

# Bristol Rovers Supporters Club

## Rules and Constitution

### 1. Name

1.1 The name of the club shall be “Bristol Rovers Supporters Club” (“BRSC”).

### 2. Objects

2.1 To create and develop active support and lively interest in the activities of Bristol Rovers Football Club (“BRFC” and encompassing any future name changes of the Company), Bristol Rovers (1883) Limited or any subsidiaries, and to enable BRSC members to obtain the maximum pleasure from such support and interest.

2.2 To arrange transport to away matches for BRSC members.

2.3 To cater for the social interests of BRSC members.

2.4 To encourage a high standard of sportsmanship and understanding of Association Football.

2.5 To give BRSC members a formal medium of approach to the BRFC Directorate via the BRSC Executive Committee and the elected Director(s).

2.6 To render assistance and support to BRFC in particular and football in general by every possible means.

2.7 To support and develop further projects usually associated with Supporters Clubs such as the BRSC members agree upon.

2.8 The provision and maintenance of club premises at 199 Two Mile Hill Road, Kingswood, Bristol and any further premises acquired by BRSC.

2.9 To operate BRSC on a professional basis including its activities and its assets in accordance with the wishes of its members.

2.10 To administer the BRSC Share Scheme (“BRSCSS”) and to endeavour to ensure that in all things BRSC, BRSCSS and BRFC act in accordance with the Subscription Agreement dated 15<sup>th</sup> November 2003 and any future agreed changes thereto.

### 3. Membership

3.1 The annual subscription rates and classes of membership shall be fixed for the forthcoming year by the BRSC Annual General Meeting (“AGM”).

3.2 No individual shall be entitled to any facilities provided by BRSC unless they are a BRSC member in accordance with the conditions set out in 3.1 above.

3.3 Any sum over and above the annual subscription (refer to Rule 3.1) shall unless specified be treated as a voluntary donation to BRSC general funds.

3.4 Subject to Rule 3.7, membership shall be open to all.

3.5 The Executive Committee (“EC”) can appoint a President and/or Vice-President(s). The President and Vice President(s) will be entitled to the usual benefits of BRSC membership. They will also be entitled to receive copies of agendas and minutes of all Committee meetings and entitled to attend any Committee meetings as an observer but as such will be unable to partake in debates or cast a vote.

3.6 The EC can recommend to the AGM that a member be granted life membership for services to BRSC, BRFC or football in general.

3.6.1 Life members are entitled to all the usual benefits of BRSC membership.

3.7 The EC shall have the power to refuse or revoke membership of BRSC to any person whose conduct is considered detrimental to BRSC, BRFC or football in general. The Chairperson will give a written explanation of the reason for refusal.

or revocation to the person concerned within 7 days of the date of the EC's decision.

3.8 Any person whose membership has been refused or revoked under Rule 3.7 will have the right of appeal in accordance with the following rules.

3.8.1 A written request for an appeal hearing, stating in full the grounds of appeal must be received by the BRSC Chairperson within 28 days of the date of the letter of refusal or revocation.

3.8.2 An appeal panel shall sit to hear the appeal within 28 days of the date of the letter of appeal.

3.8.3 The appeal panel shall be selected by the EC and comprise 7 ordinary members who do not sit on the EC. The selection to the appeal panel will be made by way of a draw by ballot of all members. Should any member be unable or unwilling to sit, then a further draw or draws will be made to find a replacement.

3.8.4 The appeal panel shall select a Chairperson from within its number. With the exception of the provisions of Rule 3.8.7, the Chairperson shall not be entitled to a vote.

3.8.5 The appeal panel will be advised by a representative of the EC who shall have a non voting role in the proceedings.

3.8.5 The EC shall provide the appeal panel will all relevant correspondence and/or documentation with respect to the case in question.

3.8.6 The appeal panel shall hear firstly from the appellant, followed by the EC. The appellant will then have a right to reply.

3.8.7 The appeal panel shall make a decision based on a majority vote. In the case of a tied vote, the Chairperson selected in accordance with Rule 3.8.4 shall have a casting vote.

3.8.8 The appeal panel may make the following determinations:

3.8.7.1 Uphold the EC decision

3.8.7.2 Reject the EC decision

3.8.7.3 Vary the EC decision in any way.

3.8.9 Both appellant and EC shall be verbally informed of the findings of the appeal panel within 24 hours of the completion of the panel's work.

