



# CONSTITUTION

## Rhyl Football Club Supporters Trust

Originally adopted on 5 July 2023

Current version approved at the Annual General Meeting (AGM) held on 28 May 2026

| Version | Date        | Approved at | Summary                                             |
|---------|-------------|-------------|-----------------------------------------------------|
| 1.0     | 5 July 2023 | AGM         | Constitution adopted                                |
| 1.1     | 3 Feb 2025  | EGM         | Objectives revised; AGM quorum amended              |
| 1.2     | 28 May 2026 | AGM         | Membership categories and membership period updated |

### 1. NAME

- 1.1. The name of the association/organisation shall be called the “Rhyl Football Club Supporters Trust” hereafter referred to as RFCST.
- 1.2. This constitution is for all supporters of “CPD Y Rhyl 1879” hereafter referred to as Rhyl FC.

### 2. OBJECTIVES AND PURPOSES OF THE SUPPORTERS TRUST

- 2.1. To raise funds through a variety of fund-raising events, social functions and competitions that will be used primarily towards Rhyl FC, its supporters and the community including grass roots football and sports as deemed appropriate by the RFCST.
- 2.2. Maintain channels of communication with the Directors and Management of Rhyl FC and encourage them to appreciate, welcome and value the support and participation of all Rhyl FC fans, and ensure that equal opportunities are promoted for all supporters.
- 2.3. Work with the Club to improve the matchday experience for Supporters.
- 2.4. To enable the community to benefit, wherever possible, from the activities of the RFCST.

### **3. MEMBERSHIPS**

- 3.1. The Trust's membership is open to all who support Rhyl FC. The Trust is committed to fairness and equality for all regardless of their colour, race, ethnicity, nationality, gender, sexual orientation, marital status, disability, age, religion or belief.
- 3.2. There will be three categories of membership, namely Gold, Silver and Junior (suggested for under-16s) with varying benefits as determined at the RFCST AGM. The membership sign-up period will be from June to March (inclusive) with sign-ups closing on March 31st and reopening in June. The membership period shall commence upon sign-up and conclude on 31st May annually.
- 3.3. The Annual General Meeting (AGM) will be held by the month of June each year.
- 3.4. Membership fees will be proposed by the committee for adoption at each AGM.
- 3.5. Individual membership annual subscriptions must be paid before the member is given voting rights and any benefits of Trust membership suspended until payment is made. Voting rights are not available for Junior members.
- 3.6. Every candidate seeking membership of the RFCST will complete an application form which will be submitted to the committee for consideration. Such a committee will have absolute discretion for its acceptance and the issue of membership card and copy of the constitution.
- 3.7. No application will be approved unless acceptance of the rules is given, and current membership fees are duly paid.
- 3.8. In the event of any member making payment for an excursion fare or the like and failing to appear, any reimbursement sought will be at the discretion of the RFCST committee or a nominee of the committee.
- 3.9. The RFCST committee shall have the power to reprimand, suspend or expel any member who shall infringe the rules or whose conduct shall, in the opinion, render him/her unfit for membership of the RFCST. In the event of a member being suspended for any reason, such suspension will take effect as and from the date of such incident, which will be considered as soon as possible by the Committee. The member will be notified of the decision and allowed 7 days in which to appeal. Should payment be made by cheque and for any reason is dishonoured upon eventual presentation, the member involved will be liable to any administration costs involved.

#### **4. COMMITTEE**

- 4.1. An Executive Committee consisting of a Chairman, Vice Chairman, Secretary and Treasurer, and at least 3 other persons shall be formed and elected annually. Nominations for election to the committee, proposed and seconded, can be made during or prior to the AGM.
- 4.2. The Committee shall have powers to fill any vacancy in their membership through co-option until the Annual General Meeting (AGM). The committee may invite lay persons to attend its meetings as either an observer or in an advisory capacity, this procedure is without voting powers.
- 4.3. Any committee member who fails to attend three consecutive meetings without reasonable explanation will be deemed as having resigned from the body.
- 4.4. The committee shall meet once a month or as and when necessary to discuss RFCST business. Open meetings for all members will be held at least once a year.

