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Leek Wootton Junior Football Club Constitution

1. Name

The club shall be called Leek Wootton Junior Football Club (the “**Club**”).

2. Objective

The objective of the Club shall be to arrange association football matches and social activities for its members.

3. Status of Rules

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

4. Rules and Regulations

- (i) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated (hereinafter collectively referred to as the “**Governing Bodies**”) for the time being shall be deemed to be incorporated into the Club Rules.
- (ii) No alteration to the Club Rules shall be effective without the approval of the majority of members at the AGM.
- (iii) The Club will also abide by The Football Association’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti- Discrimination Policy.

5. Club Membership

- (i) In order to be considered a member of the Club each member must also attain membership of the Leek Wootton Sports Club.
- (ii) The members of the Club shall be those persons listed in the register of members (the “**Membership Register**”) which shall be maintained by the Club Secretary/Treasurer.

- (iii) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Committee (as defined in Rule 8). Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (iv) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (v) The Governing Bodies shall be given access to the Membership Register should they require seeing it. Otherwise such details shall be kept and maintained in a confidential manner.

6. Annual Membership Fee

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

7. Resignation and Expulsion

- (i) 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 their resignation.
- (ii) The Club Executive 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.
- (iii) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property (as defined in Rule 12).

8. Club Committee

- (i) The Club Executive Committee shall consist of the following Club officers (the "**Committee**"):
 - ◆ Chairperson
 - ◆ Treasurer
 - ◆ Secretary
 - ◆ Welfare Officer(s)
- (ii) Other committee positions can be added if considered necessary by the Committee and as approved at the majority of members at the AGM. Team managers shall also be members of the Full Club Committee which shall meet periodically throughout the year.

- (iii) Each Committee member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions at any one time. The Committee shall be responsible for the management of all the affairs of the Club including all dealings with the Governing Bodies.
- (iv) Decisions of the Committee shall be made by a simple majority of those attending the Executive or Full Club Committee meeting. The Chairperson shall have a casting vote in the event of a tie.
- (v) Decisions of the Committee at meetings shall be recorded by written minutes issued by the Club Secretary.
- (vi) The Committee shall hold not less than four meetings a year.
- (vii) 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 Committee members.
- (viii) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. Annual and Special General Meeting

- (i) An Annual General Meeting (AGM) shall be held in each year to:
 - ◆ receive a report of the activities of the Club over the previous year
 - ◆ receive a report of the Club's finances over the previous year
 - ◆ elect the members of the Committee
 - ◆ consider any other business.
- (ii) Nominations for election of members as Club 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 Secretary not less than 30 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Secretary not less than 30 days before the meeting.
- (iii) A Special General Meeting (SGM) may be called at any time by the Committee.
- (iv) The Secretary shall send to each member written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

- (v) The quorum for a General Meeting shall be 10.
- (vi) The 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.
- (vii) The Secretary, or in their absence a member of the Committee, shall keep Minutes of the General Meetings.

10. Club Teams

At its first meeting following each AGM the Committee shall appoint a Club member to the position of Team Manager for each team within the Club. The appointed members shall be responsible for managing the affairs of the team. From time to time the appointed Team Managers shall present to the Committee a report of the activities of the team.

11. Club Colours

The colours for all Club teams shall be:

- ◆ White shirt
- ◆ Black shorts
- ◆ White socks

In case of a colour clash an alternative blue shirt will be used.

No other colours may be used without the permission of the Committee.

12. Club Property

- (i) All property purchased with the finances of the Club shall become the property of the Club (the "**Club Property**") and shall be kept and maintained in good order save for normal wear & tear etc., by the member who is responsible for its possession.
- (ii) For the avoidance of doubt:
 - ◆ any item provided as a gift or sponsorship item to the Club shall also be deemed as Club Property; and
 - ◆ all playing kit including tracksuits, kit bags and the like shall also be deemed as Club Property and if a member who is in possession of such playing kit and the like elects to leave the Club this shall be returned in its entirety to the Club via the appropriate Team Manager. Further details are contained in the Playing Kit Policy.
- (iii) No Club Property shall be disposed of unless instructed to do so by the Committee.

13. Club Finances

- (i) A bank account shall be opened and maintained in the name of the Club (the “**Club Account**”).

Designated account signatories shall be the:

- ◆ Chairperson,
 - ◆ Secretary, and
 - ◆ Treasurer.
- (ii) No sum shall be drawn from the Club Account except by cheque signed by two of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (iii) The 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 in accordance with the Club’s Governance policy.
- (iv) The Club shall prepare an annual Financial Statement which shall be available for view by the Club members and the Governing Bodies from time to time.

14. Dissolution

- (i) 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.
- (ii) 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.
- (iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the members of the Club or to a third-party charity that the Committee shall reasonably determine.

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