

# THE FOOTBALL SUPPORTERS' FEDERATION

## CONSTITUTION

(as adopted at a Special Meeting of the Football Supporters' Federation on 18 May 2008)

1. The name of the organisation shall be the Football Supporters' Federation (hereinafter referred to as The Federation).
2. The objectives of the organisation are:
  - (a) To encourage, promote and develop support of association football and goodwill between football supporters at local, national or international levels.
  - (b) To support and protect the interests of member supporters' clubs and individuals and, wherever necessary, their dependents.
  - (c) To gain representation for football supporters on the executive and governing bodies of association football.
  - (d) To provide an independent and democratic structure through which the views of supporters may be channelled and articulated.
  - (e) To initiate and support campaigns on issues of concern to football supporters.
  - (f) To carry out research into and disseminate information on football related issues.
  - (g) To promote diversity and oppose all forms of discrimination in relation to football.
  - (h) To work against the abuse of football by those who bring violent intent and actions to our football grounds.
  - (i) To liaise with all interested parties to achieve these objectives.

The Federation shall be non-partisan, non-profit making and non-party political. As a consequence, any person or democratically-run supporters' organisation supporting football and the objectives of the Federation shall be eligible for membership.

3. The Federation shall be governed by a National Council consisting of chair, deputy chair, secretary, treasurer and one member or their appointed deputy nominated as a representative by each division of the Federation, together with individual members directly elected at an annual general meeting of the Federation, so that there shall be a total of twenty divisional and directly elected members, in addition to the four officers, subject to there being a minimum of eight directly elected members. All members of the National Council shall be a member of an organisation or other group affiliated to the Federation, or an individual member of the Federation.
4. The National Council shall have absolute control of the affairs, property and funds of the Federation, but may at any time, and from time to time, delegate all or any of the powers invested in them by this Constitution to the committees hereinafter mentioned.
5. The National Council shall appoint an Executive Committee, which shall be responsible for conducting the administrative and financial affairs of the Federation, and taking urgent decisions between National Council meetings. It shall report to, and be accountable to, National Council. The Executive Committee shall comprise the officers of the Federation and such other members of the National Council as it may deem appropriate. Co-opted members of the National Council who may have been granted voting membership shall be eligible for appointment to the Executive Committee. The National Council may appoint other committees as it shall determine at its own discretion. The Executive Committee and such other committees as may from time to time be decided upon by the National Council shall administer the affairs of the Federation under the direction of the National Council. The powers of such committees shall be determined from time to time by the National Council.
6. The Federation shall be divided into geographical units called divisions, each of which shall be administered by a divisional committee whose composition and powers shall be set out in the Bye-Laws.
7. Clubs, associations of clubs providing in any way for supporters of association football and Individuals may become affiliated to the Federation subject to the terms and conditions set out in the bye-laws.
8. For the furtherance of its objectives Federation may:
  - a. enter into agreement with other bodies.
  - b. take-over any organisation/body or amalgamate, wholly or partly, with any organisation/body whose objects are similar to those of the Federation
  - c. acquire the property of such organisation/body upon such terms as the National Council thinks fit.

