

Coventry City London Supporters Club

Constitution

1. NAME OF CLUB

- 1.1. The name of the club shall be the Coventry City London Supporters Club (hereafter known as the "Club").

2. AIMS OF THE CLUB

The aims of the club shall be:-

- 2.1. to support and encourage Coventry City Football Club;
- 2.2. to promote the interests of Coventry City supporters primarily in London and the South East (and through the association known as Sky Blue International ("SBI"), supporters outside the UK);
- 2.3. to foster sportsmanship and to promote social intercourse amongst the membership;
- 2.4. to encourage friendly relations with supporters of other clubs;
- 2.5. to provide services to members as established by the Club via its Annual General Meeting ("AGM") or otherwise in accordance with the Constitution; and
- 2.6. to foster and encourage good relations with Coventry City supporters and other Coventry City supporter groups in the UK and internationally.

3. REQUIREMENTS FOR MEMBERSHIP

- 3.1. All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.
- 3.2. Any person seeking to join the Club can join by payment of the relevant fee to any member of the Club whereupon the joining member or member accepting payment shall inform the Committee of the new member. Members shall thereafter be formally admitted by the Committee. Membership is open to all and no application for membership will be refused other than on reasonable

grounds. The Club shall at all times adhere to equality legislation in force in the UK.

- 3.3. Any eligible member of the Club who has paid for membership in respect of the current or forthcoming season, shall be considered an eligible voting member. The AGM shall be the date upon which each membership year shall begin and membership for each year shall run up to the AGM.
- 3.4. Any member giving outstanding service to the Club or Coventry City Football Club may be given honorary membership on a majority vote of voting members present.
- 3.5. Any member of SBI is entitled to automatic membership of the Club and will have the same rights as any other member of the Club other than they shall not having any voting rights relating to the Club or its matters.
- 3.6. Any member may be suspended or expelled from the Club for conduct obviously contrary to the Constitution of the Club or for conduct which in the opinion of the Committee renders him or her unfit for membership of the Club. The relevant conduct or offence must be in writing and submitted by a Club member to the secretary. The purported offending member has the right to appeal on a 14 days notice of a hearing before the members at a regular meeting and the relevant member may be suspended or expelled by a 2/3 (two thirds) majority vote of the voting members present.
- 3.7. The Club shall have the following types of membership; single, family, honorary and SBI (as referred to above).

4. THE COMMITTEE

- 4.1. The Committee, which shall be an administrative body which shall conduct the affairs of the Club, shall consist of a Chair, Secretary, Treasurer, Vice-Chair and other members as deemed necessary by the membership - determined by the Annual General Meeting. The Committee shall be considered quorate if half of its elected membership is present.
- 4.2. The Chair shall chair each meeting of the Committee and shall preside at the AGM until the election of the Chair for the new year is taken on the agenda. At this point the Secretary shall conduct the election of Chair, and thereafter the new Chair, if appropriate, shall preside. The Chair shall ensure that the constitution of the Club is maintained, reviewed and developed on behalf and for the benefit of the membership. The Chair shall manage the members of the Committee fairly and effectively and delegate tasks to Committee members where these have been agreed by the Committee.
- 4.3. The Chair shall not have the power of a veto in respect to any matter that is before the Committee or the Club.
- 4.4. The Secretary shall circulate a calling notice and agenda for each Committee meeting to each committee member at least seven days in advance of each

meeting. The Secretary will take minutes and circulate these no more than ten days after each meeting. The Secretary shall also prepare the papers for the Annual General Meeting.

- 4.5. The Treasurer shall ultimately be accountable for monies received and spent by Committee members and shall make appropriate arrangements with Committee members for the proper recording of all transactions on behalf of the Club.
- 4.6. The Secretary shall be responsible for taking the minutes at all meetings of the Club, for filing and submitting minutes to the Club members. The Secretary is responsible for all correspondence and record keeping of the Club and should keep records up-to-date as deemed appropriate.
- 4.7. In the event that an officer is attending external meetings or asked to provide a comment on a certain matter, they must do so as spokesman for the Club and due reference and agreement with the Committee must be provided prior to a comment being made. If the comment is not made on behalf of the Club then the relevant officer should make it clear when providing the comment that they do so in their personal capacity.
- 4.8. Each Committee member shall be elected at an Annual General Meeting or, if necessary, at an Extraordinary General Meeting or by co-option by a quorate committee meeting.
- 4.9. Officers should fulfil their elected duties with commitment and best endeavours and strive to maintain the good name of the Club.
- 4.10. The Committee in a quorate meeting shall have the power to expel any Committee member who fails to attend three consecutive meetings without good reason.
- 4.11. Committee meetings shall be held at regular intervals of not less than three times during any football season, not including the AGM or EGM.
- 4.12. The Committee will aim to meet the Key Objectives for the year as established by an AGM and will allocate the tasks and functions to be undertaken to achieve these objectives amongst its membership, or by following any management scheme adopted by an AGM.
- 4.13. The Committee shall have the power to co-opt up to three further members between AGMs (in addition to any members co-opted at the AGM).

