



Arsenal Scotland Supporters Club

CONSTITUTION

1. Name:

The club is called Arsenal Scotland Supporters Club [ASSC]; it was officially recognised by Arsenal Football Club on 3rd September 2004. We maintain a web presence at arsenalscotland.com which contains content and links relevant to our activities as a social club.

2. Aims and Objectives:

To support Arsenal Football Club.

To promote Arsenal Football Club.

To maintain the good name of Arsenal Football Club.

To ensure a duty of care to all members of ASSC.

To provide club services in a way that is fair to all members.

To ensure that all present and future members receive fair and equal treatment.

3. Amendments to Constitution:

This Constitution can only be changed through the agreement of Club members by a majority vote at a properly convened and recorded Annual General Meeting or at an Extraordinary General Meeting properly called for such purpose.

4. Honorary President:

This post is held by Bob Wilson, legendary player for Arsenal and Scotland, who graciously accepted invitation to become the Club's Honorary President in 2006.

5. Membership:

The Membership comprises the Executive (Chair, Treasurer and Secretary as required by Arsenal Football Club) and all other members enrolled into the following categories:

Full (Ticket) Membership: This additionally entitles request for match tickets via ASSC.

- Adult member (aged 18 or over)
- Junior member (aged 17 or under)
- Family group membership (being 2 adults and 2 juniors maximum)

Social Membership: This is intended for those who can source their own match tickets but still wish to be involved with the social activities of ASSC.

Members are represented through the Annual General Meeting by the elected post-holders in Executive as advised by the Management Committee (see para 9).

All members will be subject to this constitution and by joining ASSC will be deemed to accept other regulations, rules, policies and codes of conduct endorsed, from time to time, by the ASSC Executive and Management Committee.



6. Club Rules and Code of Conduct:

The Club is obliged to conduct its business as a social club in compliance with the law and in support of our Aims and Objectives, as set out above. Accordingly, we post details of our policies on arsenalscotland.com which operates as our principal online presence.

7. Membership Fees:

Fees are to be renewed annually with the due date for renewal being 30th June each year. The level of Fees is to be reviewed annually and is determined at and by the AGM (see para x).

8. Club Executive:

It is the specific requirement and condition of Arsenal Football Club that every official supporters' club has a Club 'Executive' comprising the Chair, the Treasurer and the Secretary of the named and properly constituted supporters' club.

The Executive will hold meetings convened by the Secretary not less than four (4) times per year, in person or by virtual means (such as Zoom).

The Officers (Chair, Treasurer and Secretary) in the Executive are deemed to be voluntary positions and subject to annual election by the membership. The duly elected office bearers must be approved by Arsenal Football Club with two written references submitted to Arsenal Football Club.

9. Election of Club Executive:

All positions in the Executive are to be elected annually, at or prior to the Annual General Meeting (AGM), by combination of postal and electronic means. The outcome of such elections held before the AGM will be recorded and made known to the membership prior to the AGM. Those attending the AGM, in person or virtually, will have opportunity to vote during the course of that meeting.

The Executive position of Chair is held for a period of two years, which will be reviewed at each anniversary following the initial two years in the position. This is to allow the post-holder (if re-elected) to continue for a maximum of further two (2) years. The post-holder may not otherwise stand for election again until after four (4) years has elapsed.

There are no such time limits for the positions of Treasurer or Secretary which are nevertheless subject to election each year, as noted above.

Nominations for the elected positions in the Executive normally, but not exclusively, come from those serving on the Management Committee.

The process for nomination and election of positions in the Executive is to be determined by the Management Committee following recommendation from the current Chair and Secretary, neither of whom will be take part in the conduct of nominations and election except as requested by the body (a Returning Officer or a sub-committee) appointed by the Management Committee, such as access to the membership database and the like.

10. Finance:

All Club monies will be banked in an account held in the name of Arsenal Scotland Supporters Club [ASSC].

The Treasurer will be responsible for the finances of ASSC and shall prepare accounts for annual submission to the Club and also for submission to Arsenal Football Club

The accounts will be produced after the Financial Year which ends on 30th June, each year.



A detailed statement of the annual accounts will be presented by the Treasurer and shall be verified by two (2) members of ASSC not currently serving on the Management Committee.

Any monies drawn against club funds exceeding £2,000 shall require the signatures of both the Treasurer and one other member of the Executive.

The Treasurer will hold and maintain a credit card with which the club will use to pay for tickets. The balance of the credit card will be cleared by payments from the bank account.

11. The Management Committee:

The purpose of the Management Committee is both to advise and assist the Executive in the running of the Club and to represent the wider membership of ASSC across Scotland.