9. Income and property of the Federation shall be applied solely towards the furtherance of its objectives as provided by this Constitution. No portion of the funds shall be paid or transferred directly or indirectly, by way of profit, to any member of the Federation or to any organisation affiliated to the Federation, provided that nothing in this article shall prevent the payment in good faith of reasonable and proper remuneration to any officer, member or servant of the Federation in return for services actually rendered to the Federation. In respect of any matter connected directly or indirectly with their contractual terms or remuneration, or with any other matter in which they have a financial interest, any person covered by this clause, or any other member of the National Council, shall immediately declare an interest, shall not vote and may be asked to absent himself/herself from the room whilst the matter is debated.
10. The National Council may appoint full-time or part-time employees or servants (to be known by such titles as appropriate to the duties undertaken) upon such terms and conditions, which may include the cost of office accommodation, as may be necessary for the efficient administration of the affairs of the Federation. Any such appointees shall be required to perform such duties as defined by the National Council. The National Council may contract with such third party or parties as it sees fit for the provision of such services.
11. The Federation may establish and support, or aid in the establishment and support, of any charitable or benevolent association or institution, and subscribe or guarantee money for charitable or benevolent purposes to further its objectives.
12. The Federation may be wound up only by a vote of at least three quarters of those present, eligible to vote and voting at any Annual or Special Conference. No subscriptions shall be repaid. Any monies, property or other assets remaining after the settling of all debts shall be given to a charity, amateur sports club or other similar body as decided by the Annual or Special Conference. Any proposal for dissolution must be notified to all Members twenty eight days prior to the decision being taken.
13. All agreed resolutions, alterations or additions to the Constitution shall become operative from the date of the annual conference. This constitution and the following bye-laws may be amended only by a sixty percent majority of those present and voting at an Annual or Special Conference.
14. In the event of any situation arising which is not covered by this constitution or bye-laws, or where there is a conflict within them or an interpretation is required, the National Council shall decide upon the matter. In all cases, the National Council shall ensure that the objectives of the Federation are complied with, taking into account common sense, normal good democratic practice and natural justice.

## **BYE-LAWS**

### **1. MEMBERSHIP**

Membership of the Federation is open to properly constituted clubs, supporters' trusts, associations of clubs, non-membership bodies and individuals, subject to the terms and conditions set out in the Bye-Laws.

The National Council shall have power to expel, or suspend for a period not less than one month and not more than two years, any organisation or individual from membership whose conduct they are satisfied after a proper enquiry has been detrimental either to The Federation or to other Members. The organisation or individual concerned shall be entitled to be represented at any such enquiry by a maximum of two people. Neither the National Council nor the member shall be represented by a solicitor or a barrister, including such council acting pro-bono. The power of expulsion or suspension vested in the National Council shall be subject only to an appeal made to the Federation's Independent Appeals Committee.

### **2. AFFILIATE MEMBERS.**

A properly constituted organisation affiliated to the Federation shall be deemed to be one where a majority on the governing committee is elected by its members at an open/general meeting or by postal ballot and is democratically run. It should give all members the opportunity regularly to discuss and vote upon issues which arise at national, divisional and branch Football Supporters' Federation meetings.

All applications from organisations for affiliation to the Federation shall include a declaration in a form deemed suitable by the National Council of the Federation, stating that that organisation's rules conform to the requirements of the Federation, whereby a majority of the governing committee of the organisation is elected by its members, that the organisation is democratically run and that it gives all its members the opportunity frequently to discuss and influence how the organisation concerns itself with issues which arise from the activities of the Federation, the declaration to be signed by the officers of that organisation and such signed declaration deemed to be an acceptance of the constitution and bye-laws of the Federation.

The National Council may make such enquiries and take such actions as they consider appropriate in relation to any application for membership before acceptance of it and shall have the power to refuse any application for good reason.

Any affiliate member organisation amending or altering its rules to a form which may no longer conform to the requirements of the Federation, must advise the Secretary of the Federation and complete a further form of declaration

that its rules still meet the requirements of the Federation as stipulated above, this further declaration being subject to the acceptance of the National Council of the Federation.

Every accepted 'Affiliate' organisation shall pay an annual subscription according to a scale fixed from time to time by the National Council. This scale may be a single sum due annually, a fee proportional to the individual membership of each affiliate, or some combination of both. Subscriptions for affiliation shall become due on such date annually as the National Council deems appropriate and cover a period of one year thereafter. Attendance at Conference or any other meeting of the Federation at which a vote is taken shall be dependent upon prior payment of the annual subscription. Each 'affiliate' shall, subject to election, be furnished by the appointed Officer with an appropriate membership certificate on receipt of the subscription which certificate shall act as a receipt thereof. Entitlement to vote and other entitlements of membership will commence on the first day of the calendar month following that in which the membership fee is first paid, and continue until the final day of the December next following, unless the membership fee is first paid in the month of August or later in that year, in which case the entitlements to vote and other entitlements of membership shall continue until the end of the December next following.

### **3. ASSOCIATE GROUP MEMBERS.**

Fanzines, web sites and other non-membership organisations shall be entitled to join the Federation as members subject to their acceptance of the Federation's aims and objectives. Such members may attend meetings and take part in the activities of the Federation.

