



# BRISTOL ROVERS SUPPORTERS CLUB

## RULES AND CONSTITUTION



### 1. Name

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

### 2. Objectives

- 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, where possible, for the social interests of BRSC members.
- 2.4 To encourage a higher 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 but to the wider football community howsoever possible from time to time.
- 2.7 To support and develop further projects usually associated with Supporters Clubs such as the BRSC members agree upon.
- 2.8 To operate BRSC on a professional basis including its activities and its assets in accordance with the wishes of its members.
- 2.9 To administer and manage 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 by the EC prior to the end of the previous season.
- 3.2 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.
- 3.3 Subject to Rule 3.7, membership shall be open to all.
- 3.4 The Executive Committee ("EC") can appoint a President and/or Vice-President(s). The President and Vice President(s) shall be entitled to the usual benefits of BRSC membership. They shall also be entitled to receive copies of agendas and minutes of all EC meetings and entitled to attend any EC meeting as an observer but shall be unable to partake in debates nor vote on any matter.
- 3.5 The EC can recommend during the AGM that a member be granted life membership for services to BRSC, BRFC or football in general.
- 3.5.1 Life members are entitled to all the usual benefits of BRSC membership.
- 3.6 The EC shall have the power to refuse or revoke the membership of any person whose conduct is considered detrimental to BRSC, BRFC or football in general. The Chairperson shall be obliged, in such circumstances, to 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.
- 3.7 Any person whose membership has been refused or revoked under Rule 3.7 shall have the right of appeal in accordance with the following rules.
- 3.7.1 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.
- 3.7.2 An appeal panel shall sit to hear the appeal within 28 days of the date of the letter of appeal.
- 3.7.3 The appeal panel shall be selected by the EC and comprise 5 ordinary members who do not sit on the EC. The selection to the appeal panel shall 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 shall be made to find a replacement.
- 3.7.4 The appeal panel shall hear firstly from the appellant, followed by the EC. The appellant shall then have a right to reply.

- 3.7.5 A final decision shall be decided by the 5 ordinary members on a vote of hands with a simple majority being required for a decision to be reached.
- 3.7.6 The findings and decision of the appeal panel shall be final and binding on both parties.

#### 4. BRSC Committee Structure

- 4.1 All BRSC activities shall be overseen by the EC which shall comprise the following:
    - 4.1.1 BRSC Chairperson\*\*
    - 4.1.2 BRSC Vice-Chairperson
    - 4.1.3 BRSC elected BRFC Directors\*\*
    - 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 and decisions shall be controlled/made by the EC as it sees fit, and including but not limited to small lotteries, merchandising, 50/50, 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 member of either the EC who is absent from 3 consecutive meetings and without providing prior to the meeting an acceptable reason for absence shall have been deemed to have resigned from the EC with immediate effect and shall not be eligible to stand for any further elections for the following 12 calendar months from the date of the third missed meeting.
  - 4.5 BRSC Share Scheme Chairperson shall, for the duration of the BRSCSS:
    - 4.6.1 Be specifically responsible for liaising with other parties 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 so as 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 shall be issued by the Chairperson by 31st May each year via the following media:
  - 5.1.1 BRSC Social Media channels
  - 5.1.2 BRSC website
  - 5.1.3 At a minimum of one BRFC Matchday prior to 31<sup>st</sup> May - via programme, and posters in the SC Matchday shop
- 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 2 <sup>nd</sup> AGM
■ Ordinary EC members	-	every 2 <sup>nd</sup> AGM
- 5.4 The positions referred to in 5.3 shall be elected at the AGM by voting of all paid up members present at the meeting
- 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 If the need arises, the EC may propose members to fill vacancies which arise during any given year. Anyone so proposed and agreeable to such an appointment shall hold office until the next AGM where they shall be required to seek election in accordance with the Rules in this Constitution.
- 5.7 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).
- 5.8 Elections shall only take place for those positions which are contested.

