

Widbrook United Club Constitution

1. Title

The Club shall be known as **Widbrook United Football Club** and shall be affiliated with the **Hampshire County Football Association**.

2. Objectives

The Club's primary objective is to provide **league and cup football** for all teams composed of properly registered players within leagues and competitions as determined by the **Management Committee** at the start of each season.

3. Status of Rules

These **Club Rules** form a binding agreement between all members of the Club.

4. Rules and Regulations

(a) The Club shall hold the status of an **Affiliated Member Club** of The Football Association (FA) through its affiliation with the parent County Association. The rules and regulations of The FA, the County Association, and any league or competition in which the Club participates shall be considered an integral part of the Club's rules.

(b) No amendment to the Club rules shall be enacted without prior written approval from the parent County Association.

(c) The Club shall adhere to **The FA's Child Protection Policies and Procedures, Codes of Conduct, and the Equal Opportunities and Anti-Discrimination Policy**.

(d) The Club may be **divided into smaller sections**, each managed by a separate secretary for organizational efficiency. However, all sections shall operate under the same rules and be accountable as a unified entity.

5. Club Membership

- (a) The **Club Secretary** shall maintain an up-to-date **Membership Register** listing all members of the Club.
- (b) Individuals seeking membership must complete a **Membership Application Form** and submit it to the Club. The **Club Committee** holds sole discretion over membership approvals. Membership becomes effective upon the applicant's name being entered into the **Membership Register**.
- (c) If a member resigns or is expelled, their name shall be removed from the **Membership Register**.
- (d) The **Football Association and parent County Association** shall have the right to access the **Membership Register** upon request.
- (e) Players must compete within their designated **school year age group**, unless no team is available for their age. Any exceptions must be approved by the **Committee** upon written appeal from all relevant parties **before registration**.

6. Annual Membership Fee

- (a) The **annual membership fee** shall be determined periodically by the **Club Committee**. This fee is payable upon successful application and **annually thereafter**. Membership fees are non-refundable.
- (b) An additional **subscription fee** shall be levied to cover operational costs. This fee may be structured as an annual amount, payable in **12 monthly installments**, if required. If a player leaves before the financial year ends, they may be required to **settle any outstanding fees** before being granted a transfer or clearance.

7. Resignation and Expulsion

- (a) A member shall cease to be part of the Club if they submit a **formal resignation** to the Club Committee. Additionally, failure to pay membership fees for more than **two months** shall be considered as voluntary resignation.
- (b) The **Club Committee** reserves the right to **expel any member** if it deems their continued membership detrimental to the Club's interests. No appeals process shall be available in such cases.
- (c) A **resigned or expelled member** shall have no claim over any Club property or assets.
- (d) Any member who believes they have faced **discrimination** or that Club policies, rules, or codes of conduct have been violated may utilize the **Club's official complaints procedure**.

8. Executive Committee

Each team shall be represented by a **designated individual** (typically the **Manager**). Elections at the **Annual General Meeting (AGM)** shall determine the following key positions:

(a) Chairperson

- Presides over all **Committee meetings**.
- Holds the **casting vote** in case of a tie.

(b) Honorary Secretary

- Organizes meetings and maintains official **minutes**.
- Distributes relevant information to Committee members.
- May oversee multiple sections within the Club, each with its own secretary.

(c) Honorary Treasurer

- Maintains financial records and prepares an **annual financial statement** (including an **income and expenditure report** and a **balance sheet** by **June 30th**).
- Ensures accounts are **audited** before the AGM.

(d) Child Welfare Officers (CWO)

- Maintains accurate records of all adults interacting with children.
- Works with **FA and league CWO representatives** to stay updated on child welfare issues.

(e) Social and Media Secretary

- Manages the Club's **media presence**, including the **official website**.

The **Vice Chairperson** shall be elected from within the Committee and shall **act in the Chairperson's absence**.

Other members include:

- Any **co-opted members** appointed at the AGM or during the season for specific roles (e.g., fundraising, pitch maintenance).
- All **team managers**, appointed by the **General Committee** following a **proposal and seconding process at the AGM**.

9.

Annual and General Meetings

- (a) The **Annual General Meeting (AGM)** shall be held annually to:
1. Receive a **report** on Club activities.
 2. Receive a **financial report**.
 3. Elect **Club Committee members**.
 4. Discuss **any other relevant business**.
- (b) **Nominations** for Club Officers or Committee members must be submitted in writing by an **existing Club member** at least **21 days before the AGM**.
- (c) A **Special General Meeting (SGM)** may be convened by the Committee or upon written request from at least **five members**. The Secretary must arrange the SGM within **21 days** of receiving the request.
- (d) Notice of **General Meetings** shall be published on the **Widbrook United website** at least **14 days in advance**, along with proposed resolutions.
- (e) The **Chairperson** (or an appointed member) shall chair the meeting. Each attending member shall have **one vote**, and decisions shall be made by **simple majority**. The Chairperson shall hold a **casting vote** if needed.
- (f) The **Club Secretary** shall document all **General Meeting minutes**.
- (g) **Each team is entitled to one vote**.
- (h) **Managers or team representatives must attend at least 75% of meetings** throughout the season.
- (i) All adults in direct contact with children must hold:
- A **minimum CRC check**
 - **FA Safeguarding certification**
 - **Valid First Aid Qualification**

10. Club Teams

Following each **AGM**, the Club Committee shall appoint a **responsible individual** to oversee each **Club team**. These appointed individuals must present a **written report** on their team's activities at the **final Committee meeting** before the next **AGM**.

11. Club Finances

- (a) The Club shall operate a **designated bank account** in the name of **Widbrook United Football Club**. The **Chairperson, Treasurer, and Secretary** shall be **authorized signatories**.
- (b) All income and assets shall be **exclusively used for Club operations**.
- (c) The **Club Committee** may authorize payments to members or external parties for services rendered to the Club.
- (d) The Club shall prepare an **annual financial statement** in accordance with FA regulations.

12. Dissolution

If a **resolution to dissolve the Club** is passed at a **General Meeting**, a **Special General Meeting (SGM)** must be convened within **one month** to finalize the decision. If dissolution is confirmed by at least **two-thirds of attendees**, the **General Committee** shall:

- Settle all debts and liabilities.
- Transfer any remaining assets to a **similar voluntary organization** rather than distribute them among members.



Dan Pickles, 11/03/2025, Widbrook United FC Chairman