

Rules and Constitution of the Millwall Supporters' Club

1. NAME

The name of the organisation is the **Millwall Supporters' Club**, hereafter referred to as **MSC**.

2. OBJECTIVES

- 2.1) Promote and encourage support of Millwall Football Club (**MFC**)
- 2.2) Represent and campaign on behalf of supporters on issues decided at the AGM and/or by the MSC committee
- 2.3) Establish and maintain channels of communication with **MFC** and to encourage the Directors and Management of **MFC** to appreciate, welcome and value the support and participation of all Millwall fans, and ensure that equal opportunities are promoted for all supporters
- 2.4) Promote and advance the views of **MSC** to **MFC**, to football authorities within the UK and abroad and to other appropriate organisations
- 2.5) Affiliate to appropriate football supporters' associations
- 2.6) Make charitable donations as appropriate

3. MEMBERSHIP

- 3.1) Associate membership of **MSC** shall be available free of charge to all **MFC** season ticket or membership holders and is all inclusive and non discriminatory
- 3.2) Full (paid) memberships shall be renewable on the 1st August each year
- 3.3) All full members are entitled to attend and vote at the AGM and any EGM or postal/e-ballot
- 3.4) Members' personal details will be securely stored in documentary and/or electronic form and will not be passed to a third party outside the committee without the member's written consent, unless there is a legal requirement for **MSC** to do so.
- 3.5) Membership records shall be kept by the Membership Secretary on behalf of **MSC** and shall be available to all members of the Committee.
- 3.6) Members should conduct themselves in a reasonable manner on premises used by **MSC/MFC** and may be excluded for any breach of local regulations or behaviour considered unacceptable.

4. MANAGEMENT

- 4.1) The management of the club shall be delegated to the Executive Committee and Club Committee elected annually at the AGM.
- 4.2) The maximum number of committee shall be 15
- 4.3) If, at any one time, there are less than 15 committee members, the committee can co-opt members.
- 4.4) The Executive Committee of **MSC** shall be the officers comprising the Chair, Vice-Chair, Secretary/Membership Secretary, Treasurer/s, Webmaster and shall be elected at the AGM
- 4.5) The Executive Committee may collectively take decisions and actions on matters between meetings, such as public statements and attendance at meetings if deemed necessary.
- 4.6) Normal duties of the Officers shall include:

4.6.1 Chair and Vice-Chair

- a) The Chair shall chair all **MSC** meetings if present.
- b) In the absence of the Chair, the Vice-Chair shall take the chair. In the absence of both the Chair and Vice-Chair the meeting shall appoint a chair from amongst its number.
- c) It is the duty of the chair of committee meetings to ensure all views of those present are heard at the meeting.
- d) In the event of a tied vote the chair of any meeting shall have an additional casting

vote.

e) The Chair/Vice Chair are delegated to make public statements or communicate with third parties if considered urgent

4.6.2 Secretary

- a) The Secretary shall be responsible for circulating an agenda and relevant papers to committee members 7 days prior to the commencement of the meeting.
- b) The Secretary shall produce draft minutes of the committee and club meetings, to be agreed as accurate, subject to any amendments by the committee.
- c) The Secretary shall convene the AGM on a date agreed by the committee, and will make all the arrangements for the meeting, including arranging an appropriate venue and providing an agenda for the meeting.
- d) The Secretary shall arrange to publicise committee meetings to all members.

4.6.3 Treasurer/s

- a) The Treasurer/s shall ensure that adequate financial records are kept, and shall be responsible for the proper administration of the **MSC** financial affairs.
- b) The Treasurer/s will be responsible for ensuring that **MSC** funds are maintained in a suitable **MSC** bank account as decided from time to time by the **MSC** Committee.
- c) The Treasurer/s shall submit a bank statement of balances, and an income and expenditure account, to the AGM in the year following that to which the accounts relate.
- d) The Treasurer/s shall supply full records of the **MSC** financial transactions and a statement of balances and an income and expenditure accounts for external examination/agreement at the end of the financial year. The financial year of MSC shall be 1st June to 31st May.

4.6.4 Webmaster/Social Media

- a) The Webmaster shall be responsible for maintaining and updating the **MSC** website and Social Media platforms including responsibility for the security/issuing of passwords/logins of all electronic platforms.
- b) The webmaster will supply/maintain the email account/addresses of all committee members to be used for all communication by committee members

4.6.5 Membership Secretary

- a) The Membership Secretary shall maintain **MSC** membership database, together with all the membership records in a secure format and initiate and maintain registration with the Information Commissioners Office complying with associated legislation.