Changes in regulations, rules, policies and codes of conduct for the Club will be subject to scrutiny and approval of the Management Committee.

The Executive (Chair, Treasurer, Secretary) are ex officio members of the Management Committee, the composition of which including specific positions and the corresponding post-holders, is liable to change from time to time.

Examples include:

- Vice Chair (to support and advise the Club Chair)
- Membership Manager
- The Ticket Team (Ticket Manager /Buyer, Home Sales Manager, Away Sales Manager)
- Comms Convenor
- Regional Representatives for such as
 - Aberdeen and Grampian (normally 3 minimum)
 - Ayrshire
 - Central (Falkirk – Stirling)
 - Dumfries & Galloway
 - Dundee, Perth (normally 2 minimum)
 - Edinburgh and Lothians (normally 3 minimum)
 - Inverness and the North.
 - Fife (normally 2 minimum)
 - Glasgow and Strathclyde (normally 3 minimum)
 - London

All positions shown in the example are voluntary. Nomination to serve is by invitation of the Executive excepting that of Vice Chair which is determined annually by a vote at the Management Committee following the AGM.

The Management Committee will hold meetings convened by the Secretary not less than 4 times per year, in person or by virtual means (such as Zoom). The quorum required for business to be agreed at Management Committee meetings will be at least 2 members of the Executive and 3 other members of the Management Committee. By accepting the invitation and participating in the virtual meetings each member will be deemed to be present at the Management Committee meeting. All present will have the right to vote at Management Committee meetings. In the event of a tied vote the Chairman will have the casting vote.

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



12. Annual General Meetings:

The Annual General Meeting (AGM) will normally be held in May, June or July.

The AGM will be convened by the Secretary and be held in person and by virtual means (such as Zoom). The minutes of the AGM will be posted on the ASSC website and submitted to Arsenal Football Club. By accepting the invitation and participating in the virtual meetings each member will be deemed to be present at the Annual General Meeting.

Advance notice of the AGM will be given by the Club Secretary, not less than 28 days prior to the meeting date.

Items requested by any members to be added to the AGM Agenda, are to be submitted to the Secretary 21 days prior to the AGM.

The quorum for AGM's will be 20 members or 5 percent of current paid up members (whichever is the lesser). All ASSC members will be invited to attend.

The AGM will receive reports from the Chair, Treasurer and Secretary. A statement of the bank account will be included in the Treasurers Report. Supplementary reports will also be provided by the Membership Manager, the Ticket Manager and the Comms Convenor.

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

13. Extraordinary General Meetings:

The Management Committee and the wider ASSC membership have the right to call an Extraordinary General Meeting (EGM) at any time outside the Annual General Meeting (AGM), following notification in writing (by email or recorded postal delivery) to the Club Secretary with the named support, as appropriate, of

- 30 percent or seven (7) members of the Management Committee (whichever is the greater).
- 5 percent or twenty (20) ASSC members (whichever is the greater).

The conduct of the EGM has the same powers and requires the same notices and invitations as the AGM.

14. Discipline and Appeals:

Any reported breaches of the club rules and codes of conduct, as posted on arsenalscotland.com, will be investigated. Any complaints concerning any member including the Executive, the Management Committee or others of the ASSC membership should be made in writing (by email or recorded postal delivery) to the Secretary.

The outcome of the disciplinary hearing will be notified in writing (email) to the person who lodged the complaint and the member or members against whom the complaint was made within 3 days of the final hearing. There is a right of appeal which must be made in writing (by email or recorded postal delivery) to the Secretary within 7 days of the decision being notified. An independent Appeals Committee will then be formed consisting of 3 impartial senior members of ASSC outwith the Management Committee within 7 days of an appeal being received. The Appeals Committee will consider the appeal within 10 days of the Secretary receiving the appeal.

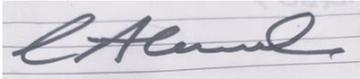
15. Dissolution:

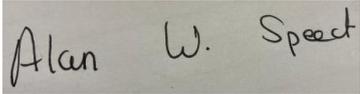
A resolution to dissolve Arsenal Scotland Supporters Club [ASSC] can only be made effective when passed through a majority vote of the membership attending at an AGM or at a properly called EGM, both having provided advanced notification for that stated purpose.



16. **Declaration:**

Arsenal Scotland Supporters Club hereby adopts and accepts this constitution on behalf of the membership subject to ratification by the membership at the next Annual General Meeting in 2023.

Chair : Signed  Date 08 11 22

Treasurer : Signed  Date 08 11 22

Secretary : Signed  Date 08 11 22