



North Ferriby FC Supporters Club

Constitution

October 2023

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The following document has been produced to support the general management of North Ferriby FC Supporters Club, and includes the following sections:

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1. Club Name and Identity

- 1.1 The name of the Club is North Ferriby FC Supporters Club, or the 'SC'.
- 1.2 The SC is an independent group which operates in close liaison with North Ferriby Football Club.
- 1.3 The identity and name of the club are represented by the badge attached to the cover page of this document.
- 1.4 The SC Committee is the holder of the name and badge.

2. Key Aims and Objectives

- 2.1 To continue to increase SC membership and ensure supporters feel part of a like-minded collective group, contributing to the success of the football club.
- 2.2 Champion respect for all and ensure fair opportunity for the views and input of all SC members.
- 2.3 Work closely with the football club to develop and maintain a positive and harmonious relationship with supporters.
- 2.4 Provide opportunities for SC members to show their support for the football club and to raise innovative ideas.
- 2.5 Offer a value-for-money SC membership package with member-driven benefits.
- 2.6 Generate additional finances to contribute to the football club's success and improve facilities.
- 2.7 Encourage input from SC members to support matchday operational needs, as requested by the football club.
- 2.8 Ensure a transparent approach regarding all SC transactions and decision-making.

3. Supporters Club - Membership

- 3.1 SC members will register to join the club in line with the annual membership fee. Current fees are:

- Adult Member £10
- Under 18 Member £5
- Life/Honorary member no charge

- 3.2 SC membership will consist of one of the following categories:

- Member
- Honorary Member*

**The SC Committee will agree on Honorary Member status to reflect the significant contribution made by an individual to the SC and football club. The status can be awarded posthumously.*

- 3.3 SC membership fees will be set annually and agreed upon by the SC committee.
- 3.4 Annual SC membership runs for the period 1 July to 30 June.
- 3.5 SC members will accept the Constitution as a condition of joining.

4. Supporters Club - Committee

- 4.1 The committee manages the SC and represents the interests of members.
- 4.2 SC committee places are confirmed through the annual election process, coinciding with the AGM.

4.3 SC committee roles* and current membership are as follows:

- | | |
|----------------------|---------------------|
| ▪ Chair | Mark Leighton |
| ▪ Vice Chair | Jason Stevens -Read |
| ▪ Secretary | Anthony Wood |
| ▪ Treasurer | Steve Dale |
| ▪ Committee Member 1 | Mike Birney |
| ▪ Committee Member 2 | Rod Chambers |
| ▪ Committee Member 3 | James Chestney |

**Committee roles are detailed in Appendix 1*

5. Election to Committee

- 5.1 An annual election will take place for members wishing to join the SC committee, with nominations notified to the secretary.
- 5.2 Voting will take place at the AGM with candidates indicating to the SC committee the role for which they are seeking to be elected.
- 5.3 Voting will take place by a show of hands at the meeting.
- 5.4 In the event of SC committee members resigning and no candidates coming forward for election, resulting in vacant roles, the committee will seek to allocate places on a co-opted basis.
- 5.5 The default position will be for the current committee to continue unchanged.

6. Supporters Club - Meetings

- 6.1 The SC committee will meet quarterly with invites to all members.
- 6.2 Meetings will be arranged in advance with the cycle of meetings as follows:
- | | |
|-----------|------------------------|
| ▪ January | Committee Meeting |
| ▪ April | Annual General Meeting |
| ▪ July | Committee Meeting |
| ▪ October | Committee Meeting |
- 6.3 A quorum of five committee members will need to be present to agree on business.
- 6.4 The SC committee is responsible for decision-making and updating the constitution, as necessary.
- 6.5 Notes of meetings will be made available to members.

7. Financial Reporting

- 7.1 The treasurer will be responsible for the finances and banking arrangements.
- 7.2 A breakdown of all finances will be presented at each committee meeting.
- 7.3 Ad hoc reports will be produced as requested by the SC committee.
- 7.4 Financial year end is 31 March, with end-of-year figures presented at the AGM.

8. Conduct of Supporters Club Members

- 8.1 North Ferriby FC is a community and family club; the SC seeks to make supporters feel welcome at the Dransfield Stadium.
- 8.2 Conduct of members which impacts the safety, well-being, and general enjoyment of others, or is likely to bring the football and/or SC into disrepute, will not be accepted.
- 8.3 The SC will take appropriate action against any member found to be behaving unacceptably.
- 8.4 Conduct of members relates to behaviour on matchdays, club away travel and using social media.

- 8.5 Complaints regarding the behaviour or the conduct of members should be reported to any SC committee member.
- 8.6 The SC committee will investigate complaints and, where necessary, the chairman of the football club will be consulted.
- 8.7 Outcomes from investigations will be advised in writing to relevant parties.
- 8.8 The SC committee will hear appeals and additional views may be sought from the football club.

9. Amendments to the Constitution

- 9.1 The Constitution will only be updated as necessary through the SC committee.

10. In the Event of the Dissolution of the Supporters Club

- 10.1 A resolution to dissolve the club can only be passed at an AGM through a committee vote.
- 10.2 In the event of the dissolution, all assets of the club that remain will become the property of North Ferriby Football Club.

Appendix 1

Committee Roles

Role of Chair

1. Responsible for the Club Committee.
2. Responsible for all Committee Members.
3. Chairs the committee meetings and annual general meeting (AGM).
4. Member recruitment.
5. Directs general affairs of the club.
6. Leads the committee in making decisions for the benefit of the whole club.
7. Unbiased viewpoint enabling free and open discussion.
8. Assists the club secretary in producing agendas.
9. Represents the club, as necessary.
10. Manages and oversees the work of the officers and other club personnel.
11. Adopts a non-voting role unless there is a tied vote

Role of Vice Chair

1. Acting the role of Chair and taking on the responsibilities as above, as necessary.

Role of Secretary

1. Responsible for the Committee.
2. Arrange club meetings including date, time, and location.
3. Prepares agendas and notes of meetings including the AGM.
4. Attends external meetings as necessary and required.
5. Keeps members abreast of all external communications received.
6. Maintains club documents e.g., Constitution, minutes, and records.
7. Has an active role in coordinating resources to meet matchday and general club needs.
8. Member recruitment.
9. Represents the SC, as necessary.

Role of Treasurer

1. Administers bank account.
2. Prepares cheques and other payments to meet expenditure needs.

3. Prepares club income and expenditure reports when necessary (club meetings).
4. Provides a Treasurer's report for the AGM meeting of the club.
5. Maintains financial records to control all income and expenditure.
6. Ensures timely updates to financial records and maintains a historical view of finances.
7. Member recruitment.
8. Represents the SC, as necessary.

Role of Committee Members 1- 3

1. Contribution to club promotions.
2. Match day programme articles.
3. Member recruitment.
4. Represents the SC, as necessary.
5. Management and support for matchday resources:
 - Litter collection.
 - Raffle ticket sales.
 - Car parking management.
 - Stewarding and crowd control.
 - Management and progression of viable revenue-generating ideas.
 - Home and away supporter liaison.