



Bo'ness Athletic Football Club

CLUB CONSTITUTION

2024 EDITION

1. TITLE

The Club shall be known as Bo'ness Athletic Football Club and from herein called "the Club". The Club shall be affiliated to the Scottish Football Association, East of Scotland Football Association and/or any other Football Association deemed necessary.

2. OBJECTIVES

The Board's vision is to see the Club participating successfully in the East of Scotland Football League by expanding our footballing reputation in local, regional and national competition. The future we envisage is of an inclusive, successful and commercially sustainable football club, operating at Newtown Park.

The Board seeks to operate as an integral part of a football development pathway and helping meet societal needs in terms of social inclusion, health and well-being and education.

The Club will have close links with other community and sporting organisations, with the profile and brand image of the club benefitting our locality and catchment areas.

The Club's strategic objectives, therefore, are:

- a) Promoting sustainability: to build a sustainable, income generating club, run as a business, improving football related and non-football commercial income to sustain our sporting core success.
- b) Promoting excellence: to build a competitive football team capable of competing regularly for domestic trophies, regional and, in time, capable of challenging for national trophies.
- c) Promoting Football for All: to promote opportunities to all young people to progress to the level appropriate to their ability and choice; to promote 'grassroots' football within all communities and underrepresented groups to grow the Bo'ness "football family".
- d) Social Inclusion: to cement the place of Bo'ness Athletic at the heart of the Bo'ness community, as a focal point to the local area, its people and families.

3. COLOURS

The Club Colours shall be those approved by the Board.

4. TEAM MEMBERSHIP

A register of team members (First Team and Development Team) shall be kept by the Secretary (the "Membership Register"). The membership year shall run from 1st July to 30th June annually.

Membership of the team shall be open to all, irrespective of age, disability, race, ethnic origin, creed, colour, social status or sexual orientation.

All team members are subject to the constitution of the Club and the prescribed Code of Conduct.

Player Sponsorship fees shall be determined at the Annual General Meeting.

A Member wishing to resign shall give notice in writing to the Club Secretary. Such notice must be accompanied with any monies outstanding and return of the club kit and equipment.

5. MANAGEMENT

The Management of Bo'ness Athletic Football Club will be vested in the Board, who shall have power to co-opt Members, Sub-Committees, makes rules subject to approval of Committee Members and whose authority shall be permanent.

6. OFFICERS OF THE BOARD (“Executive Committee”)

The Officers of the Board shall consist of the:

Chair

Secretary

Treasurer

Head of Recruitment

These Officers shall hold office for one year and be eligible for re-election at the Annual General Meeting (AGM). A Member may hold a maximum of two substantive Officer positions, i.e. Chair and/or Secretary and/or Treasurer. The aforementioned substantive Officer positions must be filled at all times, with the exception only of the time period from which a Member resigns or is removed from Office and another Member is voted upon to occupy the Officer position.

These Officers shall fulfill their role in compliance with the prescribed Role Description and Code of Conduct.

7. GENERAL COMMITTEE

The Club shall be controlled by the Board, consisting of the aforementioned Officers and a Committee of other Members (to a total maximum of fifteen) who shall be elected at the Annual General Meeting or appointed by the Club within 21 days of the AGM.

The Members shall fulfill their role in compliance with the prescribed Code of Conduct.

Any Member can be properly elected at the AGM and/or appointed by the Board during the course of the season, with the proviso that the co-opted Member must serve only for a specific purpose, e.g. Fundraising or Liaising with the Community Council.

In the event that there is more than one proposed candidate for any Member position at the AGM, the Board shall decide who will be appointed and serve on the Committee.

8. VOTING

All Officers and Members of the Committee shall have full voting rights, except in any case where a complaint against a Board Member is being considered, when such Member should absent himself from that part of the proceedings. No proxy votes will be accepted, the Member must be in attendance. The Chair will also have a casting vote when necessary.

9. POWERS OF THE BOARD

The Board shall conduct the full business of the Club. They shall have the power to deal with any differing Member and shall deal with any matters arising connected with the Club. It shall have the powers to hear complaints, or arbitrate in any disputes, receive and discuss suggestions from any Member, and co-opt Members for specific purposes at any time during its term in office, or fill any vacancy on the Board itself caused by absence or resignation.

