

TFC MEETINGS POLICY –

- A representative from each squad MUST attend the monthly meetings to relay back information
- Apologies for non-attendance must be given to the secretary prior to the meeting
- In the event that neither manager nor representative of the squad can attend the monthly meetings and apologies have been given to the secretary prior to the meeting, the secretary will relay any relevant information to the manager within 7 days.
- Failure to attend 2 consecutive meetings by the squad representative will be brought to the attention of the main committee and added to the agenda of the next meeting. If a genuine reason for non-attendance cannot be given the main committee may take action they deem appropriate.
- Any major decisions /proposals/requests regarding Thamesview Football Club can be brought to the regular meeting, AGM or EGM and voted on by its members before a decision is made and any action carried out.
- All attending the above meetings, with the exception of the President and Chairperson, have the right to vote and will be entitled to register ONE vote either by show of hands or paper vote.
- In the event of equal votes being registered the Chairperson will cast the deciding vote.

AGM (ANNUAL GENERAL MEETING): - The AGM is open to all members who should be informed via the team manager and on the club website of the date, time and venue. Any changes to club policies and proposals for inclusion at the AGM must be sent to the secretary by a date set by the secretary. No proposals/changes will be accepted or discussed on the day. General AOB can be heard at the meeting. The Secretary within 7 days of the AGM shall do the following:-

- Send out to all committee members the minutes of the previous year's AGM.
- Send out an AGM agenda outlining the meeting format.
- Send out any proposed changes/amendments received in writing 7 days before the AGM date. Any received verbally or after this time will not be allowed to be brought up at the AGM.
- Receive and inform committee of any club officer's nominations which have been received in writing 7 days before the AGM.
- Reports and the intention of continuing as club officers should be sent to the secretary 7 days before the AGM and in the event that an existing club officer will not be standing the secretary must inform the members that a vacancy occurs.

EGM (ORDINARY GENERAL MEETING): - An Extra Ordinary General Meeting may be called by a minimum of one third of the standing Committee members and the Secretary must be notified by either email or phone of any such meeting and indicate the purpose of the meeting and desired outputs.

REVIEW DATE –at each AGM if deemed necessary