

WICKFORD TOWN FOOTBALL CLUB

AFFILIATED TO THE ESSEX COUNTY FA, & THE EB&GC



Club Constitution

A Community Club for the community
Registered Charity (1149597)



CHARTER STANDARD
COMMUNITY CLUB



THE FOOTBALL
ASSOCIATION

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1. NAME AND OBJECTIVE

- a) The name of the Club shall be Wickford Town F.C. and shall incorporate the Senior (Men's) section which will be known as Wickford Town F.C, the Youth section which will be known as Wickford Town Youth FC, the Girls section which will be known as Wickford Town Girls F.C and the Ladies section that will be known as Wickford Town Ladies F.C. All sections shall be affiliated to the Essex County Football Association.
- b) The objective is to run a non-profit making club for the promotion of community participation in healthy recreation by the provision of facilities for the playing of football in a managed and safe environment, providing opportunities for recreation and competition for all members of the community.
- c) As a charity, the Club will be run by a Board of Trustees. Trustees will be responsible for ensuring the Club works towards meeting its objective. Decisions regarding the strategic direction of the Club, and its financial commitments will be decided by the Board of Trustees.
- d) The term of office for a member of the Board of Trustees shall be a minimum of three years.
- e) Additional Trustees can be appointed after being initially nominated by the Executive Committee, then approved by a simple majority of the Trustees in post. No more than three Trustees can be replaced at any one time.

2. MEMBERSHIP

- a) Membership shall be open to all regardless of age, ability, gender, race, nationality, ethnic origin, colour, religion or sexual orientation or disability. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) All Parents/Guardians of children in the Club shall be members of the Club.
- c) By accepting membership of the Club all Trustees, Executive Officers and members (playing or non-playing) are covered by the Club Constitution, Rules and Code of Conduct.
- d) Members playing for football teams shall be classed as 'Playing members, whereas Executive Officers, non-Executive Officers, Team Managers, Coaches, Parents/Guardians of team players shall be classed as 'Non-playing members.

3. CLUB COMMITTEES & OFFICERS

- a) The Trustees shall govern the Club, in accordance with the Constitution and Club Rules.
- b) The Trustees will form an Executive Committee with the Club's Executive Officers and other elected Executive Committee Members. The Executive Committee will manage the day-to-day running of the Club.
- c) The Club's named Executive Officers are: Chairperson, Vice-Chairperson (x2), Club Secretary, Treasurer and Welfare Officer. Executive Officers are to be elected at the AGM or at an SGM, having been nominated and then approved by a simple majority of the members present. Their term of office will be for a minimum of three years, and will continue up to the next available AGM or SGM.

- d) Executive Committee Members should (where possible) be representatives from across the Club. They are to be elected at the AGM or at a SGM, having been initially proposed by an Executive Officer and then approved by a simple majority of the members present. Their term of office will be for a minimum of three years, and will continue up to the next available AGM or SGM.
- e) On completion of their term, retiring Executive Officers and Executive Committee Members shall be eligible for re-election at the AGM or at a SGM. At this time, nominations of other candidates for election as Executive Officers or Executive Committee Members may also be made, in writing to the Secretary at least fourteen days in advance of the AGM or SGM date. If insufficient nominations are received, nominations shall be accepted at the meeting. Nominations can only be made by members and must be seconded by another member.
- f) The Club may also appoint non-Executive Officers to assist in running the Club, in the roles such as: Social Secretary, Mini-Soccer Secretary, Youth Football Secretary, Men's Football Secretary, Ladies Football Secretary, Kit Manager, Assistant Treasurer, etc. Non-Executive Officers can be appointed at the AGM, a SGM, or at a formal meeting of the Executive Committee. Their term of office will be for one year, but they may be re-appointed to the same office or another office the following year.
- g) The Club may wish to appoint the positions of President and Vice-President, which are positions of honour, with no specific duties or privileges, granted in recognition of special services to the Club. Any suitable person may be granted the title of President or Vice-President (for life or any lesser period) at the AGM or a SGM, having been proposed by the Executive Committee and then approved by a simple majority of the members present.
- h) The Club and will ensure that Welfare Officer will:
 - i. Attend such training as recommended by the Football Association from time to time.
 - ii. Be responsible for ensuring that the Club, as set out more fully in the Child Protection Procedures and Handbook, follows child protection procedures.
- i) The Executive Committee shall meet as often as necessary, but at least six times a year. Trustees, Executive Officers & Executive Committee Members will be expected to attend each meeting, where sufficient notification has been given. At each meeting, the Executive Committee will be notified of the date of the next meeting.
- j) The Executive Committee may from time to time wish to delegate any of its powers to a sub-committee. Any sub-committee so formed shall conform to any regulation or terms of reference that may be determined by the Executive Committee.
- k) Club meetings will be held at agreed intervals, but at least four times a year. Trustees, Executive Officers, Executive Committee Members, non-Executive Officers and Team Managers (or their representative) are expected to attend Club meetings, especially a meeting in June (start of registration) and in November (Tournament / Open Day planning). Other Club members are also encouraged to attend meetings.
- l) Where voting is required in a Club meeting, not more than three members from any one section (team) shall be able to vote. In the event of voting on any matter being equal, the Chairman shall have the second casting vote.
- m) Business conducted at meetings shall be recorded and accepted as a true record.
- n) Trustees, Executive Officers, Executive Committee Members, non-Executive Officers and Team Managers shall keep a record of their expenditure on club business,

submitting an expense report each month to the Club Treasurer, but not later than sixty days after the expense.

