

LEIGH REFEREES SOCIETY

I. CONSTITUTION

1. Name

That this Society shall be called 'Leigh Referees Society' and that the Society be affiliated to Lancashire FA and the Lancashire Referees Association.

2. Club Purposes

That the purposes of the Society shall be:

- (a) The provision of facilities for the refereeing and promotion of Association Football, played under the rules of the Football Association, in the Leigh area and beyond and community participation in the same. The society may also provide facilities for the playing and promotion of other suitable sports and activities.
- (b) To provide for its members, means of social intercourse.

3. Permitted Means of Advancing the Purposes

The Trustees of the Committee have the power to:

- (c) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;
- (d) provide coaching, training, medical treatment, and related and other facilities;
- (e) take out any insurance for society, employees, contractors, guests and third parties;
- (f) raise funds by appeals, subscriptions, loans and charges;
- (g) borrow money and give security for the same, and open bank accounts;
- (h) buy, lease or licence property and sell, let or otherwise dispose of the same;
- (i) make grants and loans and give guarantees and provide other benefits;
- (j) set aside or apply funds for special purposes or as reserves;
- (k) deposit or invest funds in any lawful manner;
- (l) employ and engage staff and others and provide services;
- (m) co-operate with or affiliate to firstly any bodies regulating or organising the relevant Sport and secondly any club or body involved with it and thirdly with government and related agencies;
- (n) do all other things reasonably necessary to advance the purposes;

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

4. Membership

- (a) Membership of the Society shall be open to anyone interested in sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (b) The Society may have different classes of membership and subscription on a non-discriminatory and fair basis. The Society will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Society or sport into disrepute. Appeal against refusal or removal may be made to the Management committee in the first instance and finally to the members.

4.1. The Society shall consist of the following categories of members:

- (a) Junior members.
- (b) Full Members
- (c) Honorary life members.
- (d) Life patrons or President.
- (e) Members of the Management Committee

4.2. Membership shall be yearly. The yearly subscription for members shall be at the discretion of the Management Committee.

4.3. The subscription, if any, for life patrons or President shall be determined by the Committee.

4.4. No fees will be payable by The Society Secretary, The Society Treasurer or honorary life members.

4.5. All such members referred to above shall be entitled to attend and vote at annual or extra-ordinary meetings of the Club, with the exception of honorary life members

5. All General Meetings

- (a) All members may attend all general meetings of the Society in person.

- (b) Such meetings need 21 clear days' written, (postal or electronic mail) notice to members.
- (c) The quorum for all general meetings is 10 members present
- (d) The Chair or (in their absence) another member chosen at the meeting shall preside.
- (e) Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- (f) Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

6. Annual General Meetings

The Society will hold an Annual General Meeting before 1st July every calendar year and not more than 15 months after the last AGM. At every AGM:-

- (a) The Members will elect a Management Committee including a Chairperson, Vice Chairperson, Treasurer, Secretary, Recruitment & Retention Officer, Information Technology Officer and Society Welfare Officer to serve until the next AGM; At the annual general meeting any voting member of the Society may propose and second nominations for the post of Chairman. In the event of more than one nomination, properly seconded, being proposed, a ballot will be taken. The outgoing Secretary who will be ineligible to nominate will supervise this. In the event of a draw, the Secretary may use their casting vote. The Chairperson, thus having been elected, shall allow the outgoing Secretary to step down. The Chairperson shall then receive nominations for the Vice Chairperson, Treasurer & Secretary of the Society, which will take place in the same manner as the election of Chairperson.
- (b) The Treasurer will produce accounts of the Society for the latest financial year audited as the Committee shall decide.
- (c) The Committee will present a report on the Society's activities since the previous AGM;
- (d) The Members will appoint a suitable person to audit the accounts; and
- (e) The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

7. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Management Committee or on the written request of not less than FIVE members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chairperson. The Notice calling such extraordinary general meeting shall specify the business to be transacted thereat and if the said meeting shall be called as the result of such written request as aforesaid, the meeting shall only deal with the matter specified in the requisition calling such meeting.

8. The Management Committee

8.1. Role

Subject to these Rules the Committee shall have responsibility for the management of the Society, its funds, property and affairs.

8.2. Property etc

- (a) The property and funds of the Society cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- (b) The Society may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, post-meeting refreshments and other ordinary benefits of Community Amateur Sports Society as provided for in the Finance Act 2002.
- (c) The Society may also in connection with the sports purposes of the Society:
 - i) sell and supply sports clothing and equipment;
 - ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present;
 - iii) pay for reasonable hospitality for visiting guests;
 - iv) indemnify the Management Committee and members acting properly in the course of the running of the Society against any liability incurred in the proper running of the Society (but only to the extent of its assets);
- (d) The Management Committee will have due regard to the law on disability discrimination and child protection and Criminal records Bureau Checks.

