

Rules and Constitution of the Nantwich Town F.C  
Independent Supporters Association

*as at 24 May 2018*

## 1. NAME

The name of the organisation shall be the Nantwich Town F.C Independent Supporters Association, hereafter referred to as NTISA.

## 2. OBJECTS

The objects of NTISA shall be:

- 1) Represent and campaign on behalf of Nantwich Town supporters, on issues decided by the AGM and/or the Committee of the Association.
- 2) Establish and maintain channels of communications with the Directors and Management of Nantwich Town Football Club.
- 3) Organise high quality services for NTISA members.
- 4) Promote, maintain and value the history of Nantwich Town Football Club.
- 5) Encourage the Directors and Management of Nantwich Town Football Club to appreciate, welcome and value the support and participation of all Nantwich fans, and ensure that equal opportunities are promoted for all supporters.
- 6) To work in a fundraising capacity predominantly for, but not restricted to Nantwich Town Football Club.

## 3. MEMBERSHIP

- 1) Membership of NTISA shall be open to all Nantwich Town Supporters, on payment of the appropriate membership fee.
- 2) Applications shall be made on a designated form and will include a statement agreeing to accept and abide by these rules.
- 3) Membership fees, including life membership, shall be determined by the committee, and must be confirmed by vote of members at the following Annual General Meeting (AGM).
- 4) All applications for full membership shall be reported to the following Committee meeting by the Secretary, and membership rights shall start immediately following the Committee's endorsement
- 5) Membership shall be renewable on the 1<sup>st</sup> July each year
- 6) All members are entitled to attend and fully participate and vote at the AGM and any EGM.
- 7) Members may attend and participate in Committee meetings at the discretion of the chair of the meeting.
- 8) Any member infringing these rules, and/or bringing NTISA into disrepute, shall render themselves liable to expulsion. A member may be suspended, and recommended for expulsion, by a majority vote of the Committee but shall not be expelled until s/he has received a full hearing before a disciplinary panel established by the Committee. The member shall have a full opportunity to answer all allegations against her/him before a decision on expulsion is taken by the panel. Any member expelled shall have the right of appeal to the following AGM.

- 9) Members' personal details shall not be passed to a third party without the members' written consent, unless there is a legal requirement for NTISA to do so.

Protection of data:

- Data controller: NTISA
- Personal data we collect: Name and Contact details.
- Our sources of personal data: The individual registering to join the club.
- Purposes for which we process personal data: Administering bookings.
- Who we will disclose your personal data to: Nobody outside of the NTISA.
- Your right to withdraw consent: You have the right to withdraw consent at any time.
- Location of your personal data: securely locked and stored in documentary and electronically.
- How long we will keep your personal data: We will only retain your personal data for as long as the membership type you've signed up for.
- Your rights in respect of your personal data: You have the right of access to your personal data and in some cases, require us to restrict, erase or rectify it or to object to our processing it.
- Complaints: If you have any concerns or complaints about we are handling your data please do not hesitate to get in touch with the NTISA.

- 10) Membership records shall be kept by the Secretary, on behalf of NTISA, and shall be available to all members of the Committee.

#### 4. OFFICERS AND COMMITTEE ELECTIONS

- 1) The period of office for Officers and other Committee members shall be from the conclusion of the AGM at which the Committee is declared as elected to the conclusion of the AGM the following year.
- 2) All officers shall be members of the Committee with full voting rights. In addition there shall be elected at the AGM delegates to other bodies and a maximum of ten other Committee members, all of whom shall have full voting rights
- 3) All members shall be entitled to stand for election for any Officer or Committee member position.
- 4) The Committee shall be entitled to co-opt members to the Committee and shall ensure any such co-options are reported to the next AGM
- 5) The Committee shall be entitled to fill any casual vacancy occurring during the year and shall ensure any such co-options are reported to the next AGM

#### 5. OFFICERS

The Officers of NTISA shall be Chair, Vice-Chair, Secretary and Treasurer.

