



## **Darlington Young Bulls FC: Policies & Procedures**

# **CLUB CONSTITUTION**

Subs are paid monthly at £20 per player. They **MUST** be paid by standing order into the club account. The standing order can be set up for any day of the month for £20 using the following bank details:

### **Name**

The Club shall be called '**Darlington Young Bulls FC**' (herein The Club). The Club's colours are as follows:-

Home Kit: **Grey and Black shirt, Black shorts and Black socks.**

Change Kit: **Red shirt, Black shorts and Black socks.**

### **Object**

Darlington Young Bulls FC is committed to being a thriving, self-sustaining community Football Club. The Club aims to ensure that players of all represented ages, levels and abilities have an opportunity to play football in a safe, positive and friendly environment. We wish to promote sportsmanship, interest and improve skills, in all aspects of football under the jurisdiction of the Football Association. This objective applies to all young people regardless of age, gender, ability, culture, ethnicity, social background or creed.

### **Affiliation**

The Club will be affiliated to the Durham County Football Association or any organization of similar aims and interest.

### **Club Membership**

- ⊗ **Members of the Club with players who have registered to the Club and paid their subscriptions and whose parent or guardian has read and understood the Club's constitution.**
- ⊗ **The members of the Club at any time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary or Club Treasurer.**
- ⊗ **In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.**
- ⊗ **The Football Association and Durham FA shall be given access to the Membership register on demand.**

### **Annual Membership Fee**

- ⊗ **The 'Annual Membership Fee' is due on 31st July and must be paid by the Team Manager or Club Secretary to the Club Treasurer no later than 15th August.**
- ⊗ **The membership fee for the next season will be decided at the Annual General Meeting (AGM). Such a membership fee is per season and payable to Darlington Young Bulls FC regardless of the date a player signs on for the Club.**
- ⊗ **Managers who have players who are unable to pay full membership fees must discuss the individual circumstances with the elected committee who will confirm the amount of fees to be paid.**

## Subscription

Subscription fees are payable to the Club via standing order to the club's bank account on a monthly basis. Subscription fees will be the same for all age groups and set annually by the Executive Committee at the Club's AGM. Any exemption from the payment of subscriptions must be presented by the respective Coach or Manager for approval by the elected committee.

Managers who have players who are unable to pay full subscription fees must discuss the individual circumstances with the elected committee who will confirm the amount of fees to be paid.

## Resignation & Termination of Membership

- ⚽ ***A member shall cease to be a member of the Club if, and from the date on which, his or her parent/guardian gives notice to either the relevant Team Manager or a member of the elected committee of their resignation. The elected committee can also, at its discretion, deem that a member has resigned when the annual membership fee or any further subscription is not paid within one month of the due date.***
- ⚽ ***The elected 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. This may be as a result of failure to pay fees or fines or where there is a breach in conduct from a Coach, Player or Official.***
- ⚽ ***A member who resigns or is expelled shall not be entitled to claim any or a share of any Club property.***

All members will be expected to comply with the rules set out in the Club's Constitution and Code of Conduct and promote the Club in a positive manner at all times.

## Officers of the Club

The Officers of the Club shall be:

- I. Chairperson***
- II. Vice Chairperson***
- III. Welfare Officer***
- IV. Football Secretary***
- V. Treasurer***
- VI. Fundraising Secretary***
- VII. Assistant Secretary***
- VIII. Head of Youth Development***

These Club Officers will be elected at an Annual General Meeting and will be known as the elected committee. The elected committee shall from time to time include Special Members who will be appointed for set periods of time to assist with Club tasks. They should meet quarterly per annum as a minimum.

All Club Officers will be expected to comply with the rules set out in the Club's Constitution and Code of Conduct and promote the Club in a positive manner at all times.

The Darlington Young Bulls FC 'Constitution' and 'Code of Conduct' of the Club will be reviewed annually by the elected committee and their decision will be binding.

If a Team Manager wishes to resign from the Club, they must inform, in writing, the Club Chairperson and Secretary. Their team then becomes the responsibility of the elected committee until such time as a replacement is found.

