Dons Trust Board

Draft Resolutions Policy for General Meetings

Document Owner: The Dons Trust Board

Change Procedure: This document can be changed by a simple voting majority of the members of the Dons Trust at a General Meeting

Last Reviewed: November 2025

1. Introduction

1.1. This document is drafted in accordance with the existing rules of The Dons Trust (the Society) and the Best Practice guidance issued by the Football Supporters' Association (The FSA).

2. Purpose

2.1. This policy outlines the process and requirements for members to submit resolutions for consideration at General Meetings. It ensures that resolutions are reviewed fairly, meet the Society's objectives, and are submitted by eligible members in accordance with our governing documents.

2.2. The intention of the policy is to outline a process within which the Society's members can raise resolutions at General meetings and encourage collaboration with the Society's Board and Secretariat to develop and present resolutions which are clearly written and are in the best interests of the Society.

2.3. This policy also covers the process whereby members have requisitioned a Special General Meeting under the Trust rules, where any resolution they propose to be considered at that meeting will be reviewed in accordance with this policy.

3. Eligibility

3.1. Resolutions may only be proposed, seconded and amended by full voting individual members.

4. Submission Requirements

4.1. Resolutions must be submitted in writing by the published deadlines. To be submitted, each resolution must include:

- 4.1.1. The full text of the proposed resolution.
- 4.1.2. A brief summary outlining the purpose of the resolution.
- 4.1.3. The name of the primary proposer.
- 4.1.4. The name of the secondary proposers for the resolution.
- 4.1.5. All Board resolutions require a simple majority of the Board to be submitted.
- 4.1.6. All member resolutions require 5 individuals to second.

5. Timetable and Process

5.1. The following timeline will apply to the submission of Resolutions in advance of a meeting:

- Members will be advised of a forthcoming meeting 35 days ahead of the meeting.
- Resolutions for consideration must be received at least 28 days ahead of the meeting at which its proposers wish it to be discussed.
- The Secretariat will review the proposed resolution in line with their responsibilities outlined below, with a view to resolving any outstanding issues with the resolution so that it may be presented as intended. Following this review, the resolutions for consideration at the meeting will be made available to members, clearly labelled 'draft'. This will be at least 25 days ahead of the meeting.
- If the Secretariat has not been able to resolve all outstanding issues identified in the initial review, the draft resolution will be made available to members as written to allow for discussion with the broader membership.
- Amendments may be proposed by members in advance of the meeting through direct communication with the proposer, whose contact details will be communicated alongside the proposed resolution. Discussion on amendments will take place directly between the proposer and those wishing to make amendments.
- Amendments can be accepted or rejected by the Proposer, who shall submit a final revised resolution to the Secretary no later than 20 days in advance of the meeting.
- The revised resolution will be subject to a final check according to the policy below on the content of resolutions.
- The final agreed text of the resolution that will be formally presented at the meeting will be circulated to members 14 days before the meeting. This will clearly be labelled as 'final'.

6. Review of Proposed Resolutions and Feedback

6.1. Upon receipt, each resolution will be acknowledged and referred to the Secretariat for initial review. The review will:

6.1.1. Check that the resolution proposes action that the Trust is able to take in law, and under its rules and any memorandums with its subsidiaries, and, even if the action were lawful in principle, does not in commit the trust to actions which would be illegal in practice.

6.1.2. Check that the resolution is not defamatory or are contrary to the spirit of the Trust's objects as are in force at the time (which does **not** preclude any resolution to change the Trust's objects or constitution from time to time, provided that any change must be permitted in law).

6.1.3. Check that the resolution is not in substance revisiting an issue which has been the subject of a resolution in the previous 18 months, unless there is significant new information that rendered the previous consideration inadequate in light of changed circumstances.

6.1.4. Where the resolution is proposing actions that would lead to immediate and / or consequential financial implications, these must be fully costed and presented in advance of any resolution being presented to members.

6.1.5. Check that the proposers have achieved the required threshold required under this policy, and that all proposers are members able to support resolutions at the date of submission of the resolution.

6.2. If there is a means by which a resolution which is initially deemed to breach these terms, may with some editing, be ruled in order and able to be considered, the Secretariat will liaise with the proposer to establish a form of words which is mutually agreeable by the Secretariat and the proposer.

6.3. The Secretariat may also propose amendments to the resolution so what is presented to members is written in as clear and manner and in plain English as much as is possible.

6.4. Because of timescales for publication of resolutions to members, it may not be possible to agree the text of a resolution before the deadline for circulating notices. For this reason, proposers would be well advised to submit their proposed resolution with even greater advance notice than 35 days out from the general meeting and should be prepared to respond quickly to communications from the Secretariat.

6.5. The final decision on inclusion of resolutions rests with the Secretariat or designated authority, in accordance with the Society's constitution and governance policies.

7. Deadlines

7.1. The deadlines for submission of resolutions are set out in the Society's rules, which can be found on the Society's website.

8. Confidentiality and Conduct

8.1. All resolutions, amendments, and related correspondence will be handled confidentially by the Secretariat. Proposers and members are expected to engage respectfully and constructively throughout the process.

9. Status of this Code

9.1. This policy was approved by the Society's members at its meeting on [INSERT DATE] and agreed by the Members of the Society on [INSERT DATE]. It may be revised at subsequent meetings of members by a simple majority of members voting on a resolution to amend it.