



## **Robins FC: Rules and Constitution**

(revised edn Jan 2015)

### **1. Name**

The Club shall be called Robins FC.

### **2. Objects**

The Objects of the Club are to provide facilities for, and to promote community participation in, the amateur sport of Association Football in Swindon and surrounding districts, specifically for children and young people participating in youth football.

### **3. Status of Rules**

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

### **4. Team Colours**

The club colours shall be Red and White, with the exact pattern and make of kit to be decided from time to time by the management committee and chairman. Managers must ensure any orders for playing kits are approved by the club chairman and treasurer before being placed

### **5. Affiliation**

The club shall be affiliated to Wiltshire County Football Association

### **6. Rules and Regulations**

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited (“The FA”), Wiltshire County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.

(b) The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Respect Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(c) No alteration to the club rules shall be permitted except at a properly constituted and quorate General Meeting of the Club (see “Annual and Extraordinary General Meetings” below)

(d) The Club shall publish a disciplinary procedure which will be employed in the event of any member being found to be in breach of these rules

### **7. 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 Club Secretary.

(b) Membership of the Club shall be open to anyone interested in the sport 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.

(c) The Club may have different classes of membership on a non-discriminatory and fair basis.

(d) The Club Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members .

(e) Any person who wishes to become a member must apply on the Membership Application Form and deliver it to the Club. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

(f) In the event of a member’s resignation or expulsion, his or her name shall be removed from the



Membership Register.

### **8. Annual Membership Fee**

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) 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.

(c) A member whose annual membership fee or further subscription is more than 3 (three) months in arrears shall be deemed to have resigned, although the Club Committee shall have the power to suspend such an automatic resignation in recognition of special circumstances, hardship etc. Playing members who are in such arrears will not ordinarily be considered for selection for their teams

(d) If a playing member leaves the club with fees in arrears or without having returned club property (e.g. playing kit, training equipment etc), the club will retain their registration and not permit them to sign for another side until such fees are paid or property returned. Wiltshire County FA, any relevant leagues and other County FAs shall also be informed of the arrears owed

(e) A member who joins part way through the playing season may, at the discretion of the treasurer, be asked to pay only part of the full annual fee pro-rata

### **9. 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 his / her resignation.

(b) The Club Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the members.

(c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

### **10. Club Committee**

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer and Secretary, together with the manager(s) of each team. The 3 founder members of the club are permanent officers of the Club, holding the following offices: Paul Wainwright (Chairman), Terry Trueman (Vice Chairman), and Teresa Trueman (Secretary).

(b) Other than the 3 permanent officers named above, each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) 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 Secretary. The quorum for the transaction of the business of the Club Committee shall be three (3), but at least one of the five named Club Officers must be present.

(c) Decisions of the Club Committee 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 seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year, but preferably will meet once a month

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

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

(g) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## **11. Annual and Extraordinary General Meetings**

(a) An 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 members of the Club Committee; and
- (iv) 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 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than 2 (two) members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address, or via email at their last known email address, written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be six (6), comprising four (4) members of the club, and at least two (2) of the five (5) named officers, of whom one (1) must be the Chairperson or a proxy nominated by the Chairperson to act on their behalf

(f) 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 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 enter the Minutes of General Meetings into the Minute Book of the Club.

## **12. Club Teams**

(a) At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams i.e. the managers for each team. The appointed managers shall be responsible for managing the affairs of the team. The appointed managers shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) Team managers will be responsible for team selection without interference from the Club Committee, subject to the provisions of the Club's Equality and Anti-Bullying Policies

(c) Team managers shall be supplied with kit and equipment sufficient to enable their team to train and play matches throughout the coming season at the start of each season. Managers will be responsible for the kit throughout the season and its safe return at the end of the season.

## **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, the Club Secretary and the Club 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 Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Club committee considers not to be needed to meet the Club's short term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.

(c) No surplus income, profits or assets shall be distributed to members or third parties.

(d) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(e) 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 Corporation Tax Act 2010 and Finance Act 2010.

- (f) 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 (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
  - (iii) pay for reasonable hospitality for visiting teams and guests; and
  - (iv) indemnify the Club 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).
- (g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- (h) The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from time to time. The Financial Statement shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (i) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) 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 entry in the Minute Book shall be conclusive evidence of such a decision.
- (j) 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.
- (k) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. 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, an EGM shall be convened as soon as possible to appoint another Custodian.
- (l) 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.
- (m) No member of the club, including team managers, may make a purchase or financial commitment on behalf of the club including kit, balls, and other equipment or services without the express permission of one of the five (5) named officers, and the knowledge of the Club Treasurer.

#### **14. Dissolution**

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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) Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.