Statutes of the *Club* (name of the club) – Draft 02-12032015

# Chapter I: GENERAL PROVISIONS

## Article 1

### The *Club* was founded on *(date)* and constitute an association in the sense of the articles *XX* and following of the *Code Civil « Country »* without a profit goal. The duration of the *Club* is unlimited. His headquarter is in *city/village. \**

### Its objectives are to develop football and the physical and moral education of the youth in the spirit of fair-play and friendship.

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### The *Club* is neutral with respect to politics and confession. It forbids any kind of discrimination by its members of a private person or a group of people on account of race, skin colour, ethnic, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension and or expulsion.

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### The association year of the club starts on *X (date et month, example 30 June)* of each year.

### The colours of the *Club* are (colour/colour).

### Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## Article 2

### 1. The  *Club* center of football operations is within the jurisdiction of the *Football Association « Country »* *and (the regional Football Association (region))*.

### 2. The statutes, regulations and decisions of FIFA, of the *Confederation*, the *(Football Association « Country »)* *(and the regional Football Association (region))* have to be respected by the *Club* and its members, players, coaches and officials.

# Chapter II: member categories

## Article 3 Application for membership

### Any person recognising the present statutes may submit a request for membership of the *Club*.

#### The request for membership shall be submitted via the official membership application to the Executive Committee of the *Club*

#### The request for membership for minor players has to be signed by their legal guardians.

#### Only members may serve as functionaries on any of the club’s bodies

#### The Executive Committee shall decide on the provisional admission of new members until the next general assembly in which the membership has to be confirmed.

## Article 4 Category of members

The *Club* recognises the following category of members:

#### *active;*

#### *youth;*

#### *honorary members;*

#### *passive members;*

#### *benefactor/sponsor and supporters*

#### *others categories.*

## Article 5 Active Members

1. Members who are in good financial standing

2. Members who are not in a materiel ( equipment ) delinquency status with club

3. Members who are over 18 years of age and serve as functionaries in club football

 operations or administrative capacity

## Article 6 Youth

1. Members who are between ages of 12 and 18 and whose signatures must be endorsed by ‘the signature of a parent or guardian.

## Article 7 Grassroot

1. Members who are between ages of 4 and 12 and whose membership forms must be filled out entirely and signed by parents or guardians

**Article 8 Transient Members**

**1.**  Members whose relationship with club is governed only by provisions of a contractual agreement with club and whose obligations to club end on expiry of contract

## Article 9 Honorary members

### Persons who rendered to the *Club* meritorious services can be nominated as honorary members.

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### The General Assembly bestows the title of honorary member upon the proposal of the Committee.

## Article 10 Passive members

Passive members are persons who pay the membership fee without participating in an active way in the life of the *Club*.

## Article 11 Benefactors/Sponsors and supporters

The benefactor/sponsor and supporters are those who, without an active participation in the life of the *Club*, give every year in minimum an amount fixed by the Executive Committee for the benefactor/sponsors and supporters.

## Article 12 Members’ rights

### 1. The members of all categories have the right to

#### participate in the General and Extraordinary Assembly and to exercise his statutory right to vote and elect :

#### draw up proposal for inclusion in the agenda of the general assembly;

#### be informed in an appropriate manner about the life of the *Club* (general assembly, newspaper of *Club*, side Internet, etc.);

#### exercise all other rights arising out of the present statutes or attributed in another form by the *Club*.

## Article 13 Members’ obligations

### 1. The members of the *Club* have the following obligations

#### to behave with true and loyalty towards the *Club*;

#### to comply fully with the statutes, regulations and decisions of FIFA, the Confederation, the *(Association « country »)* *(and of the regional Association (region))*;

#### to pay the membership fee decided by the General Assembly in accordance with this statutes;

#### to indemnify the *Club* from all the fines and costs imposed by the competent bodies of the *Association (“country”)* to the *Club*;

#### to comply with the contingent and instructions of the officials (directors and coaches) of the *Club*;

#### to comply with all obligations and decisions based on this statutes or on the applications of these statutes of the  *Club.*

#### 2. The Executive Committee may sanction members who do not respect these obligations by a warning or a fine *(local money) XX.00*,- after giving the member concerned the right to be heard. The right to exclude the member concerned is reserved.

## Article 14 Lost of membership

### An active and *junior* member, *(other membership categories?)* may resign from the *Club* with effect from the end of the association year *(Date and month, example 30 June)*.

### The notice of resignation has to be in writing and addressed to the Executive Committee of the *Club* by *(Date and month, example 31 December)* at the latest.

### Notices addressed to the Executive Committee after *(date and month, example 31 December)* shall be valid only after the end of the next association year.

## Article 15 Resignation of the other members

### Members of other categories may resign at any time after having addressed notice of resignation in writing to the Executive Committee.

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### The membership ends on the date of the notice of resignation.

## Article 16 Expulsion of members

### Based on important reasons and after granted the right to be heard the Executive Committee of the *Club* may expel a member at any time.

### An important reason exists if the member seriously violates this statutes or do not respect in different cases the decisions of the official of the *Club* (directors and coaches) or fails to fulfil financial obligations towards the *Club* after having received a warning in writing.

