

# **Woodley Pensioners FC**

## **Club Constitution**

### **1. Name**

The club shall be called Woodley Pensioners Football Club (the "Club")

### **2. Objects**

The objects of the Club shall be to provide facilities, promote the game of Football, arrange coaching and matches and social activities for its members with community participation in the same.

### **3. Status of Rules**

These rules (the "Club Rules") form a binding agreement between each member of the Club.

### **4. Rules and Regulations**

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), Berks & Bucks County Football Association ('BBFA') to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

### **5. Club Membership**

(a) Team Managers will submit an "application to play form" to the Club Secretary by the end of the preceding season thus giving the Club necessary time to register that team within a League. This form will also indicate the name of the Manager. This will form the basis of their Club membership.

(b) The Club Secretary may sign on players, who may also become Club Members upon reaching the applicable age for the football format (walking or veterans), of their choice. However, no player may be recruited who is known to have a poor disciplinary record. Players are required to provide evidence of their date of birth when signing-on.

(c) All players active in leagues for the club must be registered by the club secretary or his deputy on the FA's Whole Club System or system in force. Election to membership shall be at the discretion of the Club Officers (Chairman, Secretary and Treasurer), whose decision is final, and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(d) The members of the Club from time to time, including league and social players, shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(f) The FA and Parent County Association shall be given access to the Membership Register on demand.

## **6. Complaints and Disciplinary Procedure**

(a) All complaints by a member shall be in writing (or other acceptable forms of communications, including electronic where mentioned hereafter) to the Club Secretary (or another Officer if the complaint relates to said Club Secretary) in the first instance. If the matter cannot be settled amicably, the issue shall be referred for final determination to a sub-committee consisting of one Officer and two lay members nominated by that Officer.

(b) All disciplinary matters shall be decided by a simple majority vote of the executive committee consisting of the Officers of the club. Any appeal against such a decision shall be referred for final determination to a sub-committee consisting of one Officer and two lay members nominated by that Officer.

## **7. Use of electronic media**

This section covers all forms of electronic media, including but not exclusively:

- Email
- FaceBook
- Messaging Services (e.g. WhatsApp, Messenger, iMessaging)
- Twitter
- Instagram

(a) Always be respectful and polite.

(b) Never use the group features of the media to berate someone else or air grievances. If you have an issue address it one on one with the relevant person,

or raise it with a member of the committee (see "Complaints and Disciplinary Procedure" above).

(c) Electronic media should not be used for anything that is discriminatory or degrading to an individual or a group of people.

(d) Regardless of intention, no jokes, religious comments, hate speech, racism, politics, vulgar language, adult material or other controversial, offensive or hurtful material is allowed.

(e) No advertising is allowed on the Club email lists, WhatsApp groups or FaceBook page unless approved by the Committee.

(f) Respect each other and use common sense.

## **8. Annual Membership Fee**

(a) An annual fee payable by each player shall be determined from time to time by the Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for playing membership and annually by each player. Fees shall not be repayable other than at the discretion of the Committee.

(b) The Committee shall have the authority to levy further subscriptions from the players as are reasonably necessary to fulfil the objectives of the Club.

## **9. Resignation and Expulsion**

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Committee of his/her resignation.

(b) The Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Committee in accordance with the Complaints Procedure in Rule 6 above.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## **10. Committee**

(a) The Club Executive Committee ('Committee') shall consist of the following Club Officers: Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, and other members who are elected to fill the positions to support the Club structure as designated at an Annual General Meeting. They may be paid an honorarium to cover incidental expenses.

(b) Each Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM").

(c) In order to keep the running of the club as simple as possible in line with its ethos, all business where possible shall be conducted informally and conventional meetings only held for need with the Committee communicating on a regular but flexible basis.

(d) The Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Committee shall be made by a simple majority of those attending Committee meeting. The Chairperson of the Committee meeting shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Committee shall be three.

(e) Decisions of the Committee made at meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(f) Any member of the Committee may call a meeting of the Committee by giving not less than seven days' notice to all members of the Committee. The Committee shall hold not less than four meetings a year.

(g) An outgoing member of the Committee may be re-elected. Any vacancy on the Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining Committeemembers.

(h) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(i) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## **11. Annual and Extraordinary General Meetings**

(a) An AGM shall be held in each year in June/July to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Committee;
- (iv) consider any other business.

(b) Nominations for election of members as Club Executive Officers or as members of the Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

(c) An EGM may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an EGM may be any business that maybe transacted at an AGM.

(d) The Secretary shall send to each member at their last known postal or electronic address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be 3 Committee members and 3 ordinary members.

(f) The Chairperson or Vice Chairperson, or in their absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## **12. Club Teams**

(a) The Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present, if requested, to the Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) Managers are encouraged to sign-on an appropriate number of players, subject to Rule 5(a) above to fulfil their fixture commitments through the season. Where there is a surplus of players, the Club will look to create a further squad. Where we have multiple teams, appropriate names shall be used to differentiate the squads.

## **13. Club Colours**

The Club's colours are not fixed and may be different for each team.

## **14. Club Finances**

(a) The Club's financial year runs from 1st July to 30th June. The treasurer will provide a financial report at every club meeting. Running costs of the club are budgeted to be offset by a combination of signing-on fees, match/training fees, sponsorship, and income from special events.

(b) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). All expenditure of the club shall be approved by at least two of the executive officers and made electronically. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. Copies of

all transactions in the account ('statement') shall be available to any member on request.

(c) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(d) The Committee shall have the power to authorise the payment of expenses to any member of the Club (although the Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(e) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(f) The Club may also in connection with the sports purposes of the Club:

(i) pay for reasonable hospitality for visiting teams and guests;

(i) indemnify the Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club through Public Liability Insurance.

(iii) provide Personal Accident Insurance at reasonable cost to the club for all its members.

(g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(h) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an appropriately knowledgeable and independent person and shall be approved by members at each Annual General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(i) The Club Property shall belong to the club and will be controlled by the Committee, who shall deal with it as directed by decisions of the Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(j) The club actively seeks **sponsorship** from local companies and individuals to improve the facilities and services we provide, and to help maintain fee rates at a competitive and affordable level.

## 15. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be donated to other football clubs or institutions such as charities as agreed by the members present.