3.8.10 The EC shall write to the appellant confirming the outcome of the appeal within 7 days of the date of the appeal hearing.

3.8.11 The findings of the appeal panel will be final and binding on both parties.

#### **4. BRSC Committee Structure**

4.1 All BRSC activities shall be overseen by the EC which will comprise the following:

4.1.1 BRSC Chairperson\*\*

4.1.2 BRSC Vice-Chairperson

4.1.3 BRSC elected BRFC Director(s)\*\*

4.1.4 BRSC Treasurer\*\*

4.1.5 BRSC Secretary\*\*

4.1.6 BRSC Share Scheme Chairperson

4.1.7 Up to 5 Ordinary EC Members

\*\* BRSC Officers for signatory purposes (see Rule 7.5) and Trustees (see Rule 6)

4.1.8 A quorum shall be 6 members

4.2 All day-to-day activities shall be controlled by the EC and delegated to Working Groups as and when deemed appropriate. In addition, the EC will be responsible for lotteries (including 50:50), merchandising, ticket and programme sales on behalf of BRFC, the programme archive, away travel, sales points, communications with members and media, social and fund raising events and any other activities relating to BRSC.

4.3 The EC shall meet at least eight times per year.

4.4 Any EC meeting can be announced as open to any fully paid up BRSC member who, upon production of their valid membership card, may attend the meeting in an observational capacity (i.e. non-contributory) although they will be asked to withdraw from the meeting should anything of a confidential nature be discussed.

4.5 Any member of either the EC who is absent from 3 consecutive meetings and without providing prior to the meeting an acceptable reason for absence will have be deemed to have resigned from the EC with immediate effect and will not be eligible to stand for any further elections for the following 12 calendar months from the date of the third missed meeting.

4.6 BRSC Share Scheme Chairperson shall, for the duration of the BRSCSS:

4.6.1 Be specifically responsible for liaising with other parts of BRSC, BRFC and other support organisations in respect of the BRSCSS, fundraising, and any associated business.

4.6.2 Monitor the business of BRSC endeavouring to ensure that in all things, the EC upholds and promotes the objectives of the BRSC Share Scheme.

## 5. BRSC Elections

5.1 A request for nominations for election to Officer and Committee posts will be issued by the Chairperson by 31st May each year via the following media:

5.1.1 BRSC Newsletter

5.1.2 BRSC website

5.1.3 At a minimum of one BRFC Matchday prior to 31<sup>st</sup> May - via programme, PA announcements and posters in all bar facilities

5.2 Anyone wishing to stand for election must be a fully paid up member (and in the case of the post of Chairperson having served on the EC for a period of at least one year) and complete a Nomination Form (See Appendix E).

5.3 Elections shall be held at the following frequency:

- BRSC Chairperson - every 2<sup>nd</sup> AGM
- BRSC elected BRFC Director(s) - every 3<sup>rd</sup> AGM
- BRSCSS Chairperson - every 2<sup>nd</sup> AGM
- Treasurer - every 3<sup>rd</sup> AGM
- Secretary - every 3<sup>rd</sup> AGM
- Ordinary EC members - every 2<sup>nd</sup> AGM

5.4 The positions referred to in 5.3 will be elected by postal vote with all fully paid up members being entitled to vote.

5.5 All members of the EC whether elected by the membership to the EC, to a specific post or co-opted by the EC shall have equal voting rights unless specified in Section 6.

5.6 The EC will elect a vice-chairperson from within their number.

5.7 If the need arises, the EC may co-opt members to fill vacancies which occur during the year. Anyone co-opted in such a way will hold office until the next AGM where they will be required to seek election in accordance with the Rules in this Section.

5.8 No one member may hold more than one position on the EC with the exception of the BRSC elected BRFC Director(s), who in turn cannot be Chairperson.

5.9 Any person wishing to stand for election, including those persons wishing to stand for re-election, must be nominated and seconded by two current BRSC members. Any such nomination must be made to the Secretary by the end of the financial year in the prescribed format (See sections 7.1 and Appendix E).

5.10 Elections will only take place for those positions which are contested.

5.11 Where an election is required, the nominations together with election addresses will be sent to members with the notification of the AGM (See Rule 8.2).

