



# Constitution

## 1.0 Title:

- 1.1 The Teams shall be called “Great Britain Deaf Football” and shall be affiliated to and supported by the National Deaf Sport Federation (currently UKDS), as governing body for deaf sports.

## 2.0 Aims and Objectives:

- 2.1 The aims and objectives of Great Britain Deaf Football will be:
  - 2.1.1 To increase opportunity for ALL deaf footballers (of all age, gender, race, religion and ethnicity) within the British Isles (including England, Scotland and Wales) to compete in Deaflympic Games or any international deaf football competition that Great Britain Deaf Football may qualify for.
  - 2.1.2 To offer coaching and competitive opportunities to Deaf people in Elite Football
  - 2.1.3 To promote Deaf football
  - 2.1.4 To ensure a duty of care to all members of Great Britain Deaf Football
  - 2.1.5 To ensure that all present and future members receive fair and equal treatment

## 3.0 Powers

- 3.1 In furtherance of the objectives, but not otherwise, Great Britain Deaf Football Executive Committee may exercise the power to:
  - 3.1.1 Promote the health and well-being of Deaf footballers, coaches and all supporting members of the team irrespective of age, gender, ethnicity, ability, religion or political view
  - 3.1.2 Promote environmental improvement and conversation by educating, encouraging and assisting the Deaf community in environmental practice, working in partnership with similar groups and organisations
  - 3.1.3 Invite and receive contributions and raise funds where appropriate, to finance the work of Great Britain Deaf Football and to open a bank account(s) to manage such funds
  - 3.1.4 Publicise and promote the work of Great Britain Deaf Football and organize meetings, events, matches and any other activities.

- 3.1.5 Work with groups of similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non statutory organisations
- 3.1.6 Employ staff and volunteers (who shall not be members of the Board) as are necessary to conduct activities to meet the objective
- 3.1.7 Take any form of action that is lawful, which is necessary to achieve the objective of Great Britain Deaf Football

#### **4.0 Membership**

- 4.1 Membership of the Organisation and Teams shall be open to all elite and interested deaf footballers representing the squads.
- 4.2 Membership of the Organisation shall also be opened to those who support Great Britain Deaf Football Teams.
- 4.3 Membership Fee shall be “*nil*”.
- 4.4 All Deaf footballers who attended coaching / training weekends are automatically qualified as “members” of the Organisation as long as they are eligible in terms of being a British citizen and have a hearing loss in accordance to the ICSD and EDSO Regulations.

#### **5.0 Officers**

- 5.1 The make up of the Board shall be as follows: -
  - 5.1.1 Chairperson.
  - 5.1.2 Vice Chairperson.
  - 5.1.3 Board member
- 5.2 The make up of the Executive Committee shall consist of the Board and the following: -
  - 5.2.1 Administrator.
  - 5.2.2 Treasurer.
- 5.3 Supported by (where possible):
  - 5.3.1 Fundraiser officer.
  - 5.3.2 PR/Marketing officer.
  - 5.3.3 Logistics officer.
  - 5.3.4 And any other co-opted members appointed by the Executive Committee.
- 5.4 Appointing the following Football teams:
  - 5.4.1 Great Britain Deaf Men Manager/Head Coach.
  - 5.4.2 Great Britain Deaf Women Manager/Head Coach.
  - 5.4.3 Great Britain Deaf Under 23's Men Manager/Head Coach.
  - 5.4.4 Great Britain Deaf Veterans Manager/Head Coach.

5.5 The supporting officers and appointed Managers/Head Coaches will be known as Committee Members.

5.6 The patron of Great Britain Deaf Football is Ian Holloway.

## **6.0 Election of Officers**

- 6.1 The Board Members shall be elected at the Annual General Meeting on alternated basis over 4 year periods by the Members of the Team. Starting with Year 1 – Chairman, Year 2 – Board Member, Year 3 – Vice Chairman and Year 4 being the free year, which should fall on Deaflympics year starting from January 2018.
- 6.2 All Board Members are elected for a minimum of four years and may be re-elected to the same role.
- 6.3 The Administrator and Treasurer will be appointed at the Board's discretion upon interest being expressed to support Great Britain Deaf Football and will join the Executive Committee.
- 6.4 The supporting team will be appointed at the Executive Committee discretion upon interest being expressed to support Great Britain Deaf Football.
- 6.5 The appointment of Managers/Head Coaches will be made by the Executive Committee and given a fixed term contract to lead the team at their discretion.
- 6.6 Managers/Head Coaches will be responsible for appointing their own coaching, scouting and support teams.
- 6.7 Great Britain Deaf Football job description will outline all the responsibilities and duties expected of each of the roles listed above.
- 6.8 The Executive Committee reserves the right to relieve any of the support team or Managers/Head Coaches (including members of their teams) of their duties at any time.