8.3. Composition etc

- (a) The officers of the Society shall consist of the following:
 - Chairperson.
 - Vice Chairperson.
 - Secretary.
 - Treasurer.
 - Recruitment & Retention Officer

Information Technology Officer
Welfare Officer

- (b) The officers of the society will form part of the Management Committee.
The Management Committee shall meet as often as is required and will be able to authorise payment but cannot approve policy. No policy decisions can be taken by the Management Committee and all Society business will be subject to ratification by the full Management Committee.
- (c) The Management Committee members may co-opt society members to serve until the end of the next AGM.
Any management Committee member may be re-elected or re-co-opted without limit.
- (d) The Trustees
Trusteeship of the society will be vested in three members of the Management Committee.
- (e) The Management Committee members may co-opt Society members (up to the maximum permitted number) to serve until the end of the next AGM.
Any Management Committee member may be re-elected or re-co-opted without limit.
- (f) A Committee member ceases to be such if they ceases to be a member of the Society, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Society members, or is removed by club members at a general meeting.
The Committee shall fairly decide time limits and formalities for these steps
- (g) The Committee may, at its discretion, expel or suspend any Society member whose conduct, whether on the Society business or elsewhere, is or has been in the opinion of the Committee, contrary to the interests of the Society or injurious to its reputation, but any member so expelled or suspended shall have the right of personal appearance at the appeal to the next General or Management Committee meeting, which shall in such cases be held within ONE MONTH of the expulsion or suspension, at which meeting the member shall be entitled to answer any allegation laid against him / her.
The Committee may also ban any individual from the Society's premises for good cause such as conduct or character likely to bring the Society or sport into disrepute.
- (h) Any member of the Committee failing to attend two consecutive meetings of the Committee without apology or excuse deemed adequate by the Committee shall cease to be a member of the Management Committee.

8.4. Management Committee

- (a) The management of the Society shall be vested in the Management Committee.
- (b) The Management Committee will comprise:
 - The Officers of the Society
 - The Trustees
 - Four elected members
- (c) Only members of the Management Committee as detailed above will be classed as voting members. In the event of any Committee member representing more than one category, one member shall only be able to cast one vote.
- (d) The Committee shall be responsible for policy, finance, co-ordination and control of all other Sub-Committees. It will have direct and sole control over the authorisation and scrutiny of all expenditure.
- (e) No member of the Society may propose or second a proposal of any kind unless they have attended at least six meetings in the previous twelve months.
- (f) Parents/guardians and relatives of society members are welcome at any Society meeting, but may not vote.

8.5. Management Committee Meetings

- (a) Whenever a Committee member has a personal interest in a matter to be discussed they must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- (b) The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - i) At least four members must be present for the meeting to be valid;
 - ii) Committee meetings shall be held face to face;
 - iii) The Chairperson or whoever else those present choose, shall chair meetings;
 - iv) Decisions shall be by simple majority of those voting;
- (c) A resolution in writing signed by every Committee member shall be valid without a meeting;

8.6. Delegation etc.

The Management Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

8.7. Disclosure

Annual Society reports and statements of account must be made available for inspection by any member and all society records may be inspected by any Committee member.

9. Amendments

- (a) These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the society's status as a Community Amateur Sports society as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 9(b) has been followed) or winding up provisions.
- (b) The Society Purposes may be changed to include another eligible sport if the Committee unanimously agree and the voting members also agreed the change by a 75% majority of votes cast.

10. Winding-up the Society

- (a) The members may vote to wind up the Society if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- (b) The Committee will then be responsible for the orderly winding up of the Society's affairs.
- (c) After settling all liabilities of the Society, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i) to another Society with similar sports purposes which is a charity and/or
 - ii) to another Society with similar sports purposes which is a registered CASC and/or
 - iii) to the Society's national governing body (The Lancashire Football Association) for use by them for related community sports.

11. General

- (a) Memberships are due on 1st march each year membership ceases without payment on 1st June in each year
- (b) The Committee shall have power to elect from time to time without any entrance fee or subscription, persons of distinction or those who have rendered good service to the Society, or for other good reason it is so desired shall be honorary members, as Honorary Members.
- (c) At an annual general meeting or extra-ordinary general meeting the members may appoint three trustees who shall be permitted to advance the Purposes of the Society as laid out in Section 3.
- (d) An annual or extra-ordinary general meeting shall have power by majority to remove any of the Trustees and all vacancies occurring by the removal, resignation or death shall be filled at the next annual or extra-ordinary general meeting.
- (e) The Rules shall not be altered nor any new Rule may be made except by a majority of members personally voting at an annual or extra-ordinary general meeting and then only after the proposed alteration has been sent to the Secretary in writing 14 days before such annual or extra-ordinary general meeting and that such proposed alteration shall be stated in the Agenda of the notice calling such meeting.
- (f) In the event of an equality of votes at any meeting of the Society, including an annual or Extraordinary General Meeting, the Chairperson of the Society shall exercise the casting vote.
- (g) Neither the Society nor any officer thereof shall be liable to any member or guest of a member for any loss of or damage to any property occurring from whatever cause in or about the premises hired by the society.
- (h) The Committee, at its absolute discretion, may from time to time apply admission charges to the Society's premises to all members.
- (i) When a Committee member attends a Lancashire FA or Lancashire Referees Association meeting, they shall be entitled to vote by and on behalf of the Society and that vote will be binding upon the full membership of the Committee.

Adopted at a meeting held:

at [Place]

on [Date]

Signed: Name:

Signature:

[Name and signature of chair of meeting]

Witnessed: Name:

Address:

Occupation

Signature: