

# NSB SPORTING CLUB



## CONSTITUTION

## **SECTION 1: DATE OF CONSTITUTION**

This constitution was written and approved on 20<sup>th</sup> October 2024

## **SECTION 2: TITLE**

This club shall be known as NSB Sporting Club

## **SECTION 3: OFFICE ADDRESS**

59 Park Road, Kingston upon Thames, Surrey, KT2 6DB

## **SECTION 4: OFFICIAL LANGUAGES**

- a) The official language for all correspondences shall be in English.
- b) Bangla translation where necessary shall be accommodated.

## **SECTION 5: THE EMBLEM (Badge)**

- a) The club's emblem shall be as it appears on this document as below.



## **SECTION 6: OBJECTIVES**

The objectives of the club shall be:

- a) To promote, encourage and protect football and other sports interest among the community.
- b) To promote and encourage football and other sport education among the youth.
- c) To conform to the protection of young children and to engage them in a healthy and constructive activities for their mental and physical wellbeing.

- d) To make laws, rules and regulations for the control of football and other sports in the club and to amend such laws and regulations from time to time.
- e) To formulate and regulate conditions which shall govern the club competitions and other tournaments staged by the club from time to time.
- f) To arrange, regulate, control and where possible finance the club's football team to visit other clubs within United Kingdom.
- g) Affiliate with a recognized football and other sports controlling organization in the country.
- h) To negotiate with Government, Local Council, Local Businesses enterprises and other Clubs for financial or other aids for the creation and development and extension of football and other sports facilities.

### **SECTION 7: POWERS**

To achieve the objectives in section 1, the club has the following powers:

- a) To manage and hold football and other sport matches, competition, contest displays and exhibitions.
- b) To convene and arrange social functions and activities.
- c) To prevent the introduction of any improper method or practices in the game and to protect it from abuse.
- d) To prevent and prohibit discrimination against any member or individual on the ground of race, religion, politics or creed.
- e) To provide by means of regulations principles for settling of any differences or disputes that may be arise between or among members, or members and the club.
- f) To accept donations, grants and bequests.
- g) To determine and collect subscriptions and contributions from members.
- h) To manage hired property, venues, community hall this may be deemed necessary or convenient for any purpose of the club.
- i) To raise money and secure the payment raised in such manners as the club deems appropriate.
- j) To take any disciplinary action against any member or individual that is registered with the club, who contravenes the constitution, rule and regulations of the club.

- k) To undertake any acts that may be conducive to the attainment of the objectives of the club.

### **SECTION 8: POLICY OF THE GAME**

All sports associated with the club shall follow rules set by appropriate sporting bodies, for example FIFA, English Football Association (FA) and shall be implemented at the issuing season.

### **SECTION 9: MEMBERSHIP**

- a) The club shall be constituted by everyone willing to uphold its constitution and pay the prescribed fee by the Management Committee of NSB Sporting Club.
- b) An annual membership fee shall be payable to the club by all members.
- c) There are four types of membership:
  - i) Player membership (under 16 years) – Annual fee £20
  - ii) Player membership (16 years +) – Annual fee £50
  - iii) Supporter membership (under 16 years) – Annual fee £20
  - iv) Supporter membership (16 years +) – Annual fee £50
- d) NSB Sporting club membership fees cannot be transferred to any other person.
- e) Applications for membership shall be accepted from all residents on community merit; discrimination on the basis of race, colour and religion shall not play a role when considering application for membership.
- f) Annual membership shall be renewed between 1<sup>st</sup> and 31<sup>st</sup> January each year and the prescribed membership fee shall be paid within the month of January.
- g) The annual fee shall be as prescribed by the Management committee at the beginning of every football season.
- h) All application for membership shall be considered by the Management Committee before the beginning of the football season.

- i) Any member whose membership fee is two month in arrears shall lose right of membership (suspended) but maybe reinstated on full payment.

#### **SECTION 10: CLASSES OF MEMBERS AND QUALIFICATION FOR MEMBERSHIP**

- a) Player Members – who are players of NSB Sporting Club
- b) Supporter Members – who are member of NSB Sporting Club by virtue of their contribution to the club.
- c) The application for membership shall be online
- d) On approval of application by the Management Committee, the applicant shall make payment by closing date of 31<sup>st</sup> January.
- e) With every new application and the membership fee, each member will be supplied with a copy of the constitution of the club, season game dates and time table.

#### **SECTION 11: TERMINATION OF MEMBERSHIP**

- a) Any member cease to be a member
- b) If the member notifies the secretary of the club in writing.
- c) If the member's membership is cancelled or terminated by the Management Committee.
- d) The Management Committee may cancel the membership of any member, who is found guilty of contravening the constitution or the statutes of the club.
- e) Where a member ceases to be a member or a member's membership is cancelled or terminated by the Management Committee then the annual membership fee will not be refunded.
- f) Any member who resigns voluntarily or whose membership has been terminated shall forfeit, as from the date of his resignation or termination of membership, all rights, privileges and say in the matters of the Club.

