



BRISTOL CITY SUPPORTERS TRUST

Society Board Membership Policy

BRISTOL CITY
SUPPORTERS SOCIETY LIMITED
Board Membership Policy

Definitions:

AGM Annual General Meeting
BCST Bristol City Supporters Society Limited
SB Society Board (Steering Committee)
BCFC Bristol City Football Club

Membership of the Society Board

1. This is the Society Board Membership Policy of the Bristol City Supporters Society Limited (BCST) as provided for in rule 56 of the constitution of BCST.
2. The Society Board will be comprised of ten posts. These being Chairman, Vice-Chairman, Treasurer Membership Secretary and six Board Member positions.
3. The newly elected SB is obligated to co-opt up to 5 (but no less than 1) members on to the new SB. Co-opted SB members shall be co-opted on the basis of their ability to fill those roles on the SB which remain vacant and/or where they possess specific skills or attributes which the elected SB members feel would be beneficial to have on the SB. Co-opted members of the SB will serve either until the next AGM or for a shorter fixed period specified by the SB. (The constitution states that the SB must always have at least 1 co-opted member).
4. The SB will discuss potential co-optees and if by a majority they require the potential co-optees to appear before them for an interview the potential co-optee will be asked to attend the next meeting of the SB after which the SB members present will vote on whether or not to co-opt that person. Any resolution to co-opt a member to the SB must be passed by a majority of the SB present at the meeting in question and the Chair of that meeting shall have a second and cast vote in the event of an equal numbers of votes for and against the co-option.
5. As per rule 59, it is envisaged members of the SB will normally serve for periods of 2 years in accordance with the SB Membership Policy. As also with rule 64, it is envisaged at the second and third annual general meeting of the BCST, one half of the members of the SB first elected by members (to be chosen by lot) will resign from office. Thereafter the one half of the elected members of the SB who have served the longest at the date of the AGM each year will resign. If at any time there is an uneven number of elected directors, the SB shall decide the number of elected directors to resign in accordance with this Rule, which shall be approximately one half of the total number. Subject to the Rules (and this document) retiring SB members may submit a nomination form to seek re-election at the AGM at which they are to retire.
6. As soon as possible after the first SB is appointed they should convene to appoint a Company Secretary using the same procedure as detailed in section 4 above. Although this position will attend SB meetings it will not be considered a part of the SB nor will it carry any voting rights on matters discussed by the SB.



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7. The term of the Company Secretary is to last until the next AGM where the SB will ask members to approve the Company Secretary holding the position until the next AGM or ask members to approve the appointment of a new Company Secretary. The Company Secretary is bound by the rules defined in the BCST SB membership policy and constitution.

8. As soon as practicable the names and roles of the new SB should be posted on the Trust's website and sent out to members.

9. Co-opted SB members may not serve on a disciplinary committee even where (s)he is the then current Head of any sub-committee.

10. It will be the specific responsibility of the Head (or in his/her absence, the deputy) of each sub-committee to co-ordinate that sub-committee and at each meeting of the SB provide a written or oral report to the SB on the activities of that sub-committee.

11. Any member of the SB may be suspended or removed from the SB in accordance with the Rules or as a result of a disciplinary offence.

Conduct of Society Board Members

12. It is the responsibility of each and every Member to act at all times in accordance with the constitution, this document and in a way that maintains the dignity of the SB, BCST, and Bristol City Football Club.

13. SB Members shall act honestly and with integrity in all of their dealings on behalf of BCST.

14. SB Members will not discriminate on the grounds of people's race, religion, gender, marital status or disability.

15. SB Members will not make promises or commitments that the SB does not intend, or would be unable, to honour.

16. SB Members' conduct, at all times, will be such that their honesty is beyond question.

17. SB Members' conduct, at all times, will be such that it upholds the reputation and good name of the Trust.

18. SB Members shall adhere to the truth, and not mislead directly or indirectly nor make false statements, nor mislead by omission.

19. SB Members shall treat everyone with whom they have dealings as a SB Member with personal respect and politeness.

Confidentiality and Collective responsibility

20. Members of the SB acknowledge that discussions at SB Meetings are strictly confidential save where expressly stated not to be.