Every accepted Associate Group organisation shall pay an annual subscription according to a scale fixed from time to time by the National Council.

Entitlement to vote and other entitlements of membership will commence on the first day of the calendar month following that in which the membership fee is paid, and continue until the final day of December next following, unless the membership fee is first paid in the month of August or later in that year, in which case the entitlements to vote and other entitlements of membership shall continue until the December next following.

### **4. INDIVIDUAL MEMBERS.**

An individual member is someone who has paid the appropriate membership fee, according to a scale fixed from time to time by the National Council, with membership commencing on the first day of the calendar month following that in which the membership fee is paid and continuing until the completion of 12 calendar months thereafter.

### **5. RIGHTS OF MEMBERS**

Members, whether they are Affiliate members, Associate Group members, or Individual members, shall be entitled to:

(a) Attend and vote at the meetings of a chosen division of the Federation and representation on that division's committee in accordance with these bye-laws. Nothing shall prevent additional attendance at the meetings of other divisions in a non-voting capacity.

(b) Legal advice and assistance in accordance with the terms and arrangements of the Federation with its legal advisers.

(c) Insurance of members of 'affiliates' and individual members on payment of the appropriate premium in accordance with the terms of the premiums and policies adopted by the National Council from time to time and as and when practical.

(d) The right to participate and vote at all annual general meetings, extraordinary meetings or conferences of the Federation convened by the National Council in accordance with these bye-laws.

(e) The benefit of the advantages of all trading and home and foreign travel agreements arranged with the appropriate organisations, firms and authorities by the National Council.

(f) The opportunity to inspect minutes and financial statements of all divisional and national meetings upon giving a reasonable period of notice.

(g) Advice and assistance through the medium of the expertise of any departments set up by the National Council to provide benefits for the support of association football and the Federation's membership.

(h) In the case of Affiliate members to state in all official literature of a member body the fact that it is "affiliated to The Football Supporters' Federation", or in the case of Associate Group members to state in all official literature of a member body the fact that it is "an associate group member of The Football Supporters' Federation".

### **6. NATIONAL COUNCIL**

Each member of the National Council may be allocated areas of responsibility and/or Executive or other committee memberships as shall from time to time be determined by the National Council.

The National Council may co-opt to its membership individuals or representatives of other organisations or groups for which it is deemed beneficial to the administration of the Federation. Co-option may be on a voting or non-voting basis as decided by the National Council.

The National Council may appoint sub-committees to assist with its responsibilities. Any such persons co-opted onto such sub-committees and who are not also National Council members will have voting status on that sub-committee alone.

The quorum for National Council meetings will be more than fifty percent of the total voting membership of the National Council.

## **7. FINANCE.**

The funds of the Federation shall be under the control of the National Council who shall have the power to invest the same and to expend such funds for the promotion of the objects of the Federation, as they think fit. The National Council may invest the funds of the Federation in the purchase of or at interest upon the security of such stocks, shares or securities where so ever and whether involving liability or not as they shall in their absolute discretion think fit, with power to vary or transpose such investments for or into other stocks, shares or securities to the intent that they shall have the same full and unrestricted powers of investing as if they were entitled thereto beneficially. The National Council may delegate its said powers of investment and of varying and transposing investments to the Executive Committee or such other committee as it may appoint for such purpose, provided that such committee shall not consist of less than three persons, of which one shall be the Treasurer. Any stocks, shares, or securities may be registered in the names of the Chair, Vice Chair, Secretary or Treasurer of the Federation, acting as the Federation's nominees.

The National Council shall have power to appoint in writing three or more trustees being members of the National Council at the date of appointment for the purpose of vesting in their names property, funds, deeds and documents of title (other than stocks, shares and securities) of the Federation placed in their hands or under their control and each of them shall be indemnified out of the Federation's property against risk and expense incurred in his/her capacity as a trustee unless caused by his/her wilful default.

