

# **THE OFFICIAL WYCOMBE WANDERERS SUPPORTERS ASSOCIATION**

## **CONSTITUTION AND RULES**

### **Definitions**

**The abbreviation OWWSA in the documents below refers to The Official Wycombe Wanderers Supporters Association.**

**Wycombe Wanderers Football Club which is abbreviated to WWFC includes Wycombe Wanderers Football Club Ltd., Wycombe Wanderers Trust, Frank Adams Legacy Ltd. And Wycombe Wanderers Sports and Educational Trust, and any subsidiary company created by them, unless it is specified in the article.**

**Committee refers to the Executive Committee elected by members of the Association to conduct its business.**

## **CONSTITUTION**

### **1.0 The Association**

- 1.1 The name of the Association is “The Official Wycombe Wanderers Supporters Association”, which may be abbreviated to OWWSA.
- 1.2 OWWSA is administratively and financially independent of Wycombe Wanderers Football Club (WWFC).
- 1.3 The office of the Association shall be situated at the home of the Secretary or at such other place as the OWWSA Committee shall at any time determine.

### **2.0 Aims of the Association**

- 2.1 To support and encourage WWFC.
- 2.2 To promote the interests of Supporters of WWFC and to communicate the views of OWWSA members to WWFC and vice versa.
- 2.3 To organise coach travel to WWFC away matches and other places of interest.

- 2.4 OWWSA will by its actions gain the respect of WWFC and a recognition as a responsible Supporters Association upon whom they can rely on to provide advice and support.
- 2.5 To raise funds for donations to WWFC for specific purposes.
- 2.6 To organise social events and competitions for OWWSA members and other supporters.
- 2.7 To encourage friendly relations with other Football Clubs, and their Supporters Associations. To liaise with and support the Football Supporters Federation (FSF) and Supporters Direct.

### 3 Committee.

The Association shall be governed by an Executive Committee elected by its members.

The committee will manage the affairs in accordance with the Rules of The Association adopted by the Members.

### 4 Rules

The Association shall have and shall adopt Rules governing the day to day conduct of the Association. These rules and any amendments made to them shall not conflict with the provisions of this constitution. They may be amended by the Committee by a majority of those present at a Committee meeting subject to ratification by a simple majority of 51% of members at the next General Meeting of the Association.

### 5 Amendments to the Constitution

Any amendments of this Constitution shall only be adopted, amended or repealed by 75% of the members present and entitled to vote at a General Meeting. Any resolution for amendment must be received at least 14 days before the date of the General Meeting.

## RULES

### 1.0 The Associations Year and Finance

- 1.1 The OWWSA financial year shall run from 1<sup>st</sup> July to 30<sup>th</sup> June.
- 1.2 OWWSA shall ensure that proper records of all its financial transactions are kept.
- 1.3 OWWSA shall have a general bank account. All cheques drawn on that account shall bear at least two of the signatures of the Chairperson, Secretary and Treasurer.
- 1.4 At the discretion of the Committee, separate bank accounts may be opened for specific purposes (e.g. for coach travel to WWFC away matches) provided that a minimum of two signatories are always required on cheques.
- 1.5 The authority to pledge the credit of OWWSA to the extent of the funds available and to enter into contracts or agreements and to make payments by or on behalf of OWWSA is vested solely in the Committee. The Committee shall not commit OWWSA beyond its liquid assets.
- 1.6 Based on the special provisions for small companies under Part 15 of the Companies Act 2006, OWWSA Accounts shall be prepared annually, using the Financial Reporting Standards for Smaller Entities, and independently examined. The examiner for the next financial year shall be appointed at the Annual General Meeting (AGM).
- 1.7 No financial liability will be accepted by OWWSA for transport to WWFC away matches independently arranged by members.
- 1.8 Non-members of OWWSA will pay an additional charge on coach fares to WWFC away matches and for other OWWSA events, as compared with OWWSA Members.
- 1.9 In the event of a member making payment to OWWSA for any organised event and subsequently failing to turn up, any

repayment of the moneys received will be at the discretion of the committee.

- 1.10 Any money or property of OWWSA, or any gain arising from the carrying on of the activities of OWWSA, shall be disposed of as the Committee deems to be beneficial to WWFC and its supporters.
- 1.11 In the event of an away match being cancelled or postponed after the coach journey has commenced and before the kick off time, the fares may be refunded to members at the discretion of the committee. The committee will create a special bank account for this purpose and will transfer funds into it from time to time. This applies only for members travelling on the coaches organised by OWWSA.

