



MILLWALL SUPPORTERS' CLUB

RULES AND CONSTITUTION OF MILLWALL SUPPORTERS' CLUB

MISSION STATEMENT: Millwall Supporters' Club is an inclusive, independent, democratic organisation working with and on behalf of Millwall fans. We aim to promote and encourage support for Millwall Football Club both here in the UK and overseas, to best represent and advance our fans interests - alongside those of travelling fans and football supporters more generally – with the club, police, local authorities, governing bodies and the football league. We aim to ensure the democratically determined views and passion for our game demonstrated by our supporters are at the forefront of decision making wherever that decision takes place.

We work across the game with the Millwall Football Club, the Football Supporters Federation, Kick it Out and other such fan-based organisations, to initiate and support campaigns at the Club and more generally on issues of concern to football supporters. A commitment to open dialogue with the Club and our members through democratic decision making and a recognition of the diversity of our support underpins all of our activity. We oppose all forms of discrimination, abuse or violence in relation to football.

1. NAME: The name of the organisation is the Millwall Supporters' Club (**MSC**).

2. OBJECTIVES OF THE MSC

- 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 Annual General Meeting (**AGM**) and/or by the **MSC** Executive Committee (**EC**).
- 2.3) Establish and maintain channels of communication with **MFC** and to encourage the directors and management of **MFC** to appreciate, respect, 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** and our membership to **MFC**, to football authorities both within the UK and abroad and to other appropriate organisations, such as the police and local authorities.
- 2.5) To provide a media strategy and communications service to fans developing and utilising social media platforms as well as more traditional TV, radio and newspaper coverage.
- 2.6) To promote and encourage support for the Millwall Lionesses.
- 2.7) Affiliate, participate and positively engage with appropriate football supporters' associations, including the Football Supporters Federation (**FSF**).
- 2.8) Establish a range of membership benefits with **MFC**, including; club shop benefits, matchday experiences and away travel support.
- 2.9) Raise funds and campaign as appropriate in order to make charitable donations.

3. MEMBERSHIP

- 3.1) Associate membership of **MSC** is a free, automatic benefit for all **MFC** season ticket or membership holders, it's inclusive and non-discriminatory.
- 3.2) Full membership of **MSC** is available for a nominal membership fee on an annual basis, renewable on the 1st August each year.





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3.3) Full members of the **MSC** are entitled to attend, raise issues and vote on motions at the **MSC AGM** and any Emergency General Meeting (**EGM**). Arrangements will be put in place to ensure members can vote on any such motions either in person or in advance by e-ballot.

3.4) Members' personal details will be securely stored in documentary and/or electronic form in accordance with the GDPR Regulations 2018. They will never be passed to a third party outside of the **MSC** Committee without the member's written consent, unless there is a clear and legitimate legal requirement to do so.

3.5) Membership records shall be securely held by the **MSC** Membership Secretary on behalf of **MSC** and shall be available to all members of the **EC**.

3.6) Members are expected to conduct themselves in a reasonable and respectful manner on premises used by **MSC/MFC** and may be excluded from such premises and membership of the **MSC** for any breach of Club Regulations or behaviour considered unacceptable.

4. MANAGEMENT

4.1) The management of the **MSC** shall be delegated to an Executive Committee (**EC**) elected bi-annually at a properly constituted **MSC AGM**.

4.2) The maximum number of **EC** members shall be fourteen.

4.3) If, at any one time, there are less than fourteen **EC** members, the **EC** can co-opt members by majority agreement.

4.4) The **EC** shall establish from its number a Club Committee (**CC**) comprising the Chair, Vice-Chair, Secretary/Membership Secretary, Treasurer/s and Webmaster.

4.5) The **CC** may collectively take decisions and act on matters between meetings of the **EC** and produce and publish such public statements and attend such meetings as maybe deemed necessary to promote **MSC** objectives. Any such statements will be reported to the next scheduled meeting of the **EC**.

5. DUTIES OF MSC OFFICERS

5.1) CHAIR AND VICE-CHAIR

a) The Chair shall chair all **MSC** meetings, including the **AGM** and any **EGM**.

b) In the absence of the Chair, the Vice-Chair shall chair such meetings and in the absence of both the meeting shall appoint a Chair from amongst its number for the meeting.

c) It is the duty of the Chair 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 a casting.

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

5.2 SECRETARY

a) The Secretary shall be responsible for circulating an agenda and relevant papers to committee members seven days prior to any meeting.

b) The Secretary shall produce draft minutes of **EC** and **CC** meetings, to be agreed as accurate, subject to any amendments, at the next meeting of the relevant Committee.

c) The Secretary shall convene the **AGM** and any **EGM** on a date agreed by the **EC**, and will make all necessary arrangements for the meeting, including arranging an appropriate venue, providing and circulating an agenda.

d) The Secretary shall publicise committee meetings to all members of the relevant Committee.





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5.3 TREASURER/S

- a) The Treasurer/s shall ensure that appropriate 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 **EC**.
- 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 the **MSC** shall be 1st June to 31st May.

