

Constitution of The Easton Cowboys and Cowgirls Sports and Social Club

1. Name of Club

- 1.1. The club will be called The Easton Cowboys and Cowgirls Sports and Social Club (Hereinafter will be referred to as The Club) and may also be known as ECCSSC.
- 1.2. The separate sections of the Club fall under this collective name and agree to be governed by this constitution.
- 1.3. Sections include, but are not limited to, Men's Football, Women's football, Netball, Cricket, Cowboys & Cowgirls Kids Klub (CACKK) and Supporters.
- 1.4. New sections can be created under the overarching name of the Club and may be formed after representation and agreement of a full Club meeting and will be governed by the shared values of this constitution.

2. Aims and Objectives

The aims and objectives of the club will be:

- 2.1. To offer sporting and social opportunities in and around Easton, Bristol.
- 2.2. To challenge racism, sexism, fascism and homophobia.
- 2.3. To further mutual understanding, respect and solidarity for all people in a positive way through sport and social activities.
- 2.4. To promote and share our values with other clubs and communities nationally and internationally.
- 2.5. To ensure a duty of care and a safe and secure place for all members to be able to enjoy and practice their beliefs whether cultural, spiritual, religious or political as long as they are not contrary to the aims and values of the club

3. Values

- 3.1. The Club is anti-racist, anti-sexist, anti-fascist and anti-homophobic.
- 3.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the Club Values and the context of their

involvement of The Club regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

- 3.3. The Club is committed to everyone having the right to enjoy club sport and social activities free from threat of intimidation, harassment and abuse.
- 3.4. The Club will deal with any incidence of behaviour that goes against the club values, according to Club procedures.
- 3.5. The Club anticipates that members will become involved in club meetings and take an interest in the running of the club which may include taking up positions of responsibility. The Club encourages and supports this involvement.

4. Membership

- 4.1. Membership of The Club is open to anyone actively involved in promoting, volunteering or participating in the activities of The Club.
- 4.2. All Club members accept the aims, objectives and values of The Club and shall commit to this constitution as part of that membership.
- 4.3. All members are eligible and encouraged to take part in the business of The Club, vote at general meetings or be eligible for selection of any Club team.
- 4.4. The Club and its representatives have a responsibility to ensure that all members have read and understood the constitution. The Club has a responsibility to ensure members are aware of where they can find the constitution and other information (such as the welcome leaflet and website) that explain the aims, values and policies of The Club.
- 4.5. ECCSSC reserves the right to use the complaints procedure to refuse, terminate or limit involvement to those whose *behaviour or actions* whether conducted inside or outside of Club activity:

4.5.1. are deemed to be contrary to the aims, objectives and values of the Club

4.5.2. bring it into disrepute.

4.6.

5. Structure of the Club

5.1. The executive (decision making) powers of the club are solely held by the mass assembly of its members through General or Emergency Meetings.

5.2. Decisions of the club will be made at meetings through a democratic process of one member one vote. A simple majority will be required.

5.3. The day to day administration of The Club shall be conducted by an administrative committee (referred to as the 'Committee' that shall consist of the officers: Chair or Co-Chairs, Treasurer and Secretary, who shall be elected at the Annual General Meeting (AGM). The committee will also consist of one delegate from each section of the club.

5.4. The Committee's purpose is to act on behalf of the members and will follow decisions and the direction of the mass assembly of the Club membership.

5.5. The Chair and other officers shall act impartially with integrity and in the best interests of The Club as a whole.

5.6. The Committee shall have responsibility for the overseeing the day to day running of the club, including looking after the finances of the club and communication to members about all club affairs.

5.7. The Club, via its meetings, may instruct the committee to act on behalf The Club in other matters relevant to the running or development of The Club.

5.8. All Committee members must be members of The Club.

5.9. Officers will be elected for one year and will serve for a maximum of two years. Members will need to be re-elected to serve the second year at the AGM.