- 5.9 Where an election is required the nominations together with election addresses shall be published on the SC Social Media channels and the SC website
- 5.10 Elections shall take place at the following AGM requiring a majority verdict in accordance with Appendix D.
- 5.11 The Chairperson shall 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 (being all matters save as otherwise set out in this constitution):
  - 6.1.1 Each EC member shall have one vote
  - 6.1.2 The BRSC Chairperson shall only vote when a casting vote is required (i.e. there is a tied vote)
  - 6.1.3 All votes shall be made on a show of hands
  - 6.1.4 The minutes of the meeting shall record which way each EC member casts their vote
- 6.2 The property and shareholding of BRSC shall be vested in the Trustees with the exception of cash in hand which shall be vested and held in trust by the Treasurer.
- 6.3 The EC and Trustees shall 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 shall 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 (“Financial 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 shall bank such monies in account/s held at a major bank or building society as approved by the EC from time to time.
- 7.4 The Treasurer shall take charge of all accounting records and shall produce the same whenever requested to do so.
- 7.5 All payments are required to be authorised 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, shall be available to all members at least 14 days prior to the AGM for inspection and shall 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.

## **8. Annual General Meeting**

- 8.1 The Annual General Meeting (“AGM”) shall be held within 6 months of the end of each and every Financial Year and no later than 18 months following the date of the preceding AGM.
- 8.2 All people who were BRSC members for the season to which the AGM covers shall be given no less than 14 days notice by way of the SC website and social media channels of the date, time and venue of the AGM.
- 8.3 Reports and Accounts shall be made available at least 14 days prior to the date of the proposed AGM.
- 8.4 Notification of the AGM shall include details of all those nominated people who were elected (opposed or unopposed at the last AGM) together with a list of current EC members.. Information relating to any members standing for election and details of the election procedure shall be included where relevant.
- 8.5 The AGM shall vote on such matters as proposed by the Chairperson.
- 8.6 Membership of the EC begins/ends at the end of the AGM.
- 8.7 The EC shall meet within 21 days of the AGM.
- 8.8 The AGM shall be conducted as detailed in Appendices A and C

## **9. Extraordinary General Meetings**

- 9.1 An Extraordinary General Meeting (“EGM”) shall be convened at any time at the request of the EC to the BRSC Secretary within 21 days of the receipt by the Secretary of a request to do so.
- 9.2 Subject to 9.3 below, a request for an EGM must be made in writing to the BRSC 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 A request for an EGM may otherwise be made in writing to the BRSC Secretary where it has been signed by a simple majority of the EC.
- 9.4 An EGM shall 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)
- 9.5 A minimum of 7 days' notice of an EGM shall be given (where possible) via BRSC website and Social Media channels and, if possible, the BRFC Matchday programme, and posters in the SC matchday shop at the preceding BRFC home game.
- 9.6 The EGM shall be conducted as detailed in Appendices B and C

## **10. Rules and Amendments**

- 10.1 Rules or amendments to existing Rules shall be determined by the BRSC EC and any changes will be notified to the SC membership via the SC website and Social Media channels

## **11. Miscellaneous Administrative Provisions**

- 11.1 Under the direction of the EC, the BRSC Chairperson shall be sole interpreter of these Rules and of any matters not provided for in these Rules.
- 11.2 Members may make suggestions or complaints in writing to the Secretary who shall in turn submit the same to the next EC meeting for consideration. Within 7 days of the EC meeting, the Secretary shall convey in writing the outcome of such consideration to the member who registered the suggestion/complaint.

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

- 12.1 BRSC shall elect a person or persons to represent the BRSC Membership as director on the board of BRFC.
- 12.2 Any such director(s) shall:
  - 12.2.1 Under instruction of the EC, represent and uphold the interests of BRSC, BRSCSS and its membership and on the Board of Directors of BRFC.
  - 12.2.2 Report their voting decisions and activities (where legally possible) to both the EC and in any AGM.
  - 12.2.3 Serve for a period ending at the 3rd AGM following the AGM elected.
- 12.3 Candidates seeking nomination for the appointment of director on the board of BRFC must do so in accordance with the provisions of Rule 5 and its constituent parts.
- 12.4 The EC shall inform BRFC of the elected persons within 7 days of the AGM.
- 12.5 The responsibilities of the director(s) representing BRSC are set out in Appendix H.