5.4 WEBMASTER/SOCIAL MEDIA

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

5.5 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.

5.6 GENERAL

- a) All email communication must be undertaken through the email addresses supplied in the format@millwallsupportersclub.co.uk
- b) The **EC** 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 **EC** and may only be changed by subsequent decision of the **AGM** or an **EGM**.
- c) In cases of urgency the **CC** may decide policy by majority decision, and shall report all such decisions to the next **EC** meeting.
- d) The quorum for **EC** meetings shall be four elected members, one of whom must be a member of the **CC**.
- e) All **EC** members shall be entitled to vote on all matters before the Committee. The Chair of the meeting shall have a casting vote in the event of a tie. Voting can be by show of hands or secret ballot to be decided by the Chair.
- f) The **EC** may establish such sub-committees as it considers necessary. Each sub-committee shall appoint an **EC** member as Chair, to report on the activities and decisions of the sub-committee to the full **EC**.
- g) The Committee shall establish and/or support such charitable trusts, associations or institutions that promote matters in line with the objectives of the **MSC**.
- h) Minutes shall be kept of all decisions taken by the **EC** and **CC**, to be agreed at the next meeting, following which they shall be available to all members on request. Minutes of meetings with MFC will be posted on-line when agreed as an accurate record.
- i) A place on the **EC** is held open for a representative of the clubs disabled persons fanbase representing the interests, views and concerns of this important group.





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j) Any **EC** member can call for a vote of no confidence against another **EC** member, where the actions of the member are deemed to have brought the committee into disrepute. A secret ballot will be held if requested by at least fifty percent of the committee members present. Should the member lose the vote of confidence, they will be asked to leave the **EC** immediately with a right of appeal to a special **EGM** if requested as per Rule 6.5 below.

6. COMMITTEE MEETINGS

6.1 EXECUTIVE COMMITTEE MEETINGS

- a) These will be held regularly with a minimum of four per year, quarterly.
- 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 **EC** has discretion to accept apologies retrospectively.
- c) Members who miss three consecutive **EC** meetings may be asked to stand down from the **EC**. Unless there are exceptional circumstances, any such decision will be taken at the **EC** meeting following the third missed meeting.

6.2 CLUB COMMITTEE MEETINGS

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

6.3 EXECUTIVE COMMITTEE MEETINGS WITH THE CLUB

- a) Meetings between representatives of the **EC** and the **MFC** Chief Executive Officer and other staff will be held regularly, with a minimum of four per year.

6.4 MILLWALL SUPPORTERS CLUB ANNUAL GENERAL MEETING (AGM)

- a) The Secretary shall ensure that all eligible members are sent notification of the date, time, place and agenda for the **AGM** not less than four 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 the work during the year undertaken by **EC** 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) The **AGM** will be chaired by the Chair of the **EC**.
- g) The **AGM** shall elect fifty percent of the **EC** each year in accordance with **Schedule One** to these rules.
- h) 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.

6.5 AGM MOTIONS AND DEBATE

1. The **EC** and/or an individual full member of the **MSC** can submit a motion for debate at the **AGM**. Such motions submitted within the published timeframe will be published in the agenda and can only be withdrawn with the consent of the proposer.
2. Any motion received after the closing date for submission of motions, which shall be determined by the **EC**, shall be reported to the conference by the Secretary. Emergency motions received after





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the closing date must relate to an urgent issue which has arisen after the closing date for motions and requires urgent action/attention.

3. Motions shall be moved by the delegate who submitted them. If the mover is not present the motion will fall. All Motions shall require a seconder before they are moved. If no seconder can be secured, the motion will fall.

4. Amendments may be moved by giving notice to the Chair. Any amendment must be related to but may not negate the substance of the original motion.

5. Motions adopted by simple majority at the **AGM** will assist the **EC** in determining its work programme for the coming year and actions to implement the motion will be reported to the next **AGM**.

6. Any business of the **AGM** not concluded will be discussed at the first scheduled meeting of the **EC** following the **AGM**.

6.6 EMERGENCY GENERAL MEETING

An **EGM** may be called for a specific purpose which cannot wait for a scheduled **AGM**:

- a) By resolution of the majority of the **EC**, or
- b) By members constituting at least twenty five percent of the total **MSC** full membership (see 3.2 above), submitting written notice to the Secretary of their desire for such a meeting.
- c) In such circumstances the Secretary shall convene an **EGM** within four weeks of receipt of such a request unless agreed otherwise with those making the request. 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 meeting. The meeting will only discuss the matter(s) identified in the request for the meeting.
- d) The quorum at **EGM's** shall be twenty five percent 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.

