

CHARLO PRIMARY SUPPORTERS CLUB

CONSTITUTION

1. NAME

- 1.1 The Supporters Club will be known as Charlo Primary Supporters Club, hereinafter referred to as “the Club” and is fully affiliated to Charlo Primary School, hereinafter referred to as “Charlo Primary”.
- 1.2 Address: Charlo Primary Supporters Club, c/o Charlo Primary School, Miles Road, Charlo, Port Elizabeth, 6070

2. LEGAL STATUS

- 2.1 The Club shall co-exist with the Charlo Primary School Governing Body, hereinafter referred to as “SGB” and Parent Teachers Association, hereinafter referred to as “PTA”.
- 2.2 The property and funds of the Club vest in the SGB.
- 2.3 The Club shall under no circumstances whatsoever have the power or authority to bind Charlo Primary and/or the SGB and/or the PTA to undertake any commitment on their behalf, unless the Club has obtained prior written consent from Charlo Primary, the SGB or the PTA, as the case may be.

3. AIMS and OBJECTIVES

- 3.1 The Club’s main purpose is to provide benefits to Charlo Primary Sporting codes and Cultural activities by means of financial support, where possible.
- 3.2 To at all times represent and act in the best interests of Charlo Primary and its children, parents and teachers, hereinafter referred to as “the members”.
- 3.3 The Club will ensure that the views and concerns of the members are addressed to the appropriate authorities.
- 3.4 To promote the name Charlo Supporters Club.
- 3.5 To act in a manner that will uphold both the name of the Supporters Club and Charlo Primary.

4. MEMBERSHIP and SUBSCRIPTION

- 4.1 Membership of the Club is open to all Charlo Primary Supporters viz. Parents, Charlo Primary Staff, Old Pupils and friends of Charlo Primary.
- 4.2 Membership Subscription Fees: Membership is free.
- 4.3 Membership application forms can be obtained from any Committee Member.
- 4.4 The Club reserves the right to refuse any application. Unsuccessful applications will be informed in writing, with a reason.
- 4.5 The Club reserves the right to terminate a Member’s membership if the Member is found to be:
 - i. In breach of the Terms and Conditions of the Club.
 - ii. Behaves in a manner, whilst in association with the Club, which is considered to bring into question the good name of either the Club or Charlo Primary.
- 4.6 Any Club membership application that is refused or terminated by the Club can be appealed in writing within 14 days of the applicant/member being informed. Appeals will be heard by the elected Club Committee at the next Committee meeting.

5. COMMITTEE & MEETINGS

- 5.1 The Committee is formed of a minimum of 3 and up to 10 elected Club Members.
- 5.2 The Committee shall be elected at the Supporters Club Annual General Meeting (AGM).
- 5.3 After a period of one year’s service the Committee seats will become available for re-election by the membership at the AGM.
- 5.4 Any Club member can apply to be elected to the Committee.
- 5.5 Applications must be received in writing, directly to the Club’s Chairperson or to a member of the Executive Committee, no later than one week prior to the AGM.

- 5.6 The Club AGM will be held annually in October and is an open invitation to all Supporters.
- 5.7 The Club will aim to hold Committee Meetings at least once a term or when deemed necessary by any Committee Member.
- 5.8 Members wishing to raise topics for discussion at Committee Meetings are required to submit discussion items, directly to the Club Chairperson or to a member of the Executive Committee, no later than 48 hours prior to the meeting.
- 5.9 At a minimum all Committee and General Meetings will cover the following topics:
 - i. Treasurers Report including
 - a. Current Bank Balance
 - b. Review of Incomings and Outgoings since the last meeting
 - c. Expected upcoming expenditure and payments
 - ii. Review of Club Correspondences
 - iii. Chairperson's update
 - iv. Review of Constitution, Policy and or changes to Club Terms and Conditions
 - v. Upcoming Fixtures,
 - vi. Failure to attend Committee meetings consecutively without a valid apology may lead to termination of Committee membership.

6. FINANCIAL

- 6.1 In keeping with Club policy, the Club is a non-profit making organization. As such the SGB of Charlo Primary reserve the right to inspect the Club's banking accounts at any time and at a minimum the Club will provide Charlo Primary with an Annual Financial Statement of accounts at the end of each Financial Year.
- 6.2 Only Executive Committee Members are authorized to draw funds on the Club account.
- 6.3 The Treasurer will balance the accounts monthly, informing all Committee member of the account balance.

7. DISSOLUTION

- 7.1 As the Club is a non-profit organization, no profit or surplus will be distributed other than to another non-profit body at Charlo Primary on winding up or dissolution of the Club.