5.12 Elections will take the form of a postal ballot in accordance with Appendix D.

5.13 The Chairperson will announce the results of the election at the appropriate point of the AGM (See Appendix A).

## **6. Executive Committee**

6.1 For any matter requiring an EC vote:

6.1.1 Each EC member shall have one vote

6.1.2 The BRSC Chairperson will only vote when a casting vote is required (i.e. there is a tied vote)

6.1.3 All votes will be made on a show of hands

6.1.4 The minutes of the meeting will record which way each EC member casts their vote

6.2 The property and shareholding of BRSC will be vested in the Trustees with the exception of cash in hand which will be vested in the Treasurer.

6.3 The EC and Trustees will be indemnified against risk and expense out of BRSC property for all acts approved or ratified by the EC.

6.4 The Trustees must deal with the property of BRSC as directed by the EC. A record in the minute book of a passed proposal will be evidence of such a resolution.

## **7. Accounts and Finance**

7.1 The BRSC financial year shall end on 30<sup>th</sup> June each year.

7.2 BRSC accounts shall be certified by qualified accountants appointed by the EC.

7.3 The Treasurer shall receive all monies on behalf of BRSC and will bank such monies in account/s held at a major bank or building society as approved by the EC.

7.4 The Treasurer shall take charge of all accounting records and will produce the same whenever requested to do so.

7.5 All cheques will be signed by TWO BRSC officers (in accordance with the signatories indicated in Rule 4.1).

7.6 The Annual Accounts and Balance Sheet, duly certified in accordance with Rule 7.2, will be available to all members at least 14 days prior to the AGM for inspection and will also be produced at the AGM each year for ratification by the membership (See also Rule 8.3).

7.7 No person, unless officially authorised by BRSC to do so and carrying proof of such authorisation, is empowered to collect money on behalf of BRSC.

7.8 If at any time BRSC at a general meeting passes a resolution authorising the EC to borrow money:

7.8.1 The EC may borrow for the purposes of BRSC the amount of money (either at one time or from time to time) at the rate of interest, in the form and manner and against the security specified in the resolution.

7.8.2 The Trustees will, at the direction of the EC, make any disposition of BRSC property or any part of it and enter into any agreement in relation to BRSC property as the EC thinks proper to give security for loan and interest.

7.9 Every BRSC member, whether or not they vote on a resolution authorising borrowing, and any who become BRSC members after the passing of such a resolution, will be deemed to have assented to the resolution as if they had voted in favour of it.

7.10 Until any resolution is passed rescinding this power, the EC may borrow up to the sum of £150,000 (one hundred and fifty thousand pounds) or the EC may borrow sums up to a total outstanding capital amount which does not exceed £150,000, excluding interest due and payable, at any one time.

## **8. Annual General Meeting**

8.1 The Annual General Meeting ("AGM") will be held within 4 months of the end of the financial year and no later than 15 months following the date of the preceding AGM.

8.2 All people who were BRSC members for the season to which the AGM covers will be given no less than 14 days notice by post (or other method of communication deemed appropriate by the EC) of the date, time and venue of the AGM. Admittance to the AGM shall be on production of that year's membership card.

8.3 Reports and Accounts will be available at least 14 days prior to the AGM. Members may request copies in advance be posted to them subject to the payment of a small administrative charge or may collect copies from the Kingswood HQ from two weeks in advance of the AGM. Extracts from the Report and Accounts will be posted on the BRSC website at least two weeks in advance of the AGM.

8.4 Notification of the AGM will include details of all those nominated people who were elected (opposed or unopposed at the last AGM) together with a list of EC members, the number of meetings they could attend and the actual number attended. Information relating to any members standing for election and details of the election procedure will also be included.

8.5 A quorum will consist of 25 members in addition to the EC.

8.6 The AGM will vote on such matters as proposed by the Chairperson.

8.7 Membership of the EC begins/ends at the end of the AGM.

8.8 The EC will meet within 21 days of the AGM.

8.9 The AGM will be conducted as detailed in Appendices A and C

## **9. Extraordinary General Meetings**

9.1 An Extraordinary General Meeting ("EGM") will be convened at any time at the request of the EC or within 21 days of the receipt by the Secretary of a request to do so.

9.2 A request for an EGM must be made in writing to the Secretary, be signed by no less than 25% of the BRSC membership and include those members' membership numbers and addresses as registered with BRSC. Such a request

must detail the reasons for such a request, of any proposals and/or rule changes it is wished be discussed. Such a request may cover more than one issue.

9.3 An EGM will discuss such matters as proposed by the Chairperson with the stipulation that no business may be transacted other than that detailed in the request (see 9.2)

9.4 A quorum will be 25 members in addition to the EC.

9.5 A minimum of 7 days notice of an EGM will be given via the local press, BRSC website and, if possible, the BRFC Matchday programme, an announcement over the PA system and posters in all bar facilities at the preceding BRFC home game.