### The member expelled may appeal against this decision of expulsion within 14 days after the decision is issued. The appeal has no suspense effect. The appeal has to be addressed in writing to the General Assembly on behalf of the Executive Committee. The General Assembly decides finally on the expulsion. The Executive Committee has to refer to this right of appeal in the expulsion notice.

### The time of appeal starts to run after the respective member has received the decision of the committee. The deadline is respected if the appeal is handed to mail on the last day of the deadline (post stamp). If the General Assembly takes place during the deadline of appeal the appeal can be dealt with during this General Assembly.

## Article 17 Membership fee of resigned or expelled members

### Members of all categories resigning or expelled have to pay to the *Club* the total of the on going yearly membership fee. All other financial obligations of the resigning or expelled members towards the *Club* have to be paid immediately.

# Chapter III: BODIES

# Article 18\* the bodies of the *Club* are the:

### General Assembly;

### Executive Committee;

### Audit Committee.

### Disciplinary Committee

### Technical Committee

### Event Management Committee

### Media Committee

### Security Committee

## Article 19\* General Assembly

The General Assembly is the supreme body of the *Club*.

### The ordinary general assembly has to take place yearly within three months after the end of the association year.

### The following items has to be treated by the ordinary General Assembly;

#### approval of the minutes of the last General Assembly;

#### approval of the yearly report of the committee and the reports eventual of other committees;

#### approval of:

* the early accounts;
* the report of the Auditors on the accounts;
	1. to determine the ordinary membership fee and, if any, the membership fee of different membership categories;
	2. approval of the budget;
	3. election and revocation of:
* the President;
* other members of the Committee;
* members of the Audit Committee;
	1. final admission of the members. This item has to be the last point on the agenda of the General Assembly. Until the final admission by the General Assembly members having received a provisional membership by the Committee have no right to vote or be elected in the General Assembly;
	2. appeals against the expel of members. This item has to be the first point on the agenda of the general assembly;
	3. distinction and nomination of honorary members;
	4. amendments of the statutes;
	5. all other items assigned by the statutes to the General Assembly.

3. The agenda of the General Assembly may be altered, provided three-quarters of the members present at the General Assembly and eligible to vote agree to such a motion.

## Article 20 Extraordinary General Assembly

### The Executive Committee may convene an Extraordinary General Assembly at any time.

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### Further, the Committee shall convene an extraordinary general assembly within 15 days after one fifth of the members having the right to vote have asked with registered letter indicating the reasons for an Extraordinary General Assembly.

## Article 21 Decisions of the General and Extraordinary Assembly

### All full aged and finally accepted members of all categories have the right to vote and be elected in the General and Extraordinary Assembly.

### The General Assembly and the Extraordinary Assembly are entitled to take decisions when *(number*)\* of members having the right to vote are present.

### Under reservation of a different provision in this statutes the decisions in the General and Extraordinary Assembly are taken by the simple majority of the valid casted votes. Whenever votes are equal the President shall have a casting vote.

### For the elections the absolute majority (50% plus 1, members present and eligible to vote)\* of the votes casted and valid are necessary in the first ballot. In the second and any other requested ballot the simple majority is sufficient.

### In all cases of any votes or elections the invalid or blank ballot papers and all other way of abstentions shall not count as valid casted votes.

### Elections and votes shall be carried out openly by lifting hands. Votes and elections shall be taken by secret ballots if asked by the majority of the members present and having the right to vote.

## Article 22 Participation at the General Assembly

### The participation in the General and Extraordinary Assembly is obligatory for the members of the Executive Committee and active members, for *(other(s) member category(ies) member(s)).*

## Article 23 Convocation of the general assembly

### The members of the *Club* have to be notified in writing *60* days in advance on the date and place of the General Assembly. The agenda has to be send at least*14\**days before the General Assembly takes place.

### Under reservation of other provisions in the statutes the proposals of the members to the agenda have to be sent by registered mail to the Committee of *Club* with a brief explanation by *20\** in advance of the next date of the General Assembly at the latest.

## Article 24 Chair of the Ordinary and Extraordinary Assembly

### The President shall chair the Assembly. If the President is unable to attend the Vice-President or another member of the Executive Committee shall chair.

### At the beginning, the President shall verify if the assembly has been convened in accordance with the statutes. He shall then let elect the scrutineers and determined the number of the members present and having the right to vote and if compose in accordance with the statutes (see art. 19 par. 1 and 2).

## Article 25 THE EXECUTIVE COMMITTEE

The Executive Committee consists of the following persons:

* President;
* Vice-president;
* secretary of minutes;
* person in charge for the finances;
* *Chairman of the Technical Committee*
* *Chairman of the Media Committee ;*
* *Chairman of the Security Committee ;*
* *Chairman of Event Management Committee*
* *other members if necessary*

## Article 26 Powers of the Executive Committee

### The Executive Committee shall deal with all cases that are not delegated by the statutes to another body.

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### The Executive Committee shall make a yearly report for the Ordinary General Assembly.

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### The Executive Committee shall implement the decisions of the General Assembly.

