

KINTORE UNITED FOOTBALL CLUB

Constitution and Rules

1. Name

The name of the organisation will be Kintore United Football Club hereafter referred to as “the club”.

2. Aims and Objectives

The Club's charitable purposes are:

- To advance amateur sport through the promotion, development and provision of football activities for children, young people and adults.
- To advance health and wellbeing through participation in organised sporting activities.
- To provide recreational facilities and opportunities in the interests of social welfare with the object of improving the conditions of life for the community.
- To promote sportsmanship, inclusion, equality, respect and fair play amongst players, officials, members, volunteers and supporters.
- To advance community development through participation in sport.

In carrying out these purposes, the Club shall not discriminate on the grounds of age, disability, gender, race, religion, belief, sexual orientation or political opinion.

3. Club Colours

All members representing the club while attending training sessions or match days shall wear club colours.

The Club colours shall be:

- Yellow and black for match play.
- Red for training activities.
- Black and grey for Club coaches and officials.

4. Powers of the Club

In pursuit of its purposes, the Club shall have the power to:

- Organise, promote and provide football coaching, training sessions, matches, tournaments and other sporting activities.
- Affiliate to, register with and comply with the requirements of the Scottish Football Association (SFA), Scottish Youth Football Association (SYFA), Scottish Women's Football (SWF), Aberdeen Amateur Football Association (AAFA) and any other relevant governing body.
- Raise funds and receive grants, donations, sponsorship, subscriptions, gifts and other forms of financial assistance.
- Purchase, lease, hire, manage, maintain or otherwise acquire land, buildings, facilities, equipment and other assets required for the activities of the Club.
- Employ, engage or contract with such staff, coaches, consultants and advisers as may be necessary to further the charitable purposes of the Club.
- Recruit, train and support volunteers.
- Open, operate and maintain bank accounts and investment accounts.
- Enter into contracts, agreements and arrangements with individuals, organisations, local authorities, sporting bodies and other agencies.
- Purchase, hire, maintain and insure equipment and other assets used by the Club.
- Provide education, training and development opportunities relating to sport, safeguarding, health, wellbeing and community participation.
- Work in partnership with charities, community groups, schools, public bodies and other organisations.
- Undertake fundraising activities and events in support of the charitable purposes of the Club.
- Do all such lawful things as may be considered necessary or desirable in furtherance of the charitable purposes of the Club.

5. Confidentiality

All business of the Club and all matters arising shall be dealt with in accordance with the requirements of the Scottish Youth Football Association (SYFA) (www.scottishyouthfa.co.uk), Scottish Women's Football (SWF) (www.scotwomensfootball.com), Aberdeen Amateur Football Association (AAFA) (www.aberdeenshireafa.com) and relevant data protection legislation.

All officials shall take reasonable steps to prevent the unauthorised publication or disclosure of confidential information obtained through their involvement with the Club.

This obligation shall continue following the termination of any appointment or membership.

The Club reserves the right to initiate disciplinary procedures in relation to any actual or suspected breach of confidentiality.

6. Conflict of Interest

Any member or Charity Trustee who has a personal or financial interest in any matter under consideration by the Club shall declare that interest and withdraw from any discussion or decision-making process relating to that matter.

It shall be the responsibility of the individual concerned to disclose any such conflict and refrain from participation in the decision-making process.

7. Membership

Membership of the Club shall consist of the following categories:

Playing Members

Playing Members shall comprise all individuals registered to play for the Club through the relevant governing body for the team in which they participate, including the SYFA, SWF, AAFA, or any successor governing body.

Volunteer Members

Volunteer Members shall comprise coaches, officials, Management Committee members, team helpers, Child Wellbeing and Protection Officers, and other volunteers approved by the Management Committee.

Applications for Volunteer Membership shall be submitted to the Club Secretary and approved by a majority decision of the Management Committee.

It shall be the responsibility of any individual seeking Volunteer Membership to complete all membership forms, self-declaration forms, PVG documentation, safeguarding training and any other requirements prescribed by the Club or relevant governing bodies.

Affiliated Members

The parent or guardian of a Playing Member shall be regarded as an Affiliated Member of the Club.

General Provisions

Each member shall pay any membership subscription or fee determined by the Management Committee.

Any member wishing to withdraw from membership shall provide written notice to the Club Secretary. Membership shall cease upon receipt of such notice.

All members and affiliated members shall be bound by and subject to this Constitution, the Club's Codes of Conduct, Policies and Procedures, and the rules and regulations of the SYFA, SWF, Scottish FA, AAFA and any other relevant governing body.

Voting rights at General Meetings shall be open to Volunteer Members who are aged 16 years or over and who have been members of the Club for at least 3 months prior to the date of the meeting.

