



Radcliffe Town Sports Club

Members of the Manchester Football League, North Bury Junior Football League & Bolton, Bury & District Football League



Constitution of Radcliffe Town Football Club

1. Name

The name of the club shall be Radcliffe Town Football Club (hereinafter referred to as the club)

2. Aims, Objectives and Powers

The club shall promote the game of Association Football in the Radcliffe and Bury area for the benefit of players of all ages. It shall provide facilities for playing and practising of Association Football and may engage in any complementary social or recreational activities, including fund raising activities.

The club shall be non-profit making.

The club shall have the power to affiliate to the Lancashire Amateur Football League or its successors and to other such organisations or associations as may further the objectives of the club and to enter league and other competitions.

The club shall have the power to provide, maintain and hire out pitches, grounds, buildings and other appropriate facilities and shall have the power to purchase, lease, rent or otherwise legally acquire property or land in furtherance of its objectives.

The club shall have the power to employ such persons as it deems necessary to manage and maintain its pitches and associated facilities and shall have the power to engage the services of a contractor or contractors to provide services associated with the management and maintenance of its pitches and associated facilities.



Radcliffe Town Sports Club

3. Membership

Membership shall be open to all persons and shall not be refused unreasonably on the grounds of sex, colour, creed, nationality or any other bias determined to be discriminatory by national legislation.

Full membership shall be open to all persons aged 16 or over.

Junior membership shall be open to all persons under the age of 18.

Honorary Membership shall be conferred by the Committee on any persons it deems to be worthy of such. Honorary Members shall have no voting rights at any meetings of the club.

4. Subscriptions

The Committee shall have the right to levy fees and subscriptions on members and shall determine the level of such fees from time to time.

5. Officers of the Club

The officers of the club shall be a Chairman, Vice-Chairman, Secretary and Treasurer, who shall be elected at the Annual General Meeting (AGM), All Officers shall hold office until the next AGM, at which they will resign but will be eligible for re-election.

6. Management

The policy and general management of the club shall be vested in a Management Committee (hereinafter called 'the committee') consisting of the Officers of the club and up to ten other full members of the club.

The committee shall establish and update as required a series of rules and guidelines covering all aspects of the day to day running of the club. Nothing in any rule, regulation or guideline established by the Committee shall be at variance with the terms of this constitution.

The Committee shall meet not less than once every two months, on dates and at times determined by the Committee.



Radcliffe Town Sports Club

The Committee shall have the power to set up and dissolve sub committees from time to time and to appoint managers and other officials as it deems necessary.

The Committee shall have the power to co-opt a maximum of two members onto the Committee, with full voting rights. Such co-options shall last until the next AGM of the Club. Co-opted members who decline to stand for election at an AGM shall not be eligible to be co-opted the following year.

The Committee shall have the power to invite any member of the Club, whether junior, senior or honorary, to attend any meeting of the Committee in an advisory, non-voting capacity. The Committee shall also have the power to invite representatives of other organisations to attend meetings in a non-voting capacity if it deems it appropriate to do so.

7. General Meetings

Annual General Meeting

The Annual General Meeting (AGM) of the Club shall be held each year between 15 May and 15 July. The business of the AGM shall include the following:

- Minutes of the previous AGM
- Chairman's Report
- Secretary's Report
- Treasurer's Report
- Consideration of motions of which due notice has been given
- Election of Officers and Committee Members
- Appointment of Auditor(s) for the forthcoming financial year

Extraordinary General Meeting

An Extraordinary General Meeting (EGM) of the club shall be convened by the Chairman of the Club, by the Secretary on behalf of the Committee, or by the Secretary on receipt of a written request to do so by at least twenty members of the Club. Any such request must contain specific motions to be discussed.



Radcliffe Town Sports Club

8. Notice of Meetings

General Meetings

At least twenty-one days' notice of a General Meeting shall be given. Such notice shall include the date, time and venue of the meeting and a copy of the Agenda for the meeting including, if appropriate, full details of any motion(s) to be considered.

Management and other Committee Meetings

At least seven days' of such meetings shall be given, unless the need for a meeting of the Management Committee is so urgent that a delay of seven days would prevent proper consideration of urgent business. In such cases, the Chairman or Secretary shall contact as many members of the Committee as possible and advise them of the meeting.

9. Conduct of Meetings

- a.) A General Meeting shall not be quorate unless at least 10% of members or twenty-five members, whichever is the less, are present.
- b.) A Committee meeting shall not be quorate unless at least one third of the members of the Committee, including at least one Officer, are present.
- c.) Voting at all meetings shall be a show of hands, unless a motion to hold a secret ballot on a specific issue is carried by a simple majority of those present and voting. In the case of equality of votes, the person chairing the meeting shall have a second, casting vote.
- d.) Voting on all matters shall be decided by a simple majority of those present and voting, with the exception of motions relating to a change to this constitution, in which case a two thirds majority is required.
- e.) With the exception of urgent business matters to be considered at meetings of the Club shall be confined to matters of which due notice has been given and substantive amendments thereto.
- f.) The Chairman of any meetings shall have the power to expel from the meeting any member(s) whose behaviour is, in the opinion of the Chairman, so disruptive as to prevent the meeting from conducting its business in an orderly manner.



Radcliffe Town Sports Club

g.) The Secretary of the Club, or the relevant sub-committee secretary, shall keep written records of all business conducted at all meetings of the club in a Minute Book held specifically for that purpose.

10. Financial Management

a.) The Treasurer shall open a bank or Building Society account or accounts on behalf of and in the name of the Club.

b.) All income shall be paid into an account held in the name of the Club as soon as is reasonably possible after it has been received and in any case within seven days of receipt.

c.) All cheques shall be signed by at least two nominated signatories of the club. These shall normally be the Chairman, Secretary and Treasurer but the Committee may appoint other persons as well as or instead of these office holders if it considers it appropriate to do so. Except in the case of unavailability through holiday, sickness or similar such reason, a cheque should not be signed by two persons who are immediate relatives of one another.

d.) The Treasurer shall maintain an accurate and up to date record of the accounts of the Club and shall, if required, provide a financial report to each of the Committee. The Treasurer shall also prepare an annual report for the Clubs AGM and submit the accounts to the Clubs auditor(s) each year.

e.) The Clubs accounts shall be audited each year by a suitably qualified auditor or auditors who shall be appointed at the Clubs AGM.

f.) No member of the Committee shall receive any payment for any work carried out on behalf of the Club. However legitimate expenses incurred while acting on behalf of the Club may be reimbursed in full.

g.) The Treasurer shall allow any member of the Committee to inspect the accounts of the club, within forty-eight hours of receiving such a request.

11. Alterations to the Constitution

Any alteration to this Constitution must be approved by a General Meeting of the Club, following due notice of a motion to alter the constitution. Any motion must be approved by a two thirds majority of those present and voting.



Radcliffe Town Sports Club

12. Dissolution

If it is decided that it is necessary or advisable to dissolve the Club, a public meeting shall be called of which at least twenty-one days' notice shall be given. If a simple majority of those present and voting decide to dissolve the club, then any assets remaining after the satisfaction of all debts shall be transferred to Bury Council, which shall apply such funds for the benefit of Association Football within the Borough of Bury.



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