Each Club Officer and Club Committee member shall hold office from date of appointment until the next Annual General Meeting (AGM). One person may not normally hold more than 2 positions of Club Officer at any one time.

The Elected Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Elected Committee shall be made by simple majority of those attending the Elected Committee Meeting. The Chairperson of the Elected Committee shall have a casting vote in the event of a tie. Meetings of the Elected Committee shall be chaired by the Chairperson, or in their absence the Vice Chairperson.

Decisions of the Elected Committee should be made available to the Club members within 7 days of such meetings held. Decisions of the Elected Committee shall be documented in the Club Minutes and maintained by the Club Secretary and communicated accordingly.

Any member of the Elected Committee may call a meeting by giving not less than 10 days' notice to all members of the Elected Committee. The Elected Committee shall meet quarterly per annum as a minimum.

## **Annual General Meeting**

The Annual General Meeting will be held at the end of each season. Actions for consideration at the AGM must be notified, in writing, to the Club's Secretary at least one week before the AGM, if it is to be included in the Agenda. As a minimum the AGM will convene to:

- ⊗ **Receive a report of the activities of the Club over the previous year.**
- ⊗ **Receive a report of the Club's finances over the previous year.**
- ⊗ **Elect the officers of the Club.**
- ⊗ **Consider any other business.**

Nominations for the election of the Elected Committee as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary no less than 14 days before the AGM.

An Extraordinary General Meeting (EGM) may be called at any time by the Elected Committee and shall be called within 10 days of the receipt by the Club Secretary of a requisition in writing signed by not less than 15 members stating the purposes for which the meeting is required and resolutions proposed. Business at an EGM may be business that may be transacted at an AGM.

- ⊗ **The Secretary shall send to each member written notice of the date of an AGM and/or a n EGM together with the resolutions to be proposed at least 5 days before the meeting.**
- ⊗ **An AGM or EGM shall consist of 6 members.**
- ⊗ **The Chairperson, or in his absence, a member selected by the Elected Committee shall take the Chair. Each member shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.**
- ⊗ **The communications manager, or in their absence a member of the Elected Committee, shall produce minutes of AGM's or EGM's.**

## **Club Finances**

A building society or bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, the Club Treasurer and Club Secretary with any one of these signatories required for any financial transaction. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. An annual internal audit of the club account shall be made by the committee.

The income and assets of the Club (the Club Resources) shall be applied only to assist the Club in its achievement of its objectives and Development Plan.

The Elected Committee shall have the power to authorise the payment and remuneration of expenses to any Member of the Club and to any other person or persons for services rendered to the Club. No remuneration is payable unless agreed in advance with the Treasurer and Club Chairman (in their roles as designated account signatories). No remuneration is payable to any persons without a receipt.

The Treasurer on behalf of the Elected Committee shall prepare an annual financial statement in such form as shall be published by the Football Association from time to time.

The Club shall hold Public Liability Insurance on behalf of its members, this to be renewed each year, responsibility to ensure renewal lies with Club Secretary.

### **Annual General Meeting**

A copy of the Club's Constitution and Code of Conduct will be available to each Club member and for signature by their parent or guardian. The Constitution may only be amended or altered at the Club's AGM or following an Extraordinary General Meeting.

The Club will maintain policies for the following and are available upon request from the Club Secretary:

- ⚽ **Equal Opportunities**
- ⚽ **Child Protection**
- ⚽ **Grievance Procedure**
- ⚽ **Managers'/ Coaches' Code of Conduct**
- ⚽ **Players' Code of Conduct**
- ⚽ **Parent / Guardian code of Conduct**

### **Dissolution Procedure**

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 members present.

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.

Any surplus assets remaining after the discharge of debts and liabilities of the Club shall be transferred to the parent association who shall determine how the assets shall be utilised for the benefit of the game.

Alternatively, such assets may be disposed in such other manner as the members of the Club with the consent of the parent association shall determine. The Committee may be of the opinion that any surplus assets will be transferred to an organisation with aims similar to that of Darlington Young Bulls FC.