#### **5. OFFICERS**

- 5.1. The Chairperson shall preside at all meetings, including Committee Meetings. They shall have a deliberate vote and a casting vote in all decisions. In their absence the chair shall be filled by the Vice Chair, or failing them, a member appointed by the Committee members present at any such meeting.
- 5.2. The Secretary will issue all notices calling meetings of the Trust and Committee, and in general attend to all correspondence. They will keep records of meetings and engross them into the Minute Book. They will post copies of Minutes to all Member Clubs/Trust Secretaries in rotation with meetings.
- 5.3. The Treasurer shall keep correct records of all transactions in the Trust funds. They shall keep a bank account in the name of the Trust, to be operated by any two from the Chairperson, Secretary, Treasurer, or Membership Secretary. They shall submit a statement to the Committee at each Committee Meeting and at the end of the financial year shall close their books and prepare a statement of account inclusive of all receipts and expenditure to be presented to the AGM. When it is deemed appropriate, the statement of account will be audited by an appropriate independent individual. The Financial year will run from 1st July until 30th June each year.
- 5.4. The Membership Secretary will keep a record of all members of the Trust. They will be responsible to: collect any membership fees and/or subscriptions; ensure that any monies collected are accounted for and paid over in full to the Treasurer within

one month of collection; issue receipts and/or any other form of confirmation of membership of the Trust; ensure that the membership of any Trust member who leaves the Trust in any way (including expulsion) is rescinded.

- 5.5. The Website Administrator will ensure that a website is in place, that it is maintained up to date with the business of the committee being published on the website and all other activities being listed accordingly.

## **6. QUORUM**

- 6.1. The quorum at RFCST committee meetings shall be not less than 3 people.
- 6.2. The quorum at AGM of the RFCST shall be not less than 10 members or 10% of the membership, whichever is the smallest, this includes sitting members of the committee.

## **7. ANNUAL GENERAL MEETING (AGM)**

- 7.1. The AGM shall take place on a given date by June each year.
- 7.2. The Executive Committee shall give at least 28 days clear notice of any annual, extraordinary or general meeting.
- 7.3. Any items for the agenda have to be submitted to the Committee Secretary in writing at least 14 days prior to the AGM.
- 7.4. Each full paid-up member shall have one vote at an AGM by show of hands or by private recorded vote. In the event of a tie the Chairperson will have the casting vote.
- 7.5. The main purpose of the AGM will be:

**To** approve and sanction the appointment of the RFCST committee.

**To** receive, review and if approved, the adoption of the annual report and statement of the RFCST accounts for the preceding year.

**To** deal with any special matters raised by the membership, subject to notification, or at the discretion of the Chairperson.

**To** appoint independent auditors as appropriate to ratify acts undertaken by the RFCST and committee in the preceding year.

## **8. EXTRAORDINARY GENERAL MEETING (EGM)**

- 8.1. The purpose of an EGM is to deal with an urgent item of business that would normally only be dealt with at an AGM but for whatever reason has arisen at some other time. An EGM can be called at any time by either a majority of the full committee membership or 25% of the individual membership. Reasons for requesting an EGM must be made in writing to the Secretary. These reasons will then be stated in a notice to the full membership of the Trust with 14 days notification of the EGM being given to Members.

## **9. FINANCE**

- 9.1. An account will be maintained on behalf of the Trust at a bank agreed by the Executive Committee. Three cheque signatories will be nominated by the Executive Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
- 9.2. All payments will be signed by two of the signatories.  
A) For cheque payments, the signatories will sign the cheque.  
B) For other payments (such as BACS payments, online transactions, cash withdrawals, debit card payments or cash payments, or any other method of payment), a requisition note will be signed by two signatories, and held by the Treasurer.
- 9.3. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- 9.4. All money raised by or on behalf of the Supporters Trust is only to be used to further the objectives of the group, as specified in item 2 of this Constitution.

## **10. COMPLAINTS**

- 10.1. All complaints must be made to the Secretary in writing. Differences between members shall be referred to the Committee who shall have the power to deal with any complaint as they deem fit.

## **11. OTHER**

- 11.1. The RFCST can be referred to in matters above as a Supporters Club.
- 11.2. The RFCST and its elected committee shall at all times adhere to the constitution and rules as approved by each AGM. Any amendment thereto shall be adopted or repealed by the majority vote of members present at an EGM or AGM.
- 11.3. Any personal data including, but not limited to, membership details, must not be freely available. The said details must only be held by the person responsible for membership and not made available to ANY other party (Data Protection Act 2018).
- 11.4. A resolution for the alteration of the rules must be received by the Secretary at least 14 clear days prior to a meeting taking place. Any such notice or request shall be given in writing to the secretary who will circulate the proposed alterations.
- 11.5. A full copy of the constitution is available to view on the RFCST website and can be made available in print by the secretary to members upon receipt of any such request.
- 11.6. No member may use the name, style or title of the RFCST without committee authority.
- 11.7. The committee has the power to elect a 'Honorary President' who will not be a member of the committee, nor will he/she be an officer. His/her role is to instead represent the committee at functions and presentations.