

MANCHESTER UNITED SUPPORTERS CLUB PLYMOUTH BRANCH

CONSTITUTION

AIMS AND OBJECTIVES

The main objective of the Branch is to increase interest in support of Manchester United Football in Plymouth and the surrounding area.

This will be achieved through various events in the branch area and whenever possible visits to live matches at Old Trafford and other venues.

It is a condition of Manchester United Football Club that this branch can only apply for tickets to visit Old Trafford on behalf of individuals who are members of the parent Manchester United F.C. Supporters Club or otherwise as from time to time Manchester United may direct.

Branch membership will be actively encouraged from persons residing in Plymouth and the surrounding area but will not be refused to persons living outside the area for this reason alone.

MEMBERSHIP

The Branch shall consist of annual members.

Enrolment as a member of the branch shall be at the discretion of the branch committee subject to completion of the application form for such membership and payment of the annual subscription. The branch committee shall not unreasonably refuse membership but such membership may be denied to any individual should the committee feel that it is not in the best interests of the branch for membership to be granted.

A person shall be an annual member from the date of enrolment as a member of the branch until 31 May falling within the football season for which the branch has accepted the subscription and thereafter from year to year upon renewal of the branch membership.

The branch shall present each member upon joining for the first time or following a change to the constitution with a copy of the said constitution subject to that having been previously approved by the branch committee, Manchester United and the membership.

TERMINATION OF MEMBERSHIP

A member shall cease to be a member of the branch and his name shall be removed from the register of members.

- a) Upon the expiry of annual membership for which purpose renewal branch membership shall become due annually on 1 June.
- b) If by notice in writing to the branch he resigns his membership.
- c) If his conduct in the opinion of not less than 2/3rds of all members of the branch committee, expressed by ballot vote at a meeting held after due notice of the intention to consider such members conduct, is or has been prejudicial to the interest of the branch provided that, prior to the meeting of the branch committee under which the member's conduct is to be considered, reasonable notice in writing shall be given to the member of the intention to consider his conduct and an opportunity afforded to him to submit any explanation. Notice shall be deemed sufficient and reasonable if sent by recorded delivery post to the last known address of the member not less than 14 days before the meeting of the branch committee at which his conduct is to be considered.

THE BRANCH COMMITTEE

ELECTION

- a) At every Annual General Meeting of the branch a new branch committee shall be elected from the adult members of the branch to carry on work for the ensuing year. The members of the branch committee shall consist of not less than 5 or more than 8 elected members. Subject to any other provision in these rules the new branch committee shall continue in existence until the next following Annual General Meeting has elected a new committee in accordance with these rules.
- b) Where appropriate the branch secretary shall prepare a voting paper for use in the election of the branch committee. The paper shall list in alphabetical order all the candidates duly nominated together with the names of their proposer and seconder.
- c) Each adult member shall be entitled to vote and each member voting shall cast his or her vote in favour of no more than there are places on the branch committee. No candidate shall be deemed to be elected unless that member receives not less than 51% of the vote of members present and voting. In the event of equality of votes places available shall be filled by resubmitting to the meeting as often as shall be necessary the names of the candidates with equal votes, and each member present shall be entitled to vote for not more than the number of candidates for which vacancies exist.

- d) No person with whom the branch has any contract or arrangement (whether directly or through control of or participation in a partnership or limited company) whereby services or facilities are provided for reward or remuneration and whereby that person ultimately derives some benefit from the contract or arrangement shall be eligible to serve on the branch committee. This restriction need not be applied where such an interest has been disclosed to all persons present at the Annual General Meeting when the individual concerned is elected to the branch committee.
- e) No member shall be eligible for election to the branch committee unless they have held continuous membership of the branch for 90 days prior to the Annual General Meeting at which their election is considered.

APPOINTMENTS BY THE BRANCH COMMITTEE

The elected branch committee shall hold its first meeting as soon as reasonably practicable after the Annual General Meeting in each year and at that meeting shall first conduct a) and b) in the following items of business in the order stated and may thereafter at that meeting or any subsequent meeting make appointments referred to in c) to e) hereof.

