



The Jammers Fan Association

Rules and Constitution of The Jammers Fans Association

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The Independent Supporters' Association for Maldon & Tiptree FC Supporters

1. NAME

The name of the organisation shall be The Jammers Fans Association, hereafter referred to as The Jammers Fans Association.

2. OBJECTS

The objects of The Jammers Fans Association shall be to:

- a) Represent Maldon & Tiptree FC supporters where required, on issues decided by its members through a process of structured dialogue with Maldon & Tiptree FC.
- b) Establish and maintain channels of communication with the Owners, Executives and Management of Maldon & Tiptree FC, with the sole aim being to enhance the existing relationships between the supporters and Maldon & Tiptree FC.
- c) Promote, maintain and value the history and identity of Maldon & Tiptree FC and its supporters.
- d) Encourage the Owners, Executives and Management of Maldon & Tiptree FC to appreciate, welcome and value the support and participation of all Maldon & Tiptree fans, and ensure that equal opportunities are promoted for all supporters.
- e) Increase the number of Maldon & Tiptree FC supporters at both home and away fixtures, whilst enhancing Maldon & Tiptree FC's reputation in the local community.
- f) Represent Maldon & Tiptree FC supporters in national structured dialogue via the appropriate platform.
- g) Contribute to Maldon & Tiptree FC via available sponsorship packages or via donations when appropriate. The Jammers Fans Association is not-for-profit organisation.
- h) To support local and/or relatable charities and not-for-profit organisations in line with the Jammers Fans Association's Charity Donation policy.
- i) Join, affiliate and maintain membership to the Football Supporters Association.

3. MEMBERSHIP

- a) Membership of The Jammers Fans Association shall be open to all supporters of Maldon & Tiptree FC.
- b) Membership fees shall be as determined by the Committee and must be confirmed by vote of members at the Annual General Meeting (AGM).
- c) Members' personal details shall be stored securely and shall not be passed to a third party without the member's written consent, unless there is a legal requirement for The Jammers Fans Association to do so.
- d) Membership records shall be kept by the Secretary and shall be available to all members of the Committee.
- e) Should the Committee reject an application for membership, the applicant shall be duly notified and have the right of appeal at the next Committee meeting.
- f) All members are entitled to attend and fully participate and vote at the AGM and any EGM.

g) Any member bringing The Jammers Fans Association into disrepute and or violating the code of conduct, either online or otherwise shall render themselves liable to expulsion. A member may be suspended and recommended for expulsion by a special majority vote of the Committee but shall not be expelled until they have received a full hearing before a disciplinary panel established by the Committee. The member shall have a full opportunity to answer all allegations against them before a decision on expulsion is taken by the panel. Any member expelled shall have the right of appeal.

h) All members are required to adhere and abide by the code of conduct and social media policy, that are available to view on The Jammers Fans Association website.

i) Disciplinary procedure shall be dealt with under a procedure adopted at a general meeting of members for the purpose.

4. THE COMMITTEE

a) A committee shall be elected of not more than fifteen and not fewer than four members.

b) The period of office for Officers and other Committee members shall be from the conclusion of the AGM at which the Committee is declared as elected to the conclusion of the following AGM.

c) All Officers shall be members of the Committee with full voting rights.

d) All members shall be entitled to stand for election for any Officer or Committee member position.

e) The Committee shall be entitled to co-opt members to the Committee to fill any vacancies and shall ensure any such co-options are reported to the membership. Co-opted reps may have full voting rights at Committee meetings, as necessary.

f) The Committee shall be entitled to fill an officer vacancy occurring during the year and shall ensure any such decisions are reported to the next AGM.

g) The length of term for initial Officers on the group's formation shall be until the first AGM, where the inaugural election will take place. After which, terms will last for one and two years initially, as outlined below.