5. ANNUAL GENERAL MEETINGS

- 5.1. Annual General Meetings shall be held at a time and place to be determined by the Committee.
- 5.2. The agenda for Annual General Meetings shall be prepared by the Secretary and shall be made available before the commencement of the Annual General Meeting. The agenda shall include the following:

- 5.2.1. Apologies for Absence; Minutes of the Previous AGM or EGM; Matters Arising from the Minutes; Chair's Report; Reports from Committee Members; Adoption of the Accounts for the previous financial year; Election of Committee Members - Chair, Secretary and Treasurer and other members as the Meeting thinks fit; the Setting of the Annual Subscription Fees; Adoption of Key Objectives for the Year; Affiliation to outside bodies; Motions registered by any member with the Secretary; Any Other Business.
- 5.2.2. Motions not otherwise registered with the Secretary can be raised by any member at the AGM under 'Any Other Business'
- 5.3. Notice of an Annual General Meeting shall be given to all members not less than one month in advance of the time and date referred to in 5.1 above.
- 5.4. Minutes of Annual General Meetings shall be taken by the Secretary or his/her nominated representative and shall be published on the Club's website and circulated by email to members within three months after an AGM, and shall be published with the notice for the next AGM.
- 5.5. The constitution shall be changed only at an Annual General Meeting or at an EGM specifically called for this purpose (see 6.1), by a two-thirds majority of members present (for the avoidance of doubt 'members present' shall include proxies properly appointed in accordance with 5.7 below). Proposed changes to the constitution shall be submitted in writing to the Secretary at least one month prior to the Annual General Meeting.
- 5.6. The quorum for an AGM or EGM shall be 10 members.
- 5.7. Members may be appointed by other members to act as their proxy at an AGM or EGM. Such proxy arrangements must be in writing to the Secretary and must be reported before the meeting commences. Proxy votes will count towards the quorum.
- 5.8. The Chairman of the Club 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.
- 5.9. The Constitution of the Club must be reviewed periodically at AGM's and in any event not less than every 3 years.
6. EXTRAORDINARY GENERAL MEETINGS
 - 6.1. An Extraordinary General Meeting shall be called by the Secretary if presented with a petition supported by not less than 10% of the members of the Club. The Executive Committee shall also have the power to call an EGM. An EGM shall only consider the business registered with the Secretary by the petition.
7. FINANCES

- 7.1. The annual accounts of the Club require the signature of both the Treasurer and the Chair and should be certified by a majority vote at the AGM. All disbursements for more than £100 shall require two signatures by the relevant members appointed.
 - 7.2. The financial year shall run from 1st June to 31 May each year.
 - 7.3. The Treasurer shall prepare a financial report and balance sheet for presentation at the Annual General Meeting.
 - 7.4. Any other account sanctioned by the Committee shall be the responsibility of a member nominated by the Committee and who shall be answerable to the Treasurer.
 - 7.5. The status of any account maintained by the Club shall be available for inspection by any member provided that ten days notice is given to the Treasurer.
8. WINDING UP
- 8.1. The Club shall be wound up at any quorate AGM or EGM where there is a majority of voting members in favour of a motion to wind up the affairs of the Club, with such a motion being clearly indicated on the agenda for the meeting.
 - 8.2. When such a winding up motion has been passed the Treasurer, or any other such person or persons nominated by the winding up motion, shall seize all the assets of the Club, and they shall thereafter be donated, after the settlement of all outstanding debts to such persons or other organisations having objects similar to the Club, such persons or organisation to be specified in the winding up motion.