The Officers shall collectively take decisions and actions on matters between AGM and Committee meetings, such as public statements and attendance at meetings. Normal duties of the Officers shall include:

a) Chair and Vice Chair

- The Chair shall chair all NTISA meetings at which s/he is present
- In his/her absence 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
- It is the duty of the Chair of Committee meetings to ensure all views of those present are heard at the meeting
- In the event of a tie the Chair of all meetings shall have an additional casting vote.

b) Secretary

- The Secretary shall be responsible for circulating an agenda and relevant papers to those present at Committee meetings prior to the commencement of the meeting.
- The Secretary shall produce draft minutes of the Committee meetings, to be agreed as accurate, subject to any amendments, by the Committee.
- 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
- The Secretary shall arrange to publicise Committee Meetings to all members

c) Treasurer

- The Treasurer shall ensure that adequate financial records are kept, and shall be responsible for the proper administration of NTISA's financial affairs
- The Treasurer will be responsible for ensuring that NTISA's funds are maintained in a NTISA account as decided from time to time by the NTISA Committee. Withdrawals from the account shall be by authorised signature of at least two Officers.
- The Treasurer shall submit a statement of balances, and an income and expenditure account, to the AGM in the year following that to which the accounts relate.
- The Treasurer shall supply full records of the NTISA's financial transactions and a statement of balances and an income and expenditure accounts to an elected auditor at the end of the financial year. The financial year of NTISA shall be 1 July to 30 June
- NTISA's accounts shall be maintained by the treasurer, on behalf of the Committee

6. ANNUAL GENERAL MEETING (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 fourteen days before it is due to take place.
- b) The Secretary shall ensure that copies of the Minutes of the previous AGM and the NTISA Annual Report are available at the AGM
- c) The Annual Report shall contain statements on their work during the year from the Officers and committee members

- d) The Treasurer 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.

## 7. COMMITTEE MEETINGS

- a) The Committee shall consist of all officers and Committee members, whether elected at the AGM, or subsequently co-opted
- b) At least four Committee Meetings shall be held each year, at a venue as close as possible to the club's ground
- c) NTISA policy shall be determined at Committee Meetings, subject to ratification at the next AGM
- d) The Committee can, by majority vote, decide to hold a postal ballot of members on any matter it so decides. The result of any postal ballot shall be binding on the Committee, and may only be changed by decision of the AGM or an EGM.
- e) In cases of urgency the \officers may decide policy by majority decision, and shall report all such decisions to the next Committee meeting
- f) The quorum for Committee meetings shall be four elected members of the Committee, one of whom must be an officer.
- g) It is the duty of all Officers present to ensure the views of members not present but communicated to the officer prior to the meeting are reported accordingly.
- h) 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. Votes will normally be by an open show of hands. A secret ballot will be held if requested by at least one-third of the Committee members present.
- i) The Committee shall strive to ensure that NTISA's structures, meetings, communications mechanisms and policies respect and promote the concept of equal opportunities
- j) The Committee shall establish such sub-committees as it considers necessary. Each sub-committee shall appoint a Committee member as chair, to report the activities and decisions of the sub-committee. Sub-committees decisions must be endorsed by Committee meetings before they are acted upon.

- k) The Committee shall employ such staff as is necessary to properly pursue the objects of NTISA.
- l) The Committee shall establish or support charitable trusts, associations or institutions in line with the objects of NTISA.
- m) The Committee has the power to do all such lawful things as are necessary for the achievement
- n) 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.

#### 8. EXTRAORDINARY GENERAL MEETINGS

An EGM may be called

- a) By resolution of the majority of the Committee, or
- b) By members constituting at least 10% 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 six 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 EGM's shall be twenty members
- e) With the exception of dissolution (see below), resolutions may be passed at an EGM with the approval of a majority of members, provided the meeting is quorate.

#### 9. AMENDEMNETS 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 not less than seven days prior to the date of the AGM or EGM called for the purpose
- c) An amendment to these Rules shall require a two-thirds majority of members present at the AGM or EGM

#### 10. DISSOLUTION

- a) A motion to dissolve NTISA 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 Association. A motion to dissolve NTISA may be proposed by the Committee or a proposal signed by at least 10% of members.

- b) To dissolve NTISA 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 of the association shall be given to an organisation with similar aims and objectives. The beneficiary of the organisation shall be decided by the Committee
- d) It will be the responsibility of the former officers of NTISA to dissolve the organisation in line with the wishes expressed at the General Meeting.