The National Council shall have the power to remove trustees in writing and to appoint in writing members of the National Council for the time being to fill any vacancy caused by death, retirement or otherwise, and to appoint in writing additional members as trustees, as the National Council may decide. Any nominee or nominees in whom any stocks, shares or securities of the Federation are vested shall not be affected by such retirement, removal or appointment until such finance committee for the time being shall have given to such nominee or nominees therefore in writing.

Where committees are formed under rule 4 and this bye-law they can apply to the National Council for separate bank accounts and funding. They may also seek outside funding. Where separate funding is granted, each Committee will elect a finance officer / finance sub-committee to oversee its finances. Each committee will report direct to the National Treasurer on financial matters. There are to be at least two signatories on the account of any such committee, one of whom will always be the National Treasurer or in his absence his appointed deputy.

## **8. PATRON, PRESIDENT, VICE PRESIDENT**

The Annual Conference of the Federation shall have the power to appoint one or more Patrons, though the decision may be taken not to make such an appointment. It may also appoint a President and/or one or more Vice Presidents, the latter being appointed in recognition of past service to the Federation. Any person elected to one of these positions shall have the same rights as individual members, unless specified otherwise elsewhere in this constitution.

The office of the Patron(s) and President, if appointed, shall be three years, with post holders being eligible for re-appointment. Vice Presidents will be appointed for life and become honorary individual members of the Federation. However, National Council may remove any of these appointees at any time for good reason. Such a decision shall be reported to, and ratified or otherwise, at the subsequent conference.

Ex-officio the holder of the office of President will be a member of the National Council having the same duties and voting rights as other members.

Any Vice President may be nominated to stand for election at the annual conference, to be one of the individually elected members of the National Council, as referred to in bye law 9, with the same rights, duties and term of office as other eligible members of the Federation.

## **9. ELECTION OF CHAIR, DEPUTY CHAIR, TREASURER, SECRETARY AND INDIVIDUALLY ELECTED NATIONAL COUNCIL MEMBERS.**

The chair and treasurer shall be elected at the annual conference, to serve in office for a period of two years, after which they will be eligible to stand for re-election. One year after such election of the chair and treasurer, the deputy chair and secretary shall be elected at an annual conference, to serve in office for a period of two years, after which they will be eligible to stand for re-election. That with effect from the elections in summer 2009, no-one shall be eligible to

stand for election to any of the posts of chair, deputy chair, treasurer or secretary until they have been an individual member of the Federation or a member of an affiliated organisation or group for a minimum of one year at the closing date of nominations.

The other National Council members not otherwise nominated as divisional representatives to National Council, shall be elected at the annual conference to serve for a term of one year, being eligible to stand on subsequent occasions for re-election for further terms of one year on each occasion. That with effect from the elections in summer 2009, no-one shall be eligible to stand for election to any of these directly elected representative posts until they have been an individual member of the Federation or a member of an affiliated organisation or group for a minimum of three months at the closing date of nominations.

Nominations to stand for election to any of the posts of officers of the Federation, or to the posts of the other National Council members referred to above, must reach the secretary at a period before the annual conference as decided upon by the National Council, except in the case of any nomination for the post of secretary, which must be sent to the chair in accordance with the same deadline. Nominations may be made in writing either by electronically, or by post or hand delivery. The nomination shall contain the names of the affiliate or individual member of the Federation proposing the candidate's nomination, and the name(s) of at least one seconder for the nomination.

10. **DISBARMENT FROM MEMBERSHIP OF THE NATIONAL COUNCIL**

National Council may suspend a National Council member from membership of Council for serious misconduct, after proper enquiry and having given the National Council member an opportunity to respond to the allegation of misconduct, for such period as it considers appropriate. Such a decision shall require a two-thirds majority of those present at the meeting of the National Council. The suspended member will have the right of appeal to the Appeals Committee.

11. **OFFICERS.**

The Officers of the Federation shall be chair, deputy chair, secretary and treasurer.

In the event of any of those persons elected as officers being unable or unwilling for any reason to complete their period of office, the National Council shall have the power to appoint for a period not extending beyond the next AGM an acting chair, deputy chair, secretary or treasurer.

The National Council shall meet not less than four times a year.

