by treasurer and/or one other.
- 6.5** All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7. Dissolution**

- 7.1** Oxford Saints American Football Club is a non-profit making organisation, with all profits and surplus funds being used to maintain and develop the Club in order to carry out its aim to support the American Football Association that it is affiliated to.
- 7.2** No profit or surplus will be distributed other than to another non-profit making body on a winding up or dissolution of the Club.
- 7.3** All decisions of the Club will either be made firstly by its Club membership or by the association that it is affiliated to.