

Club Rules & Constitution

1. NAME

- a. The club shall be called Oadby and Wigston Girls Football Club (the Club)

2. OBJECTS

The aims of the Club are:

- a. To promote and encourage the amateur sport of girls football in Leicester and South Leicestershire and community participation in the same
- b. To enter competitive leagues to provide a basis to develop and improve standards
- c. To promote equality of opportunity for girls within football

3. STATUS OF RULES

- a. These rules (the Club Rules) form a binding agreement between 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 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 at the time 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 and codes of conduct, Equal Opportunities and e Anti-Discrimination Policy.

5. CLUB MEMBERSHIP

- a. Membership of the Club shall be open to anyone interested in girls football 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.
- b. 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.
- c. 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 a panel of committee members.
- d. To be deemed a player member any person must have applied on the Membership (Player) Application Form and deliver it to the Club. Player Membership shall

become effective from the date that any Membership subscriptions are paid and the applicant's name is entered in the Membership Register.

6. ANNUAL MEMBERSHIP FEE

- a. The Club at each Annual General Meeting, or a Special General Meeting, shall determine an annual fee (subscriptions) payable by playing members. The fee shall be payable on a successful application for membership and annually by each member. Fees will not be refundable and can only be used in pursuit of the objects of the club. The Committee have the authority to levy further fees/subscriptions as are reasonably necessary to fulfil the objects of the club.
- b. A member whose annual membership fees have not been paid forfeits their right to vote at any Annual or Special General Meeting.
- c. Any playing member who is more than two months in arrears with their ongoing subscriptions on the date when an Annual or Special General meeting is called by the Secretary, shall forfeit their right to vote at that meeting and shall, at the discretion of the Club Committee shall also not be selected for league matches until the subscriptions are brought up to date.

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.
- b. The Club Committee shall have the power to expel a member when, in their opinion, a significant breach of the constitution or club rules has occurred. Any member expelled from the Club can appeal to the Club Secretary in writing within 14 days of the decision. A panel of The Executive Committee will then hear the matter within 21 days.

8. CLUB COMMITTEE

- a. The officers of the Committee shall consist of: Chairperson, Vice Chairperson, Treasurer, Secretary, Welfare Officer, Minutes Secretary, Communications Officer and Team Manager Representative. These officers will be elected at an Annual or Special General Meeting together with any other ordinary members. The Committee will consist of at least 5 people. Any person over the age of 15 is entitled to be an Officer of the Club, provided they are a member of the Club. Officer appointments will be subject to individuals being nominated and seconded by eligible voters and then, where the position is contested, receiving the most votes cast at an AGM or SGM.
- 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 Club Officer Positions 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 Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be five.

- c. Authority to take urgent decisions between committee meetings (where a decision cannot wait until the next scheduled meeting) will be vested in an Executive Committee that will comprise of any three of the Chairperson, Vice-Chairperson, Treasurer and Club Secretary. All decisions made by any Executive Committee must be unanimously agreed and reported back to the Club Committee at the next available meeting together with reasons for those decisions being taken.
- d. Other functions of the Club, e.g. Annual Tournament, Social Events, Fundraising, etc. may be delegated by the Club Committee to Sub-Committees established for that purpose.
- e. Decisions of the Club Committee at meetings shall be entered into the Minutes of the Club to be maintained by the Club Minute Secretary.
- f. 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.
- g. A Club Officer will cease to hold office if they become unable to carry out their duties, are absent from all meetings within a six month period or notifies the Club Committee of their intention to resign.
- h. Another Committee Member, proposed and seconded by Club Committee Members and voted for by the majority, may fill any vacancy on the Club Committee that arises between Annual General Meetings. Any vacancy for Treasurer or Secretary not filled in this way will require a Special General Meeting to be called as a matter of urgency.
- i. 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.
- j. The Club Committee will have due regard to the law on disability discrimination and child protection.
- k. Members/parents/helpers who breach the agreed code of conduct will face disciplinary proceedings as organised and sanctioned by the club committee.

9. 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 Officers and Members of the Club Committee
 - (iv) Consider any other business.
- b. Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members (aged 16 or over) of the Club (or parents/guardians of child members). Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the date of the AGM.
- 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 Secretary of a request in writing signed by not less than five members (aged 16 or over) of the Club (or parents/guardians of child 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 Club 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 14 days before the Meeting.
- e. The quorum for a General Meeting shall be seven.
- f. The Chairperson or in their absence a member selected by the Club Committee, shall take the chair. Each member (aged 16 or over) of the Club present (or one parent/guardian of a child member) 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.
- g. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minutes of the Club.

10. CLUB TEAMS

- a. At its first appropriate meeting following each AGM, the Club Committee shall appoint a Manager or joint managers to be responsible for each of the Club's football teams. All team managers shall be responsible to the Club Committee for managing the affairs of the team and may be asked periodically to report to the Club Committee. The appointed managers shall present to the AGM a report on the activities of the team.
- b. Each Team manager shall be responsible for their team's welfare and must be familiar with the Club's child protection policy. Each team manager or official or volunteer who comes into regular contact with the players will need to have their status confirmed subject to a successful CRB application with the FA's Child Protection Unit.
- c. Each team should wear the appropriate kit including shin pads which are compulsory for all training and games.

11. 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 Vice Chairperson, the Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by the Treasurer Plus one other of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
- c. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- d. The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests;
 - (iv) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- e. The income and assets of the Club (the Club Property) shall be applied only in pursuit of the objects of the Club.
- f. The financial year of the Club shall end in April and following this the Club shall prepare an annual Financial Statement for presentation to the Annual General Meeting.

12. DISSOLUTION

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - (i) to another Club with similar sports purposes which is a registered charity and/or

- (ii) to another Club with similar sports purposes which is a registered CASC and/or
- (iii) to the Club's governing body for use by them for related community sports.

13. INTERPRETATION

- a. Interpretation and prioritisation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)