- The Chair and Treasurer will take term for two years.
- The Vice-Chair, Secretary and all other Committee members will take term for one year initially.
- After the first round of elections for officer roles and Committee Members, the same pairings will be elected on an alternate year basis, to allow for continuity within the Association. This will result in all terms lasting for two years.

h) A Committee member shall declare an interest in any contract or matter in which they have a personal material or financial interest, whether directly or indirectly, and shall not vote in respect of any decision relating to that matter.

5. OFFICERS

The Officers of The Jammers Fans Association shall be the Chair, Vice-Chair, Secretary and Treasurer.

The Officers shall collectively take decisions and actions on matters between an AGM and Committee meetings, such as public statements and attendance at meetings. Normal duties of the Officers shall include:

a) Chair and Vice-Chair

- The Chair shall chair all The Jammers Fans Association meetings at which they are present.
- In the absence of the Chair the Vice-Chair shall take the chair. In the absence of both the Chair and Vice-Chair the meeting shall appoint a chair from amongst its number.
- It is the duty of the Chair of the committee meetings to ensure all views of those present are heard at the meeting.
- In the event of any vote ending in a tie the chair of all meetings shall have a casting vote.

b) Secretary

- The Secretary shall be responsible for circulating an agenda and relevant papers to those present at Committee meetings prior to the commencement of the meeting.
- The Secretary shall produce draft minutes of the Committee meetings, to be agreed as accurate, subject to any amendments, by the Committee at its subsequent meeting.
- The Secretary shall convene the AGM on a date agreed by the Committee, and will make all the arrangements for the meeting, including arranging an appropriate venue and providing an agenda for the meeting.
- The Secretary shall arrange to publicise Committee meetings to the membership.

c) Treasurer

- The Treasurer shall ensure that accurate financial records are kept, and shall be responsible for the proper administration of The Jammers Fans Association's financial affairs.
- The Treasurer will be responsible for ensuring that The Jammers Fans Association's funds are maintained in a bank account as decided from time to time by the The Jammers Fans Association Committee. Withdrawals from the account shall be by authorised signature of at least two Officers.
- The Treasurer shall submit a statement of balances, and an income and expenditure account, to the AGM in the year following that to which the accounts relate.

- The Treasurer shall supply full records of The Jammers Fans Association's financial transactions and a statement of balances and an income and expenditure accounts to two elected auditors at the end of the financial year. The financial year of The Jammers Fans Association shall be from April to March.

6. ANNUAL GENERAL MEETING (AGM)

- An AGM should be held once annually at a time to be determined by the Committee.
- The Secretary shall ensure that all members are sent notification of the date, time, place and agenda for the AGM not less than fourteen days before it is due to take place.
- The Secretary shall ensure that copies of the Minutes of the previous AGM and a The Jammers Fans Association Annual Report are available at the AGM.
- The Annual Report shall contain statements on The Jammers Fans Association's work during the year from the Officers and Committee members as appropriate.
- The Treasurer will be responsible for ensuring that a balance sheet and an income and expenditure account is provided in writing to the AGM in the year following that to which the accounts relate.
- The quorum for the AGM or EGM shall be 10% of those members eligible to vote at the AGM.
- Should the AGM not be quorate thirty minutes after the published starting time the meeting shall be adjourned to a date not more than two months after the inquorate meeting. All members shall be notified of the new date by the Secretary in writing.

7. COMMITTEE MEETINGS

- The Committee shall consist of all Officers and Committee members, whether elected at the AGM, or subsequently co-opted.
- At least four Committee Meetings shall be held each year, at a venue within the region of Maldon and Tiptree.
- The Jammers Fans Association policy shall be determined at Committee Meetings, subject to ratification at the next AGM.
- The Committee can, by majority vote, decide to hold a ballot of members on any matter it so decides. The result of any ballot shall be binding on the Committee and may only be changed by decision of the AGM or an EGM.
- In cases of urgency the Officers may decide policy by majority decision and shall report all such decisions to the membership.
- The quorum for Committee meetings shall be four elected members of the Committee, one of whom must be an Officer.
- It is the duty of all Officers present to ensure that the views of members not present but which are communicated to the Officer prior to the meeting are reported accordingly.
- Votes will normally be by an open show of hands. A secret ballot will be held if requested by at least one-third of the Committee members present.