12. **SPECIAL MEETINGS OF THE NATIONAL COUNCIL**

These may be summoned by order of the chair or on the request of ten National Council members, such request sent to the Secretary.

13. **NATIONAL COUNCIL MEETINGS**

Notice of meetings of the National Council together with the agenda paper of all matters to be discussed or voted on shall be sent to each member of the National Council prior to the meeting. All meetings held under these bye-laws shall be properly minuted, with minutes approved at the next meeting.

Meetings of the National Council shall be open to members of the Federation subject to exclusion by resolution of the National Council. Only members of the National Council and the four officers shall take part in the discussions or of any business without leave of the meeting.

Decisions of the National Council will be made on the basis of a simple majority of those present and eligible to vote. The chair shall have both a deliberative, and a casting vote in the event of a tie in voting.

All decisions of the National Council will be binding on all its members.

14. **NATIONAL COUNCIL BUSINESS AND AUTHORITY**

The National Council shall conduct its affairs in accordance with these rules and bye-laws and in accordance with the principles and policies of the Federation as determined by annual conference.

Between annual conferences the general management and control of the Federation and the handling of its whole affairs shall be vested in the National Council. The Executive Committee may take urgent decisions on behalf of the National Council and deal with such other matters as may be delegated to it by the National Council. The Executive Committee shall provide a written report of all decisions taken to the next meeting of the National Council.

The National Council shall have power to appoint, at a reasonable fee, a solicitor or such other professional advisor whose advice and guidance shall be available to and deemed necessary by the National Council to the Federation and its members.

The National Council shall issue general instructions for the guidance of divisional committees in conducting the business of the Federation within that area.

15. **INDEMNITY OF OFFICERS, NATIONAL COUNCIL MEMBERS OR OTHER FEDERATION SERVANTS, AND EXPENSES INCURRED IN CONNECTION WITH FEDERATION WORK**

Every member of the National Council, every officer or servant of the Federation (whether honorary or otherwise) shall be indemnified by the Federation. It shall be the duty of the National Council from the funds of the Federation to pay all losses and liabilities which any member of the National Council, officer or servant may incur or sustain in the bona fide execution of the duties of his office or in relation thereto.

All legitimate expenses incurred on Federation business by members of the National council, the officers or representatives of the National Council, shall be reimbursed in accordance with such financial control document as may be approved and issued from time to time by the National Council.

No member of the National Council and no officer of the Federation shall be liable for the acts, receipts, neglects or defaults of any other member of the National Council, officer or servant of the Federation or for joining in any receipt for the sake of conformity or for any loss or damage occasioned by any error of judgement or oversight on his part or for any loss, damage or misfortune whatever shall happen in the execution of the duties of his office or in relation thereto.

16. **FEDERATION FUNDS AND ACCOUNTS**

All monies and funds of the Federation shall be held in the name of "The Football Supporters' Federation" and placed in a bank or invested by the National Council except as otherwise provided in this constitution and bye laws. Payments which are to be made by cheque or electronic transfer will signed by the treasurer and one other of chair, vice chair, and secretary, except in cases of emergency or where the Treasurer is the payee, when any two of the above may sign.

For the purpose of the Federation's accounts the financial year shall end on the 31<sup>st</sup> January in each year.

The accounts of the Federation shall be audited or be subject to an independent examination annually and a copy made available to all individual members, and to the secretary or nominated contact of each affiliated organisation no later than twenty one days prior to the date of the annual conference and issued to all annual conference delegates.

17. **THE FSF CONFERENCE AND ANNUAL GENERAL MEETING**

The annual conference of the Federation shall be held on a date and at a venue to be determined separately for each year by the National Council. In taking this decision for any given year, National Council shall consider any proposals from Divisions and shall choose a nationally accessible location which takes due account of the travel and accommodation arrangements which all those attending the conference will need to make.

Motions passed by the annual conference or by any special conference shall be referred to the National Council, which shall report to the originators of motions and subsequently to the next conference on action taken.

The annual general meeting shall appoint a properly qualified accountant as auditor to the Federation.

18. **VOTING.**

In all votes taken in the Federation each affiliated organisation shall have a block vote of three which cannot be split. Individual members shall be entitled to one vote each, as shall Associate Group members. Affiliate members' delegates who are also Individual Members may if they so wish vote in both categories.