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21. SB Members will ensure that confidential information (or any information that could be considered to be of a sensitive nature) relating to the SB or the Football Club's operations, its customers, employees, creditors or associated businesses is not given either inadvertently or deliberately to third parties unless that information is required by law or a regulatory body.
22. SB Members will not use information obtained by them as a SB Member of BCST for personal gain, nor will that information be used to obtain benefit for any other person or business.
23. All membership details and records are to be kept on a computer database with only SB members and the Company Secretary having access. All information is strictly confidential. Any SB member collecting details of new members must ensure that they forward all the correct information and monies to the Membership Secretary.
24. For the avoidance of doubt the confidentiality provisions above remain even after a member is no longer serving on the SB. Breach of the confidentiality provisions is a disciplinary offence.
25. From time to time the SB will vote on issues, make decisions or pass resolutions. Each and every member of the SB will be bound by collective responsibility in respect of these with the effect that once a decision is made, a resolution passed etc, no SB member shall speak out in public against that decision or resolution. Full and open debate within the confines of the SB is obviously encouraged but once a decision has been made or a resolution passed the SB must speak with a unified voice.
26. If a SB member does not feel able to comply with the ethic of collective responsibility either that SB member must remain silent on this issue in question or (s)he must resign from the SB.
27. A breach of the ethic of collective responsibility is a disciplinary offence.

Limitations and Conflicts of Interests

28. Any SB member may speak about, give comments or opinions on a variety of issues provided they are expressed to be a personal opinion.
29. Only SB members (or such other person who has the express consent of the SB) may issue communications or brief the press/media on behalf of the Trust.
30. All efforts must be made to retain copies or recordings of all Trust communications, minutes, press releases, interviews, and publicity whether in written, oral or visual form. A library of such information must be kept by the Communications Officer, except for the minutes, of which this responsibility falls to the Company Secretary, on behalf of the SB for posterity and consistency and to deal with any future queries.
31. Any SB member who volunteers to take on a particular job must, as far as possible, carry out that task to the best of their ability. It will be the responsibility of each SB member to take the action required dealing with any task allocated to him/her in the minutes. Failure to do so may be considered a disciplinary offence. Guidance can always be sought from the rest of the SB.
32. All money collected by SB members must be forwarded to the Treasurer for entry into the Trust Bank Account. There will be no exception to this rule. The Treasurer has the authority to pay any reasonable expenses to the SB members for phone calls, stationary etc without the consent of a full Committee, but he/she must inform the SB of the amounts paid out.



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33. SB Members shall fully disclose promptly any private or other business interests or any other matters, which may lead to potential or actual conflicts of interest

34. SB Members shall not use their status as a SB Member of BCST to seek personal gain from those doing business or seeking to do business with the Trust. SB Members shall not accept any personal gain of any material significance if offered.

35. No member shall be permitted to seek election to the SB if they are or are reasonably likely to during their 2-year term of office become an employee of Bristol City Football Club. If a SB member shall during his/her term of office fall into this category (s)he shall immediately notify the SB. In order for that person to continue on the SB they must specifically undertake not to abuse the potential conflict. The SB may issue such conditions as it sees fit to the SB member's continued service on the SB.

36. If a SB member acts in a way which conflict with Rules, this document, Trust policy or SB decisions or resolutions that SB member will be subject to disciplinary measures.

Disciplinary Matters

37. Where any SB member is deemed by a majority of the SB to have committed a disciplinary offence as suggested above or has otherwise acted in a way which a majority of the SB believe is in contrast to the spirit of this document or the Rules, the SB shall be at liberty to constitute a disciplinary committee ("the committee") to determine the facts and take such measures as the committee sees fit. If the SB decides to constitute a Committee the SB member(s) concerned will be suspended and shall neither vote nor attend SB meetings.

38. The Committee will consist of the then Chairman and Vice-Chairman of the SB unless one or both of them is the subject of the disciplinary, in which case another member of the SB will be selected by the SB as Chairman of the Committee and (s)he shall have the casting vote if necessary. In addition up to 3 but no less than 2 other SB members (who shall not be the subject of the disciplinary or serve of the same sub-committee as the member who is the subject of the disciplinary) shall sit on the Committee. In the event of a split vote being taken by the committee the Chairman of the Committee is to have a final casting vote.

39. The Committee shall meet as soon as is practicable (where possible within 7 days) after the SB meeting which constituted the Committee and shall invite the member concerned to attend or submit his/her version of events or mitigating circumstances. The Committee shall act honestly in assessing the facts of the disciplinary case before them and shall impose such sanction as it sees fit, including for example, dismissal; further suspension to allow more facts to be gathered; censure or warning. If appropriate the Committee may chose to impose no sanction. If the member concerned fails to either attend or submit as envisaged above the Committee can proceed and make such inferences as it sees fit from such non-attendance or non-submission.

40. Sanctions available to the SB will include formal reprimand, orders of specific performance, suspension and ultimately, recommend expulsion from the SB.

41. The SB member subject to the disciplinary hearing may appeal the decision of the Committee within 7 days of being notified of the decision. The appeal will be made to an employee of Supporters Direct whose decision will be binding on all parties. The appeal will take place as soon as possible after the member concerned has requested it. As Supporters Direct is deemed to be independent of the Trust there will be no further right of appeal by any party.

NB. Please note this Code of Conduct is structured in a way that will allow for it to be adapted to suit different needs in a democratic manner should the occasion arise.