



# 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. ASSC maintains a web presence containing content and links relevant to our activities as a social club at [arsenalscotland.com](http://arsenalscotland.com); copies of the ASSC Constitution and associated rules and regulations are made available there.

### 2. Aims and Objectives:

To support Arsenal Football Club.

To promote and maintain the good name of Arsenal Football Club.

To ensure a duty of care to all members of Arsenal Scotland Supporters Club [ASSC].

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

To ensure that all members of ASSC receive fair and equal treatment.

### 3. Honorary President:

Bob Wilson, legendary player for Arsenal and Scotland, graciously accepted invitation to become the Club's Honorary President in 2006.

### 4. Amendments to Constitution:

This Constitution can only be changed through the agreement of the membership of ASSC, decided by a majority vote of paid-up members at a properly convened and recorded Annual General Meeting or at an Extraordinary General Meeting properly called for such purpose.

### 5. Membership:

Members, including the Executive (as required by Arsenal Football Club), are enrolled into the following categories:

- a. **Full (Ticket) Membership:** This requires paid membership of Arsenal FC and 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)
- a. **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.

All members are subject to this Constitution.

### 6. Membership Fees:

Fees are to be renewed annually with the due date for renewal being 30th June each year. The level of Fees, also reviewed annually, is determined at and by the AGM (see para 8a below).

### 7. Governance:

#### a. Annual General Meeting:

The Annual General Meeting (AGM), normally held in July, is the governing body of Arsenal Scotland Supporters Club including the annual election of the Executive, the Club's Chair, Secretary and Treasurer.



Only fully paid-up members have the right to vote on matters at the AGM. The quorum for AGM's will be twenty (20) members or five (5) percent of current paid up members (whichever is the lesser). All ASSC members will be invited to attend. By accepting the invitation and participating in the virtual meetings each member will be deemed to be present at the Annual General Meeting.

The AGM will be convened annually by the Club Secretary. Advance notice of the date and place of the AGM will be given not less than 28 days prior to the specified meeting date. (The Executive, on the advice of the Management Committee, may decide on attendance by virtual means, such as Zoom.

The AGM shall 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.

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 minutes of each AGM will be posted on the ASSC website and submitted to Arsenal Football Club.

**b. 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.

**c. Club Executive:**

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

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.

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

**d. ASSC also has the following Committees and Officials:**

***i. The Management Committee***

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

It is expected that changes in the 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:

- 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)
  - Fife (normally 2 minimum)
  - Glasgow and Strathclyde (normally 3 minimum)
  - London

All positions shall be voluntary, including those shown in the example. Nomination to serve is by invitation of the Executive.

The Management Committee 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 quorum required for the adoption of business agreed at Management Committee meetings shall be at least two (2) members of the Executive and three (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 those present will have the right to vote at Management Committee meetings. In the event of a tied vote the Club Chair will have the casting vote.

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

#### *ii. Elections & Constitution Review Committee*

The main purpose of this is to oversee the process for nomination and election of positions in the Executive, including the appointment of a Returning Officer for the conduct of elections, and to review and make recommendations with respect to the Club Constitution.

It shall comprise two past (non-current) Club Officers (who will have served at one time or another on the Executive) and non-Executive member drawn from the Management Committee. It will be for the Club Chair to nominate individuals, each to serve for an initial period of three (3) years, subject to the approval of the Management Committee. Repeat nomination and approval is permitted.

The Executive may make use of the membership of this Committee from time to time, for such matters as the audit of accounts or to assist in the event of any disputes which might arise for the Club.

#### **8. 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.



#### 9. **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 annually soon after the end of the Financial Year, 30th June. A detailed statement of the annual accounts will be presented by the Treasurer at the Club AGM, having been verified by two (2) members of ASSC not currently serving on the Executive / 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.

#### 10. **Club Rules and Code of Conduct:**

All members are subject to this Constitution. The Club is obliged to conduct its business as a social club in compliance with the law and in support of its Aims and Objectives. By joining ASSC all members are deemed to have accepted other regulations, rules, policies and codes of conduct endorsed, from time to time, by the ASSC Executive and Management Committee. Details are posted on [arsenalscotland.com](http://arsenalscotland.com) which operates as the Club's principal online presence.

#### 11. **Discipline and Appeals:**

Any reported breaches of the club rules and codes of conduct, as posted on [arsenalscotland.com](http://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 three (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 seven (7) days of the decision being notified. An independent Appeals Committee will then be formed consisting of three (3) impartial senior members of ASSC outwith the Management Committee within seven (7) days of an appeal being received. The Appeals Committee will consider the appeal within ten (10) days of the Secretary receiving the appeal.

#### 12. **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 convened EGM, both having been called with not less than 28 days advanced notification for that stated purpose.

**Declaration:** Arsenal Scotland Supporters Club hereby adopts and accepts this constitution.