## **SECTION 12: LEGISLATIVE, MANAGEMENT AND ADMINISTRATIVE BODIES**

### **(THE ORGANS OF THE CLUB)**

The club shall consist of the following organs:

- a) The Annual General Meeting - Shall be the supreme authority and legislative body of the club.
- b) The Management Committee - shall be the policy and management body of the club.

## **SECTION 13: THE ANNUAL GENERAL MEETING (AGM)**

(a) The Annual General Meeting shall be convened annually at the beginning of the season each year or as may be determined by the Management Committee.

(b) An Annual General Meeting shall be convened at a place and time after the Management Committee has given 28 days written notice on the clubs website.

(c) When given the written notice the Management Committee shall attach at the same time the clubs annual report, the financial report and minutes of the Management Committee meeting for the whole year.

## **SECTION 14: NOTICE OF THE ANNUAL GENERAL MEETING**

- a) The secretary shall send the notice of the date, time and place for the holding of the AGM, via clubs website, verbally and by WhatsApp text message to each member at its registered phone number as appearing in the membership form at least 28 days before the date for holding the AGM.
- b) Any omission or failure to send or give notice of the AGM to a member as stipulated in the above clause shall not invalidate the holding of the congress or the passing of any resolution at that AGM, except where the omission or failure affects 30% or more of the members entitled to vote.
- c) Notice of the terms of any resolution to be proposed at the AGM or questions to be opposed or asked by any member other than those concerning the ordinary business and general business, shall be lodged with the Secretary twenty one days before the date fixed for the AGM.

- d) The Secretary shall at the written request of the Management Committee or upon receiving a written request by the members, convene an SPECIAL MEETING and the notice of that shall be sent to all the member by WhatsApp text message at least one week before the date fixed for the holding of the SPECIAL MEETING.
- e) The omission or failure to send or give notice of the SPECIAL MEETING as contemplated in the above clause, shall not invalidate the holding of the SPECIAL MEETING, or the passing of any resolution except when the omission or failure affects 30% percent or more of the members.

#### **SECTION 15: QUORUM AT THE AGM OR SPECIAL MEETING**

- a) A quorum at the Annual General Meeting or Special General Meeting shall be constituted by 30% of all members of the club.
- b) In the event of failing to form a quorum at an annual general meeting or special general meeting, the meeting shall be adjourned for another seven days, and the secretary shall serve new notices of the meeting to the members and in the event of the failing to form a quorum again the meeting shall be held regardless of the number of members present.

#### **SECTION 16: VOTING PROCEDURE**

- a) Each member at the Annual or Special General meeting shall by show of hands or ballot paper be entitled to one (1) vote only (one member, one vote)
- b) All decisions at the club's General Meeting or Special Meeting shall be taken by consensus. Members may, however, agree by consensus that on the specific subject or issue, a decision be taken by an ordinary majority vote.
- c) The Chairperson of any AGM or Special Meeting shall have a final casting vote and a declaration by the chairperson of any AGM of the result of a show of hands or a ballot as the case may be shall be final and conclusive, except where fraud is alleged or proven.

## **SECTION 17: PROCEEDING AT AGM**

At the AGM, the Management Committee shall present a report of its activities of the preceding year and statement of its income and expenditure of the preceding year and a statement of estimated income and expenditure of the new year.

- a) The reports and statement referred to in the above clause shall be circulated amongst the members together with the agenda for the meeting.
- b) The ordinary business to be covered at the AGM
- c) Roll Call (attendance record)
- d) Confirmation of minutes of the previous AGM and any Special Meetings held since the previous AGM.
- e) Receive and consider the report of the Management Committee, as tabled by the Chairman.
- f) Receive, consider the statement of income and expenditure and approve the statement of the estimated income and expenditure of the new year.
- g) Consider and pass, with or without modification, any resolutions concerning the affairs of the club of which due and proper notice has been given.
- h) Admission and resignation of members.
- i) Proposals and considerations
- j) Questions from Members.
- k) Appointment of the members of the Management Committee (if any)
- l) Closure

## **SECTION 18: THE MANAGEMENT COMMITTEE**

- a) The management and control of the affairs of the club shall vest in the Management Committee, which shall have full powers and authority to do any act matters or thing which would or might be done by the club, except such matters as are in this constitution dealt with an AGM of the club.



## **SECTION 19: COMPOSITION OF THE MANAGEMENT COMMITTEE MEETING**

The Management Committee is the Management body of the club.

