



**Penicuik Athletic Football Club
Penicuik Park
Carlops Road
Penicuik**

Constitution

CONSTITUTION

1 The name of the Club shall be Penicuik Athletic Football Club.

2 The Club is an unincorporated body with no fixed or heritable assets.

3 The aims of the Club are to play football at the highest level possible and to encourage the development of football at all levels in the Penicuik area, and to provide the best possible facilities to allow the whole community to support their local football club without barriers.

4 The Club is fully committed to the principle of sports equality and will strive to ensure that everyone who wishes to be involved in football (in all its levels and forms), whether as players, spectators, casual participants, club members, officials, volunteers, coaches, office-bearers in the club have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socioeconomic status or sexual orientation. Further that they can be assured of an environment in which their rights, dignity and individual worth are respected, and in that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

The Club President and Committee are publicly accountable for Equality and will monitor the implementation and compliance with its Equality Policy. It is the role of the President and Committee to address any actual or potential breaches of the policy.

5 The Club shall be a member of the Scottish Football Association and the appropriate League bodies through the pyramid structure. Penicuik Athletic shall adhere to the constitutions and rules of these bodies.

6 The affairs of the Club will be run by a General Committee and an Executive Committee. The Executive Committee will consist of a President, a Club Secretary, a Treasurer ("The Office-bearers"). The Executive will also include the Commercial Manager, Football Operations Manager, Matchday Operations Manager, Media Manager, Grounds Convenor, Property Convenor and the Child Wellbeing and Protection Officer. The minimum number of executive members is six including Office-bearers and the maximum number is ten, including Office-bearers. In addition, four committee members will be elected annually to serve on the General Committee in addition to those on the Executive. The Club Chaplain will be an ex-officio member of both Executive and General Committees

7 The Club will have the power to approve the appointment of Honorary Vice-Presidents in recognition of outstanding service and commitment to the club. These appointments will be brought forward by the Executive to be approved by members at a General Meeting.

8 The Annual General Meeting shall be held not later than the last day in May each year. At least 4 weeks' notice of the date and venue of the Annual General Meeting shall be given.

9 The President shall act as Chairperson at all full meetings of the Club including the Annual General Meeting. In his/her absence, the next senior Office-bearer shall act as Chairperson, i.e., Secretary then Treasurer. This does not relate to working parties.

10 The Office-bearers will be elected at an Annual General Meeting, by means of a proposer and seconder. Each Office-bearer can stand for re-election if willing to continue in office and provided a proposer and seconder can be found. The President will serve a term of three years before they are eligible for re-election. Nominations will only be allowed in writing to the Secretary within a prior period of twenty-one days of the date of the Annual General Meeting. Office bearers must have served on the general committee for at least a year immediately prior to nomination.

11 Committee Members, unless they have indicated in writing that they wish to resign, may be re-elected at each Annual General Meeting, by means of a proposer and seconder. Any person willing to stand for election to the Committee at the AGM must be proposed and seconded in writing to the Secretary within a period of 21 days of the date of the AGM. At any other time, additional Committee Members may be appointed, provided a majority of the existing Committee Members agree to the appointment.

12 A member of the club is defined as a member of the Committee, a Season Ticket Holder or someone who had paid an annual membership fee, set by the Committee.

13 Existing Office-bearers and Committee Members may be dismissed from the Committee if a majority of the Committee, other than the person in question, consider that he/she has brought the name of the Club into disrepute or is not carrying out his/her duties to a satisfactory standard.

14 All business of the Club shall be discussed at meetings of the Committee, the dates to be mutually agreed. The Executive Committee will meet on a six-weekly cycle. The General Committee will meet quarterly. At all meetings, each Committee Member shall have one vote. If a tie ensues on any proposal/amendment the Chairperson in addition to his/her right to vote, shall have a casting vote. All matters discussed at meetings and resolutions passed shall be properly recorded.

15 In addition to scheduled meetings, additional meetings may be convened on the instructions of the President, after discussion with the Office Bearers, if he/she considers a matter is of such importance as to warrant an additional meeting. Any committee member may request through the President to call an additional meeting if he/she considers a matter of such importance as to warrant an additional meeting.

16 The committee may decide to set up Working Parties to concentrate on specific issues such as fund raising and there must be at least one Office-bearer in each Working Party. These working parties are authorised to make proposals and the senior Office-bearer must give a full account of the proposal at the next meeting of the committee. At working party meetings, the senior Office-bearer will have a casting vote on the wording of the proposal.

17 A quorum of four, including at least two Office-bearers is required to constitute a meeting, except working parties looking at specific issues.

18 The Club as agreed by the full committee shall be empowered to borrow funds for any purpose that progresses the aims of the Club as set out at 3 above. Liability for such borrowing falls equally on all current members of the Committee at the date of taking this decision.

19 The Club shall be empowered to enter into partnership or joint ventures with any other organisation whose aims are considered to be in harmony with the Club's. The Club shall also be empowered to be a Trustee of any Trust whose aims are considered to be beneficial to the Club.

20 The Committee shall have the power to institute legal action or other proceedings in the name of the Club.

21 The Treasurer shall keep proper books and records of all financial transactions and arrange for these to be audited each year by Accountants. At each scheduled meeting, he/she shall present a financial report and at Annual General Meetings he/she shall present a statement of annual income and expenditure for the year in question. The club's financial year will run from 1st May to 30th April.

22 Any Office-bearer or Committee member may inspect the Club books at any time, subject to the request not infringing on personal information held under the Data Protection Act or Personal Information Act. All monies received by the Club, other than small sums required for petty cash, shall be lodged in the Club's bank accounts, which bank the committee decides. All cheques must be signed by at least one Office-bearer and one other approved signatory.

23 All matters regarding recruitment of players, training, team selection and team discipline shall be the responsibility of the Manager who shall be appointed by and answerable to the Committee. All financial arrangements regarding the signing of players or the transfer of players must be approved by the Committee. No member of the Committee shall have any say in matters of team selection, training methods etc.

24 If any Office-bearer or member of the Committee considers that the Manager is not performing any of his/her duties to a satisfactory standard, this must be raised at a meeting of the Committee, not directly with the Manager. However, if a situation arises which is deemed to be of sufficient importance to warrant immediate action, this can be raised immediately with the Manager by two Office-bearers after discussion with the Committee members present, without the need to convene a meeting. The Committee shall decide on any action to be taken, including dismissal of the Manager, if appropriate.

25 If any player has any grievance to take up with the committee, this must be done via the Manager.

26 The Manager may be called to attend a committee meeting at the Committee's request.

27 Ad Hoc meetings of the Committee can be arranged on training nights in order that the Manager has the opportunity to raise matters with the committee and vice versa. All matters discussed shall be considered part of the meeting and minuted accordingly. The Manager shall be entitled to receive a copy of the relevant section of the minutes, on request.

28 If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or body to be determined by a vote by the Committee Members at or before the time of dissolution, and if and so far as effect cannot be given to such provision then to some charitable organisation, again to be decided by a vote by these same parties.

29 None of the foregoing shall be altered except at a specially convened meeting, and then only on the condition that the proposed alteration receives the support of a majority of those present and voting at the said meeting. Notice of any proposal to amend this Constitution must be in writing and delivered to the Secretary at least 21 days before the date of the meeting.

Constitution adopted at Committee Meeting 17th June, 2024

Signed

President **Andrew Penman**

Secretary **Douglas Penman**

Treasurer **John MacBean**