- a) From the elected members the branch committee shall appoint an honorary chairman, honorary treasurer and honorary secretary who shall be officers of the branch. The office of treasurer shall not be held by any persons whose spouse or other relative or common-law partner is for the time being chairman or secretary of the branch. No person shall hold more than one post except temporarily in an emergency.
- b) Appoint annually such sub-committees as may be required, delegate to them such duties as it may think fit, provided that any decision they may reach is subject to the approval of the branch committee. The officers shall be ex-officio members of all sub-committees.
- c) The responsibilities of the officers and others appointed under this rule shall be minuted by the branch committee.

REMOVAL

Except for actions taken pursuant to the branch rules no person shall be deprived of a position to which they have been elected or appointed under these rules other than by means of a motion duly proposed, seconded and passed at a branch committee meeting by the affirmative vote of not less than 2/3rds of all members of the branch committee. Not less than 14 days notice of the meeting at which the motion is to be discussed shall be given to the individual concerned and an opportunity shall be afforded to him at that meeting to make representations. The notice shall be in writing and shall be sent by Recorded Delivery Post.

ADMINISTRATION OF BRANCH COMMITTEE MEETINGS

- a) The branch committee shall meet at least once in every two months. All members of the branch committee shall be given not less than 7 days notice of the date of each meeting of the branch committee except in an emergency.
- b) No business shall be transacted at a meeting of the branch committee unless a quorum is present. Four members of whom at least one shall be an officer of the branch shall constitute a quorum.
- c) Every member present in person shall have one vote. In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote. All members shall accept and be bound by any majority decision.
- d) The branch committee shall cause minutes of all proceedings at its meetings and any sub-committees to be maintained. The minutes are to be submitted after each meeting to Manchester United by the Branch Secretary. Each minute shall record the fact that the minutes relevant to the previous meeting have been approved by the Branch Committee subject to any necessary amendments.

TRUSTEESHIP

- a) The branch committee as from time to time established shall be trustees of the funds and the property of the branch.
- b) No trustee shall be entitled to any form of payment or benefit in kind from the branch in respect of his duties as trustee but every trustee shall be entitled to receive reimbursement of reasonable authorised expenses wholly and necessarily incurred in the performance of his duties as a trustee.

BRANCH INCOME AND EXPENDITURE

- a) All monies received by the branch including monies raised by sub-committees shall be promptly paid into a bank account in the name of the branch.
- b) The branch may receive legacies specifically bequeathed to it by name.
- c) Fees received by any employee or member of a branch in respect of any speaking engagement on behalf of the branch shall be paid to the branch treasurer.
- d) The funds and income of the branch may be expended on branch work in its area for the benefit of branch members.
- e) All cheques shall require no less than two authorised signatories one of whom shall whenever possible be the Branch Treasurer and all details must be on the cheques prior to signature except when an open cheque is submitted to Manchester United at their request.

- f) No persons shall be a signatory to any cheque payable to himself or any firm or business undertaking in which he has an interest except in the case of a treasurer reimbursing to himself expenses which have been properly incurred and authorised by the committee.
- g) No gratuities or personal gifts whatsoever shall be paid or made to any person from or by the use of the funds of the branch. Such funds or goods in kind shall not be allocated to or for the benefit of any other organisation.

BRANCH ACCOUNTS

The committee is responsible for producing the annual branch accounts for submission and approval to the branch members at their Annual General Meeting subject to prior approval by Manchester United.

The treasurer is responsible for the accounting for the branch. The books should be kept up to date and information made available to any branch member upon request. Any member querying an entry/entries in the accounts should in the first instance direct their query in writing to the Branch Treasurer. If dissatisfied the query should then be put in writing for the attention of the General Manager Ticketing and Membership Manchester United.

