



# **Winnersh Rangers F.C.**

## **CONSTITUTION**

### **1. CLUB COMMITTEE**

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Child Welfare Officer plus up to 15 other members (or Honorary Members) elected at an Annual General Meeting.

The Officers and Other Committee Members shall be elected at the AGM to serve for a period of one year. The committee shall appoint team Managers and coaches.

(b) Each Club Officer and Club 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 of Club Officer at any time. 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 a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice-Chairperson or nominated Officer. The quorum for the transaction of business of the Club Committee shall be five.

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

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. 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 shall fill any vacancy on the Club Committee that arises between Annual General Meetings.

(f) Save as provided for in the Rules and Regulations of the Football Association and the County Association, to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) Club Rules may be changed at an AGM or Extraordinary General Meeting. Written notice shall be given to all members of the proposed rule changes.

h. The committee shall have the power to settle any points not covered by these rules and the right to co-opt any person they think they need on to the committee.

(i) The committee may delegate decisions to a sub-committee as appropriate to take action on the Club Committee's behalf. The sub-committee shall consist of existing Club Committee members. The quorum for a sub-committee meeting shall be three Club Committee members. Sub Committee meetings may be held via conference phone-call.

(j) The committee may propose to elect members as Honorary Life Presidents for exceptional service to the club, such proposal to be

## **2. ANNUAL AND SPECIAL GENERAL MEETING**

- a. An Annual General Meeting (AGM) shall be held in each year 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 Club Committee
  - iv. Consider any other business.
- (b) An Annual General Meeting (AGM) shall be held in each year.
- (c) All members shall be entitled to attend the AGM and shall have one vote per member, where a member is a parent or guardian of a player who is actively playing for the club at the end of the season. A member may also be a manager or Club Officer.
- (d) Membership shall be by invitation only. Invitations will be extended by the managers.
- (e) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing. The proposer and seconder, both of whom must be current members of the Club, must arrive with 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, either by post or electronically, to the Club Secretary not less than 21 days before the Meeting.
- (f) The Committee may call a Special General Meeting (SGM) at any time. It 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. Business at an SGM may be any business that may be transacted at an AGM.
- (g) The Secretary shall send to each member at their last known postal or electronic address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting. The notice shall also be posted on the Club website.
- (h) The quorum for a General Meeting shall be one third of the club committee membership.
- (i) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- j) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## **3. CLUB TEAMS**

- (a) The Club Committee shall appoint managers and coaches to be responsible for each of the Club's football teams. The appointed managers shall be responsible for managing the affairs of the team. The appointed managers shall submit to the Secretary prior to an AGM a written report on the activities of the team.
- (b) Team selection and training nights shall be the sole responsibility of the team managers or their Deputies. All training sessions shall be taken by one or a combination of the appointed manager, coach or a committee member.
- (c) All kit and equipment bought by the Club plus that kit or equipment using sponsorship where the Club name has been used, automatically becomes Club Property.

#### **4. CLUB FINANCES**

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by ~~two~~one of the three designated signatories. All monies payable to the Club shall be received by the Treasurer, or any other committee member as designated by the committee, and deposited in the Club Account.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have 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.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians). The Custodians shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f) Custodians shall be appointed by the Club Committee and shall hold office until death or resignation unless removed by a resolution passed at a Committee meeting.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.
- (i) Matters of discipline shall be managed in accordance with the Grievance Procedure.
- (j) All fines and costs incurred by players whilst playing for the club shall be paid in full by the player before being allowed to play for the club in the future.
- (k) The club will not be responsible for any loss of goods or valuables lost whilst engaged in playing for the club.
- (l) The club will not be responsible for any loss of income through injury incurred whilst playing for the club and recommend players insure themselves.

#### **5. 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 Club 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 transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.