10. GENERAL MEETINGS OF THE COMMITTEE

A Committee Meeting shall be convened within fourteen days by the Secretary at the request of the Chair or by two or more Members of the Board. In any event, the Board is to meet at intervals not exceeding two months. Four at General meetings and six at Annual General Meetings shall constitute a quorum.

All proceedings will be recorded.

11. ANNUAL GENERAL MEETING (AGM)

The AGM shall be held not later than the 30th June each year and it shall approve the minutes of the previous AGM; receive reports from the Officers; receive financial reports; consider amendments to the Constitution; and transact any other business admissible.

At the meeting, the Officers, co-opted Members and any Auditor, where necessary, shall be proposed, seconded and elected and proposals for the appointment of Team Manager, Assistant Team Managers and Coaches will be received. At least fourteen days notice of the meeting shall be given and all Club members shall be entitled to attend. The method of voting shall be by show of hands or by ballot, as the Chair directs. Each Club member present shall be entitled to one vote. An application in writing, signed by eight members, will be sufficient to cause the Secretary to convene an Extraordinary General Meeting (EGM).

12. ALTERATIONS TO THE CONSTITUTION

Any proposed alteration to the Club Constitution may only be considered at the AGM or EGM convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Board Member of the Club and seconded by another full Member. Such alterations shall be passed if supported by not less than two thirds of those Members present at the meeting, assuming that a quorum has been achieved.

13. FINANCE

The property of the Club except funds in the Bank shall be vested in the Chair, Secretary and Treasurer who shall hold the same for the Club as Trustees ex officio who, as such Trustees, shall be empowered to sign all leases, deeds and other documents on behalf of the Board and Club.

The funds of the Club shall be lodged with the Bank of Scotland, Linlithgow, in the name of Bo'ness Athletic Football Club.

All monies resulting from donations, sponsorship or fundraising carried out under the name of Bo'ness Athletic shall become the property of the Club and be used in the furtherance of the Club

as deemed by the Board. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

Keeping of proper books of accounts shall be the responsibility of the Treasurer.

Reimbursements for purchases made or expenses incurred on behalf of the Club shall be honored on production of an appropriate receipt or written claim.

The financial year shall run from 1st July in any one year to 30th June the following year.

A statement of income, expenditure and balance shall be presented at the AGM.

The Board shall decide at their last meeting preceding the AGM what recommendations they shall put to Members at the AGM in respect of any fees for the following season. All Members shall then be entitled to vote at the AGM on such proposals, or make other proposals as they see fit.

14. DISCIPLINE

Club discipline is to be vested in the Officers of the Board who have absolute discretion to take what course of action would seem fit to maintain the standard of conduct expected of club members both on and off the field of play, provided that notice of the discipline and the reason for it is given to such member. Notwithstanding the responsibility of the Board, Team Management may at any time take disciplinary action against a team member.

15. SPECIAL POWERS

The Board shall have power to deal with any matter not specifically provided for in the Constitution or of such urgency as would preclude the calling of an EGM provided that their action is reported to such a meeting at an early stage.

16. COMPLAINTS PROCEDURE

If any team member has cause for complaint against any other team member he may communicate in the first instance with Management. If it is of club significance, it should be communicated, preferably in writing, to a Member of the Board for that complaint to be heard at the next General Meeting of the Board. If it should involve a Board Member, they should be absent while the matter is dealt with; providing that the Board may require one or both parties to be present to give evidence at such hearing. The findings of such a hearing are to be communicated in writing to both parties.

17. DISSOLUTION

If at any General Meeting of the Club a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an EGM, to be held not less than one month thereafter to discuss and vote on the resolution. If at that EGM the resolution is carried by at least two thirds of Members present at the meeting, the Board shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club or third parties, but shall be given or transferred to a registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

18. INTERPRETATION

Any question arising on the construction of this constitution or of any matter not herein provide for shall be referred to the Board whose decision shall be final.

19. DECLARATION

It is hereby certified that his document represents a true and most up to date version of the Constitution of Bo'ness Athletic Football Club.

Signed:

A handwritten signature in black ink, appearing to be 'K. D. O'Brien', written over a faint, illegible printed name.

SECRETARY

Version 1.5

Updated: 30th June 2024