9.6 The EGM will be conducted as detailed in Appendices B and C

## **10. Branches**

10.1 The EC will have the power to permit the formation of branches of BRSC.

10.2 Branches must conform to existing BRSC rules but will have the power to elect local Officers and adopt bylaws that are consistent with the parent BRSC Rules.

10.3 With the exception of everyday matters relating to membership, payment of subscriptions and election of Branch Officers, no decision of any Branch or Committee thereof will be acted upon without prior, written ratification of the EC.

10.4 The EC have the power to repeal or amend any bylaws as it sees fit.

10.5 All Branch accounts and balances will be delivered to the BRSC Secretary no later than 14th July each year for inclusion in the BRSC accounts.

10.6 The Branch Chairperson or deputy shall attend the EC meetings if invited. Application to attend may also be made through the Secretary.

## **11. Rules and Amendments**

11.1 No new Rules or amendments to existing Rules will be made except at a properly convened AGM or EGM and shall only be carried with a minimum of a two third majority of those present and eligible to vote.

11.2 Proposals for inclusion at an AGM will only be accepted in writing from current BRSC members and must include a proposer and seconder and must include the Proposer's and seconder's membership numbers and address as registered with BRSC.

11.3 Any such proposals must be registered with the Secretary by the end of the financial year (see Rule 7.1) and included in the AGM notice.

## **12. Miscellaneous Administrative Provisions**

12.1 Under the direction of the EC, the BRSC Chairperson shall be sole arbiter and interpreter of these Rules and of any matters not provided for in these Rules.

12.2 Members may make suggestions or complaints in writing to the Secretary who will in turn submit the same to the next EC meeting for consideration. Within 7 days of the EC meeting, the Secretary will convey in writing the outcome of such consideration to the member who registered the suggestion/complaint.

12.3 The EC can implement organisational and structural changes to address (for example) any future taxation benefits for the Share Scheme and other SC donations if the actions are required before the next AGM. Any such actions will be put to the next AGM for ratification.

## **13. Football Club Director(s)**

13.1 BRSC shall elect a person or persons to represent the BRSC Membership as Director on the Board of BRFC.

13.2 Any such Director(s) shall:

13.2.1 Under instruction of the EC, represent and uphold the interests of BRSC, BRSCSS and its membership and on the Board of Directors of BRFC.

13.2.2 Report their voting decisions and activities back to both the EC and AGM.

13.2.3 Serve for a period ending at the 3rd AGM following the AGM elected.

13.3 Candidates seeking nomination must do so in accordance with the provisions of Rule 5 and its constituent parts.

13.4 The EC will inform BRFC of the elected persons within 7 days of the AGM.

13.5 The responsibilities of the Director(s) representing BRSC are set out in Appendix H.

## **14. Membership Ballots**

14.1 In the event of a vote on the Board of BRFC which fundamentally affects the operation of the football club (including the stadium), which requires a 75% majority to pass the resolution, the EC will where practicable mandate its Director(s) via a ballot of the membership.

14.2 Any such ballot will be organised as outlined in Appendix G.

14.3 The EC will use all available means to ensure that the members are fully aware of the proposal in question (i.e. BRSC website, BRSC Newsletter, Member consultation meetings).

14.4 The EC will be duty bound to abide by the decision of such a ballot and the decision shall become BRSC policy until such time as a decision is overturned by a future ballot of the members.

## **Appendix A - Order of AGM Business**

### A1) Agenda

- 1 Matters arising from Minutes of the preceding AGM
- 2 Adoption of minutes of preceding AGM
- 3 Chairperson's Report
- 4 Questions and adoption of Chairperson's Report
- 5 Financial Report and Accounts
- 6 Questions and adoption of Financial Report and Accounts
- 7 BRSC elected BRFC Directors' Reports
- 8 Questions and adoption of BRSC elected BRFC Directors' Reports
- 9 Consideration of proposals
- 10 Election results
- 11 Any other Business
- 12 Close

## **Appendix B - Order of EGM Business**

### B1) Agenda

- 1 Chairperson's opening remarks
- 2 Business as detailed in EGM request
- 3 Close

## **Appendix C - Procedural Rules for AGM/EGM**

C1) All Reports will be submitted in writing 21 days prior to the AGM\EGM and be available 14 days prior to the AGM as well as being available at the AGM/EGM

C2) All reports will be read out at the AGM/EGM by the relevant reportee or their absence a nominated deputy or BRSC Secretary unless waived by a unanimous show of hands and already published on BRSC website.