- a) The Management Committee shall be composed of the following persons, who shall be elected by members, but shall not comprise of more than 11 persons.
  - Chairman
  - Secretary
  - Treasurer
  - Technical and Media Advisor
  - Team Manager
  - Assistant Manager
  - Membership Secretary
  - Membership Secretary
  - Membership Secretary
  - Welfare Secretary
  - Social Secretary
  
- b) A member of the Management Committee shall hold office unless he or she resigns to the Chairman.
- c) In the case where a member(s) resign and the composition of the Management Committee is less than four persons then a special general meeting will be called to fill the vacancies within two months of the situation.

## **SECTION 20: POWERS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall deal with all matters that require immediate decision of the meeting of the MC.

- a) Act on behalf of the club
- b) Supervise and control the activities of the club and members
- c) Appoint members to represent the club or where a member is guilty of misconduct, dismiss the member
- d) Approve the rules and regulations for tournaments, or competitions organized by the club.
- e) Carry out any functions entrusted on it in terms of the constitution.

- f) The Management Committee may delegate any of its functions or powers to a standing committee of the club, but it shall not be divested of a power so delegated and a decision of the committee may be validated, ratified, altered or set aside by the Management Committee at its meeting.

### **SECTION 21: FUNCTIONS OF THE MANAGEMENT COMMITTEE MEETING**

- a) In addition to the powers conferred on the Management committee by the above clause and without limiting such powers the Management Committee may:
  - b) Formulate objectives, policies and strategies of development plans
  - c) Prepare and coordinate medium and long-term development plans
  - d) Prepare, coordinate and supervise the development of budget implementation
  - e) Provide appropriate planning guidelines to members, players and supporters
  - f) Promote and coordinate the members planning, development and growth points
  - g) Monitor and evaluate the achievements of development planning, budgeting and project analysis
  - h) Evaluate the implementation and performance of the plan at the end of the plan period
  - i) Advise the Chairman and the members on the general course of social and economic development
  - j) Ensure efficient functioning and operation of the members by providing administrative and supportive services when necessary.

### **SECTION 22: MEETING DECISION OF THE MANAGEMENT COMMITTEE**

#### **MEETINGS**

The Management Committee may

- a) Meet, adjourn and otherwise regulate its meetings as it deems appropriate but the Management Committee shall meet at least ten times in a season or as otherwise determined by them.

- b) Determine what notice is to be given of their meetings and the means of giving that notice.
- c) Make any other regulations to regulate the conduct and proceedings at its meeting.

### **SECTION 23: QUORUM OF THE MANAGEMENT COMMITTEE MEETING**

- a) The quorum at a meeting of the Management Committee shall be a majority or 50% percent of the members of the Management committee and the decision of the majority members present shall be the decision of the Management Committee.
- b) The Management committee shall keep or cause a record to be kept of all resolutions passed at the meeting.
- c) Any record or an extract from the records kept in terms of the above clause shall be prima facie evidence of the matter stated therein if it is signed by the Chief Executive Officer of the meeting and the secretary or any other person who acted secretary for that meeting.

### **SECTION 24: VACATION OF OFFICE**

Any member ceases to be a member

- a) If a member notifies the secretary of the club in writing at least one month in advance and the resignation is accepted by the Management Committee.
- b) If the member's membership is cancelled or terminated by the Management Committee.
- c) The Management Committee may cancel the membership of any member, who is found guilty of contravening the constitution or the statutes of the club.
- d) Where a member ceases to be a member, such resigning member will remain liable to the club for all financial liability he may have due to the club. Such remaining debt at the time of resignation shall be payable immediately.
- e) Any member who resigns voluntarily or whose membership has been terminated shall forfeit, as from the date of his resignation or

termination of membership, all rights, privileges and say in the matters of the club.

## **SECTION 25: THE DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE MANAGEMENT COMMITTEE**

### ***The Chairman shall:***

- a) Preside at the club's General Meeting.
- b) Preside at the meeting of the Management committee
- c) He is the head of the Management Committee
- d) Responsible for directing the translation and development of policies and plans into programs and projects as agreed by the Management Committee
- e) Directly monitor and evaluate development programs
- f) Supervise the application of money appropriated for such capital and development project and programs and related and consequential expenditure.
- g) Promote and sustain externally assisted development programs through negotiation, appraisal, monitoring and evaluation of such programs in consultation with the development persons concerned
- h) Coordinate the teams responsibility in regards to development programs and projects sponsored or financed internally or by outsiders
- i) Liaison and consultation with the private sector, businesses and influential persons in creating a favourable sponsorship climate.
- j) Ensure that procedures are established for planning, coordinating and controlling monitoring, progress reporting of the activities and work programs of the club
- k) Ensure activities are arranged in a program to be completed within defined time and resources limits
- l) Represent the club at all meetings, conferences or seminars
- m) Where the Chairman is absent or unavailable, the next most senior member of the Management Committee shall take over the functions and powers of the Chairman or the Management Committee shall nominate one of the members to take reign.