Voting on all issues at the annual or any special conference called under these bye-laws, apart from matters governed by article 13 of the constitution, shall be by show of voting cards in accordance with the provisions of these bye laws and any others relevant, or by ballot to be decided by conference. In the event of a tie, the chair shall have the casting vote.

Any member entitled to attend and vote in person shall be entitled to appoint a proxy to attend and vote on their behalf. Such proxy shall also be a member entitled to vote. In order for a proxy to attend and vote on their behalf the document appointing them, signed by both parties, must be received by the National Secretary not less than seven days before the meeting. No member may exercise more than two proxy votes, such votes being in addition to their own votes.

/ 5

19. **SPECIAL MEETINGS**

(a) A special conference of the Federation shall be called:

(i) At such time as the National Council may consider necessary or

(ii) Within forty two days of receipt by the secretary of a requisition signed by at least three affiliate members and twenty individual or associate members of the Federation, with a total number of votes equivalent to sixty individual members.

(b) The requisition in accordance with the above shall be in the form of a Motion signed by the persons who will respectively move and second it at the special meeting.

(c) The notice convening the special meeting shall state the business to be discussed and no other business shall be transacted. Ten working days notice shall be given of such meetings.

(d) The composition of special conferences shall be the same as that of the annual conference.

20. **DIVISIONS.**

The name of each division of the Federation shall be decided upon by its members, subject to ratification by the National Council.

21. **DIVISIONAL MEMBERS**

The Division shall consist of an unlimited number of clubs, associations and Individuals within boundaries as defined by the National Council. Each club or organisation must be a properly constituted supporters' association and must be a fully paid up member of the Football Supporters' Federation (hereinafter referred to as "the Federation"). Each individual must similarly have paid his membership fee. Entitlement to vote will commence one month after acceptance of the application. Non-members are eligible to attend by invitation.

22. **DIVISIONAL REPRESENTATION ON NATIONAL COUNCIL**

A division is entitled to be represented on the National Council of the Federation by one national councillor from amongst the representatives elected in accordance with bye-law 23.

No member of the National Council shall represent more than one division of the Federation.

23. **DIVISIONAL ANNUAL GENERAL MEETING**

The annual general meeting of each division shall be held prior to the annual conference of the Federation, and twenty-one days' notice convening same shall be given to all member clubs by the divisional secretary. At such a meeting it shall:

(a) Receive the divisional officers' reports and a financial statement for the year ending.

(b) Elect officers, which must include a chair, vice chair, secretary and treasurer, to be the basis of a divisional committee if needed.

(c) Elect from among its members one national councillor, and deputies if thought fit, who must have been either an individual member of the Federation or a member of an affiliated organisation or group for a minimum of 3 months on the day of the election.

(d) Elect any sub-committee of the divisional committee necessary for the good organisation of The Division.

(e) Individual members and Associate Group members shall be eligible for appointment to any of the above positions.

(f) Nominations and voting shall be based on Federation voting rules.

In the event of any of those persons elected as officers being unable or unwilling for any reason to complete their period of office, the divisional committee or remaining officers shall have the power to appoint for a period not extending beyond the next divisional annual conference an acting chair, vice chair, secretary or treasurer.

24. **DIVISIONAL GENERAL MEETINGS**

General meetings may be held during the course of the year at the division's discretion, at which minutes will be taken and attendance recorded.

Each Affiliate and Associate Group member shall be entitled to send a representative, who shall be entitled to vote at all general meetings of the Division. Individual members are also entitled to attend and vote, subject to the membership provisions of the rules and bye laws of this constitution. Additional representatives may attend in a non-voting capacity. The divisional chair shall preside at all general meetings, and in his absence the vice chair shall preside. Should they both be absent then a chair shall be elected by the meeting for that purpose. The chair of the meeting does not have a vote in that capacity (but may vote as an individual member or delegate). In the event of an equality of votes being

recorded, the chair of the meeting shall have a casting vote. Voting procedures shall be based on bye-law 17 and any others relevant.

