



# Coventry City London Supporters Club Constitution

Version 2023.1

## INTRODUCTION

Coventry City London Supporters Club (known as CCLSC) was founded in 1976 and is run by a committee of volunteers. This document provides a framework to define requirements for membership, how committee members are appointed, what powers they have and how decisions are made to meet the aims and objectives of the Club.

### 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;
- 2.6. to foster and encourage good relations with Coventry City supporters and other Coventry City supporter groups in the UK and internationally;

2.7. to ensure the financial solvency and good governance of the Club and, as a matter of policy, the AGM shall agree a target carry forward figure from one financial year to the next.

### 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 dealings with each other, on public occasions and when representing the Club, Members are expected to show appropriate standards of behaviour in order that the Club's good name and reputation is maintained.

3.2. The Club shall have the following types of membership; single (adult, 12-18 and under 12s), honorary and SBI (as referred to below).

3.3. Any person seeking to join the Club can apply for membership on the Club website at [www.cclsc.org.uk](http://www.cclsc.org.uk) and transfer the relevant fee to the Club bank account. On receipt of funds the Treasurer will complete the application process on the website and release an email to the applicant confirming the application is accepted. Membership is open to all (subject to Section 4) and no application for membership will be refused other than on reasonable grounds. The Club shall at all times comply with equality legislation in force in the UK.

3.4. Any eligible member of the Club who has paid for membership in respect of the current 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.

3.5. Any member giving outstanding service to the Club or Coventry City Football Club may be given honorary membership by a majority vote at an AGM or Extraordinary General Meeting ("EGM"). Generally, new honorary members should not be added if the current number exceeds 5 (excluding ceremonial positions).

3.6. 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 have any voting rights relating to the Club or its matters. SBI membership is free of charge and any monies received from SBI members will be treated as donations.

3.7. Applications for membership not completed (i.e. with the fee paid to the Club's specified bank account) within 30 days of entry on the website will be rejected. Eligible individuals who pay a membership fee but do not complete a membership application will be contacted by the Club within 14 days of receipt of funds with a reminder to complete the application. If the application is not completed within a further 30 days the monies will be treated as a donation

and such Person shall not be considered to have become a Member of the Club.

#### 4. WITHDRAWAL OF MEMBERSHIP BENEFITS

- 4.1. 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 them unfit for membership of the Club (including as described in Section 3.1). The relevant conduct or offence must be detailed in writing and submitted by a Club member to the secretary. The Chair will appoint a 3-person panel of Committee members to investigate the complaint and the relevant member may be suspended or expelled by a 2/3 (two thirds) majority vote of the panel.
- 4.2. The relevant member has the right to appeal by notifying the Secretary within 14 days of the initial decision reached in Section 4.1. The Chair will appoint a 3-person appeal panel of Committee members, independent of the initial panel, to hear the appeal. The appeal may be upheld or rejected based on a 2/3 (two thirds) majority vote of the appeal panel.
- 4.3. The committee may suspend specific membership benefits for a limited period should a member fail to comply with Club policies (see section 4.5). Further policies resulting in the temporary suspension of benefits must be agreed in advance of implementation by vote at an AGM or EGM.
- 4.4. A temporary suspension of a specific benefit must be ratified by 3 Committee members, including the Chair (or Vice Chair in their absence).
- 4.5. Members who fail to pay for match or travel tickets within 7 days of notification on two or more occasions during a season will have the relevant benefit suspended for 3 first team away matches.

#### 5. THE COMMITTEE

- 5.1. 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.
- 5.2. The Chair shall chair each meeting of the Committee unless they are absent (in which case the Vice-Chair shall chair in their absence) 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.

- 5.3. The Chair shall not have the power of a veto in respect to any matter that is before the Committee or the Club.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. Members taking up new roles representing the Club in external meetings must be elected to the Committee at an AGM or co-opted at a Committee Meeting on an interim basis until the next AGM. Members holding these roles should keep the Committee updated on all material external communications with the football club.
- 5.8. If 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.
- 5.9. Each Committee member shall be elected at an Annual General Meeting or, if necessary, at an EGM or by co-option by a quorate committee meeting. Each committee member must be a paid-up member or an honorary member of the Club.
- 5.10. Officers should fulfil their elected duties with commitment and best endeavours and strive to maintain the good name of the Club.
- 5.11. 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.

5.12. Committee meetings shall be held at regular intervals of not less than three times during any football season, not including the AGM or EGM. The Committee may agree to hold meetings in-person, virtually or on a hybrid basis.

5.13. 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.

5.14. 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).

5.15. The Committee may appoint deputies for Officers and the Chair may appoint deputies on an interim basis between Committee meetings to maintain the smooth running of the Club.

