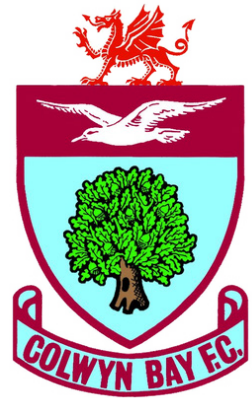


# COLWYN BAY FC

## SOCIAL CLUB CONSTITUTION



# #ONETEAMONECOMMUNITY

---

### NAME

The club will be called Colwyn Bay Football Club Social Club

---

### AIMS AND OBJECTIVES

The aims and objectives of the social club will be:

- To offer facilities whereby visitors to our matches can enjoy food and drink in an excellent facility.
- To offer the club to private functions for a cost of £\_\_\_ and also an additional cost of £\_\_\_ in the event of damage to the football club , buildings ,grounds and pitch.
- To enable the club to hold their own supporters' events.
- To provide all its services in a way that is fair to everyone
- To ensure that all supporters and visitors receive fair and equal treatment

---

### ACCOUNTABILITY

The Social Club shall be answerable to the Colwyn Bay Football Club Board of Directors who will be responsible for overseeing the club and determining fees for various events and the cost of buying and selling food ,drink and other resources like toilet rolls , dishwashing liquid etc.

The Football Club Treasurer will be responsible for paying the bills, backed by appropriate invoices and receipts and will be answerable by providing financial summary sheets at each board

meeting. These accounts will also be presented at the Club's Annual General Meeting All cheques will be signed by two members of the board of directors.

A named bar manager will be responsible for ordering the beverages for the bar and for cleaning the pipes. He/She will provide the treasurer with invoices to be paid. He/She will also oversee the cleaning of the social club and make orders as necessary.

A named canteen manager will be responsible for the ordering and selling of foods, teas, coffees ,and sweets. He/She will also provide invoices to the treasurer for payment of goods. During matches the person will also be responsible for making sandwiches etc for the half time interval and also for cooking and providing food for the players and officials after the matches.

### Outside Hiring Procedures

The Board of Directors are always willing to hire out the social club under strict guidelines, The Board will be responsible for allowing the particular group to hire the premises. The Board will determine the fee that will cost the hirer. There will also be an additional fee set by the board to cover any damage which may occur to the building grounds and even the pitch. UNDER NO CIRCUMSTANCES SHOULD ANY VISITOR GO ONTO THE PITCH. ALL CHILDREN ESPECIALLY SHOULD BE WATCHED UNDER THE EYE OF A RESPONSIBLE ADULT

---

### EMPLOYEES OF THE CLUB

The employees of the Social Club will be

- Bar Manager
- Canteen Manager

Secretary receiving the appeal.

- Canteen Assistant (s) as required
- Cleaner
- Commercial Manager
- Treasurer
- Any other relevant position

The running and accounts of The Social Club will be presented to the Board of Directors at their monthly meetings and also to the Annual General Meeting.

### **Finance**

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on \_\_\_\_\_  
An audited statement of annual accounts of the social club will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to one other director.

---

## **ANNUAL GENERAL MEETINGS**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from the social club and a statement of the audited accounts.

---

## **DISCIPLINE AND APPEALS**

All complaints regarding the behaviour of members should be submitted in writing to the club Secretary.

The Board of Directors will meet to hear complaints within \_\_\_ days of a complaint being lodged. The Board has the power to take appropriate disciplinary action including the termination of contracts.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within \_\_\_ days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Board of Directors should consider the appeal within \_\_\_ days of the

---

## **AMENDMENTS TO THE CONSTITUTION**

The constitution will only be changed through agreement by majority vote at an AGM.

---

## **DECLARATION**

Colwyn Bay Football Club Board of Directors hereby adopts and accepts this constitution as a current operating guide regulating the actions of The Social Club.

<b>SIGNED:</b>	
<b>DATE:</b>	
<b>NAME:</b>	
<b>POSITION</b>	Club Chair
<b>SIGNED</b>	
<b>DATE:</b>	
<b>NAME:</b>	
<b>POSITION:</b>	Club Secretary