



Berkshire Renegades American Football Club

BAFA Registration No: CL000241

Registered Address: Reading University SportsPark
Shinfield Road
Reading, Berkshire, RG6 6UR

For all enquiries please contact:
Email: gm@berkshirerenegades.com
www.berkshirerenegades.com

ARTICLES OF MEMBERSHIP & CONSTITUTION



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1.0 TITLE

The group shall be known as the Berkshire Renegades American Football Club and will be here by known as the Berkshire Renegades.

2.0 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 Articles 4 and 5 of this Constitution.

3.0 OBJECTIVES

3.1 The group's objectives are to:-

3.1.2 Play and coach American Football to the highest standards.

3.1.3 Make provision, and distribute good working practices to all teams and organisations.

3.1.4 Create an environment which allows those with an interest in American Football to reach the highest possible standard.

3.1.5 Provide opportunities to develop social, personal and inter-personal skills.

3.1.6 Ensure the highest standards of discipline are maintained during members' activities particularly in relation to inter-personal, communication and teamwork skills.

4.0 POWERS

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

- 4.1 Negotiate and enter into contractual agreements necessary for the furtherance of the objects as laid down in Clause 3.0 of this constitution.
- 4.2 Raise funds and to invite and receive contributions.
- 4.3 Buy, take on, lease, or exchange property necessary for the achievement of the objectives and to maintain and equip the premises for use.
- 4.4 Sell, lease or dispose of all or any part of the property of the group, subject to any consent required by law.
- 4.5 Employ staff and/or volunteers as are necessary for the proper pursuit of the objects and to make reasonable and necessary provision for the payment of expenses for the team and their dependants.
- 4.6 Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or for similar (charitable) purposes.
- 4.7 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.
- 4.8 Effect any policy of insurance that the Board shall deem necessary.
- 4.9 Change the name of the Group, as long as the new name shall embody the objects of this Constitution.
- 4.10 Do all such lawful things necessary for the achievement of the objects.

5.0 OFFICERS & MANAGEMENT BOARD

- 5.1 The officers of the group shall consist of five individuals drawn from the membership having an interest in furtherance of the objects of the group. The officers shall be the General Manager, the Secretary, the Treasurer, the Director of Football and the Player's Representative.
- 5.2 The Players Representative should be a current player.

- 5.3 The Management Board shall consist of the Officers plus any members co-opted to the Management Board to fulfil a necessary role in pursuance of the objects of the group. Continuation of any co-opted roles shall be ratified at the next available Annual General Meeting of all members.
- 5.4 The Head Coaches of the Senior and Youth Teams shall be appointed by the General Manager and shall be observing Members of the Management Board and shall be consulted on any decision directly relating to coaching and playing matters.
- 5.5 Any member may request to be an observer at a Management Meeting.
- 5.6 Appointment to the Management Board shall be by an Ordinary Resolution. Membership is open to adults over the age of 18 years.
- 5.7 Every member of the board shall have one vote. Observing Members of the Management Board do not have a vote.
- 5.8 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.
- 5.9 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 Berkshire Renegades.
- 5.10 The Offices of the General Manager, the Secretary and the Treasurer shall be appointed for a period of three years.
- 5.11 The Office of the Director of Football and Players Representative shall be appointed for a period of one year.
- 5.12 Any Officer may stand for re-election at the end of their tenure.

6.0 DUTIES OF THE MEMBERSHIP OF THE BOARD

6.1 The Office of the General Manager:-

- 6.1.1 Ensure continued running of the club in accordance with the objectives set out in clause 3 of this constitution.
- 6.1.2 Draw up the Annual Report for the AGM and present to the membership.
- 6.1.3 Chair regular meetings of the Board.
- 6.1.4 To act as Club Welfare Officer.

6.2 The Office of the Secretary:-

- 6.2.1 Maintain all communication within The Berkshire Renegades between Board members.
- 6.2.2 Maintain all communication between The Berkshire Renegades and other organisations in relation to the objectives set out in clause 3 of this constitution.
- 6.2.3 Act as Chair when the General Manager is not available for meeting of the Board.

6.3 The Office of the Treasurer:-

- 6.3.1 Maintain accounts of the organisation to be presented to the membership upon request and at the AGM.
- 6.3.2 Retain responsibility for the payment of debts incurred by the organisation in a timely and consistent manner.
- 6.3.3 Retain responsibility for the collection of dues, subsidies and all other financial incomes of the Membership and Sponsors.
- 6.3.4 Work with the General Manager to budget effectively to ensure adequate funds to further the objects as set out in Clause 3 of this Constitution.

