

**The Constitution of the Hellingly Hound Dogs  
American Flag Football Club**



**1. Title**

The group shall be known as Hellingly Hound Dogs

**2. Administration**

Subject to the matters set out below, the group and its property shall be administered and managed in accordance with its constitution, by the Management Board constituted by clause 4 of this constitution.

**3. Objects**

The group's objectives are to:

- Act as the central support unit for all members of the club and liaise with American Football bodies nationally.
- Make provision and distribute good working practices to all members
- Create an environment, which allows adults and children with an interest in American Football to reach the highest possible standards.
- Provide opportunities for individuals to develop social, personal and inter-personal skills.
- Ensure that the highest standards of discipline are maintained during members' activities particularly in relation to interpersonal, communication and teamwork skills.

**4. Powers**

In furtherance of the group's objects, but not otherwise, the management board may exercise the following powers to:

- Negotiate and enter into contractual agreements necessary for the furtherance of the objects.
- Raise funds and to invite and receive contributions.
- Buy, take on lease or exchange property necessary for the achievement of the objects and to maintain and equip the premises for use.
- Sell, lease or dispose of all or any part of the property of the group, subject to any consent required by law.
- Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or for similar (charitable) purposes.
- To allocate all such property owned or held in trust by the group for the benefit of the participants via an organisation with similar objects, if the group should be wound up, cease trading or cease to exist.
- Affect any policy of insurance that the Board shall deem necessary.
- Change the name of the group, as long as any new name shall embody the objects of this constitution.
- Do all such lawful things necessary for the achievement of the objects.

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## **5. Officers and Management Board**

- Hellingly Hound Dogs is currently made up of one club with possibly several teams expanding into Flag youth and junior padded. All clubs will be run independently, but will come together under the overall organisation.
- Additional clubs, teams or organisations could be added if appropriate.
- The management board shall consist of three individuals drawn from the membership having an interest in the furtherance of the objects of the group. The makeup of the management team shall be as follows:
  - Club Chairman
  - Club Treasurer &
  - Club Secretary

Actual roles and responsibilities to be defined and noted, once the club is up and running.

- Appointment to the Management Board shall be by an ordinary resolution. Membership is open to adults over the age of 18 years, who are players, officials, coaches or parents and/or carers of those under the age of 18 years who are benefiting from the objects of the group, and volunteers.
- Every member of the board shall have one vote.
- Membership of the board may be terminated by an ordinary resolution of the board, provided that the member has had the opportunity to make representations to the board, accompanied by an advocate of their choosing, before a final decision is made.
- The Management Board shall have the power to invite such people to the board meetings as necessary to assist in the continued development of
- The Offices of the Board shall be appointed at the first AGM. In addition, an elected representative of each of the member clubs will also sit on the Board. Elected officer will serve a minimum of two years, before retiring at the end of the appropriate AGM, but may be re-elected.

## **6. Determination of the membership of the Board**

A member of the board shall cease to hold office if s/he:

- a. Is disqualified from acting as a member of a Management Board by virtue of section 72 of the Charities Act 1993, or any statutory re-enactment or modification of the provision.
- b. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
- c. Is absent without good reason or without the permission of the board from 3 consecutive meetings and the Board carries an ordinary resolution that the position is vacated.
- d. Notifies the committee of a wish to resign.
- e. Behaves in such a manner as to bring Hellingly Hound Dogs into disrepute or compromises the objects in anyway.

## **7. Meetings and proceedings of the Board**

- a. The Hellingly Hound Dogs Management Board shall hold at least 4 ordinary meetings per year.
- b. An extraordinary board meeting may be called by any two members of the board upon not less than 14 days notice being given to the other board members of matters to be discussed.
- c. In the event of the Chairman not being present, the Board may appoint a club member to act as Chairman for the duration of the meeting.
- d. A quorum shall exist if at least 3 members are present.

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- e. All ordinary resolutions shall be determined by the majority vote of those present with voting rights.
- f. Minutes shall be kept of all meetings and be available for inspection by any board member not present.
- g. The Board may resolve to alter this constitution, by a special resolution, but no alterations may be made which are inconsistent with the objects of the club.
- h. A special resolution will require a unanimous vote from those in attendance at an extraordinary meeting.

**8. Receipts and Expenditure**

- a. All funds raised by or on behalf of Hellingly Hound Dogs shall be paid into a current Bank Account operated by the board in the name of Hellingly Hound Dogs. Cheques drawn from this account must be signed by 2 Board Members nominated to do so.
- b. All funds of Hellingly Hound Dogs shall be used only for the furtherance of the objects.

**9. Accounts**

The Board shall comply with their obligations under the charities Act 1993 (or any statutory modification of that act) with regard to:

- a. The keeping of accounting records
- b. The preparation of an annual statement of accounts

**10. Annual General Meeting**

- a. There shall be an Hellingly Hound Dogs AGM, which will be held within 8 weeks of the end of season (as deemed by BAFA) or as soon as practicable thereafter.
- b. At least 30 days notice will be given in writing to each member.
- c. The Annual Report and Annual Accounts shall be presented.
- d. Nominations for the Officers posts shall be heard and balloted where necessary.

**11. Extraordinary General Meetings**

An extraordinary general meeting may be called at any time by petition of one tenth of the current membership, giving notice in writing to the Club Chairman/secretary.

21 days notice of the meeting must be given to the full membership with all resolutions to be tabled. Such meetings will be quorate with at least one tenth of the membership plus a quorate board present.

**12. Membership**

Membership of the group is open to all **BAFA registered** players, coaches, officials and volunteers who have an interest in the furtherance of the objects of Hellingly Hound Dogs. Members will be required to pay an annual membership fee set by the Board to receive voting rights at an AGM.

Whereupon a member is under the age of 18 and providing they are in compliance with the set out voting rights a vote may be cast for them at an AGM by a Parent/Guardian over the age of 18, this vote may be cast by proxy providing the Parent/Guardian has requested a proxy voting slip in advance of the meeting.

**13. Dissolution**

The Hellingly hound Dogs may be dissolved at any time by a special resolution. In this event the property, funds and assets of the group shall not be distributed amongst the membership.

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All assets shall be transferred to groups, clubs or organisations having similar objects to Hellingly Hound Dogs or reclaimed by the grant awarding bodies.

**14. Adoption**

This constitution was adopted by the members of Hellingly Hound Dogs on Date  
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**15. Signatories**

Signed: Position:

Name:

Date:

Signed: Position:

Name:

Date:

Position

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