

Ipswich Town FC Supporters' Club

Constitution and Rules

Part A – Constitution

1. Name

- 1.1. The name of the Club shall be the –
Ipswich Town FC Supporters' Club (hereinafter called "the Club")
- 1.2. The headquarters of the Club shall be at –
c/o Ipswich Town Football Club, Portman Road, Ipswich, Suffolk, IP1 2DA

2. Objects and Purpose of the Club

- 2.1. To encourage the support of Ipswich Town Football Club (hereinafter called "the Football Club") throughout the community, in Ipswich, the region, nationally and internationally.
- 2.2. To represent the views of the membership directly to the Football Club and to help the Football Club to respond to the membership in a way that supports mutual respect and understanding.
- 2.3. To work with the Football Club to help to progress its own aims, objectives and development, including assistance with projects where fan support is required and to work to develop new ideas for mutual benefit.
- 2.4. To promote the interest of the supporters of Ipswich Town Football Club (hereinafter called "the supporters") both in their relationship with the Football Club and more widely in the football industry.
- 2.5. To encourage and maintain acceptable standards of conduct by members of the Club and the wider supporter base.
- 2.6. To encourage supporters' social activities.
- 2.7. To encourage supporters' travel to football matches.
- 2.8. To encourage friendly relations with supporters of all football clubs.

3. The Executive Committee

The Club shall be governed by an Executive Committee which shall comprise such members as the club shall from time to time determine ("The Executive Committee").

4. The Rules

- 4.1. The Club shall have and shall adopt rules governing the day to day conduct of the Club and its members and the rules and amendments thereto shall not conflict with the provisions of this Constitution and shall only be adopted or amended or repealed by 75% of the members of the Club present and entitled to vote at a General Meeting.

4.2. Amendments to the Constitution shall only be made at a General Meeting.

5. Membership

5.1. Membership of the Club shall be open to Football Club season ticket holders, ITFC members, Junior Blues members and full members of approved Club branches at an annual fee per season effective from 1st July each year, if so determined.

5.2. A Supporters' Club annual fee, if applicable, will be determined by the Executive Committee.

5.3. The Executive Committee reserve the right to expel or suspend any member. The Executive Committee will advise the member of the reason for the expulsion or suspension. The member will then have the right to appeal to the Executive Committee.

5.4. The Club may from time to time issue a code of conduct as guidance to its members. In all cases, the decision of the Executive Committee as to expulsion or suspension is final.

6. General Meetings

6.1. Annual: A General Meeting of the Club shall be held every calendar year to transact the following business:-

6.1.1. To receive an annual report of the Club's activities in the previous year.

6.1.2. To receive and, if approved, adopt the Income and Expenditure accounts and the Balance Sheet of the Club.

6.1.3. To appoint or sanction the appointment of members of the Executive Committee.

6.1.4. Such other matter(s) relating only to the business of the Annual General Meeting as shall have been communicated to the Secretary and included in the notice of the meeting.

6.2. Special: An Extraordinary General Meeting may be called by the Executive Committee or by written request to the Secretary of a minimum of 30 adult members. Such requests shall state the purpose for which such a meeting is required.

6.3. At all meetings of the Club each member (over the age of sixteen years) shall have one vote.

7. Finance

7.1. The Club shall at all times ensure that proper books of account are kept of all transactions connected with the activities of the Club, and shall have a bank

account and all monies received by the Club shall be paid into such an account.

7.2. Accounts of the Club shall be prepared annually, and a copy made available to every member attending the Annual General Meeting.

7.3. No money or property of the Club or any gain arising from the carrying on of the activities of the Club shall be applied otherwise in accordance with the Rules of the Club.

7.4. In the event of the winding up of the Club all its assets, monies and other securities shall be disposed of to Ipswich Town Football Club.

8. Relationship with Ipswich Town Football Club

8.1. The Club is managed independently of the Football Club as are its finances.

8.2. The Executive Committee will represent the views of its membership through the Football Club's representative attending the Executive Committee and by meetings between the Chairperson of the Club and the Chairman or Chief Executive of the Football Club to be held at least three times per year.

Part B – Rules

1. The Club's Financial Year

1.1. The Club's financial year shall run from 1st July to 30th June in each year.

1.2. Once in every year full accounts of the financial affairs of the Club shall be inspected and verified by a suitably qualified person approved by the Executive Committee and appointed annually.

2. The Executive Committee

2.1. The Executive Committee shall consist of 7 to 10 adult members, comprising a Chairperson, Treasurer and Secretary, and 4 additional members, who will collectively represent media, website and social. The Chairperson, Treasurer and Secretary to be elected by the adult membership at the Annual General Meeting and for the first year only a Vice-Chairperson.

2.2. In addition, Branch representatives may be invited to attend Executive Meetings. Each Branch so represented shall have a vote at each meeting that they attend.

2.3. Elected members of such Executive Committee shall be re-elected annually.

2.4. A representative of the Football Club may be asked to attend meetings of the Executive Committee.

2.5. The Executive Committee shall have the power to co-opt a maximum of 4 additional members. Any co-opted members will automatically retire at the next Annual General Meeting, but may offer themselves for election.

- 2.6. The Executive Committee may invite any further person(s) to attend its meetings in a non-voting capacity.
- 2.7. Any Executive Committee member who fails to attend four consecutive meetings of the Executive Committee shall, unless the Executive Committee shall resolve to the contrary, be deemed to have resigned from the committee on the day after the fourth of such meetings (and shall be ineligible for re-election for the next year).
- 2.8. Nominations for election to the Executive Committee shall be proposed and seconded in writing and must be received by the Secretary seven clear days prior to the meeting.
- 2.9. The authority to pledge the credit of the Club to the extent of the funds available and to enter into contracts or agreements and to make payments by or on behalf of the Club is vested solely in the Executive Committee. The Executive Committee shall not commit the Club beyond its assets.

