



Wendron United Football Club

Constitution



INTRODUCTION

The following Constitution and Rules give guidance to the Members of Wendron United Football Club as to the conduct of all aspects of club business. They are not intended to be exhaustive or to cover all possible eventualities. Any matters arising which are not covered in this document, League, County FA or FA rules is to be referred to the Management Committee for consideration.

1. CONSTITUTION

The Club shall be known as Wendron Cricket Club United Football Club (hereinafter referred to as "The Football Club") and was formed on the 1 June 1987. It is to be considered as an integral, but independent section of Wendron Cricket Club and shall be subject to all the applicable rules and regulations of Wendron Cricket Club over and above the following.

2. MEMBERSHIP FEES AND SUBSCRIPTIONS

- a) All players and officials of the Football Club are to be paid up members of Wendron Cricket Club. NOTE: Social Membership is the minimum requirement - Full Membership of the Cricket Club is required to vote at the Cricket Club Annual General Meeting.
- b) No member of the Football Club shall represent the Football Club on the field of play or make use of the facilities, other than by private hire, without holding Cricket Club membership.
- c) Players match subscriptions will be payable for every game played. The level of subscription shall be set at the Football Club Annual General Meeting and is sufficient to cover all match and Football Club running costs. The amount of subscription levied is to be displayed on the Football Club Notice board.

3. OFFICERS

- a) The Officers of the Football Club shall be the President, Chairman, Treasurer, Secretary, Fixtures Secretary, Ladies Team Representative, Youth Section Development Officer and Groundsman Consultant.

4. MANAGEMENT COMMITTEE/NOMINATION/APPOINTING

- a) The Football Club shall be affiliated to and bound by the Rules and Regulations of the Cornwall County Football Association.
- b) The Management Committee shall consist of all Football Club Officers plus the relevant Managers, Players Representative, and two nominated members of the Youth/Mini Section.
- c) All Football Club Officers are eligible to serve for a period of one year and are to be elected annually at the Annual General Meeting. All retiring Officers shall be eligible for re-election without nomination. All other candidates for election as Officers are to be notified to the Secretary no later than one week before the Annual General Meeting. All such notifications are to include a proposer and a seconder both of which must be Football Club Members. Nominations may be received at the Annual General Meeting if no other nominations have been received as above. A list of nominations is to be displayed on the Football Club notice board for one week prior to the Annual General Meeting.
- d) The Football Club Officers at a meeting chaired by the Chairman shall appoint team Managers. All such appointments shall be made by and remain effective until otherwise decided by the Football Club Officers, but see paragraph (h) below.
- e) The representative Team Captains and the Player's Representative shall represent Player's interests on the Football Club Management Committee. The respective Team Managers shall appoint the Team Captains. The Player's Representative shall be nominated by the players and may also be one of the Team Captains.





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- f) No person may hold more than 3 positions on the Football Club Management Committee inclusive of any managerial appointment.
- g) No person may cast more than one vote on any other matter of business. Where co-managers are appointed they may cast only one vote between them. If one of the co-managers holds another committee appointment he may still only cast one vote. In the event of a tied vote the Chairman may cast a second or dividing vote. No member may vote on any matter relating directly to himself
- h) Where co-managers are appointed by the Football Club Officers and one subsequently departs the club for whatever reason the position is to be considered vacant and open to offers. The Football Club Officers are to reappoint to the position with due speed. The non-departed co-manager is not debarred from consideration.
- i) The Management Committee shall meet on the 2nd Monday of every month. All meetings are to be minuted and a record kept. Minutes of each meeting are to be displayed on the Football Club Notice board. Emergency meetings may be convened by the Secretary should business requiring immediate action warrant it. Six members of the Managements Committee shall form a quorum.
- j) Meetings shall take the form of
 1. Apologies.
 2. Minutes of last meeting.
 3. Matters arising.
 4. Chairman's Report.
 5. Secretary's Report.
 6. Treasurer's Report.
 7. Any other business.
 8. Date of the next meeting.

All correspondence should be addressed to the Secretary.

- k) The Management Committee may appoint to any vacancy that may occur between Annual General Meetings
- l) A nominated member of the Management Committee is to represent the Football Club's interest to the Cricket Club Committee either as member of that Committee or through a suitable member.

5. RESIGNATIONS AND EXPULSIONS

- 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.
- 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 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.

6. TERMS OF REFERENCE

a. Chairman

The Chairman is to:

- i. Be ultimately accountable to the Football Club members for the correct conduct of Football Club business.
- ii. Chair and ensure the correct conduct of all Management Committee meetings.