## Article 27 Eligibility and tasks

### All members having the right to vote and be elected may be elected as a member of the Executive Committee.

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### A person can take over more than one task. The Executive Committee shall consist of a minimum of three\* persons.

### Each member of the Executive Committee has one vote irrespective of the amount of tasks.

## Article 28 Meetings

### The President shall convene the Executive Committee whenever the *Club* business requires it.

### The Executive Committee has the necessary quorum if half of the members of the Committer are present.

### The Committee may invite other persons to the meeting. These persons have only an advisory vote.

### With the exception of the President, the Committee can replace on a provisional basis until the next General Assembly members who no longer exercises their function as a member of the Committee.

## Article 29 Signing regulations

The President *(alone)* / *or* *the President and the Vice-President / Secretary General represent(s)* legally *(collectivment)* in accordance with statutes and general assembly directives

## Article 30 Audit Committee\*

### The Audit Committee shall compose of three auditors elected by the General Assembly.

### All members of the *Club* having the right to vote and elect can be elected as a member of the Audit Committee. They should have, if possible, good knowledge in accounting.

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## Article 31 Tasks of the Audit and Compliance Committee

### The members of the Audit and Compliance Committee control and survey the yearly accounts, monitor and control the compliance of all bodies and persons with all statutes, regulations and lawful directives and draft an audit report on their work on behalf of the ordinary General Assembly.

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### They have the right to audit the accounts and incidents report log of the *Club at any time*

### The members of the committee shall be obligated to adopt a high moral stance in their activities despite any conflict of interest situations

# Chapter IV: Committees

## Article 32 The Disciplinary Committee

## Article 33 The Technical Committee

## Article 34 The Event Management Committee

## Article 35 The Media Committee

## Article 36 The Finance Committee

## Article 37 The Appeals Committee

## Article 38 The Marketing Committee

## Article 39 The Security Committee

## Article 37 Principle

Committees are the policy development organs of the Executive Committee and provide the necessary guidance to the club administration for efficient football operations

### The *Club* dispose adhoc committees *X (for matches), a committee Y (for Youth?) and a committee Z (for?)*.

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### The Committee may insert on demand other committees.

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### The composition and the specific duties of the committees are stipulated in organisation regulations approved by the Committee.

# Chapter V: FINANCES

## Article 29 Income

The income of the *Club* are composed:

* The ordinary and extraordinary membership fees fixed by the Ordinary General Assembly. The maximum membership fee is *(local money) XX.-* per person and year;
* the subventions;
* the collections and donations;

Any other net income arising out from the organisation of events, advertising, other club business, etc.

## Article 30 Membership fee

### The membership fees have to be paid at the beginning of the association year or in the moment the member receives his membership of the *Club*.

### The membership fee may be reduced by a decision of the Committee for the members receiving the membership of the *Club* in the second half of the association year *(after date and month, example 31 December).*

### The members of the Committee are not excluded from the payment of the membership fee. The Committee may not exclude other members from the payment of the membership fee.

## Article 31\* Responsibility

Only the asset of the Club is liable for all obligations of the *Club*. The liability of the members of the *Club* is limited to the payment of the membership fee fixed by the *Club*. Any other personal liability of the members are excluded.

# Chapter VI: MODIFICATION OF THE STATUTES

## Article 32\* Principle

The Ordinary General Assembly decides the modification of the statutes. A modification of the statutes is approved if at least 2/3 of the member having the right to vote and present accepted the proposed modification.

## Article 33 Proposals

### The proposals for modification of the statutes have to be sent in its entire wording included in the agenda to the members having the right to vote.

### Proposals for modification of the statutes have to be sent in writing and with registered mail to the Committee at least 30 days before the Ordinary General Assembly takes place.

# Chapter VII: DISSOLUTION OF THE *CLUB*

## Article 34\* Principle

### Only an Extraordinary General Assembly, convened for this special item, has the power to decide the dissolution of the *Club.*

### This General Assembly is entitled to pass decisions if at least 2/3 of the members having the right to vote are present.

### The dissolution occurs if at least ¾ of them members present having the right to vote decide in favour of the dissolution and, at the same time, not more than *15* members have the right to vote express for the continuation of the *Club*.

## Article 35 Consequences of the dissolution

### In the event of a dissolution, *Club* has to be liquidated in accordance with the applicable laws and regulations.

### A special committee has to be appointed for the dissolution.

## Article 36 Surplus of assets\*

### An eventual surplus of assets may not be distribute among the members of the club. It have to be deposited in the general secretariat of *(Association « Country »)* or at the headquarters of competent community body until the moment a new club having the same objectives is founded within this community *XY*.

### If no other club having the same objectives is founded within this community with the next 10 year after the dissolution of the *Club*, the *(Association « County »*) or the competent community is entitled to dispose the deposit to a sportive association of the community *XY*.

# VIII : FINAL DISPOSITIONS

The present statutes were adopted at the General Assembly *(extraordinary)* on *date*. *They replace the old statutes*. They come into effect approval by the Executive Committee of the *(Association).\**

Place, *date*

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President *Vice-President / General Secretary*