The quorum for divisional meetings to allow decisions to be taken shall be eight people entitled to vote, whether as delegates of affiliate or associate group members, or as individuals.

**25. RESPONSIBILITIES OF THE DIVISION**

The division shall, at all times, act in accordance with the constitution and bye-laws of the Federation, in accordance with the general instructions of the Federation, as issued by the National Council (through the secretary), and in accordance with the policies of the Federation as decided upon by the National Council or the membership in the annual general meeting or a special meeting of the Federation, in conducting divisional business.

The division shall at all times promote within its area the objectives and policies of the Federation as set out in paragraph 2 of the constitution and shall encourage maximum participation of football supporters in this work.

Divisions may not act independently on behalf of the Federation without National Council authority. The Federation shall not be liable for any commitments (financial or other) made by divisional officers unless properly submitted for prior approval by the National Council.

Divisional secretaries shall notify the National Secretary of the dates of any divisional meetings, at least 14 days before each of those meetings.

**26. POWERS OF DIVISIONAL OFFICERS**

The officers may deal with any emergency business of a division. All actions taken by virtue of this bye-law shall be reported to the next meeting of the division for endorsement.

**27. DIVISIONAL FUNDS**

The assets of The Division are to remain the property of the Federation. Each division may apply its funds for any purpose and under such conditions as shall be determined under this constitution and bye laws. In the event of The Division ceasing to exist, such assets shall be passed to the National Council in a timely manner. If this cessation is a result of the re-defining of divisional boundaries, the National Council will re-apportion those funds to the new divisions in consultation with them.

**28. BRANCHES**

The National Council may endorse the establishment of democratically organised local Federation branches based on defined geographical boundaries to facilitate members meeting and involving themselves in the affairs of the Federation.

**29. APPEALS COMMITTEE**

National Council shall appoint, at the start of each year, after the annual conference, a standing appeals committee to hear appeals under this constitution and bye laws. The committee shall comprise three full members and up to six alternative members who shall deputise for one or more of the three full members where they are unable to attend a particular meeting. They shall not have been previously involved in taking decisions on a matter being appealed.

**DEFINITIONS**

In the constitution and bye-laws the following words have the following meanings:

**Division**

A geographical area as defined by the National Council for the purposes of administering the business of the Federation.

**Divisional Committee**

The members for the time being of a divisional committee duly constituted and their successors, duly elected, and shall be deemed to include any committee authorised to transact any business of the division as set out in, and by virtue of, the provision of article 6 of the constitution and bye-laws.

**National Council**

The members for the time being of the National Council hereby constituted and their successors duly elected and shall be deemed to include any committee authorised to transact the business of the National Council for purposes of expertise.

**Member**

Any organisation or individual accepted into the Federation under bye-law 1.

**Constitution**

The constitution of the Federation.

**Bye-Law**

A bye-law of the Federation.

**Prescribed Time**

The times fixed by the bye-laws or by standing orders for the purposes of motions, resolutions, etc.

**Standing Orders**

An authority set up by virtue of the provisions of the constitution.

**Standing Committees**

Committees set up under or by virtue of the provisions of article 5 of the constitution and bye-laws.

**Mike Williamson**

**Secretary**

**THE FOOTBALL SUPPORTERS' FEDERATION**

## **STANDING ORDERS**

(as adopted at a Special meeting of the Federation on 18 May 2008)

**RESPONSIBILITIES OF NATIONAL COUNCIL**

1. The National Council shall be responsible for the publishing of the annual report and accounts, which shall include:

- Minutes of the proceedings of the previous annual conference
- Matters arising from the previous annual conference
- Annual reports from the National Council and division secretaries
- Annual accounts
- Appointment of auditors
- Elections of national officers and other posts determined in the rules
- Motions
- Amendments and alterations to the constitution, rules and standing orders.

2. The National Council shall appoint an Agenda committee of three members to assist the smooth running of conference, and act in accordance with these standing orders.

**CONFERENCE CHAIR**

3. The Federation Chair shall chair the Conference. In his/her absence, or for any matter dealing with his/her own position, the deputy chair shall chair conference, or in his/her absence another national council member nominated by the Agenda committee, will take the chair.