- 6.4 The Office of the Members' Representative:-
 - 6.4.1 Ensure that the Members' are represented to the board.
 - 6.4.2 Act as advocate during difference between membership and the Head Coach.
 - 6.4.3 Work to actively recruit new members and secure opportunities for the Berkshire Renegades.
- 6.5 The Office of the Director of Football:-
 - 6.5.1 Ensure adherence to principles of excellence and to the objects set out in Clause 3 of this Constitution.
 - 6.5.2 Ensure the Head Coaches of the Adult, Junior & Youth teams understand their responsibilities, especially with the Junior and Youth teams.
 - 6.5.3 Retain full responsibility and control for the Berkshire Renegades during play.
 - 6.5.4 Retain full responsibility for the recruitment and control of additional coaches as necessary to further the objectives set out in clause 3 of this constitution.

7.0 DETERMINATION OF THE MEMBERSHIP OF THE BOARD.

- 7.1 A member of the board shall cease to hold office if she/he:
 - 7.1.1 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.
 - 7.1.2 A Member becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs.
 - 7.1.3 Is absent without good reason or without the permission of the Board from three consecutive meetings and the Board carries an ordinary resolution that the position is vacated.
 - 7.1.4 Notifies the Board of a wish to resign.
 - 7.1.5 Behaves in such a manner as to bring the Berkshire Renegades into disrepute or compromises the objectives in anyway. In such cases the remaining members of the Management Board may terminate an Officer after representations have been made to the remaining members of the Board.

7.1.6 A co-opted member may be asked to leave the Board by the Officers if their reason for membership is no longer required.

8.0 MEETINGS AND PROCEEDINGS OF THE BOARD.

- 8.1 The Committee shall hold at least 6 ordinary meetings per year. These shall be regular spaced throughout the year and publicised to the Members of the Board at the Annual General Meeting for the next year.
- 8.2 An extraordinary board meeting may be called by any two members of the board with not less than fourteen days' notice being given to the other board members of matters to be discussed.
- 8.3 In the event of the Chair/Vice Chair not being present, the Board may appoint a member to act as Chair for the duration of the meeting.
- 8.4 A quorum shall exist if at least three members are present including two officers.
- 8.5 All ordinary resolutions shall be determined by the majority vote of those present with voting rights. If the vote is tied three courses of action may be followed:-
- 8.5.1 The Management Board may request more information and that the resolution be carried over to the next ordinary meeting.
- 8.5.2 If the resolution is of a managerial nature the meeting Chair as set out in Clause 5 of this Constitution shall have the casting vote.
- 8.5.3 If the resolution affects coaching or playing the Head Coach shall be given a vote.
- 8.6 Minutes shall be kept of all meetings and be available for inspection by any board member not present.
- 8.7 Any member may request copies of the minutes. In some circumstances members may be denied access to full minutes where a majority of Management Board members agree that access may be detrimental to the furtherance of the objectives set in Article 3 of this Constitution.

- 8.8 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 Berkshire Renegades.
- 8.9 A special resolution will require a unanimous vote from those in attendance at an extraordinary meeting.

9.0 FINANCE

- 9.1 The Berkshire Renegades American Football Club is a non-profit amateur club. All surplus funds will go back in to the growth of the club or go to charitable causes that help grow the sport.
- 9.2 All club monies will be banked in an account held in the name of the club.
- 9.3 The Club Treasurer is responsible for the monitoring and communicating the status of the club's finances.
- 9.4 The financial year of the club will begin on 1st January and end on 31st December.
- 9.5 A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting, and financial updates provided by the Treasurer at each committee meeting.
- 9.6 Any payments for business as usual items can be made by the Treasurer alone. Business as usual items for the season are; referee payments, ambulance and coach hire, storage container rental and home/training ground membership fee. Any ad-hoc purchases, outside the regular payments on match day require the approval of the Club Board.
- 9.7 All funds raised by or on behalf of the Berkshire Renegades shall be paid into a current Bank Account operated by the Office of the Treasurer.
- 9.8 The Office of the Treasurer is to be given authority to sign cheques drawn from the account in accordance with Clause 9.6 above.
- 9.9 All funds of the Berkshire Renegades shall be used only for the furtherance of the objects laid down in Clause 3 of this Constitution.

10.0 AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed in content through agreement by majority vote at an AGM or EGM. A new constitution shall be signed if/when Management Committee positions (signatories below) change.