3. Meetings

- 3.1. An Annual General Meeting of the Club shall be held between the 1st September and the 31st October in each year.
- 3.2. The Secretary shall post up at Portman Road and also in the Match Day Programme at least fourteen days before any General meeting a notice of the meeting stating the time and place where it will be held and the business to be conducted.
- 3.3. An Extraordinary General Meeting may be called at any time by the Executive Committee or by written request to the Secretary of a minimum of 30 adult members. Such requests shall state the purpose for which the meeting is required.
- 3.4. At the Annual General Meeting of the Club, such members of the Executive Committee who have served their term of office shall retire, and offer themselves for re-election. Co-opted Members may offer themselves for election at the Annual General Meeting.
- 3.5. Voting shall be by show of hands, or by ballot paper, whichever procedure is deemed more expedient by the Chairperson.

4. Membership

- 4.1. Every applicant for membership will complete an application form, approval of which is vested in the Executive Committee but which will not be unreasonably withheld.
- 4.2. No person shall be accepted into membership of the Club unless they have agreed to abide by the rules and have paid the current membership fee as has been fixed from time to time by the Executive Committee.
- 4.3. Membership will be renewable annually on 1st July.

- 4.4. In the event of a member making payment to the Club for transport, match ticket or other organised event and subsequently failing to turn up, any repayment of monies received will be at the discretion of the Executive Committee.
- 4.5. If any payment made by a member is for any reason dishonoured upon presentation, then, in addition to making good and payment still due, the member concerned will be liable to meet any administrative or bank charges incurred in consequence of the cheque or monies not being met at the first attempt.
- 4.6. (i) Any Executive Committee member shall have the power to reprimand or suspend any member who shall infringe any rule, or whose conduct shall in their opinion render him/her unfit for membership subject to ratification at the next meeting of the Executive Committee.

The Executive Committee will advise the member of the reasons for the action taken, giving him/her seven days written notice to attend a meeting of the Executive Committee, which notice shall contain particulars of the complaints made against him/her. No member shall be expelled without first having the opportunity of appearing before the Executive Committee and answering the complaints made against him/her nor unless two-thirds of the Executive Committee then present vote in favour of his/her expulsion.

(ii) A suspended member shall forfeit all rights of membership during suspension.

(iii) No expelled or suspended member will be entitled to the return of any part of his/her membership fee.

- 4.7. No member may use the name, style or title of the Club without the authority of the Executive Committee.
- 4.8. Other than travel arrangements made by the officials for that purpose no financial liability will be accepted by the Club for any transport arranged by any member or any group of members nor will any such arrangements fall within the scope of insurance cover arranged by the Club.

5. Quorum

- 5.1. The quorum of the Executive Committee meetings will be at least 50% of the membership of the Executive Committee including at least two of the Chairperson, Secretary and Treasurer. A representative of the Football Club will be invited to attend.
- 5.2. The quorum at General Meetings shall be 30 members.

6. Finance

- 6.1. The Club shall have a General account at a bank to be determined by the Executive Committee and all cheques drawn on such account shall bear at least two of the signatures of the Chairperson, Secretary and Treasurer.

6.2. Separate accounts may be opened for specific purposes at the discretion of the Executive Committee, provided that a minimum of two signatures are always required.

7. Alterations to the Rules

Any proposed amendments to these rules shall be put to members at a General Meeting of the Club, and shall then be adopted or amended or repealed by 75% of the members present who are entitled to vote.

8. Expulsion from the Executive Committee

Executive Committee members may be suspended or expelled from the Executive Committee for refusing to comply with the provisions of these rules or for any other cause deemed by the Executive Committee to justify such suspension or expulsion, provided that at least two-thirds of the Executive Committee then present vote in favour of his/her suspension or expulsion.

9. Relationship with Ipswich Town Football Club

The Executive Committee is to be responsible for the conduct of all business with the Football Club on behalf of all members and branches collectively.

10. President and Vice-Presidents

The Executive Committee shall have the power to appoint a President and Vice-Presidents.

11. Branches

11.1. Branches shall contribute to the overall objectives of the Supporters' Club. They shall remain independent, but serve united to help to achieve the Club's ambitions.

11.2. Branches of the Club may be set up where deemed necessary or desirable by the Executive Committee, who shall then give every assistance in the establishment of such a branch.

11.3. Branches shall observe the Constitution and Rules of the Club, although each is to be self-governing and self-financing.

11.4. Branches are to be run for the same purposes as the parent Club, and particularly to preserve and enhance the good name of Ipswich Town FC Supporters.

11.5. Each Branch shall be responsible for their own finances. Any net gains shall be re-applied to the Branch, and any net losses shall be met by the Branch members. There shall be no recourse to the Executive Committee for recouping such losses.

11.6. All badges, mementoes and other goods relating to the Football Club sold to raise funds for the benefit of the Branch are encouraged to be obtained from the Football Club's shops or its agents.

- 11.7. All business with the Football Club shall be copied to the Executive Committee.
- 11.8. All Branch members shall retain membership of the main Club, but those members who subscribe on a Branch only basis will not enjoy any discounts or facilities afforded to full members.
- 11.9. The Executive Committee shall have authority in general over the affairs of its Branches and may intervene in the running of such Branches should it be deemed necessary.
- 11.10. Representatives of Branches will be invited to All-Branch meetings on a regular basis.
- 11.11. Each Branch should have a structured plan by which their efforts may be measured and rewarded.
- 11.12. Branches shall be entitled to adopt a brand name with the prior approval of the Executive Committee.

12. Unspecified Matters

Any matter not covered by the above rules shall be dealt with by the Executive Committee.

November 2018