## 2.0 Committee

- 2.1 OWWSA shall be governed by an executive committee, which shall comprise a maximum of ten members ('the Committee'). Members of the Committee will be elected by the members of OWWSA at an Annual General Meeting and will serve for a period of three years at which time they will resign but may offer themselves for re-election. (See paragraph 2.4 below regarding co-opted members).
- 2.2 Nominations for election to the Committee, the posts of Chairperson, Secretary and Treasurer, and any other roles as deemed necessary by the Committee, shall be proposed and seconded in writing and submitted to the Secretary at least 14 clear days prior to the appropriate General Meeting. Nominations will be for a three-year term of office.
- 2.3 The Committee shall allocate other roles amongst their members as they deem necessary.
- 2.4 The Committee shall have the power to co-opt members to serve on the Committee for specific purposes or to fill vacancies. Any co-opted members will automatically retire at the next Annual General Meeting (AGM) but may offer themselves for re-election. Should the elected members fall below five, an Extraordinary General Meeting (EGM) shall be called to fill the outstanding

vacancies.

- 2.5 The Committee shall meet as and when necessary to manage OWWSA. The quorum for Committee Meetings is 5 members.
- 2.6 The Committee may invite any person to attend its meetings for specific topics in a non-voting capacity.
- 2.7 Any Committee member who fails to attend three consecutive Committee meetings without reasonable explanation shall be deemed to have resigned.
- 2.8 If at any meeting an item is under consideration for discussion and/ or a decision and this item creates a conflict of interest with any member of the committee, that member shall immediately declare that interest and withdraw from all discussion of this item and disqualify himself from taking any decision. This must be recorded in the minutes of the meeting. Failure to comply with this will be dealt with under item 2.9 below.
- 2.9 Committee members may be suspended or expelled from the Committee for non-compliance with the Rules and Constitution or for any other cause deemed by the Committee to justify such suspension or expulsion.
- 2.10 The Committee shall have the power to create Sub-Committees for specific purposes.
- 2.11 The Committee shall deal with any matter not covered by this Constitution.

### 3.0 Membership

- 3.1 Candidates for membership will submit to the Membership Secretary an application form requiring such information as the Committee from time to time shall determine.
- 3.2 No candidate shall be accepted into membership of OWWSA until they have agreed to abide by the Constitution and have paid the current membership fee as fixed from time to time by the

Committee.

- 3.3 The categories of membership and eligibility for each category of OWWSA will be determined by the Committee.
- 3.4 The annual membership fee for each category of membership will be fixed as the Committee shall from time to time determine.
- 3.5 If a cheque for the membership fee is dishonoured on presentation, then the member concerned must make good the payment and meet any charges incurred in consequence of the cheque not being met. Otherwise membership will be denied.
- 3.6 The OWWSA Committee reserves the right to refuse a membership application, in which case the Committee will furnish the applicant with the reason for rejection. The applicant will then have the right to appeal at the next OWWSA General Meeting.
- 3.7 No member may use the name, style or title of OWWSA without the authority of the Committee.
- 3.8 The Committee shall have the power to reprimand, suspend, or expel any member who infringes the Constitution and/or appropriate standards of conduct. Before any such action, the member concerned shall be given the right to explain his or her conduct to the Committee. A suspended member shall forfeit all rights of membership during suspension. No expelled or suspended member will be entitled to the return of any part of his or her membership fee.

#### 4.0 President

- 4.1 OWWSA shall elect a President at the appropriate General Meeting, without restriction on the term of office.
- 4.2 The President serves as a figurehead for OWWSA in relations with WWFC and other bodies as determined by the Committee.
- 4.3 The President may attend any Committee meetings without restriction but shall have no voting rights.

#### 5.0 General Meetings

5.1 Voting at the meetings shall be by show of hands, or by ballot paper, whichever procedure is deemed more expedient by the Chairperson. If the Committee decide, proxy voting or electronic voting may be used. The Chairperson shall have no vote except in the case of a tie.

5.2 The quorum at General Meetings shall be 20 members or 10% of the membership, whichever is less.

## 6.0 Annual General Meeting (AGM)

6.1 An OWWSA AGM shall be held within 6 months of the end of the financial year, i.e. between 1 July and 31 December, at such a time and place as the Committee shall determine.

6.2 Twenty-eight days prior notice of the AGM shall be given to members.

6.3 The following business will be transacted at the AGM.

6.3.1 To receive, and if approved, adopt the Annual Report of OWWSA's activities in the previous financial year.

6.3.2 To receive, and if approved, adopt the OWWSA Accounts.

6.3.3 To appoint the OWWSA President, Chairperson, Secretary, Treasurer and other Committee members as appropriate.

6.3.4 To appoint one or more independent examiners of the Accounts for the financial year.

6.3.5 To deal with any other matters which the Committee may determine.

6.3.6 To approve any changes to the Constitution.

## 6.4 Extraordinary General Meetings (EGM)

6.4.1 An OWWSA EGM may be called by the Committee or on written request of a minimum of 20 Adult members to decide matters of major importance (Ref. Clause 4.4). The members requesting this must give notice in writing to the secretary clearly

setting out their reasons for this request, and these will be sent to the membership with the notice of the meeting.

An EGM must be called if the number of elected members is five or less. (See paragraph 2.4 of the Rules above)

6.4.2 Twenty-one days prior notice of an EGM will be given to members.

## 7.0 Winding up

7.1 In the event of the Winding Up of the Association all monies and other Assets shall be transferred to other organisations to be decided by the members.

29.2.2016