4. The ruling of the chair on any question of procedure arising at the conference shall be final and can only be challenged as allowed for in Standing Order 27.

#### **CONFERENCE VOTING**

5. Voting shall be by show of appropriate voting cards. The agenda committee shall appoint persons to count votes and organise any ballots required.

6. Voting shall be restricted to accredited delegates, and shall be in accordance with the rules and bye-laws of the Federation. In the event of any dispute the agenda committee shall decide on eligibility.

7. Decisions shall be made by simple majority, except where stated to the contrary elsewhere in these Standing Orders.

8. The chair shall have both a deliberative and a casting vote

#### **CONFERENCE MOTIONS AND DEBATE**

9. A motion which is published in the agenda can only be withdrawn with the consent of the conference.

10. Any motion received after the closing date for submission of motions, which shall be determined by the National Council, shall be reported to the conference by the Agenda committee. The Agenda committee shall determine whether the motion shall be heard by conference and what position it shall appear on the agenda. Motions received after the closing date must relate to a matter which has arisen after the closing date for motions, or which requires urgent attention.

11. Motions shall be moved by the delegate in whose name they stand. If the mover is not present the motion will fall, unless conference gives leave for an alternative proposer.

12. All Motions and Amendments shall require a seconder before they are moved. If no seconder can be secured, the motion or amendment will fall.

13. Amendments may be moved by giving notice to the chair, except in the case of procedural motions as referred to in Standing order 27.

14. If an amendment to a motion is moved, a further amendment shall not be moved until the first amendment is disposed of.

15. An amendment shall not be moved while a vote is being taken.

16. An amendment must be related to but may not negate the substance of the original motion.

17. The mover of the motion shall be asked whether he/she accepts an amendment. If the amendment is accepted by the mover it will automatically become part of the substantive motion.

18. The mover of a motion (including an amended motion) shall have the right of reply, after which the motion shall be put to the vote without further debate, except in the case of procedural motions as referred to in Standing Order 27.

19. The mover of an amendment shall not have the right of reply.

20. Speakers shall state their name (and the organisation they represent, where appropriate).

21. If two or more delegates wish to speak at the same time the chair shall decide to whom priority shall be given.

22. Should the chair call for "Order" during a debate, the delegate speaking shall immediately sit down and neither he/she, nor any other delegate, shall speak until the chair invites them to do so.

23. The chair shall ensure that debates are conducted in a spirit of mutual respect. Any delegate disobeying, or attempting to defy, the ruling of the chair may be suspended for the remainder of conference.

24. A delegate shall not speak more than once to the same motion or amendment except with the permission of the chair.

25. The maximum time allowed for the moving of a motion or an amendment shall be five minutes; all other speeches including the mover's right of reply, shall have a maximum time of three minutes except at the discretion of the chair.

26. Any delegate may raise a point of order or ask a question but must confine this to the subject before conference at the time.

#### **PROCEDURAL MOTIONS**

27. The following procedural motions may be moved at any time without previous notice:

- That leave shall be given to withdraw a motion or an amendment
- That leave shall be given to refer a motion or amendment to the National Council for consideration

- That the chair's decision or ruling be challenged
- That the question be now put \*
- That the conference proceeds to the next business \*
- That the speaker shall no longer be heard \*
- That the debate be adjourned \*
- That conference be adjourned
- That persons present who are not members of the Federation leave the conference for a specified period

None of the procedural motions marked \* can be moved by a delegate who has already addressed conference on the motion or amendment under debate. Any procedural motion shall be immediately put to the vote after there is one speech in favour of the motion and one against. No amendment shall be allowed.

#### **CONFERENCE BUSINESS NOT TAKEN**

28. Any business not taken at conference due to lack of time shall be referred to the National Council.

#### **CONFERENCE PROCEEDINGS UNDER FEDERATION RULES**

29. The proceedings of the conference shall be conducted in accordance with the rules and bye-laws of the Federation (of which these standing orders form a part).

#### **SUSPENSION OF STANDING ORDERS**

30. Any standing order may be suspended by a motion to conference provided that at least two-thirds of the delegates voting vote in favour.