

# CONSTITUTION OF THE TANNERS SUPPORTERS CLUB (TSC)

(V2.1 February 2025)



## 1. Name

The name of the group shall be the **Tanners Supporters Club ('TSC')**

## 2. Aims

The TSC is a group of like-minded LFC supporters who wish to work together to support the football club.

The aims of TSC are:

- To raise funds from supporters to aid the development of LFC through the following:
  - Running a lottery
  - Organising social and other fundraising events
  - Other activities that promote the support of LFC
- To improve two-way communication between supporters and the club by providing a representative supporters forum.

## 3. Membership

Membership is open to anyone who supports LFC and is interested in furthering the interests and objectives of LFC and the TSC.

To become a member of the TSC, each applicant must complete the TSC application form and submit it to the Committee who will review the application and decide to agree to the membership or not.

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## 3.1 Ceasing to be a member

The TSC by majority and for good reason can terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Committee before the final decision is made.

If a member wishes to cease membership at any time, then this must be done by notifying the TSC secretary.

If a person decides to re-apply for membership after their membership has been ceased, then the normal application process will need to be followed including declaring their previous membership.

## 3.2 Conduct

If, through a member's actions they bring either LFC or the TSC into disrepute, or they breach any of Leatherhead Football Club's or the Tanners Supporter Club's policies, procedures or safety rules, or cause damage or loss or injury to LFC or the TSC or behave in an offensive manner, including racist, sexist or inflammatory remarks, they will not be permitted to remain a member.

Anyone behaving in an offensive way or demonstrating prejudicial behaviors or behaving in the manner described above, may be asked not to attend further meetings, including participating in the lottery or any social events organized by the TSC or to be involved with TSC in any way, (refer to Ceasing to be a Member)

## 4. Equal Opportunities

TSC will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

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## 5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary, but not less than four times a year.

The Committee will consist of a minimum of 5 members, and be composed of 5 officers, (roles can be shared). The officers' roles are as follows:

| ROLE                          | RESPONSIBILITIES   |
|-------------------------------|--|
| <b>Chair</b>                  | <ul style="list-style-type: none"><li>● chair all meetings</li><li>● provide leadership to the group</li></ul>   |
| <b>Secretary</b>              | <ul style="list-style-type: none"><li>● organisation of all meetings</li><li>● taking of minutes</li><li>● distribution of all papers</li></ul>                            |
| <b>Treasurer</b>              | <ul style="list-style-type: none"><li>● maintaining and reporting accounts and financial records</li></ul>   |
| <b>Communications Officer</b> | <ul style="list-style-type: none"><li>● communication and promotion of the group's activities</li></ul>  |
| <b>Lottery Officer</b>        | <ul style="list-style-type: none"><li>● launch and development of the TSC Lottery scheme</li><li>● organisation of the monthly draw in accordance with the rules</li></ul> |

Once elected Committee members will remain in force until the next AGM except in the event of an officer wanting to stand down during the year, in which case a replacement will be elected by the next General Meeting of members.

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Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

Any member of the TSC can request to attend a Committee meeting with prior agreement by the Committee noting there is no voting rights. The requestor must provide the Committee with a reason which must be given with sufficient notice.

## 6. Meetings

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 14 days before the date of the meeting, giving the venue, date and time.

Nominations for the Committee must be made to the Secretary at least 14 days before the meeting, or at the Chair's discretion, at the meeting.

The quorum for the AGM will be 10 members. At the

AGM:-

- The Committee will present a report of the work of TSC over the year.
- The Committee will present the accounts of TSC for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### 6.2 Special General Meetings

The Secretary may call a Special General Meeting at the request of the

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majority of the committee or at least 75% of the membership giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10 members.

## 6.3 General Meetings

General Meetings are open to all members and will normally be held only when required, and when discussion of business requiring the involvement of the whole membership is needed.

Notice of these meetings, giving the venue, date, time and agenda, will be communicated via social media. At least 14 days notice will be provided.

The quorum for a General Meeting is 10 members.

## 6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 4 Committee members.

One of the main responsibilities of the Committee is to decide how funds raised by TSC will be distributed. As such members of the committee will liaise with Leatherhead FC and proposals will be tabled, discussed and agreed by the Committee, and then communicated to the membership.

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## 7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

Minutes of all meetings will be recorded and will be available on request to any member within 14 days of the meeting.

## 8. Finances

An account will be maintained on behalf of TSC at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of TSC is only to be used to further the aims of the group, as specified in item 2 of this constitution, except in the event of Dissolution, (refer to section 10).

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## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority of the Committee, decides that it is necessary to close down the group, it may call a Special General Meeting with the members to make the final decision and to agree final distribution of any TSC assets, once charitable organization outstanding debts have been paid. The sole business of this meeting will be to dissolve the group.

This constitution was agreed at the Annual General Meeting of the TSC on:-

Date ...../...../.....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....