7. AMENDMENTS TO THESE RULES

- a) Amendments to these rules may be proposed by a member of the **EC** either to the **EC** for discussion and adoption by a two thirds majority, or directly to the **MSC AGM**.
- b) Any proposed amendment from a member to these rules must be submitted to the Secretary in writing to be discussed at the **MSC AGM**. Any such rule change submitted to the **MSC AGM** requires a two-thirds majority at the **AGM** for adoption.
- c) An amendment to these rules shall only be adopted by the **EC** where it requires urgent attention and it is not appropriate to wait for a full **MSC AGM**. In such circumstances such rule changes will only be adopted with a two-thirds majority of members present at the **EC** meeting in which it is discussed. Any such rule changes must be reported to the following **MSC AGM**

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 **EC** or by a proposal signed by at least 25% of the full **MSC** membership.
- b) To dissolve the **MSC** three-quarters of the members present at a properly constituted **AGM** or **EGM** must vote in favour of the resolution.
- 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**.





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SCHEDULE ONE

COMMITTEE STRUCTURE AND ELECTION

STRUCTURE: Millwall Supporters Club is open to all season ticket and membership holders of **MFC** who wish to join on payment of a fee agreed by the MSC Executive Committee. The MSC is independent of the Club, self-financing and responsible for its own campaign activity. Funds are raised via a membership scheme fee, fundraising activities and charges for various initiatives it has developed such as its successful 'Match Day Package'.

The MSC is governed by an elected fourteen-member Executive Committee (**EC**) members of which assume responsibilities for various initiatives, campaigns and activities on behalf of the **EC**. In addition, members of the **EC** assume responsibility for liaison with the police and wider football authorities, the FSF, local councils and our growing overseas membership.

THE MILLWALL SUPPORTERS CLUB EXECUTIVE COMMITTEE: The **EC** is the governing body of the MSC and directly leads in discussions with the Club on all matters affecting our fans and the fans of others visiting *The Den* in relation to football. In addition, members of the **EC** take lead responsibility for a number of areas of work, those roles currently undertaken are identified below¹:

- *Press, publicity and journalism*
- *Media and communications*
- *Fan engagement projects (e.g. MOTM)*
- *Fundraising*
- *Away travel*
- *Liaison with outside bodies (e.g. FSF/IAG)*
- *Overseas and distance fans*
- *Disabled, LGBT and BAME*
- *Stadium safety*

Membership of the fourteen-member **EC** is by election at the **MSC** Annual General Meeting (**AGM**). Committee members hold office for a period of two years. Those standing for election must be either a Season Ticket holder or Member of Millwall Football Club **and** a paid-up member of the Millwall Supporters' Club. All candidates for election must be compliant with the above criteria both at the time of nomination and during the season prior to the year in which they are standing for election.

ELECTION OF THE COMMITTEE: Half of the Committee is elected each year (seven members) with a rolling annual election during which every member stands for election over a two-year period. The period of office is two years. The elections take place at the **AGM** the date of which is advertised to all members at least four (4) weeks in advance. Those up for election each year will include at least two committee officers and those holding the Chair and Vice Chairs positions will not stand for election in the same year.

¹ Roles taken on by committee members are open to change as the work of the committee evolves.





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Nominations are sought for the seven (7) available positions from eligible members four (4) weeks prior to each **AGM**. Members can self-nominate with supporting nominations from other members of the **MSC**. The close of nominations is ten (10) days prior to the advertised **AGM** and details of all eligible nominated candidates will be sent to all members of the **MSC** seven (7) days prior to the **AGM**.

If only seven (7) nominations are received there shall be no election and the nominated candidates shall take office immediately following the **AGM**. Should an election be necessary, the election will take place by secret ballot at the **AGM** with each member in attendance having seven (7) votes. On-line voting prior to the **AGM** will also be available to all members who choose to vote prior to the **AGM** or are not able to attend in person.

- *MSC Members wishing to vote at the meeting must not have previously voted on-line (a list of the names of those voting on-line will be available at the meeting) and must have their MSC card with them on the night as ID.*

The **AGM** will elect two tellers (who are not themselves candidates for election) to count the votes and declare the election result at the **AGM**.

ELECTION OF MSC CHAIR AND VICE CHAIR: The election of the **MSC** Committee Chair and Vice Chair will take place at the first meeting of the **MSC** Executive Committee (**EC**) following the **AGM**. This will be held immediately following the **AGM** itself.

The previous Committee Chair, if still in situ, will call for nominations from the **EC** for the position of Chair. Self-nomination is not permissible.

- *If the previous Chair is no longer a Committee member the previous Vice Chair will assume responsibility for calling the election of Chair. If neither is available a member of the Committee will be nominated to act as Chair for the election.*

If only one candidate is nominated the candidate will be elected (unopposed) and without a vote. If more than one nomination is received a vote will take place of **EC** members by show of hands. Once elected the Chair shall conduct the election for Vice Chair in the same manner as for Chair.

- *Committee members will discuss and agree the allocation of Committee roles and allocate roles to each member in areas where vacancies exist following the Committee elections. Unless challenged by another Committee member, current responsibilities / roles will remain with those in situ.*

EXECUTIVE COMMITTEE OFFICER ELECTIONS: Subject to the above, should an election be necessary to any of the officer posts on the **EC**, all such elections will be held in accordance with the process identified above.

Such officer posts include; Secretary and Membership Secretary; Treasurer(s); Webmaster and Social Media. Other non-Officer roles shall be determined and allocated following discussion amongst **EC** members.