BRANCH AND BRANCH COMMITTEE RESPONSIBILITIES AND OBLIGATIONS

1. The branch committee shall act exclusively in pursuant of the objects and policies of the branch at all times.
2. The branch shall subject to the branch rules manage its own affairs and shall be wholly responsible for its debts and liabilities. The branch shall not pledge the credit of the parent Manchester United Supporters Club.
3. Publicity:
 - a) the branch committee may publish literature at the expense of and solely in the name of the branch provided that
 - I. such literature shall not contain any statement inconsistent with the parent Manchester United Supports Club objects and declared policies and
 - II. statements made or given publicly (or in some circumstances where they may become public) shall be consistent with the branch objects and declared policies.
 - III. all contact with the media on any issue effecting the branch must be through persons authorised to do so by the branch committee fund-raising – all fund-raising events shall take place within the branch area.
 - b) no fund-raising in support of the branch may be carried out without the prior approval of the branch committee to whom a full report shall be promptly rendered.
4. All match tickets allocated to the branch by Manchester United shall be allocated to individuals in accordance with both (a) Manchester United policies, and (b) the branch ticket and travel arrangements for the season in question.

ANNUAL REPORT

1. The branch shall prepare an annual report, an income and expenditure account and a balance sheet for and as at the previous year ended 31 May for adoption at each Annual General Meeting.
2. Not less than 14 days after such a request for it to be provided is received by the Branch Secretary a copy of the report shall be sent to each member of the branch making such a request.

ANNUAL GENERAL MEETING

1. Not later than the 31 day of August (but whenever possible by 31 July) in every year the branch committee shall convene and hold the Annual General Meeting for the purpose of receiving and if thought fit adopting the report of the branch committee, the accounts, and the election of a branch committee.
2. Not less than 28 clear days written notice of the date of the annual general meeting shall be given to all branch members.
3. Not less than 32 clear days written notice shall be given to the branch secretary of any resolution or nomination to be included at the Annual General Meeting. Such notice shall include the names of the proposer and seconder.
4. The branch committee may refuse to include on the agenda any resolution the subject matter of which has been discussed at any General Meeting if the branch held within the previous two years, the discussion of which will in its opinion be detrimental to the interest of the branch.
5. The parent Manchester United Supporter Club may send representatives to the meeting.

SPECIAL GENERAL MEETING

1. The branch committee may summon a Special General Meeting.
2. A Special General Meeting shall be summoned on a requisition signed by not less than 1/5th of the current branch membership or at the Branch Committees discretion. The requisition shall specify the purpose for which the meeting is to be held and it shall be held not later than six weeks after receipt of the requisition. No business other than that specified in the requisition shall be transacted.

3. Not less than 14 days clear notice of a Special General Meeting settling out the business to be transacted shall be given to branch members and no business other than that specified in the notice shall be transacted.
4. The branch committee may decline to call a meeting if the subject matter of the requisition has been discussed at any general meeting of the branch held within the previous two years.

ADMINISTRATION OF GENERAL MEETING

1. The chairman shall preside at general meetings of the branch provided that if the chairman is unable to unwilling the vice chairman shall take the chair if he is similarly unable to unwilling the branch committee shall appoint a chairman for that meeting from among the membership of the branch present at the meeting.
2. No business shall be transacted at a general meeting unless of a quorum of 10 members is present, one of whom at least shall be an officer of the branch.
If within 30 minutes from the time appointed for a meeting a quorum is not present the meeting shall stand adjourned until such time and at such place as the branch committee may determine.
3. Every adult branch member present in person shall have one vote.
4. Minutes shall be kept of all general meetings of the branch and be available for inspection by the parent Manchester United Supporters Club.

DISSOLUTION OF THE BRANCH

Manchester United Supporters Club Plymouth Branch (the Branch) shall be dissolved and cease to exist in the event of the agreement of 68% of adult branch members at a Special General Meeting.

The branch committee will summon a Special General Meeting to consider dissolution of the Branch if in their opinion the Branch is no longer viable.

In the event of dissolution of the Branch, and after payment of all debts and liabilities, all remaining assets will be distributed to qualifying members of the Branch.

To qualify for a share in any assets, an individual must be an adult branch member for the current season, and have been a branch member for at least 12 months prior to the commencement of the current branch membership year.

A qualifying branch member will receive one share of the assets for each full year of membership, excluding the current season, subject to a maximum of three shares per member.

COMPLIANCE WITH BRANCH RULES

The branch committee shall ensure that all persons employed by the branch or acting for the branch or purporting to act for the branch comply with these branch rules.

INTERPRETATION

References to the masculine gender in these branch rules shall be deemed to include the feminine gender.