



Arsenal Scotland Supporters Club Constitution

1. Name

The club will be called Arsenal Scotland Supporters Club (ASSC) and is recognised by Arsenal Football Club.

2. Aims and objectives

The aims and objectives of ASSC will be:

- To support Arsenal Football Club
- To promote Arsenal Football Club.
- To ensure a duty of care to all members of ASSC
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment



3. Membership

Membership should consist of Officers and Members of ASSC.

All members will be subject to the regulations of the constitution and by joining ASSC will be deemed to accept these regulations and codes of conduct that ASSC has adopted and the policies and rules of ASSC.

Members will be enrolled in one of the following categories:

Ticket Membership

for those that want to buy match tickets from ASSC and want to be involved with ASSC

- Full Member
- Junior Member (under 17)
- Family Member (2 Adults & 2 Junior Under 17 Maximum)

Social Membership

for those that can source their own match tickets but want to be involved with ASSC

4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription with the due date for renewal being 30th June.



5. Officers of ASSC

The officers of ASSC will be:

- Honorary President
- Chairman
- Secretary
- Treasurer
- Ticket (Purchasing) Manager
- Away Ticket Manager
- Home Ticket Manager
- Merchandise Manager
- West of Scotland and Glasgow Regional Representatives
- North Scotland and Aberdeen Regional Representatives
- Fife Regional Representatives
- Lothian's and Edinburgh Regional Representatives
- Borders Regional Representatives

Officers (apart from the Honorary President) will be elected annually at the Annual General Meeting and by postal or electronic means.

The position of Chairman be held for a period of two years, although this will be reviewed at each anniversary following the initial two years in office to allow a Chairman to continue for another term or one more year.

An ex Chairman is permitted to stand again after 4 years absence.

6. Executive Committee

The club will be managed through the Executive Committee (as defined by Arsenal Football Club) consisting of:

- Chairman
- Secretary
- Treasurer

All Members of the Executive Committee have to be approved by Arsenal Football Club and must be supported by two written references submitted to Arsenal Football Club.



The Executive Committee will be convened by the Secretary of ASSC and held no less than 4 times per year (these meetings may include Conference calls).

7. Management Committee

The Management Committee will assist the Executive Committee in the running of ASSC consisting of:

- Chairman
- Secretary
- Treasurer
- 3 Ticket Managers
- Merchandise Manager
- West of Scotland and Glasgow Regional Representatives
- North Scotland and Aberdeen Regional Representatives
- Fife Regional Representatives
- Lothian's and Edinburgh Regional Representatives
- Borders Regional Representatives

Only these posts will have the right to vote at meetings of the Management Committee.

In the event of a tied vote the Chairman will have the casting vote.

The Management Committee will be convened by the Secretary of ASSC and held no less than 4 per year (these meetings may include Conference calls).

The Notes of these meetings will be posted on the ASSC website.

The quorum required for business to be agreed at Management Committee meetings will be at least 2 members of the Executive Committee and 3 other members of the Management Committee:

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of ASSC. Any new policies, codes conduct and rules will be subject to approval at the ASSC AGM.

The ASSC Rules are displayed on the ASSC website.



8. Finance

All club monies will be banked in an account held in the name of ASSC.

The ASSC Treasurer will be responsible for the finances of ASSC.

The financial year of ASSC will end on 30 June.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. The annual accounts will be verified by 2 members (not Committee Members) of ASSC.

Any monies drawn against club funds exceeding £2,000 should hold the signatures of the Treasurer plus up to one other member of Executive Committee.

Ticket purchases are the responsibility of the Ticket (Purchasing) Manager the majority of the purchases will be made on the ASSC credit card.

9. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the ASSC Secretary to the membership no less than 21 days prior to the date of the meeting.

The notice will include the Agenda for the meeting and references to prior year minutes and any other reports to be presented at the meeting - all reports to be available to the membership via the club's web site with copies generally being made available at the AGM.

Should any current membership wish to make proposals to the membership at the AGM they are required to advise the ASSC committee no later than 14 days and the ASSC Secretary will make the necessary amendments to the Agenda for the meeting and re-issue the Agenda to the membership by way of e-mail and posting onto the club's web site.

It should be noted that no other proposals to be voted on and / or changes to the constitution can be accepted after this time and all further proposals raised at the AGM will be taken on board by the ASSC committee for consideration and possible proposal for subsequent general meetings.



The AGM will receive a report from officers of the Executive Committee and a statement of the accounts.

Nominations, proposed and seconded by ASSC members, for officers of the Executive and Management Committee will be sent to the Secretary 14 days prior to the AGM.

Elections of officers are to take place at the AGM and by postal or electronic means.

Only ASSC members have the right to vote at the AGM.

The quorum for AGMs will be 5% or 20 members (which ever is the lesser).

10. Extraordinary General Meetings

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

An Extraordinary General Meeting, having the same powers and requiring the same notices and invitations as the AGM, shall be called at the written request of 5% or 20 (whichever is the greater) of ASSC members or at any time the Management Committee deem it necessary.

11. Discipline and Appeals

Any breaches of the ASSC Rules or Constitution will be considered by the Management Committee.

The ASSC rules are displayed on the website.

Any complaints regarding the behaviour of members should be submitted in writing to the Secretary.

Any complaint will be investigated by the Management Committee they will meet to hear complaints within 10 days of a complaint being lodged. If it is felt appropriate the ASSC Chairman will convene a Disciplinary Committee consisting of 4 Management Committee members, the Regional Representative from each of the Regions, to consider the complaint.

The Disciplinary Committee has the power to take appropriate disciplinary action including the:

- termination of ASSC membership



- termination of ticketing privileges
- suspension of ASSC membership
- suspension of ticketing privileges

this list is not exhaustive.

Any decision made by the Disciplinary Committee must be unanimous, failure to reach a unanimous decision will lead the matter to be referred back to the Management Committee for discussion and decision.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.

There will be the right of appeal to an Appeals Committee (consisting of 3 impartial senior members of the ASSC) following disciplinary action being announced. The Appeals Committee should consider the appeal within 10 days of the Secretary receiving the appeal.

Any Appeal must be made to the Secretary in writing within 10 days of the decision being made.

12. Dissolution

A resolution to dissolve ASSC can only be passed at an AGM or EGM through a majority vote of the membership.

13. Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. Declaration

Arsenal Scotland Supporters Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: ASSC Chairman



SIGNED:

DATE:

NAME:

POSITION: ASSC Secretary