- o) Team Managers shall keep a record of any income and expenditure for their team. These records shall be submitted to the Treasurer every month so they can be included in the Club accounts.

4. SUBSCRIPTIONS

- a) All playing members of the Club shall pay subscriptions.
- b) The Club Welfare Officer has, with the approval of the Executive Committee, the power to waive individual subscriptions in exceptional circumstances.
- c) Subscriptions for the forthcoming season shall be determined at the AGM, and will be due on the date or dates determined by the Executive Committee.
 - i. Subscriptions must be paid in full before the start of the Playing Season.
 - ii. Cash, cheque and bank transfers are accepted forms of payment.
 - iii. All subscriptions shall be in the form of a donation to the club.
- d) The Welfare Officer will make a case by case decision regarding late payments or special cases.
- e) All playing members (and details of a parent/guardian, if under 18) must be registered and recorded in the Club's membership database.
- f) A gift aid declaration form shall be completed for all players and given to the Treasurer upon registration.

5. ANNUAL GENERAL MEETING (AGM)

- a) The Annual General Meeting shall be held on the second Thursday of July each year.
- b) Not less than fourteen days' notice shall be given for an AGM.
- c) All members and any person deemed to have business with the Club shall be allowed to attend the AGM.
- d) The business of the Annual General Meeting shall be to:
 - Confirm the minutes of the previous AGM
 - Receive the Chairman's Annual report
 - Receive the Club Secretary's report
 - Receive the Treasurer's Report, accept draft accounts of the previous year's accounts and accept signed off accounts by The Charities Commission and Auditors of the year previous to that.
 - Review subscription rates and agree them for the forthcoming year
 - Receive the Welfare Officer's Report
 - Determine any alterations to the Constitution or Code of Conduct
 - Elect the Executive Officers of the Club if positions are vacated
 - Elect the Executive Committee Members if positions are vacated
 - Elect any non-Executive Officers (if required) where positions are vacated
 - Discuss Any Other Business, where members have notified the Club Secretary in writing, at least seven days before a meeting.

Note: Nomination of candidates for election as Executive Officers, Executive Committee Members or non-Executive Officers, shall be made in writing to the Secretary at least

seven days in advance of the Annual General Meeting date. If insufficient nominations are received, nominations shall be accepted at the meeting. Nominations can only be made by members and must be seconded by another member.

6. SPECIAL GENERAL MEETING (SGM)

- a) A Special General Meeting may be called at any time by the Executive Committee, or on receipt of a written request signed by at least fifteen members. Not less than fourteen days' notice shall be given for a SGM.
- b) Alterations to the Constitution:
 - i. Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting and must be made in writing to the Secretary at least seven days in advance of the meeting date. Any alteration or amendment must be proposed by a member of the Club and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.
- c) Dissolution:
 - i. If, at any General Meeting (AGM or SGM) 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.
 - ii. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the full members present at the meeting, the Executive 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.
 - iii. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the full members of the Club, but shall be given or transferred to another charity or charities for charitable purposes the same as or similar to the Clubs'.

7. RATIFICATION

- a) The Constitution will be ratified at each AGM with a resolution passed by two-thirds majority of members present and voting.

8. VOTING AT THE AGM OR SGM

- a) Each member of the Club shall be entitled to one vote at the AGM or SGM.
- b) Voting at all meetings shall be by a straight majority, except in the case of any amendment to the Constitution, Club Rules and Code of Conduct when a two-thirds majority of those present is required.
- c) The Chairman shall have a second or casting vote in the event of an equal vote.
- d) A quorum for an AGM or SGM shall be fifteen members.

9. ACCOUNTS

- a) The Treasurer shall keep an account of all income and expenditure of the Club. The Treasurer shall keep records of all income and expenditure and submit them for independent audit at the end of each season. At the AGM the members will be asked to accept draft accounts of the previous year's accounts and accept signed off accounts by The Charities Commission and Auditors of the year previous to that.
- b) There will be two signatures from the Trustees of the Club on all cheques written on behalf of the Club.
- c) The accounting year will run from 1st May to 30th April.
- d) The funds of the Club, including all donations, contributions, fund raising and sponsorship for team kits shall be paid into an account operated by the current Treasurer in the name of the Club at such bank or building society as the Executive Committee shall from time to time decide.
- e) No individual without the prior consent of the Executive Committee shall undertake fund raising activities on behalf of the Club.
- f) Funds belonging to the Club shall only be used in furthering the Club's objectives.
- g) Club expenditure will be authorised at Trustee meetings, Executive Committee meetings, the AGM or at a SGM. Proposals for expenditure will be offered for acceptance and voted upon by those present.