## 6. CLUB RECORDS

6.1. Email addresses from the cclsc.org.uk domain issued to Committee members remain property of the Club and should not be used for personal business. Committee members should be mindful that email data is also Club property and relevant records (see Section 6.2) must be retained and archived.

6.2. Records of Club business should be archived online at a location specified by the webmaster. Records to be retained should include meeting minutes, decisions made by the Committee, financial records, and relevant correspondence with CCFC officials.

6.3. While the Committee may use other communications tools from time to time (e.g. WhatsApp), these should be used only for informal communication and not to conduct official Club business.

## 7. ANNUAL GENERAL MEETINGS

7.1. AGMs shall be held at a time and place to be determined by the Committee. The AGM should be held in person where possible and with a hybrid option if supported by the venue.

7.2. The agenda for AGMs shall be prepared by the Secretary and shall be made available before the commencement of the AGM. The agenda shall include the following:

7.2.1. 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.

7.2.2. Motions not otherwise registered with the Secretary can be raised by any member at the AGM under 'Any Other Business'

7.3. Notice of an AGM shall be given to all members not less than one month in advance of the time and date referred to in Section 7.1 above.

7.4. Minutes of AGMs shall be taken by the Secretary or their nominated representative and shall be published on the Club's website and circulated by email to members within three months of an AGM and shall be published with the notice for the next AGM.

7.5. The constitution shall be changed only at an AGM or at an EGM specifically called for this purpose (see Section 8), by a two-thirds majority of members present (including those joining virtually if applicable). Proposed changes to the constitution shall be submitted in writing to the Secretary at least one month prior to the AGM.

7.6. The quorum for an AGM or EGM shall be 10% of the current eligible voting membership (see section 3.4).

7.7. Eligible voting members may vote in the election of committee members at an AGM or EGM in advance of the meeting through the Club website. Motions open to amendment and debate at the meeting are not eligible for online voting in advance.

7.8. 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.

7.9. The Constitution of the Club must be reviewed periodically at the AGM and in any event not less than every 3 years.

## 8. EXTRAORDINARY GENERAL MEETINGS

8.1. An EGM shall be called by the Secretary if presented with a petition supported by not less than 10% of the eligible voting members of the Club. An online petition shall be acceptable if agreed with the webmaster.

8.2. The Committee shall also have the power to call an EGM through a majority vote for a motion at a Committee meeting.

8.3. An EGM shall only consider the business registered with the Secretary by the petition (Section 8.1) or the motion (Section 8.2).

## 9. FINANCES

9.1. 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.

9.2. The financial year shall run from 1st June to 31 May each year.

9.3. The Treasurer shall prepare a financial report and balance sheet for presentation at the Annual General Meeting.

9.4. 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.

9.5. To assist the various committee members in executing their responsibilities towards the membership in a timely manner, the committee shall assign individual committee members the authority to make financial payments on the Club's behalf. Specifically, the relevant committee members dealing with the purchase of travel tickets and match tickets shall be added to the Club's bank account as named signatories/debit card holders for the purpose of making such transactions. The appointment of such committee members as signatories/debit card holders shall be authorised by the AGM at the joint recommendation of the Chair and Treasurer.

9.6. To enable the assigned Committee Members to carry out their responsibilities the table below details Committee Members' Club bank account rights:

Position	Mandated	Signatory	Primary User Access	Debit Card	Telephone Banking
Chairperson	X	X			
Secretary	X	X		X	
Match Ticket Secretary	X	X		X	
Treasurer	X	X	X	X	X

9.7. The following rules shall apply to the use of the Club's banking facilities i.e., debit card, online account, chequebook and so on:

- The Treasurer shall be designated the Primary User of the bank account with the authority to access bank accounts (in-branch and online), make payments solely and delegate bank account access to other committee members  
The treasurer may delegate online access to one additional committee member to maintain smooth operation of the Club
- All cheque or online bank payments in excess of £50 must be pre-approved by the Chair, or, in their absence, the Vice Chair. A list of such bank payments shall be provided to the committee by the Treasurer at each Committee Meeting.
- The Chair and Treasurer are authorised to sign cheques.

- The Treasurer is authorised to approve online bank payments.
  - All bank account forms must be signed by either the Chair or the Secretary.
- Approval of expense claims submitted by the Chair shall be made (or declined) by the Vice Chair.

9.8. Expenses other than match tickets (including postage and stationery) and rail ticket purchases require pre-approval. Travel expenses will only normally be payable when representing the Club at external meetings. In exceptional circumstances, travel expense may be paid for collection of match tickets from the CCFC ticket office when mailing tickets is not possible. Expenses incurred for an AGM, EGM or Q&A will be pre-approved by the Chair (or Vice Chair in their absence).

## 10. WINDING UP

10.1. 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.

10.2. 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 objectives similar to the Club, such persons or organisation to be specified in the winding up motion.