All members and affiliated members undertake to uphold the aims, objectives and values of the Club and to comply with all relevant governing body regulations.

8. Management Committee & Trustees

The Charity Trustees of the Club shall comprise:

- Chairperson
- Vice Chairperson
- Club Secretary
- Club Treasurer
- Child Wellbeing and Protection Officer
- Three Ordinary Members

The Charity Trustees shall constitute the Management Committee and shall be responsible for the governance, administration and legal obligations of the Club as a registered charity.

The Club may appoint or elect additional committee members to support the operation and development of the Club. Such positions may include team representatives, coaches, fundraising coordinators, volunteer coordinators, events coordinators or other roles considered necessary by the Club. These individuals shall form part of the wider Club Committee but shall not be Charity Trustees unless elected as such in accordance with this Constitution.

Members of the wider Club Committee may attend meetings and contribute to discussions and decision-making relating to the operation of the Club as determined by the Management Committee. However, ultimate responsibility for the governance and management of the Club shall remain with the Charity Trustees.

No person shall be eligible to serve as a Charity Trustee if disqualified from acting as a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005 or any subsequent legislation.

All Charity Trustees shall retire at each Annual General Meeting but shall be eligible for re-election.

The Charity Trustees shall be elected by the eligible voting members present at the Annual General Meeting.

A Charity Trustee shall cease to hold office upon resigning their position in writing to the Club Secretary, becoming disqualified from acting as a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005 or any subsequent legislation, ceasing to be a Volunteer Member of the Club, or being removed from office by a resolution passed by not less than two-thirds of those entitled to vote at a General Meeting.

The Management Committee shall meet at least 10 times each year and at such other times as may be requested by any two members of the Management Committee.

A quorum for meetings of the Management Committee shall be four members of the Management Committee.

Decisions of the Management Committee shall be made by a simple majority of those present and entitled to vote. In the event of an equality of votes, the Chairperson shall have a casting vote.

The Management Committee may co-opt up to three additional individuals where it considers this necessary. Any co-opted member shall serve until the next AGM and shall not be a Charity Trustee unless appointed to fill a vacancy among the Charity Trustees in accordance with this Constitution.

An Independent Examiner, who shall not be a member of the Management Committee, shall be appointed by the members at the AGM to examine the Club's accounts.

Any vacancy arising among the Charity Trustees between AGMs may be filled by a majority decision of the Management Committee. Any individual so appointed shall hold office until the next AGM when they may seek election by the membership.

The Management Committee shall have full authority to manage the affairs of the Club and to make decisions consistent with this Constitution, the Club's purposes, and any applicable laws, regulations and governing body requirements.

The Club Secretary shall convene meetings of the Management Committee as required, or upon the request of the Chairperson or any two members of the Management Committee.

9. Annual General Meeting

The Club will hold an Annual General Meeting (AGM) no later than 31st August each year.

All Volunteer Members entitled to vote shall be given not less than four weeks' notice of the AGM.

The Management Committee may propose amendments to this Constitution for consideration at an AGM. Proposed amendments may also be considered at an Extraordinary General Meeting (EGM) convened for that purpose.

The Management Committee shall give not less than four weeks' notice of any AGM or EGM at which amendments to the Constitution are to be considered.

A quorum for an Annual General Meeting shall be one quarter of the membership entitled to vote.

A quorum for an EGM shall be one quarter of the membership entitled to vote.

Any amendment to this Constitution shall require the approval of not less than two-thirds of those present and entitled to vote.

The Agenda for the Annual General Meeting is as follows:

- Welcome and Apologies
- Minutes of the Previous AGM
- Chairperson Report
- Treasurers Report
- Secretary's Report
- Any Other Competent Business previously notified
- Changes to the Constitution.
- Election of Management Committee
- Appointment of Independent Examiner

10. Finance

The annual membership fee(s) shall be determined by the Management Committee.

The Club's financial year shall run from 1 August to 31 July.

The Treasurer shall be responsible for all financial transactions and shall present a financial report at each Committee Meeting.

Any amendment to the authorised signatories on a Club account, or the closure of a Club account, must be approved by two authorised signatories. Withdrawals, payments and transfers shall be authorised in line with the Club's banking arrangements.

The Treasurer shall maintain accurate accounting records and make them available for inspection by the Management Committee.

All expenditure shall be approved by the Management Committee. In exceptional circumstances, expenditure may be authorised by the Chairperson, Secretary or Treasurer and shall be reported to the next meeting of the Management Committee.

The Club shall pay all relevant league fees, affiliation fees and competition entry fees from Club funds.

All property, equipment, funds and other assets acquired by or on behalf of the Club shall belong to the Club and shall be applied solely in support of the Club's charitable purposes.

The Management Committee shall ensure that the Club's funds are used prudently and solely in furtherance of the Club's charitable purposes.