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- iii. Set the aims and objectives of the Football Club to achieve during the period of his Chairmanship.
- iv. Ensure the correct conduct of all Football Club Officers and Management Committee members in the execution of their Football Club business.
- v. Ensure that the Management Committee pursues the best interests of the Football Club.
- vi. Present a summary of the previous year's activities to the Annual General Meeting.

b. Secretary

The Secretary is responsible to the Chairman for:

- i. Maintaining a written record of Football Club business.
- ii. Conducting all correspondence on behalf of the Management Committee and maintaining a record of the same.
- iii. Presenting a monthly summary of all correspondence to the Management Committee at the monthly meetings.
- iv. Presenting a summary of the year's business covered above to the Annual General Meeting.

c. Match/Fixtures Secretary

The Match/Fixtures Secretary is responsible to the Chairman for:

- i. Confirmation of the match to the Referee and the opposition for all home games.
- ii. Maintaining a written record of all registered players and the games in which they have played.
- iii. Maintaining a written record of all players disciplinary matters.
- iv. Forwarding Team Sheets and the player's Registration Forms in accordance with League Regulations.
- v. Presenting a summary of the above at the Annual General Meeting.

d. Treasurer

The Treasurer is responsible to the Chairman for:

- i. The correct conduct of all aspects of the financial affairs of the Football Club.
- ii. Ensuring that the Football Club funds remain at sufficient high levels to cover anticipated expenditure.
- iii. Ensuring that a minimum of 2 authorised signatures is required on cheques drawn against the Football Club accounts.
- iv. Advising the Management Committee when monies held in the Football Club current account reach £300.00. Sums above this amount are to be transferred to the Football Club's savings account.
- v. Ensuring the prompt payment of fines to the CCFA for bookings and sendings off in accordance with FA Rules.
- vi. Ensuring that the Team Managers collect such sums to cover (v) above from players concerned within 10 days.





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- vii. Ensuring that the Team Managers forward subscriptions collected from players (minus referee and kit washing monies) promptly and that such sums are banked within 7 days. Team Managers are to keep a record on behalf of the Treasurer of kit and referee expenditure.
- viii. Maintaining a written record of all income and expenditure.
- ix. Presenting a statement of the accounts of the Football Club to the monthly Management Committee meetings.
- x. Presenting a detailed breakdown of the previous years financial dealings to the Annual General Meeting.

e. Child Protection Officer.

The CPO will operate within the guidelines set out by the FA and CCFA and report to the committee should any such Child Protection matter arise.

7. PLAYERS

- a) All players are to be members of Wendron Cricket Club - see **Rule 2.a and 2.b** above.
- b) All players are to be considered to be members of the First Team squad and the First Team Manager shall have first call on all players.
- c) Should a player be selected for the First Team and refuse to play in preference for one of the clubs other teams he/she shall, on the first occasion, be deemed ineligible for selection for that week for either team. On the subsequent occasions the matter is to be referred to the Management Committee for deliberation and action: the player remains ineligible for selection for either team until the Management Committee have considered his/her actions. All punishments imposed by the Management Committee for this offence will take the form of ineligibility for selection for a period of time to be decided by the Management Committee.
- d) Should a "regular" Team player be omitted from their Team and selected for another Team then similarly **Rule 7.c** applies.
- e) Should a player be selected for any club team and fail to turn up for the match without good reason or without informing the respective Team Manager, then an automatic ONE match suspension shall be served. Subsequent repetitions of the offence shall be referred to the Management Committee as per **Rule 7.c**.
- f) All players competing in matches representing the Football Club shall pay subscriptions at a level determined by the Management Committee.
- g) FA Rule 19(d) is to be complied with in respect of approaches to Military Service players.
- h) Team Managers wishing to transfer players into the Football Club are to ensure that they have discharged all financial responsibilities to their previous club.
- i) Players wishing to depart the Football Club are to be up to date with payment of all fines and subscriptions. Players are to pay their fines within 14 days from receipt of the Treasurer. Non-payment may, at the discretion of the Management Committee, result in non-selection until such time as the fines have been paid to the Treasurer.
- j) Team training will take place once a week as decided by the Team Managers. All players are expected to attend. Reasons for non-attendance are to be given to the representative Team Managers.
- k) Team Managers are responsible for ensuring that the conduct of the players on the field of play does not bring into disrepute the game or the Football Club





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8. ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held no later than 1st August in each year. The following business shall be transacted:
- i. Minutes of last Annual General Meeting.
 - ii. Matters arising.
 - iii. Presentation of Report:
 - a. Chairman's Report
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Managers
 - iv. Election of Officers.
 - v. Alterations of Rules.
 - vi. Competitions to enter.
 - vii. Commencement of training.
 - viii. Date of next Annual General Meeting.
 - ix. Any other business.
- b) Every Football Club member shall be entitled to attend and vote. He/She may not vote on any matter relating directly to himself/herself. The Chairman shall have a second or deciding vote.
- c) All voting shall be by a show of hands.

Signed as a true copy of the Rules: amended as a result of the June 2004 Annual General Meeting

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Peter Thorne, Chairman

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Nick Scoley, Secretary