



## **Pinewood Football Club**

**The Pinewood Centre  
Old Wokingham Road  
Crowthorne RG40 3AQ  
[www.pinewoodfootballclub.co.uk](http://www.pinewoodfootballclub.co.uk)**



### **Constitution**

#### **Content**

1. Name
2. Objects
3. Status of Rules
4. Rules and Regulations
5. Club Membership
6. Annual Membership Fee
7. Resignation, Suspension and Expulsion
8. Club Committee
9. Annual and Special General Meeting
10. Club Teams
11. Club Finances
12. Dissolution

#### **CLUB RULES OF PINEWOOD FOOTBALL CLUB**

##### **1. Name**

The club shall be called Pinewood Football Club (the Club).

##### **2. Objects**

The objects of the Club shall be to arrange association football matches and social activities for its members.

### 3. Status of Rules

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 affiliation to and 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.
- Any change of league for any team is at the discretion of The Club Committee by a majority decision.
- (b) No alteration to the Club Rules can be made except at the Annual General Meeting or at a Special General Meeting convened for the purpose.
- (c) 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.
- (d) Any matters not covered by these rules shall be dealt with by the Club Committee. Consideration should be given, if necessary, as to whether any amendment should be made to the rules for the sake of good order.
- (e) The Club is to be affiliated to the Wokingham without Community Association. The Club is to actively support the Pinewood Leisure Association. The Club Committee is to ensure that at least one committee member attends the Wokingham without Community Association Officers Meetings and any other the Pinewood Users Group Officers meetings and that they report back to the rest of the committee.
- (f) A copy of the club rules are to be made available on request to voting members upon joining the Club.

### 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 Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club.

	Election to 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 and of payment of the Annual Membership Fee.
	To ensure that a player is available for selection and/or training, subscriptions should be paid at the start of The Club's football year, i.e. 1 July annually. The Membership Application form and Annual Membership Fee is to be submitted to the playing member's respective Team Manager or by a method to be decided by the Club Committee. Any new players joining the club after this date will only be available for selection and training once the Membership Application form and Annual Membership Fee has been submitted to their respective Team Manager.
(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.
<b>6. Annual Membership Fee</b>	
(a)	An annual fee payable by each member shall be determined by the Club Committee at the Annual General Meeting. 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.
<b>7. Resignation, Suspension and Expulsion</b>	
(a)	A member shall cease to be a member of the Club if, and from the date on which, he/she give notice to the Club Committee of their resignation.
(b)	A member whose annual membership fee is unpaid by 30 September or in the case of a further subscription is more than 2 months in arrears shall be suspended from the Club.
	Suspension from the Club means that the member is not eligible to play or attend Club matches and training/coaching sessions. Suspended members are not covered under the Club's Public Liability Insurance.
	The member will be advised in writing of their suspension and given the opportunity to make the outstanding payment within 1 month of the date of the letter informing them of their suspension. If payment is not

	received by this date then the member shall be deemed to have resigned.
(c)	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.
(d)	A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
<b>8. Club Committee</b>	
(a)	The Club Committee will consist of the following positions where sufficient volunteers exist: Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretary, Fixtures & Referees Secretary, Facilities & Equipment Secretary, Social & Fundraising Secretary, Football Development Officer, Website Manager plus an additional four untitled Members in order to support a successful succession plan.
(b)	Each 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 Chairperson or in their absence The Vice Chairperson.
	The quorum for the transaction of business of the Club Committee shall be four.
(c)	Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Secretary.
(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 which 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)	The Club Committee may appoint any person in a non official capacity for a specific purpose as it sees fit. Details of the appointment are to be advised to the members at the next Annual General Meeting. The appointee has no voting rights on The Club Committee.		
(g)	The Club Committee may elect at any time Honorary Life Members for past services to the Club. Advice of these decisions is to be given at the Annual General Meeting. Honorary Life Members have no voting rights and do not pay the Annual Membership Fee.		
(h)	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.		
<b>9. Annual and Special General Meeting</b>			
(a)	An Annual General Meeting (AGM) shall be held in each year to:		
	<table border="1"> <tr> <td></td> <td> <p>Receive a report of the activities of the Club over the previous year;</p> <p>Receive a report of the Club's finances over the previous year;</p> <p>Elect the members of the Club Committee;</p> <p>Appoint a Club Auditor</p> <p>Consider any other business.</p> </td> </tr> </table>		<p>Receive a report of the activities of the Club over the previous year;</p> <p>Receive a report of the Club's finances over the previous year;</p> <p>Elect the members of the Club Committee;</p> <p>Appoint a Club Auditor</p> <p>Consider any other business.</p>
	<p>Receive a report of the activities of the Club over the previous year;</p> <p>Receive a report of the Club's finances over the previous year;</p> <p>Elect the members of the Club Committee;</p> <p>Appoint a Club Auditor</p> <p>Consider any other business.</p>		
(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 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)	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 requisition 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, via their Team Manager, written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting. This information		

	will also be available on the Club's website.
(e)	The quorum for a General Meeting shall be ten members.
(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)	Only members who are entered in the Membership Register and have paid the Annual Membership Fee at the time of the general meeting are entitled to vote. For members under the age of 18 at the time of the general meeting one of the sponsors, as detailed on their Membership Application Form, may vote on their behalf.
(h)	All Club Committee Members are automatically voting members.
(i)	Any member suspended in respect of an unpaid Annual Membership Fee or subscription has no voting rights.
(j)	Proxy or electronic voting shall be allowed in writing only and at the discretion of The Club Committee.
(k)	The Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
<b>10. Club Teams</b>	
(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. The appointed members shall be responsible for managing the affairs of the team.
	The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
(b)	The appointment of Managers and Coaches to Club Teams is the responsibility of the Club Committee only. No member has the authority to appoint a Manager or Coach or allow any other person to coach Club players without the written consent of the Club Committee.
(c)	All Club Team Managers and Coaches will be issued with a document detailing their role and responsibilities which they are to follow at all times. Non-conformance with the role and responsibility document must be agreed in writing and in advance by the Club Committee.

(d)	The colours of The Club shall be a yellow shirt, red shorts and red socks as first choice and a blue shirt, red shorts and red socks as second choice. The club committee are to decide the club colours and style of kit. All kit worn by club players shall conform to the guidelines laid down by the Club Committee.
<b>11. Club Finances</b>	
(a)	A bank account shall be opened and maintained in the name of the Club (the Club Account) with not less than two and no more than four Designated Account Signatories one of whom shall be the Treasurer and can include the Chairperson, Secretary and the Facilities and Equipment Secretary.
(b)	All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. 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 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.
(d)	The Club shall prepare an annual Financial Statement in such form as may be published by The Football Association from time to time.
(e)	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 entry in the Minute Book shall be conclusive evidence of such a decision.
(f)	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.
(g)	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.
(h)	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.
<b>12. Dissolution</b>	

(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 club's Senior Committee members.
(b)	The dissolution shall take effect from the date of the resolution and the senior committee members 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 up to three local non-profit sports clubs or sports-based charities. Alternatively, such assets may be disposed of in such other manner as the senior committee members propose with the consent of the Berks & Bucks Football Association.