



**TheFA**  
**Charter  
Standard  
Community  
Club.**



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# Constitution for Woburn & Wavendon Football Club

## 1. Title

- 1.1 The Club shall be known as 'Woburn & Wavendon Football Club' with one single County affiliation number for the boys teams (The Lions) and girls/ladies teams (The Lionesses). Hereafter, both will be referred to as 'The Club'.

## 2. Objectives

- 2.1 The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Association Football in and around Woburn, Wavendon and the surrounding community.

## 3. Status of Constitution

- 3.1 This Constitution forms a binding agreement between each Member of 'The Club'.

## 4. Rules & Regulations

- 4.1 The Club Rules comprise this Constitution together with the following Club documents, the current versions of which can be viewed on the "Club Info" part of the Club's website ([www.ww-fc.co.uk](http://www.ww-fc.co.uk)):
- Code of Conduct;
  - Club Complaints Procedure;
  - Communications Policy & Protocol;
  - Social Media Policy;
  - Any other policies, protocols and procedures that are (i) approved by the Club Committee as forming part of the Club Rules, and (ii) expressly named on the "Club Info" part of the Club's website as forming part of the Club Rules.
- 4.2 The Club shall have the status of an Affiliated Member Club of The Football Association. As a result, and in addition to those documents referred to in paragraph 4.1 (above), the Rules & Regulations of the Football Association and any league competition to which the Club is affiliated for the time being shall also be deemed to be incorporated into the Club Rules. Copies of the Rules and Regulations referred to in this paragraph 4.2, including the individual Codes of Conduct or individual league competitions to which the Club is affiliated, are available directly from the Football Association or applicable league websites, or otherwise by contacting the applicable organisation directly.
- 4.3 Members and parents of Members agree to at all times comply with the Club Rules.

## **5. Membership**

- 5.1 Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.'
- 5.2 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General meeting of the Club members and being accepted at the discretion of the Club Committee.
- 5.3 Membership will be in three categories:- Full Member, Volunteer Member, and Junior Member. Full and Volunteer members completing the same membership form and having voting rights at an AGM or SGM.

## **6. Annual Membership Fees**

- 6.1 An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- 6.2 The Club Committee shall have authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

## **7. Resignation & Expulsion**

- 7.1 A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is:-
- a). overdue by one month non-payment - then payment must be brought up to date in the following month.
  - b). overdue by two consecutive months non-payment - immediate suspension of all Club activities until the account is brought up to date.
  - c). overdue by three consecutive months non-payment - membership is annulled.
- 7.2 The Committee have the right to withdraw any offer of monthly payments and ask for yearly membership to paid in full at their discretion.
- 7.3 For issues of non/slow membership fee payment, the Committee are able to consider individual mitigating circumstances and apply a more lenient and flexible approach if appropriate.
- 7.4 The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. If the member wishes to appeal against the expulsion, this must be submitted in writing to the Club Secretary within fourteen days of the date of expulsion. A special appeal meeting will be convened within the following fourteen days consisting of a minimum of four Committee Members, the expelled member and an optional independent witness (at the request of the expelled member) to review the appeal. The decision of the appeal meeting will be final with no further opportunity for appeal.
- 7.5 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

## **8. Club Committee**

- 8.1 The Club officers will consist of the following named officials:- Chairperson, Vice Chairperson, Treasurer, Club Secretary, Registrations Secretary, Head of Youth Football Development, and Head(s) of Safeguarding. In addition, provision is made to vote on to the Committee any additional officers (with or without title) that are deemed supportive for the smooth and sustainable running of the Club.
- 8.2 The Club Committee shall consist of the Club Officers and any other official appointed at the Annual General

Meeting, and will include at least one representative from both the girls (Lionesses) and boys (Lions) teams.

- 8.3 The Club Committee members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have the casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee shall be three persons.
- 8.4 All officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 8.5 Decisions of the Club Committee at meetings shall be minuted and all records will be held by the Club Secretary.
- 8.6 Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all Committee members.
- 8.7 Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- 8.8 Subject to paragraphs 8.9 and 8.10, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules. Any decision of the Club Committee in respect of any questions or disputes regarding the Club Rules shall be made by simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting (or their nominee in the event of absence or conflict of interest) shall have the casting vote in the event of a tie. The quorum for making any such decision shall be 3 persons.
- 8.9 The Club Committee shall have the power to draw up, adopt, implement, amend or withdraw one or more specific complaints or dispute resolution processes or procedures to address, investigate and resolve complaints or disputes in respect of the Club Rules or the conduct of any Club Member (each being a "**Complaints Process**"). Any decision of the Club Committee to draw up, adopt, implement, amend or withdraw a Complaints Process shall be made by simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting (or their nominee in the event of absence or conflict of interest ) shall have the casting vote in the event of a tie. The quorum for making any such decision shall be 3 persons. A Complaints Process must be published on the Club website with the other Club Rules in order to have been validly implemented. The Complaints Process that applies to a given complaint or dispute is the one in force at the date that the complaint or dispute is made to the Club.
- 8.10 Where a complaint, dispute, or question concerning the Club Rules or the conduct of any Club Member **does not fall within** the scope of a properly approved and adopted Complaints Process, then it shall be decided in accordance with paragraph 8.8.
- 8.11 Where a complaint, dispute concerning the Club Rules or the conduct of any Club Member **falls within** the scope of a properly approved and adopted Complaints Process, then the applicable Complaints Process must be followed.

## **9. Annual & Special General Meetings**

- 9.1 An Annual General Meeting (AGM) shall be convened each year to:-
- 9.1.1 receive a report of the activities of the Club over the previous year.
- 9.1.2 receive a report of the Club's finances over the previous year.
- 9.1.3 elect the Club Officers and the members of the Club Committee.
- 9.1.4 consider any other business.
- 9.2 Nomination for the election of members of the Club Officers or as members of the Club Committee shall be made in writing or verbally by the proposer and seconder, both of whom must be existing members of the Club.



- 9.3 A Special General Meeting (SGM) 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.
- 9.4 The Club Secretary shall send to each member written notice of the date of the AGM or SGM, together with the resolutions to be proposed at least 14 days before the meeting.
- 9.5 The quorum for the AGM or SGM shall be five persons.
- 9.6 In the event of the absence of the Club Chairperson or Club Secretary at the AGM or SGM, the remaining Committee members shall delegate these positions to existing Committee members.
- 9.7 The minutes of the AGM or SGM shall be recorded and filed by the Club Secretary.

## **10. Alterations to the Constitution**

- 10.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Club and seconded by another member. Such alterations shall be passed or supported by not less than two thirds of those full members present at the meeting, assuming that a quorum has been achieved.

## **11. Club Teams**

- 11.1 At each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed member shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee a report of the activities of the team.

## **12. Club Finances**

- 12.1 A bank account shall be opened and maintained in the name of the Club. Designated account signatories shall be the Club Vice Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the account except by cheque signed by two of the authorised signatories. All monies payable to the Club shall be received by the Treasurer and deposited into the Club account.
- 12.2 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties. The income and assets of the Club shall be applied only in the furtherance of the objectives of the Club.
- 12.3 The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- 12.4 The Club Treasurer shall prepare an annual financial statement that shall be available for examination by any member of the Club.

## **13. Dissolution**

- 13.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 13.2 If at that Special General Meeting, a resolution is carried by at least two thirds of the Committee members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

Revised and Adopted at 27 September 2021 AGM

- 13.3 Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

**END OF DOCUMENT**