C3) Questions on Reports will be taken as follows:

C3a) Members may speak only once in any single report debate, except at the discretion of the Chairperson.

C3b) All questions will be taken and then answered by the relevant reportee at the end of the debate

C4) Debate on proposals will be conducted as follows to timings set down by the Chairperson at the start of the debate:

C4a) Proposer (Agreed maximum time allowed)

C4b) Seconder (Agreed maximum time allowed)

C4c) EC recommendation and reasons for that recommendation. (Agreed maximum time allowed)

C4d) Open to debate (a member may speak only once in any single debate, except at the discretion of the Chairperson) (Agreed maximum time allowed)

C4e) Proposer's right of reply (Agreed maximum time allowed)

C4f) Vote (in accordance with C5)

C5) Voting

C5a) All votes will be taken on a show of hands and the Chairperson will determine which way the vote went.

C5b) In the event of a dispute over the outcome, a recount will be held.

C5c) The BRSC Chairperson shall only vote when a casting vote is required (i.e. the vote is tied after C5b.)

C5d) Votes will be decided by a straightforward majority unless the vote falls under Rule 11.1

C6) Disputes

C6a) Any disputes concerning BRSC Rules, AGM/EGM conduct and Procedural Rules will be decided by the Chairperson.

C6b) The Chairperson's ruling may be challenged if requested by at least 5 members.

C6c) In the event of a challenge, the Chairperson will hand over to the Vice-Chairperson who will put the following proposal to the meeting "The ruling of the Chairperson be upheld". Voting will be in accordance with the provisions of C5a, C5b and C5c.

C6d) Should the vote be in favour of the Chairperson's ruling, then the Chairperson will retake the chair and the meeting will resume.

C6e) Should the vote go against the Chairperson's ruling, then the Chairperson will retake the Chair and the meeting will resume having accepted the position put forward by the challenge.

C6f) The AGM will be bound by any decision made under C6.

## **Appendix D - Election Procedures**

D1) The election will be overseen by the Secretary.

D2) Every member will be entitled to a ballot paper (See Appendix F).



D3) Each ballot paper will be uniquely stamped with the relevant member's BRSC membership number.

D4) Voting slips will be posted out to all members along with the AGM notice.

D5) The ballot will be conducted prior to the AGM. All votes must be received by BRSC by close of business on the Monday immediately preceding the date of the AGM. To be included in the ballot, all envelopes must be clearly marked "BRSC Ballot Paper", will be put unopened into the ballot box and will only be opened by the Returning Officer(s).

D6) The Returning Officer(s) will open the ballot box and count the votes cast in each category. Any spoilt papers, papers which include more than the required number of votes and any duplicated numbers (see D3) will result in those papers concerned being void.

D7) The Returning Officer(s) will hand the sealed results to the Chairperson as soon as the count is completed.

D8) The Returning Officer(s) will keep hold of all the ballot papers for a period 1 calendar month after which the papers will be destroyed.

D9) Should a member be elected to an Officer position and be standing for a Committee position, the Officer position will take precedent.

D10) Should a member be elected to more than 1 position, that person will decide which post they will take and the person(s) polling the next highest vote(s) will be elected to the 'vacant' positions.

## Appendix E - Nomination Form

### BRSC HEADING ETC

We the undersigned hereby nominate

Name of nominee:

For the position of

Position:

Nominated by	Seconded by
Name:	Name:
Membership Number:	Membership Number:
Address registered with BRSC	Address registered with BRSC

I hereby accept the above nomination

Name:

Membership Number:

Address registered with BRSC

This may be used for an election address (not to exceed 500 words)

Continue on reverse if necessary

### Appendix F - Example Ballot Paper for BRSC Elections

**BRSC - BALLOT PAPER FOR COMMITTEE ELECTIONS** dated .....

Post:	Number of Votes to be cast:
Chairperson	1
Nominees	
Joe Bloggs	
Josephine Bloggs	

Post:	Number of Votes to be cast:
Executive Committee (3 vacancies)	3
Nominees	
Joe Bloggs	
Josephine Bloggs	
Fred Bloggs	