4.6.6 General;

- a) All email communication must be undertaken through the email addresses supplied in the format ...@millwallsupportersclub.co.uk
- b) The Committee can, by majority vote, decide to hold a postal/e-ballot of members on any matter it so decides. The result of any such ballot shall be binding on the Committee, and may only be changed by decision of the AGM or an EGM.
- c) In cases of urgency the Officers may decide policy by majority decision, and shall report all such decisions to the next Committee meeting.
- d) The quorum for Committee meetings shall be four elected members of the Committee, one of whom must be an Officer.
- e) All Committee members shall be entitled to vote on all matters before the Committee. The chair of the meeting shall have an additional vote in the event of a tie. Voting can be by show of hands or secret ballot to be decided by the chair of the meeting.
- f) The Committee may establish such sub-committees as it considers necessary. Each subcommittee shall appoint a Committee member as chair, to report on the activities and decisions of the sub-committee.
- g) The Committee shall establish or support charitable trusts, associations or institutions in line with the objects of MSC.
- h) Minutes shall be kept of all decisions taken by the Committee, to be agreed at the following Committee meeting, following which they shall be available to all members on

request.

- i) A place on the MSC committee is held for the MDSA chosen representative.
- j) Any committee member can call a vote of no confidence against another committee member. A secret ballot will be held if requested by at least 50% of the Committee members present.

5. MEETINGS

5.1 COMMITTEE MEETINGS

- a) These will be held regularly, minimum every quarter.
- b). Members must send apologies to the secretary at least 24 hours before the commencement of the meeting. These will be recorded. In an emergency the committee has discretion to accept apologies in retrospect.
- c) Members who miss 3 consecutive committee meetings may be subject to being asked to stand down from the committee, unless there are exceptional circumstances. Decision to be taken at a committee meeting following the third missed meeting.

5.2 EXECUTIVE COMMITTEE MEETINGS

- a) These will be held as and when deemed necessary

5.3 CLUB MEETINGS

- a) Meetings between representatives of the committee and the **MFC** CEO and other staff will be held regularly, minimum 4 per year.

5.4 AGM

- a) The Secretary shall ensure that all members are sent notification of the date, time, place and agenda for the AGM not less than 4 weeks before it is due to take place.
- b) The Secretary shall ensure that copies of the Minutes of the previous AGM and the **MSC** Annual Report are available at the AGM.
- c) The Annual Report shall contain statements on their work during the year from the Executive/committee members.
- d) The Treasurer/s will be responsible for ensuring that a balance sheet and an income and expenditure account is provided in writing to the AGM in the year following that to which the accounts relate.
- e) The quorum for the AGM shall be ten members.
- f) Should the AGM not be quorate thirty minutes after the published starting time the meeting shall be adjourned to a date not more than two months after the inquorate meeting. All members shall be notified of the new date by the Secretary.

5.5 EGM

An EGM may be called:

- a) By resolution of the majority of the Committee, or
- b) By members constituting at least 25% of the total number of members submitting written notice to the Secretary of their desire for such a meeting.
- c) The Secretary shall convene an EGM within four weeks of receipt of such a requisition unless agreed otherwise with the requisitioners. The Secretary shall send notice of and the agenda for the EGM to all supporting members not less than seven days before the date of the EGM.
- d) The quorum at EGMs shall be 25% of the membership
- e) With the exception of dissolution (see below), resolutions may be passed at an EGM with the approval of a majority of members present, provided the meeting is quorate.

6. AMENDMENTS TO THESE RULES

- a) Amendments to these rules may be proposed by the Committee or by any member.
- b) Any proposed amendment from a member to these rules shall be submitted to the Secretary in writing to be discussed at the next meeting.
- c) An amendment to these rules shall require a two-thirds majority of members present at the meeting.

8. DISSOLUTION

- a) A motion to dissolve MSC shall only be considered at an AGM or EGM of which all members have received at least four weeks written notice. The notice of the meeting shall contain the motion to dissolve the MSC. A motion to dissolve MSC may be proposed by the Committee or by a proposal signed by at least 10% of members.
- b) To dissolve MSC three-quarters of the members present must vote in favour of a resolution proposing dissolution.
- c) On the dissolution of the organisation, once any debts have been settled, any outstanding monies or property shall be given to the Millwall Community Trust.
- d) It will be the responsibility of the former Officers of MSC to dissolve the organisation in line with the wishes expressed at the AGM/EGM.