- 5.10. Each section of the club must provide a delegate to the Committee appointed by their own process
- 5.11. If the post of any officer should fall vacant after such an election, the Committee shall be able to fill the vacancy until the succeeding full club meeting.
- 5.12. If the post of any other member falls vacant the section of the club must replace them.
- 5.13. Committee meetings
- 5.13.1. Committee meetings will be convened by the Secretary of the Club and be held no less than 2 times per year, prior to the General Meetings in order to prepare for these meetings.
- 5.13.2. No decisions can be taken at committee meetings on behalf of the club that are outside simple administrative tasks or duties that have been delegated to the committee.
- 5.13.3. The committee may convene additional meeting to discuss administrative matters if required
- 5.13.4. All members are welcome to attend committee meetings.
- 5.14. Should the membership cease to have confidence in the committee or any of its members it shall, through a General or emergency meeting be able to hold a vote in order for the club to decide if the member or members should remain.
- 5.15. The Committee will be responsible for presenting proposals from the membership new policy, codes of practice and other matters that affect The Club. The adoption of these will be decided by a simple majority vote of members present at a quorate Full Club Meeting (see below).

- 5.16. The existence of the Committee does not prevent the formation of other committees of groups being formed to act on behalf of the club for specific matters such as fundraising events, parties, awards, tournaments, campaigns or other things.
- 5.17. The existence of the committee does not prevent other members from undertaking roles or tasks on behalf of the club. The club actively encourages wider participation in Club matters.
- 5.18. The formation of other committees or groups shall be decided at Club meetings.
- 5.19. In the event of a formal complaint being received by the committee, the committee will initiate and follow the ECCSSC recognised complaints procedure as outlined in Appendix One

6. Full Club Meetings

- 6.1. Full Club Meetings are the opportunity for members of The Club to exercise their democratic rights in conducting The Club's affairs.
- 6.2. The Club shall hold the Annual General Meeting (AGM) in the month of JUNE to:
- 6.2.1. Approve the minutes of the previous General Meeting.
 - 6.2.2. Receive reports from the Chair and Secretary.
 - 6.2.3. Receive a report from the Treasurer/s and approve the Annual Accounts.
 - 6.2.4. Elect the officers on the Committee.
 - 6.2.5. Consider any proposed changes to the Constitution.
 - 6.2.6. Deal with any other relevant business.
- 6.3. The Club will hold at least one other General meeting in the year but if deemed necessary additional Meetings can be convened either by the secretary or at the request of the membership.

- 6.4. Notice of Meetings will be given by the Committee with at least 21 days' notice to be given to all members.
- 6.5. Nominations for officers of the Committee will be sent to the Committee (a minimum of 14 days) prior to the AGM, who shall circulate them at least 7 days before an AGM.
- 6.6. Proposed changes to the constitution shall be sent to the Committee (a minimum of 14 days) prior to the Meeting, who shall circulate them at least 7 days beforehand.
- 6.7. Proposed agenda items for a Meeting shall be sent to the Committee (a minimum of 14 days) prior to the AGM, who shall circulate them at least 7 days beforehand. The committee will decide the position on the agenda for each item. (No items shall be excluded by the committee).
- 6.8. Items received within 14 days of the meeting or during the meeting will be treated as any other business (AOB)
- 6.9. All members have the right to vote at all Meetings. The club is organised on the principle of one member-one vote. No one has a greater say because of his or her length of time or investment in the club.
- 6.10. Members are not allowed to vote by proxy
- 6.11. The minimum quorum required for business to be agreed at Club meetings will be the Officers of the club plus a minimum of TWO members of each section of the Club: Cricket, Netball, Women's Football and Men's Football and One member of CACCK. A minimum of 16 people need to present.
- 6.12. The Committee can appoint a chair for the purpose of the meeting if the elected chairperson is not available.
- 6.13. The Committee can represent the Officers and report on their behalf should they cease to be available for the meeting at short notice.

