

The Steve Ratcliffe Bursary Fund

Providing funding to young football referees and coaches

Constitution & Regulations

1. Name

The organisation shall be called **"The Steve Ratcliffe Bursary Fund"** (the Fund)

2. Objectives

The objects of the Fund are to provide financial support for the education and development of young people associated with Hilton Harriers Football Club (the club) who wish to become coaches or referees.

3. Fund Committee

The affairs of the Fund shall be managed by a Committee, which shall consist of the following Officers:

- A Chairperson
- A Secretary
- The Ratcliffe Family

All of the Committee shall be elected at an Annual General Meeting (AGM).

An outgoing member of the Committee may be re-elected. Any vacancy on the Committee, which arises between Annual General Meetings (AGMs), shall be filled by a member, proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining Committee members.

Each Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at a Special General Meeting (SGM). One person may hold no more than two positions at any time. The Committee shall be responsible for the management of all the affairs of the Fund.

Decisions of the Committee shall be made by a simple majority of those attending the meeting. The Chairperson of the Committee meeting shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the **Chairperson** or in their absence the **Secretary**. The quorum for the transaction of business of the Committee shall be three

Decisions of the Committee meetings shall be entered into the minute book of the Fund, to be maintained by the Secretary.

Any member of the Committee can call a meeting of the Committee by giving not less than 7 days notice to all members. The Committee meetings will be held when necessary.

The Steve Ratcliffe Bursary Fund

Providing funding to young football referees and coaches

4. Status of Rules

These Rules (the Rules) form a binding agreement between each member of the Fund.

5. Rules and Regulations

- No alteration can be made to the Rules except at an Annual General Meeting (AGM) or Special General Meeting (SGM) called for this purpose. Alterations to the Rules shall receive the assent of two thirds of the Members present and the approval of the Parent County Association.
- Applications from funding requesters will be made in writing to the Secretary
- The Secretary will then make these applications available to members for decision to fund
- No payment will be made without the agreement of 3 member's to include the Chair, Secretary and 1 other member ("the committee")
- Funding and donation records will be kept by the secretary and made available at the request of any member
- A bank account shall be maintained by the Secretary with the dual signatory of the Secretary and Chair

6. Fund Membership

- Membership extension will be by an agreement vote of a minimum of 80% of existing members
- "The Ratcliffe Family" is defined as the sons of Mr Steve Ratcliffe for the purposes of membership
- The Football Association and Parent County Association shall be given access to the Membership Register on demand.

7. Resignation and Expulsion

- If anybody is found to be breaking any of the above rules and regulations, the Fund Committee shall have the power to expel a member subject to agreement of all other members.
- A member who resigns or is expelled shall not be entitled to claim any, or share of any, of the Funds Property.

8. Annual and Special General Meetings.

The Annual General Meeting (AGM) will be held each year in the Summer to elect the members of the Committee and for presentation of the annual report and statement of accounts and any other business.

- Nominations shall be proposed and seconded by existing members and should have the consent of the nominee. Nominations may be made at any time prior to the

The Steve Ratcliffe Bursary Fund

Providing funding to young football referees and coaches

commencement of the Annual General Meeting (AGM), by notification in writing to the Secretary.

- A Special General Meeting (SGM) shall be called by the Secretary within 21 days of a written request signed by not less than 3 members or may be called by the Committee.
- Members shall receive 14 days notice of the Annual General Meeting (AGM) and 21 days notice of a Special General Meeting (SGM).
- The **Chairperson**, or in their absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed, by a simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- The Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the Minute Book.

9. Fund Finances

A bank account shall be opened and maintained in the name of the Fund (the Fund Account). Designated account signatories shall be the Chairperson and Secretary. No sum of money shall be drawn from the Fund Account except by cheque signed by both designated signatories.

The income and assets of the Fund (the Fund Property) shall be applied only in furtherance of the objectives of the Fund.

The Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Fund and to any other person or persons for services rendered to the Fund.

The financial year shall commence on June 1st.

The Fund does not permit any distribution of assets, in cash or kind to members or third parties. This does not prevent donations by the fund in the pursuit of its objectives.

10. Dissolution

A resolution to dissolve the Fund shall only be proposed at a Special General Meeting (SGM) and shall be carried by unanimous consent of all the Members present.

The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Fund.

Any surplus assets remaining after the discharge of the debts and liabilities of the Fund, will not be distributed among the members of the Fund, but will be given or transferred to either the purposes of the sports governing body for use in community related sport and/or the purposes of a charity, which shall be decided upon by the members of the Fund.