

NORTH WEST SUSSEX SEAGULLS SUPPORTERS CLUB

CLUB CONSTITUTION

1. Name

The club shall be called North West Sussex Seagulls Supporters Club.

2. Objects

The object of the Club shall be to provide affordable transport to and from the Amex Stadium and, if requested by sufficient numbers, to away fixtures of Brighton & Hove Albion Football Club.

3. Status of Rules

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

4. Rules and Regulations

The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves in a proper and acceptable manner.

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. Membership is open to the public in general.

(b) Any person over 18 who wishes to be a member must apply via the club website using the online Membership Application Form. Membership is renewable annually. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register held by the Secretary.

(c) Persons under 18 can apply to become junior members with consent from their parent or legal guardian but have no voting rights at meetings.

(d) Copies of the club constitution and associated policy documents are available to view on the club website. The club constitution can only be changed at a general meeting. Policy documents can be changed at a general meeting and/or a management committee meeting.

(e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

6. Coach travel with NWSS for those aged under 16 years of age

Any passengers travelling on NWSS coaches and who are aged under **16** years of age can only travel if accompanied by an adult or unless agreed with in advance by the club committee prior to travel.

7. Annual Membership Fee

There will be no annual fee payable to join the Club but the Club Committee shall have the authority

to levy subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

8. Resignation and Expulsion

(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 his/her resignation.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee.

9. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, Transport Co-ordinator and up to 2 other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those Club Officers attending the Club Committee meeting. The Chairperson shall be responsible for the running of the Club Committee meeting and shall have a casting vote in the event of a tie.

(c) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary and will be made available on request to members.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings 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.

10. Annual and Extraordinary General Meetings

(a) An AGM shall be held annually within 60 days of the financial year end (31st May) to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

(c) An EGM may be called at any time by the Club Committee. Additionally, an EGM shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than

twelve registered members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall notify each member at their last known address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. For the purposes of this rule, electronic communication is acceptable.

(e) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote. Members eligible to vote at an EGM will be limited to those on the Membership Register at the date the meeting request complying with 10 (c) is received by the Club Secretary.

(f) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the four prime committee members; Chairperson, Treasurer, Secretary and the Transport Co-ordinator. All four committee members shall have access to view bank account activity online via a secure password protected log in process. No sum shall be drawn from the Club Accounts unless authorised by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(c) The Club shall prepare an annual "Financial Statement" to 31st May each year which shall be approved by members at a General Meeting.

12. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to various local charities.