- 6.14. Should any agenda item which is to be voted on is deemed sensitive, the chair or any other member can request an anonymous vote. The club will vote to decide if an anonymous vote is required. The Officers will organise a fair and transparent system to facilitate this.
- 6.15. During a full club meeting if an agenda item becomes a sensitive, the chair or any other member can request an anonymous vote. The club will vote to decide if an anonymous vote is required. The Officers will organise a fair and transparent system to facilitate this.
- 6.16.
- 6.17. The Chair or Co-Chairs of the Club shall hold a casting vote at general and committee meetings. (with one Co-Chair abstaining if there are TWO Co-Chairs present). All club meetings will be minuted and decisions and votes recorded during the meeting and circulated to all members within 14 days of the meeting. This will be the Secretary's responsibility.
- 6.18. An Extraordinary General Meeting (EGM) may be called by an application in writing to the Committee supported by at least 10 members of the Club for an Extraordinary General meeting to be quorate from an application from at least 10 members of the club shall be the attendance levels outlined above PLUS the 10 members applying for the meeting to be called.
- 6.19. An EGM may also be called as a result of a complaint where the club is asked to make a decision regarding this.

7. Finances

- 7.1. The Club Treasurer/s will be responsible for the finances of The Club.
- 7.2. The financial year of the club will run from June and end in May.
- 7.3. All Club monies will be banked in an account held in the name of The Club.
- 7.4. A statement of annual accounts will be presented by the Treasurer/s at the Annual General Meeting.

7.5. Any cheques drawn against club funds should hold the signatures of the Treasurer/s plus up to two other officers.

7.6. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

8. Communications

8.1. All communications to the membership shall be done via the peashooter email list

8.2. All new members will be asked to provide their email address to be added to the list.

9. Amendments to the Constitution

9.1. The Constitution will only be changed through agreement by majority vote at a quorate Meeting

10. Complaints

10.1. Any club member who has a complaint against another club member should, where possible resolve the complaint or issue in an informal manner through discussion with that member and if required mutual friends or contacts, (e.g. a team manager) within the same section of the club or within the full membership of ECCSSC.

10.2. In the event of any complaint received by the committee the ECCSSC complaints procedure will be followed.




11. Dissolution

11.1. A resolution to dissolve the club can only be passed at a quorate Full Club AGM or EGM through a majority vote of the membership present.

11.2. In the event of dissolution, all debts should be cleared with any club's funds. Any assets of the club that remain following this will become the property of *ANOTHER CLUB WITH SIMILAR OBJECTIVES*

12. Declaration

12.1. Easton Cowboys and Cowgirls Sports and Social Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Jody Lockyer	Position	Chair
Sign		Date	4 June 2018
Name	Sally Wood	Position	Secretary
Sign		Date	4 June 2018
Name	Laverne Mason	Position	Treasurer
Sign		Date	4 June 2018

Appendix One –ECCSSC Complaints and Grievance Procedure

1. Any club member or section of the club who has a complaint against another club member or section of the club should, where possible resolve the complaint or issue in an informal manner through discussion with that member or section of club; issues should not be discussed in public e.g. open face book groups, email lists etc.
2. In the event of any complaint received by the Secretary the ECCSSC complaints procedure will be followed.
3. Where complaints cannot be resolved without the involvement of the wider club the following process will apply. The person who wishes to lodge the complaint should:
 - 3.1. Have an informal discussion about their complaint with any member of the Committee
 - 3.2. Following this informal discussion, the member must decide whether to raise a formal complaint, which is done by notifying the Secretary in writing that the member is raising a formal complaint
 - 3.3. The complainant should explain the details and impact of any event(s) and how any actions or behaviour are contrary to the aims and values of ECCSSC.
 - 3.4. Once a formal complaint is lodged the Committee will look at the complaint and speak to any members affected or involved in the situation.
 - 3.5. The investigation will commence within 7 days of the complaint being received and aim to be concluded within 21 days of the complaint being received.
 - 3.6. At the conclusion of their investigation the committee or one or more of its members will communicate any information found to the persons who lodged the complaint.
4. This is an opportunity for the complaint to be taken forward or dropped.
5. It is also an opportunity for any parties that may have acted in conflict with the aims and objectives of the club to take action to resolve the situation. This may be a form of restorative action that can be agreed with other parties or a voluntary withdrawal from the club.

6. If the persons lodging the complaint wishes at this stage, the matter shall be taken for any decision to a full club meeting through an EGM.

6.1. The rules for calling an EGM and its level of Quorum will apply as set out in the ECCSSC constitution

6.2. The EGM will be conducted in the manner outlined in the ECCSSC Constitution.