## **7.0 Committee Members**

- 7.1 The affairs of the organisation shall be controlled and managed by the Executive Committee Members comprising of the Officers elected from, and by, the full team.
- 7.2 The affairs of the Teams shall be controlled and managed by the Teams Manager/Head Coaches.
- 7.3 The Executive Committee Members shall meet at agreed intervals and not less than 3 times per year.
- 7.4 The duties of the Executive Committee Members shall be: -
- 7.4.1 To control the affair of the Organisation on behalf of the Members.
- 7.4.2 To keep accurate accounts of the finances of the Organisation and Teams through the Treasurer. These should be available for reasonable inspection by Members and should be audited before Annual General Meeting. The Organisation shall maintain a Bank Account and the following Officers - Chairperson, Treasurer and Administrator shall be authorised to sign Team's cheques.
- 7.4.3 To co-opt additional members of the Committee as the Executive Committee feels this is necessary. Co-opted members shall not be entitled to a vote on any matters.
- 7.4.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## 8.0 Finance

- 8.1 Each team will have its own bank account which the Treasurer will oversee at all times.
- 8.2 The Treasurer will allocate specific budgets to each team to operate on upon agreement of the Executive Committee Team, which the Team Manager/Head Coach will then need to manage from.
- 8.3 There must be at least 2 signatories for all team's cheques with one being the Treasurers at all times
- 8.4 All Committee Members shall be paid travelling expenses for attending Committee Meetings. A second class rail fare (by train) or the provision of the petrol receipt if travelling by car on the day of the meeting.
- 8.5 All other expenses that may be incurred will need to be considered and approved by the Executive Committee.
- 8.6 All Fundraising will be allocated to the Team's accounts accordingly. Although every effort should be made to promote and fundraise for Great Britain Deaf Football (for the benefit of all teams), rather than an individually as team, where possible.
- 8.7 Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure the funds are utilised effectively and that Great Britain Deaf Football stays within budget. Official accounts shall be maintained and will be examined annually by an independent accountant who is not a member of Great Britain Deaf Football. An annual financial report shall be presented at the AGM. The accounting year shall run from January to December.

## 9.0 General Meetings

- 9.1 The Annual General Meeting of the Team shall be held annually in January. 28 clear days written notice shall be given to members of the Annual General Meeting by circulating a copy of the notice to every member at their home address (or via e-mail distribution). Members must advise the Administrator in writing of any business to be raised at the Annual General Meeting at least 7 days before a meeting. The Administrator shall circulate or give notice of the Agenda for the meeting to members not less than 3 days before the meeting.
- 9.2 The business of the Annual General Meeting shall: -
  - 9.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 9.2.2 Receive the Audited Accounts for the year from the Treasurer.
  - 9.2.3 Receive the Annual Report of the Committee from the Administrator.
  - 9.2.4 Receive the Annual Performance Report of the Teams from the Head Coach / Team Manager.
  - 9.2.5 Elect an Auditor where applicable.
  - 9.2.6 Elect the Officers of Great Britain Deaf Football where applicable.
- 9.3 Transact other business received in writing by the Administrators from Members 7 days prior to the meeting and included on the Agenda. *Note: The Agenda could provide for "Any Other Business" but Members should be encouraged to refer other items to the General Committee and give the required notice for Annual General Meeting business.*
- 9.4 Special General Meetings may be convened by the Executive Committee Members or on receipt by the Administrator of a request in writing from not less than 4 full members of the Association. At least 28 days notice of the meeting shall be given.
- 9.5 Nomination of candidates for election of officers shall be made in writing to the Administrator at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Committee Members and must be seconded by another member.

- 9.6 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a Vice Chairperson appointed by the members attending the meeting.
- 9.7 Decisions made at a General Meetings shall be by a large majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 9.8 A quorum for a General Meeting shall be quarter of all members of the supporting/Managers/Head Coaches and a third of the Executive Committee, including a Chairperson.
- 9.9 Each Committee Member shall be entitled to one vote at General Meetings.

## **10.0 Alterations to the Constitution**

- 10.1 Any proposed alterations to the Constitution may only be considered at an Annual or special General Meeting, convened with the required notice of the proposal.
- 10.2 Any alteration or amendment must be proposed by a Committee Member and seconded by another Committee Member 28 days before Annual or special General Meeting. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting, assuming a quorum has been achieved.

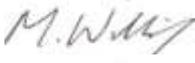
## **11.0 Dissolution**

- 11.1 If at any General Meeting, a resolution were passed calling for the dissolution of Great Britain Deaf Football, the Chairperson shall immediately convene a special General Meeting to be held not less than one month thereafter to discuss and vote for the resolution.
- 11.2 If at that Special General Meeting, the resolution is carried by at least two thirds of the members present at the meeting. The Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of Great Britain Deaf Football and discharge all debts and liabilities of Great Britain Deaf Football.
- 11.3 After discharging all debts and liabilities of Great Britain Deaf Football, the remaining assets shall not be paid or distributed amongst the members of Great Britain Deaf Football, but shall be given or transferred to some other voluntary organisation having objects similar to those of Great Britain Deaf Football.

## **12.0 Discipline and appeals**

- 12.1 All complaints regarding the behaviour of members should be submitted in writing to the Administrator. The Executive Committee will review the complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership or removal of Committee Member.
- 12.2 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 28 days of the hearing.
- 12.3 There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Administrator receiving the appeal.

This constitution was adopted at an AGM held at Sheffield Deaf Club, 105 Grange Crescent, Sharrow, Sheffield S11 8AZ on 18 January 2014 by:

	Signed by	Date
Chairperson: Martin Willis		18/01/2014
Vice Chair: Chris Beech		18/01/2014
Administrator: Susan McKeown		18/01/2014