11.0 THE ANNUAL GENERAL MEETING

- 11.1 There shall be an Annual General Meeting, which is to be held annually before the new season officially starts.
- 11.2 At least thirty days' notice will be given to each member.
- 11.3 Annual Reports from all Officers and the Head Coach shall be presented.
- 11.4 Annual Accounts and a projected budget for the subsequent year shall be presented by the Treasurer.
- 11.5 Any members of the Management Board co-opted to the Board during the preceding period since the last General Meeting shall be voted on.
- 11.6 An Annual General Meeting shall be deemed quorate if one-third of the members (not members of the Management Board), or twenty members, (whichever is the smaller figure) are present.

12.0 EXTRAORDINARY GENERAL MEETINGS

- 12.1 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 Secretary and the Members Representative. At least twenty one day's notice of the meeting must be given to the full membership with all resolutions to be tabled. Additional or supporting information must be presented to all members' fourteen days before such a meeting.
- 12.2 Such meetings will be quorate with at least one fifth of the membership plus a quorate Board present.
- 12.3 Any Member who reports a valid reason for not being able to attend shall be allowed a proxy vote to be notified to an Officer or other member of the Management Board.

- 12.4 Where a secret ballot has been called such arrangements as necessary to ensure anonymity of any vote shall be put in place.
- 12.5 If a second General Meeting is required to pass a resolution then, providing notice has been given in accordance with Article 11 of this Constitution, the members present shall be considered adequate for a quorum.

13.0 MEMBERSHIP

- 13.1 Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 13.2 To ensure all present and future members receive fair and equal treatment, all members will be subject to the rules of the constitution and by joining the Club will be deemed to accept these rules.

14.0 DISCIPLINE AND APPEALS

- 14.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the club's welfare policy and procedures. The General Manager is the lead contact for all members in the event of any child protection or vulnerable adult concerns.
- 14.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Players Representative.
- 14.3 Any behaviour that brings the club in to disrepute, including breaches of any of the Codes of Conduct, will be met with disciplinary action.
- 14.4 A Disciplinary Board will be established as a result of any complaint or notification received regarding the behaviour of members, which will consist of the Management Board and member of the coaching staff at the Club appointed by the Management Board.
- 14.5 Should a complaint or notification be received regarding the behaviour of a member of the Management Board, then the remaining members will appoint an appropriate third party to oversee the disciplinary process.

- 14.6 The Disciplinary Board will meet to hear complaints within 10 days of a complaint being lodged.
- 14.7 Each complaint or notification received regarding the behaviour of members of the Club will be treated on individual basis and circumstance. The Management Board has the power to take appropriate disciplinary action including the termination of membership.
- 14.8 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.
- 14.9 There will be the right to appeal to the Management Board following disciplinary action being announced.
- 14.10 The Management Board should consider the appeal within 10 days of the Club Secretary receiving the appeal.

15.0 DUTIES OF THE MEMBERSHIP

- 15.1 All Members of the Berkshire Renegades are expected to:-
 - 15.1.1 Conduct themselves in a manner that is not contrary to the objects set out in Clause 3 of this Constitution.
 - 15.1.2 Pay required dues or fees as required by the Berkshire Renegades to ensure the smooth running of the organisation in a timely and consistent manner.
 - 15.1.3 Conduct themselves in a manner that does not bring the sport of American Football into disrepute.
 - 15.1.4 Conduct themselves in a manner that does not bring the Berkshire Renegades organisation into disrepute.
 - 15.1.5 Attend AGM and EGM meetings when notified proxy votes on resolutions will be allowed in accordance with Article 11 of this Constitution.

16.0 DISSOLUTION

- 16.1 The Berkshire Renegades may be dissolved at any time by special resolution of the membership at a General Meeting. Such a meeting shall be deemed quorate if members have been given notice in accordance with the rules for an Extraordinary General Meeting as laid down in Clause 12.0 of this Constitution.
- 16.2 In this event the property, funds and assets of the group shall not be distributed amongst the membership. All assets shall be transferred to groups, clubs or organisations having similar objectives to the Berkshire Renegades, or reclaimed by the grant awarding bodies.

17.0 DATA PROTECTION

- 17.1 All members will be required to submit sufficient personal details appropriate to the club's code of conduct, welfare policy, and similar requirements to fulfil any and all requirements of the governing body (BAFA), as well as conforming to concussion protocol and other medical requirements appropriate to club administration. This data will be held by the board and will not be shared with third parties unless required by the governing body (BAFA) or in the event of medical emergency.

18.0 DECLARATION

- 18.1 The Berkshire Renegades American Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name: Shaun Anthony Blake

Position: General Manager

Signed:

Date:

Name: Penelope Ann O'Connor

Position: Club Secretary

Signed:

Name: tba

Date:

Position: Club Treasurer

Signed:

Name: Ashley Coe

Date:

Position: Players' Representative

Signed:

Name: Stephen Slater

Date:

Position: Director of Football