- i) The Committee shall strive to ensure that The Jammers Fans Association's structures, meetings, communications mechanisms and employment policies respect and promote the concept of equal opportunities.
- j) The Committee shall establish such sub-committees as it considers necessary. Each sub-committee shall appoint a Committee member as chair, to report on the activities and decisions of the sub-committee. Unless previously agreed, sub committees' decisions must be endorsed by the Committee before they are acted upon.
- k) The Committee shall employ such staff as is necessary to properly pursue the objects of The Jammers Fans Association.
- l) The Committee shall establish or support charitable trusts, associations or institutions in line with the objects of The Jammers Fans Association.
- m) The Committee has the power to do all such lawful things as are necessary for the achievement of the objects

8 EXTRAORDINARY GENERAL MEETINGS

An EGM may be called:

- a) By resolution of the majority of the Committee, or
- b) By members constituting at least 25% of the total number of members submitting written notice to the Secretary of their desire for such a meeting.
- c) The Secretary shall convene an EGM within 28 days of receipt of such a requisition unless agreed otherwise with the requisitioners. The Secretary shall send notice of and the agenda for the EGM to all supporting members not less than seven days before the date of the EGM.
- d) the only business that can be discussed at an EGM is that specifically notified to members in the notice of the meeting.
- e) The quorum at EGMs shall be a 20% of those members eligible to vote at the EGM.
- f) With the exception of dissolution (see below), resolutions may be passed at an EGM with the approval of a majority of members present.

9. AMENDMENTS TO THESE RULES

- a) Amendments to these rules may be proposed by the Committee or by any member.
- b) Any proposed amendment from a member to these rules shall be submitted to the Secretary in writing not less than 21 days prior to the date of the AGM or EGM called for the purpose.
- c) An amendment to these Rules shall require a two-thirds majority of members present.

10. DISSOLUTION

- a) A motion to dissolve The Jammers Fans Association shall only be considered at an AGM or EGM of which all members have received at least 28 days written notice. The notice of the meeting shall contain the motion to dissolve the Association. A motion to dissolve The Jammers Fans Association may be proposed by the Committee or by a proposal signed by at least 25% of members.

b) To dissolve The Jammers Fans Association three-quarters of the members present must vote in favour of a resolution proposing dissolution.

c) On the dissolution of the organisation, once any debts have been settled, any outstanding monies or property of the association shall be given to an organisation with similar aims and objectives. The beneficiary organisation shall be as decided by the Committee.

d) It will be the responsibility of the former Officers of The Jammers Fans Association to dissolve the organisation in line with the wishes expressed at the General Meeting.

11. CODE OF CONDUCT

All members, Officers and associates of The Jammers Fans Association shall be committed to:

a) Supporting, promoting, and furthering the objects of The Jammers Fans Association.

b) Rejecting violence, abusive behaviour, or discrimination in any form.

c) Making The Jammers Fans Association an inclusive and welcoming group that represents Maldon & Tiptree fans from all backgrounds.

d) Recognising that decisions made by The Jammers Fans Association are reached democratically by way of ballot and respecting the outcome of each ballot.

All members, Officers and associates of The Jammers Fans Association shall be prohibited from:

i) Making communications in the name of The Jammers Fans Association without express permission.

ii) Profiting from activity associated with The Jammers Fans Association without express permission.

iii) Complicating or sabotaging the objects, activities or communications The Jammers Fans Association.

iv) Bringing The Jammers Fans Association in to disrepute by any other means.

v) Required to adhere to associations social media policy, which serves to stop any foul, racist or abusive use of any social media platforms in the name of The Jammers Fans Association