### ***The Secretary***

Is the administrator of the Management Committee and the club.

- a) Is responsible under the overall direction of the Chairman
- b) Responsible for directing and approving the preparation of coordinated work program and monitoring their execution in order to ensure a timely meeting of agreed deadline
- c) Continues consultation with the Management committee as well as the regular review meetings on programs.
- d) Coordinating the preparation, for submission to the Management Committee, of all documents, including development plans periodic reports and work programs
- e) Ensuring that the Management Committee and the members are serviced and supported both substantively and administratively
- f) Exerting general surveillance over the club
- g) Directing the organization and coordination for the regular monitoring and evaluation of the implementation of development plans and policies by the responsible persons.
- h) Providing the Management Committee with sound economic and technical advice as well as efficient operational support.
- i) Exercising the full range of function of a bookkeeper in conjunction with the treasurer developing and maintaining a data base system for the club
- j) Participating in all Management Committee meetings.
- k) Drawing agendas for meeting in consultation with all the members of the Management Committee
- l) To conduct all correspondence under the direction of the Chairman
- m) To issue all notices of meeting by the direction of the Chairman.
- n) To record the main points of the previous Management meeting
- o) To bring all communication directed to the Chairman or the Management committee through any channel as soon after their receipt as is possible.
- p) To have available at each Management meeting a true copy of the articles of the constitution of the club.
- q) To perform all work consistent with his office as secretary.

### ***The Treasurer shall***

- a) Assisting in the development, implementation, and maintenance of accounting internal and operational controls for Epsom and Kingston Bangladeshi Football Club.
- b) Detailed accountings including recording revenue, expenses, and balance sheet activity or the Management of Epsom and Kingston Bangladeshi Football Club.
- c) Performing weekly and monthly account reconciliation, including related journal entries.
- d) Developing and publishing statistical information and monthly reports for the Management
- e) Recommending improvements to procedures, systems, and controls.
- f) Presenting audited financial statements to General Meeting.
- g) Performing basic account analysis of Epsom and Kingston Bangladeshi Football Club.
- h) Balance sheet accounts related to the approved system and the procedures.
- i) Keeping a list of and check on all assets
- j) Preparing journal entries and keying them into General Ledger system.
- k) Generating and distributing monthly reports.
- l) Completing other miscellaneous projects delegated by management of the region.

### ***Technical and Media Advisor Shall***

- a) Manage club website
- b) Update website once every two weeks
- c) Send online reminders, forms and links to all members.

### ***Team Manager and Assistant Manager***

- a) Responsible for managing weekly attendance list.
- b) Implementing training and exercising regime for players
- c) Selection of weekly teams.
- d) Selection of man of the match

### ***Membership Secretary***

- a) Responsible for promoting the club
- b) Sending membership forms online, via link or hard copy.
- c) Keeping record of total members
- d) Creating and encouraging new members to join.
- e) Liaise with relevant MC member weekly to keep all records up to date.

### ***Welfare Secretary***

- a) The role of a welfare secretary is to be a point of contact for issues relating to the wellbeing of the club members with the aim of fostering positive experiences and relationships within the club.

### ***Social Secretary***

- a) The Social Secretary plays a pivotal role in cultivating the social aspects of the group's activities. This role involves planning, organising and engaging social events and activities that build connections among members and enhance the overall group experience.
- b) Liaising with external teams proposing to play a match with NSB Sporting Club.
- c) When proposal come for a game with external team, shall contact Chairman and Secretary to organise MC meeting to discuss and agree proposal.

## **SECTION 26: FINANCE**

- a) All the accounts of the club shall be held and handled by the elected treasurer of the club.
- b) A bank account shall be opened in the name of the club and all income shall be deposited in this account.
- c) The account of the club shall be administered with the signatory of the Chairman, Secretary and Treasurer.
- d) Official receipts shall be issued for all monies received.
- e) Proper books of account must be kept in respect of all income received and disbursed and the way by which such monies received have been disbursed.

- f) The Books of account of the club shall be open for inspection by members.
- g) The club's financial year shall be from 1st January to 31st December of the same year.

#### **SECTION 27: POLITICS**

- a) The club is strictly non-party political organization and no party politics of any nature shall be permitted at its deliberations, negotiation, discussions, proceeding, club matches, competitions and tournaments of the club.

#### **SECTION 28: DISPUTES**

- a) In the event of disagreement between two or several members, the Management Committee shall have the right to decide. This decision shall be final and binding upon the members concerned.
- b) Official or club members shall adhere strictly to the decisions taken by the competent bodies in respect of disputes in accordance with the terms of the foregoing paragraphs.