



WTUFC Club Constitution Rules and Codes of Conduct

Adopted 3 November 2008

Revised and adopted 02/07/2026

Club Constitution

1. Name

The club shall be called Wymondham Town United Football Club ("the Club") and has been affiliated with the Norfolk FA.

The club has strong relationships with Wymondham Town Football Club (senior) and as such aims to develop players who can then participate at senior level in both the men's and ladies teams.

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

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 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 Regulations of The Football Association Limited ("The FA"), 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) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

5(a) The members of the Club from time to time shall be those persons listed in the Membership Register, which shall be maintained by the Club Secretary.

5(b) Membership of the Club shall be open to:

- adult players aged 18 years or over; and
- one parent or legal guardian of each player under 18 years of age, admitted on behalf of that player.

5(c) Any person who wishes to be a member must apply in such form as the Club Committee shall from time to time prescribe. Membership shall be at the discretion of the Club Committee.

5(d) Membership shall become effective upon an applicant's name being entered in the Membership Register.

5(e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

5(f) The FA and Parent County Association shall be given access to the Membership Register on demand.

5(g) Only members whose names appear in the Membership Register and whose annual membership fee or subscription is fully paid at the date of the AGM or SGM shall be entitled to vote. Each eligible member shall have one vote. No member shall be entitled to vote unless their membership has been accepted and recorded in the Membership Register before the meeting starts. Proxy and postal voting shall not be permitted unless expressly approved by the Club Committee before the meeting in question.

5(h) Where there is any dispute as to whether a person is entitled to vote, the Chairperson of the meeting shall decide provisionally, subject to confirmation by the Club Committee after the meeting for the purposes of that meeting.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Clubs 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 Clubs Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

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 Clubs Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.

(b) The Clubs Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Clubs Committee in accordance with the Complaints Procedure in force from time to time.

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

8. Club Committee

(a) The Clubs Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Welfare Officer and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). The Clubs Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Clubs Committee shall be made by a simple majority of those attending the Clubs Committee meeting. The Chairperson of the Clubs Committee meeting shall have a casting vote in the event of a tie. Meetings of the Clubs Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Clubs Committee shall be three.

(c) Decisions of the Clubs Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Clubs Secretary.

(d) Any member of the Clubs Committee may call a meeting of the Clubs Committee by giving not less than seven days' notice to all members of the Clubs Committee. The Clubs Committee shall hold not less than four meetings a year, but will endeavour wherever possible to hold monthly meetings within the season to discuss current club business.

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

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County

Association and any applicable Competition, the Clubs 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 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.

9. 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 the members of the Clubs Youth Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Clubs Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Clubs 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 Clubs Secretary not less than 21 days before the meeting.

(c) The Clubs Committee may call an EGM at any time. It must be called within 21 days of the receipt by the Clubs Secretary of a requisition in writing, signed by not less than 10% of the current voting members of the Club, 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 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.

(f) The Youth 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 Clubs Secretary, or in their absence a member of the Clubs Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Clubs Committee shall appoint a Club member to be responsible for each of the Club's Youth football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed

members shall present to the Clubs Committee at its last meeting prior to an AGM a written report of the activities of the team.

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 Clubs Chairperson, the Clubs Secretary and the Treasurer.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Clubs 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.

(d) 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.

(e) 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 Clubs Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Clubs 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).

(f) 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 three years.

(g) 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 verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) 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 Clubs Youth Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

- (i) 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.
- (j) 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 Clubs 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.
- (k) 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.
- (l) The clubs financial year commences on July 1st and ends on June 30th.
- (m) All surplus income or profits are to be reinvested in the club; no surplus or assets will be distributed to members or third parties.

12. Dissolution

Should the Club become defunct the net assets and funds, including league cups and trophies shall be surrendered to Norfolk County Football Association Limited. These may be distributed, in consultation with the elected officers of the Club, or may be held in trust for a period of not less than five years. After the expiration of five years the Association may dispose of assets and/or cups and trophies to the benefit of football or a charitable cause.

WTUFC agrees to these constitution rules

Signed Chairperson: [Signature] Date: 02/07/2026

Signed Secretary: [Signature] Date: 02/07/2026