

CLUB CONSTITUTION AND RULES

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1. Name

The club shall be called Quedgeley Wanderers Football Club (the Club) and may also be known by the abbreviation 'QWFC'.

2. Objects

The objects of the Club shall be to:

- arrange association football matches and occasional social activities for its members
- provide football for all (irrespective of ethnic background, age, religion, gender, ability and income) in a structured, friendly and fun environment with appropriate participation in competitive games through organised friendly matches and entry in FA affiliated leagues and other competitions

with an emphasis on providing access to football to the people of the local community and immediate surrounding area at an affordable cost.

3. Status of Rules

These rules (the Club Rules, which includes sections 4 to 14) form a binding agreement between the Club and each member of the Club.

4. Rules and Regulations

- (a) 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 for the time being shall be deemed to be incorporated into the Club Rules.
- (b) 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: In addition Club Officers, Committee Members, Club members, coaches, players, parents and all those persons associating themselves with or supporting the Club shall comply with the Club's own Policy Statement and Codes of Conduct.

5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Membership Secretary. Members shall have the right of access, on request, to the information about them held on the Membership Register. Personal information about Members held on the Membership Register shall only be obtained and used for the purposes of Club administration and managing the affairs of the teams and shall not be used for any other purpose without the prior permission of the member.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club together with the Annual Membership Fee. Acceptance of membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The Football Association and parent County Association shall be given access to the Membership Register on demand, subject to any constraints and prior permissions stipulated under the Data Protection Act.

6. Annual Membership and Other Fees

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee; for player members, the fee set shall be deemed to include the player's league registration fee for the season (where such a registration fee is payable). Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable other than in exceptional circumstances, as determined solely by the Club Committee.
- (b) Training fees and match fees shall be payable by all persons participating in training or matches and the amounts shall be determined by the Club Committee each season (annually). The fees may be subject to change at any time at the discretion of the Club Committee.
- (c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. 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 Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned if the Club Committee so decides.
- (b) 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. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property or reimbursement of part or whole of the membership fee paid.

8. Disciplinary Procedures

- (a) Any infringement by the Club, a Club member or Club supporter of the rules and regulations of the Football Association, the Parent County Association and any League or Competition to which the Club is affiliated shall be dealt with as provided for in those said rules and regulations and/or as determined by the administrative or ruling body whose rules or regulations have been infringed.

- (b) Fines or other financial penalties levied against the Club or any of its members for infringements stated in (a) above shall be paid by the Club from Club funds except
- players in Senior teams shall pay their own fines, which includes those levied for receipt of yellow or red cards
 - where the Club Committee determines otherwise.
- (c) In cases of persistent or serious infringement by an individual Club member, the Club Committee may issue a written reprimand to the member advising that further infringement may lead to suspension or expulsion from the Club: Such a letter may only be issued if it is a course of action agreed by four or more of the Club Officers and it shall be signed by either the Club Chairperson, the Vice Chairperson or the Club Secretary.
- (d) In cases of a breach of the Club's Code of Conduct, a member of the Club Committee shall address the matter with the individual who has committed the breach to point out the breach and requiring compliance in the future. In the case of serious or repeated breaches by an individual, a minimum of four members of the Club Committee shall discuss the matter and agree on what action is to be taken; such action may include issue of a written warning or, where the person is a Club member, suspension or expulsion from the Club.

9. Complaints

Complaints from any source regarding the Club, its administration or its members or supporters shall be handled as follows:

- (a) A complaint made verbally to a Club official (which includes Committee appointed members) shall be responded to and resolved (with action taken as appropriate) by the recipient of the complaint, provided it is within their capacity to do so and the nature or gravity of the complaint does warrant referral to the Club Committee. In such cases the recipient of the complaint shall notify a Committee Member (or if a Committee Member themselves, the other members of the Committee) of the complaint and the response given at the earliest opportunity.
- (b) A complaint made verbally that requires or justifies a response from the Club Committee shall be referred to a Club Committee Member by the recipient of the complaint (or if the recipient is a Committee Member, the Chairperson) as soon as possible. The Committee Member or Chairperson, as applicable, shall table the complaint for discussion and agreement on the action to be taken and the response to be given at the next meeting of the Club Committee or, if to wait for the next scheduled meeting would unduly delay consideration of and response to the complaint, shall at the earliest opportunity be considered by a minimum of four Committee members, one of whom shall be the Chairperson or Vice Chairperson.
- (c) All complaints made in writing shall be immediately passed to a Committee Member and shall be handled as described in (b) above except that in all cases a written response to the complaint shall be given to the complainant.

10. Club Committee

- (a) The Club Committee shall consist of the following Club Officers:
- Chairperson
 - Vice Chairperson
 - Club Secretary
 - Treasurer
 - Membership Secretary
- plus up to 6 other members (one of whom shall be the Child Protection Officer and one the Community & Schools Liaison Officer) elected at an Annual General Meeting.
- (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 Club Chairperson or in their absence the Vice Chairperson or in their absence the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Minutes shall be taken of meetings of the Club Committee by the Committee member chosen to take the minutes by the chairperson of that meeting and such minutes shall record decisions of the Club Committee.
- (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. Any vacancy on the Club Committee that 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.
- (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.

11. Annual and Special General Meetings

- (a) 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 Club Committee
 - consider any other business.

- (b) Nominations for election of members as Club Officers or as members of the Club 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 10 days before the AGM. Notice of any resolution to be propose at the AGM shall be given in writing to the Club Secretary not less than 15 days before the Meeting.
- (c) 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 request 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 SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 15 days before the Meeting.
- (e) The quorum for a General Meeting shall be four.
- (f) The Club Chairperson or in their absence a member selected by the Club 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 Club Committee, shall take and formally record Minutes of General Meetings.

12. Club Teams

- (a) The Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (or squad, where relevant). The appointed members shall be responsible for managing the affairs of the team (or squad) and shall have at least one assistant (who shall be a person agreed by the Committee). Appointments so made will be such that at least one of the persons responsible for each team shall have a Football Association approved coaching qualification.
- (b) For each League in which the Club has one or more teams participating, the Club Committee shall appoint a Club member as 'League Representative'. The appointed members shall attend the relevant League's meetings and shall act as the Club's primary contact with that League for all administrative matters and shall regularly report back to the Club Committee and keep it informed of all material issues.
- (c) If it is necessary to disband a team at any time, the Club members appointed to manage the team together with the Club Committee members will use their best efforts to redeploy the members of the disbanded team who wish to continue to play football to other teams within the Club, where relevant teams exist, or to other football clubs.

13. 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, Secretary and Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer 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 shall purchase (and maintain on an annually renewable basis thereafter through further payment of premiums) Public Liability insurance, the cost of which shall be met from Club funds and the benefits of which shall be solely for the Club and its Members.
- (d) 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. For the avoidance of doubt, all Club members give their services free of charge to the Club and payment of remuneration or expenses shall be by exception, for example where costs are incurred in carrying out services for the Club.
- (e) The Club shall prepare an annual Financial Statement showing, inter alia, amounts received and amounts paid and the opening and closing balances of the Club Account.
- (f) 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), who shall deal with the Club Property as directed by decisions of the Club Committee and a record made in the relevant minutes shall be conclusive evidence of such a decision.
- (g) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (h) 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.
- (i) 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 as Custodians.

- (j) The Club Committee shall appoint an independent auditor to audit the Club's accounts (as maintained by the Treasurer) and endorse the annual Financial Statement (as a true and accurate record of the Club's finances).
- (k) Any member of the Club has the right to request information on the Club's finances and accounts.

14. 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.