11. Dissolution

The Management Committee may, by a two-thirds majority at a quorate meeting, resolve that the Club should be dissolved.

An Extraordinary General Meeting shall then be called with at least four weeks' notice to all members entitled to vote.

If approved by a two-thirds majority of those present and voting, the Club shall be dissolved.

After payment of all debts and liabilities, any remaining assets shall be transferred to one or more Scottish charities having purposes similar to those of the Club as determined by the members at or before the time of dissolution.

No remaining assets shall be distributed amongst members.

12. Liability

The liability of members shall be limited.

No member shall be liable to contribute towards the assets of the Club in the event of winding up beyond any unpaid membership subscription due to the Club.

No member or trustee shall derive any personal financial benefit from the activities of the Club except where expressly permitted under charity law.

13. Protection

The Club shall appoint a Child Wellbeing and Protection Officer (CWPO) in accordance with the safeguarding requirements of the Scottish Youth Football Association (SYFA), Scottish Women's Football (SWF), the Scottish FA and any other relevant governing body. The contact details of the CWPO shall be made available to all Club officials, players, members, parents and guardians and shall be published on the Club website.

The Club is committed to providing a safe, inclusive and respectful environment for all participants, including children, young people and adults, and shall take all reasonable steps to safeguard the wellbeing of its players, members, volunteers, officials and supporters.

The Club and its officials acknowledge and agree that the safeguarding, wellbeing and protection policies of the SYFA, SWF, Aberdeen Amateur Football Association (AAFA), Scottish FA and any associated policies, procedures and amendments thereto shall be binding upon the Club.

All Club members, players, officials, volunteers, spectators, parents and guardians shall comply with the Club's Code of Conduct and all relevant safeguarding policies and procedures.

The Club shall ensure that all officials are familiar with this Constitution, the Club's Policies and Procedures, and the rules, regulations and safeguarding requirements of the relevant governing bodies.

The Club shall:

- Protect players, volunteers, officials and members from all forms of abuse, harassment, discrimination, bullying and inappropriate conduct.
- Require all officials to report concerns relating to suspected abuse or welfare issues in accordance with Club procedures and governing body requirements.
- Promote good practice and work to eradicate poor practice throughout the Club.
- Implement and comply with all safeguarding measures, policies and amendments issued by the relevant governing bodies.
- Maintain appropriate confidentiality in relation to safeguarding matters, ensuring that information is shared only on a need-to-know basis in order to protect the welfare, health and development of the individual concerned.

All persons involved in grassroots football have a responsibility to report any suspected or alleged abuse, harm or welfare concern to the appropriate Child Wellbeing and Protection Officer or relevant authority. It is not the responsibility of any official, volunteer or member to determine whether abuse has occurred.

14. Discipline

The Club, its members, officials, volunteers and players shall comply with and be bound by the disciplinary procedures and regulations of the SYFA, SWF, AAFA, Scottish FA and any other relevant governing body.

The Club accepts responsibility for the conduct of its officials, players, supporters and associated individuals.

The Secretary shall report disciplinary matters to the Management Committee.

Club decisions shall be subject to the rights of appeal available under the relevant governing body's procedures.

The Management Committee reserves the right to suspend or terminate membership where a member's conduct is considered detrimental to the interests of the Club, provided that the member is given an opportunity to make representations before a final decision is taken.

15. Appeal

Any player, member or registered Club Official who is affected by a decision of the Club may appeal that decision to the relevant appeals body of the Scottish Youth Football Association (SYFA), Scottish Women's Football (SWF), Aberdeen Amateur Football Association (AAFA), or any successor governing body.

Any such appeal shall be submitted and determined in accordance with the rules, procedures and regulations of the relevant governing body in force at the time.

16. Standing Orders

All meetings shall be chaired by the Chairperson or, in their absence, another member of the Management Committee.

The agenda shall be circulated by the Secretary prior to each meeting. Only business notified to the Secretary in writing prior to the meeting shall be discussed.

Motions may be tabled under appropriate agenda items. The Chairperson shall have the right to defer discussion of any motion to a future meeting.

The minutes and action points of previous meetings shall be prepared by the Secretary and circulated to members with the agenda for the forthcoming meeting.

The quorum for meetings of the Management Committee shall be four members.

17. Adoption of the Constitution

This Constitution was adopted by the Members of Kintore United Football Club SCIO on 23 August 2026 and shall take effect from that date.

Name: Mark O'Connor (Chair)

Name: James Craig (Vice Chairperson)

Name: Andrew Garden (Secretary)

Name: Pauline Lamont (Treasurer)

Name: Pauline Buchan (Protection officer)

Name: Tony Waldram (Ordinary Member)

Name: Joanne O'Connor (Ordinary Member)