## **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 relevant documentation/information to be considered shall, unless agreed otherwise by the EC, shall be submitted in writing 21 days prior to the AGM\EGM and shall be made available 14 days prior to the AGM as well as being available at the AGM/EGM
- C2) All relevant documentation/information shall be read out at the AGM/EGM by the relevant person 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 the documentation/information shall 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 shall be taken and then answered by the relevant person at the end of the debate
- C4) Debate on proposals shall be conducted in the manner and timings set down by the Chairperson at the start of the debate or otherwise in the form set out:
  - 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 shall be taken on a show of hands and shall be passed on a simple majority and the Chairperson shall determine which way the vote went.
    - C5b) In the event of a dispute over the outcome, a recount shall be held in the same manner as C5a.
    - C5c) The BRSC Chairperson shall only vote when a casting vote is required (i.e. the vote is tied after C5b.)
    - C5d) Votes shall be decided by way of a simple majority unless the vote falls under Rule 10.1
- C6) Disputes
  - C6a) Any disputes concerning BRSC Rules, AGM/EGM conduct and Procedural Rules shall 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 shall hand over to the Vice-Chairperson who shall put the following proposal to the meeting “The ruling of the Chairperson be upheld”. Voting shall 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 shall retake the chair and the meeting shall resume.
  - C6e) Should the vote go against the Chairperson’s ruling, then the Chairperson shall retake the Chair and the meeting shall resume having accepted the position put forward by the challenge.
  - C6f) The AGM shall be bound by any decision made under C6.

## Appendix D – Officer/Committee Election Procedures

- D1) The election shall be overseen by the Secretary and carried out at any time prior to an AGM/EGM.
- D2) Every member shall be entitled to a ballot paper (See Appendix F).
- D3) Voting slips shall be made available to all members along with the AGM/EGM notice.
- D4) The ballot shall be conducted prior to the AGM/EGM. All votes must be received by BRSC by close of business on the Monday immediately preceding the date of the AGM/EGM. All envelopes containing the ballot papers must be placed unopened into the relevant ballot box wheresoever located and such location indicated on the voting slip and shall only be opened by two appointed existing member who do not form part of the EC (“Returning Officers”).

- D5) The Returning Officers shall 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) shall result in those papers concerned being void.
- D6) The Returning Officers shall hand the sealed results to the Chairperson as soon as the count is completed.
- D7) The Returning Officer(s) shall keep hold of all the ballot papers for a period 1 calendar month after which the papers shall be destroyed.

## Appendix E – Nomination Form



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	
Freda Bloggs	

## Appendix G – BRSC's elected BRFC Director(s) role and responsibilities

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



- G1) At all times promote and uphold the objectives of BRSC
- G2) Ensure clear, effective and regular communication
  - G2a) Establish the Director(s) position(s) as an active communication link between the supporters and the BRFC board of Directors.
  - G2b) Work closely with each other and with the BRSC Committee and provide reports to the BRSC on an ongoing regular basis to the extent possible from time to time.

## Appendix H – BRSC EC members’ responsibilities

All EC Members shall:

- H1) At all times promote and uphold the objectives of BRSC.
- H2) Attend all EC meetings where possible and in accordance with Rule 4.4.
- H3) Aid and assist from time to time in the full range of activities undertaken by BRSC, including:  
Matchdays:
  - By assisting in the in the retail outlets (before & after football matches),
  - Selling matchday programmes,
  - Selling 50/50 tickets,
  - Taking away travel bookings,
  - Taking Supporters Club Membership,
  - Ensuring the BRSC website and Social Media channels are kept up to date
  - Any other ad hoc tasks as may be agreed from time to time.
  -

## Confirmation

Approved at BRSC Annual General Meeting Dated: September .

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

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