## Appendix G - Membership Ballots

- G1) The ballot will be overseen by two BRSC members appointed by the EC (hereinafter referred to as the "Returning Officers"). The Returning Officers will hold no BRSC EC posts.
- G2) The ballot will be a postal ballot only.
- G3) Each fully paid up BRSC member will be entitled to a ballot pack, which will be sent to the address as registered with BRSC.
- G4) Each ballot pack will contain a ballot paper, a covering letter explaining the balloting procedure and all information relevant to the proposal including the deadline for return of papers and a pre-printed envelope (marked for the attention of the Returning Officers) to return the completed ballot paper.
- G5) The ballot paper will pose the question in the following format: "Do you agree that xxxxxxxx?" and give two boxes for a straight "Yes" or "No" answer.
- G6) Each ballot paper will be uniquely stamped with the relevant member's BRSC membership number.
- G7) The EC will arrange membership consultation meetings, to be held at a venue(s) to be decided by the EC.
- G8) All returned ballot papers will remain unopened for collection and counting by the Returning Officers.
- G9) Any ballot papers received with duplicate numbers will result in both papers being counted as "spoilt".

## Appendix H - BRSC's elected BRFC Director(s) role and responsibilities

The Director(s) representing BRSC on the Board of BRFC will, subject to the Director's overriding obligation to the board of BRFC,

H1) At all times promote and uphold the objectives of BRSC

H2) Communication

H2a) Establish the Director(s) position(s) as an active communication link between the supporters and the BRFC board of Directors.

H2b) Work closely with each other and with the BRSC Committee and provide reports to the membership on a regular basis.

H2c) Explain the current financial position of BRFC in layman's terms and the board's plans for improving it, and provide regular updates especially in relation to the financial contributions from the BRSCSS and other BRSC funds.

H2d) Explain the company structure and ownership of BRFC (and the Memorial Stadium) – present and future, addressing the implications of changing levels of ownership, for supporters generally and for BRSC specifically.

H2e) Monitor the stadium redevelopment plans, the programme for implementing them and the risks to achieving implementation, providing regular updates in the context of the financial contributions from the BRSCSS and other BRSC funds.

H3) BRSCSS

H3a) Represent the best interests of the present and future members of BRSCSS at BRFC Board level.

H3b) Assume the role of lead representative and public voice of BRSCSS in the media.

H3c) Ensure that obligations embodied in the Subscription Agreement between BRFC and BRSC are fulfilled

H3d) In consultation with the BRSCSS Committee, other BRSC elected BRFC Director(s) and the BRSC EC, negotiate any changes proposed to the Subscription Agreement whether initiated by BRFC or BRSC.

#### H4) Representation

H4a) Represent the best interests of all supporters within the overall activities of BRFC.

H4b) Liaise with other BRFC support groups to develop co-ordinated strategies to secure and develop the future of the BRFC.

H4c) Promote BRSC Objectives to the BRFC Board.

H4d) Assume the role of the public voice of BRSC in the media.

H4e) Be available to represent BRSC at monthly BRFC Board meetings and any other ad hoc meetings, most of which are held during normal working hours.

#### H5) Commercial

In conjunction with the Board and BRFC Officials:

H5a) Work to increase turnover and achieve a balanced operating budget year on year; and implement a programme to reduce debts to a manageable level.

H5b) Develop and implement a season ticket campaign designed to improve sales and value for money for BRSC members and other supporters.

H5c) Develop and implement a campaign for improving matchday ticket sales.

H5d) Report to the Board the sales of tickets, shirts, programmes and other products sold on behalf of BRFC.

### **Appendix I - BRSC EC members' responsibilities**

All EC Members will:

I1) At all times promote and uphold the objectives of BRSC.

I2) Attend all EC meetings (See Rule 4.5).

I3) Aid and assist in the full range of activities undertaken by BRSC, including:

Matchdays:

- Assisting in the in the retail outlets (before & after match),
- Selling matchday programmes,
- Selling 50/50 tickets,
- Taking away travel bookings,
- Taking Supporters Club Membership,
- Arranging man of the match vote and presentation in Supporters Club bar.

Other Duties include

- Assisting in the Kingswood shop as requested.
- Attending Committee meetings as and when required,
- Keeping the BRSC website up to date,
- Any other ad hoc tasks as may be agreed.

### **Confirmation**

Approved at BRSC Annual General Meeting Dated: 24<sup>th</sup> September 2009.

Signed (Chair): \_\_\_\_\_

Signed: (Secretary) \_\_\_\_\_