10. POWERS

- a) In the furtherance of the objectives in 1b, the Club shall have power to raise funds and to invite and receive contributions (including sponsorship) provided always that the Executive Committee shall conform to any relevant requirements of the law.

11. REMOVAL OF A TRUSTEE OR AN EXECUTIVE OFFICER

- a) A Trustee or Executive Officer shall cease to hold office if he or she;
 - i. Is disqualified by virtue of s178 of the Charities Act 2011 (or any statutory re-enactment or modification of this provision);
 - ii. Becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs;
 - iii. Is absent without the permission of the Trustees / Executive Committee from all meetings held within a period of six months and the Trustees / Executive Committee resolve that his or her office be vacated, provided that a member faced with removal shall have the right to be heard by the Board of Trustees / Executive Committee before a vote is taken;
 - iv. Notifies to the Trustees / Executive Committee a wish to resign (but only if at least three members of the Board of Trustees / Executive Committee will remain in office when the notice of resignation is to take effect);
 - v. Fails or conducts such actions as to deem them to fail to meet the standards of The Football Association's Child Protection Policies and Procedures, Code of Conduct and the Club's Equal Opportunities and Anti-Discrimination Policies or other policies as may be in force from time to time.

12. REVOKING MEMBERSHIP

- a) The Executive Committee shall have the right, for good and sufficient reason to terminate the membership of (1) any Manager or Team Assistant or (2) any playing member of the Club for, but not restricted to, the reasons set out in clause (11.a.i) and (11.a.v) and in the alternative, by the failure of a playing member's parent/guardian to abide by the Parents Code of Conduct, provided that the person shall have the right to be heard by the said Executive Committee before a final decision is made.

13. COMMUNICATION

- a) All letters and other communication despatched by the Club must be on official Club stationery and must be sent out under the Secretary's signature, or in his or her absence, the Chairman's signature, and must be seen by at least one other Executive Officer of the Club prior to despatch. The Secretary will retain copies of such correspondence.

14. PROPERTY AND ASSETS

- a) Team kits must be purchased by the Club and are the property of the Club. All Kits must be returned in the event of a team or player leaving or transferring out of the Club. For the avoidance of doubt this includes kits obtained by sponsorship.
- b) Funds held in the name of a team and managed by the Team Manager have to be available to the Club Treasurer at all times.
- c) Should a team for whatever reason decide to disband it shall acquit itself of any outstanding liabilities, all remaining funds held in the name of the team will revert back to the Club.
- d) All surplus income or profits shall be re-invested in the Club. No surpluses or assets will be distributed to members or third parties

15. LOANS AND REPAYMENTS

- a) Trustees shall have the authority to borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Club's property or assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or other security to secure and guarantee the performance by the Club of any obligation or liability it may undertake or which may become binding on it.

16. EXPENSE POLICY

1. General Out of Pocket Expenses – Referee fees for all matches will be reimbursed via a completed expense form once a week. A weekly expense cycle will be run on Thursday's so anything post that date will fall into following week.
 - See also Club Rule item 14 Expenses.

2. Kit purchases – Kit can only be purchased once team sponsorship has been received.
 - a. Kit purchases via team fund – If bought via usual club kit purchase programme (MORBEC) will be reimbursed immediately so long as required team funds are available.
 - b. Kit purchases via team fund – If bought outside of club kit purchase programme will require committee member approval before reimbursement from team funds are made.
3. Training expenses – Approval from committee members needs to be obtained for additional training expenses. This is to ensure that team funds are sufficient to cover extended training period.
4. Gifts – Purchases over the collective value of £30 per team will need prior committee approval.
 - a. This will allow managers to purchase reasonable cost Easter eggs or Xmas selection boxes per player from team funds which will be reimbursed immediately.
 - b. Unreasonable gift expenditure over £30 from team funds for example gift vouchers, player’s presents or an extravagant day out will need prior committee member approval before any reimbursement can be made.
5. Teams that leave the club at any point in the season will have all their team funds sequestrated and any balance will be transferred as a charitable donation to WTFC. If there are any exceptional circumstances that managers feel they would need access to funds then that would require a committee approval.
 - See also Club Constitution item 14 Property and Assets.
6. Training Equipment – When bought directly by the club or via team funds will be reimbursed so long as adequate team funds are available.
7. Match balls will be reimbursed immediately via team funds if team cash is available, so long as the purchase is deemed a reasonable team quota, i.e.: Club will not reimburse via team fund a match ball bought for each team player as a present.
8. Capital Equipment expenditure – All large items over £100 such as Lawn mower, White goods, Televisions, new containers etc will need committee member approval including Treasurer before any reimbursement can be made.
9. Any cash raised by managers outside of team funds are outside of the remit of the club for which there is no club accountability.

Constitution adopted at the AGM held on 15th July 2021

Signed

Clive Lodge – Chairman

