



## **CONSTITUTION AND RULES**

### **1. NAME**

- 1.1 The name of the organisation shall be the Sale Sharks Supporters' Club, hereafter referred to as SSSC.

### **2. AIMS & OBJECTIVES**

- 2.1 The objects of SSSC shall be to:
- a. Provide support to Sale Sharks Rugby Club.
  - b. Represent the views of Sale Sharks supporters locally, regionally, nationally and internationally and campaign on behalf of Sale Sharks supporters on issues decided by the AGM and/or the Committee of the SSSC.
  - c. Establish and maintain channels of communication with the Directors and Management of Sale Sharks Rugby Club.
  - d. Encourage the Directors and Management of Sale Sharks Rugby Club to appreciate, welcome and value the support and participation of all Sale Sharks fans, and ensure that equal opportunities are promoted for all supporters.
  - e. Increase the opportunities for Sale Sharks supporters to express their active support of the Club.
  - f. Promote and advance the views of SSSC to Sale Sharks Rugby Club; to Rugby authorities and to other appropriate organisations.
  - g. Support local & regional rugby development.
  - h. Be an active member of the volunteering / not for profit community (Sale, Trafford, Salford, Manchester, North West)
  - i. Facilitate the provision of travel services for SSSC members and non-members at broadly break-even costs unless specifically agreed otherwise by the Committee.
  - j. Promote a great match-day experience at the A J Bell Stadium.
  - k. Organise relevant and attractive social events for SSSC members and non-members.
  - l. Raise funds to allow the sponsorship of specific Sale Sharks players and to make charitable donations as appropriate including, but not limited to, the Sale Sharks Academy.
  - m. To make annual awards to Sharks players at the annual dinner.

- n. Affiliate to appropriate Rugby supporters' associations.

### **3. MEMBERSHIP**

- 3.1 Full membership of SSSC shall be open to all Sale Sharks supporters, on payment of the appropriate membership fee. All references to 'members' in these rules refer to full members.
- 3.2 Applications shall be made on a designated form and will include a statement agreeing to accept and abide by this Constitution and Rules.
- 3.3 Membership fees shall be as determined by the Committee, and must be confirmed by vote of members at the following Annual General Meeting (AGM).
- 3.4 All applications for full membership shall be reported to the following Committee meeting by the Membership Secretary, and membership rights shall start immediately following the Committee's endorsement.
- 3.5 Should the Committee reject an application the applicant shall be duly notified and have the right of appeal to the next committee meeting.
- 3.6 Membership shall be renewable on the 1<sup>st</sup> October each year.
- 3.7 All members are entitled to attend and fully participate and vote at the AGM and any EGM or postal ballot.
- 3.8 Members may attend and participate in Committee meetings at the discretion of the chair of the meeting.
- 3.9 Any member infringing these rules, and/or bringing SSSC into disrepute, shall render themselves liable to expulsion. A member may be suspended, and recommended for expulsion, by a majority vote of the Committee but shall not be expelled until s/he has received a full hearing before a disciplinary panel established by the Committee. The member shall have a full opportunity to answer all allegations against her/him before a decision on expulsion is taken by the panel. Any member expelled shall have the right of appeal to the following AGM.
- 3.10 Members' personal details shall be securely stored in documentary and/or electronic form and shall not be passed to a third party without the member's written consent, unless there is a legal requirement for SSSC to do so.
- 3.11 Membership records shall be kept by the Membership Secretary, on behalf of SSSC, and shall be available to all members of the Committee.
- 3.12 No member or officer of SSSC shall be remunerated for providing services to the SSSC. Reasonable expenses may be paid at the discretion of the Chair and the Treasurer and these will be recorded separately in the Accounts.

### **4. OFFICER AND COMMITTEE ELECTIONS**

- 4.1 A minimum of three, and a maximum of seven, members will be elected to the Committee. 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 AGM the following year.

- 4.2 All officers shall be members of the Committee with full voting rights.
- 4.3 All members shall be entitled to stand for election for any Officer or Committee member position.
- 4.4 The Committee shall be entitled to co-opt additional members, beyond the above numbers, to the Committee as required with full voting rights and shall ensure any such co-options are reported to the next AGM.
- 4.5 The Committee shall be entitled to fill any casual vacancy occurring during the year and shall ensure any such co-options are reported to the next AGM.
- 4.6 The Committee will recommend the appointment of auditors to the AGM.

## **5. OFFICERS**

- 5.1 The Officers of SSSC shall be the Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary.
- 5.2 The Officers shall collectively take decisions and actions on matters between 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 SSSC meetings at which s/he is present.
- In her/his absence 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 Committee meetings to ensure all views of those present are heard at the meeting and that a consensus view is reached wherever possible on all items.
- In the event of a tie the chair of all meetings shall have an additional casting vote.

### **(b) Secretary**

- The Secretary shall be responsible for circulating an agenda and relevant papers for all Committee meetings to Committee members at least 3 working days prior to each meeting.
- The Secretary shall produce draft minutes of all Committee meetings, to be agreed as accurate, subject to any amendments, by those attending that Committee meeting.
- Minutes will show all decisions taken, actions agreed, the person responsible and effective deadlines.
- 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, providing an agenda for the meeting and producing minutes.

- The Secretary shall arrange to publicise Committee Meetings to all members and to post agendas/minutes on the SSSC website.

**(c) Treasurer**

- The Treasurer shall ensure that adequate financial records are kept, and shall be responsible for the proper administration of the SSSC's financial affairs.
- The Treasurer will be responsible for ensuring that SSSC's funds are maintained in an SSSC account as decided from time to time by the SSSC Committee. Withdrawals from the account shall be by authorised signature of at least two Officers. There will be no overdraft facilities on any SSSC bank account.
- The Treasurer shall submit a statement of balances, and an income and expenditure account, to each meeting of the Committee and to the AGM in the year following that to which said statement and account relates.
- The Treasurer shall supply full records of the SSSC's financial transactions and a statement of balances and an income and expenditure accounts to the elected auditors at the end of the financial year. The financial year of SSSC shall be 1 July to 30 June.

**(d) Membership Secretary**

- The Membership Secretary shall arrange for SSSC application forms to be available on request, and will circulate forms as widely as possible to Sale Sharks supporters.
- The Membership Secretary shall maintain SSSC's membership database, together with all the membership records.
- The Membership Secretary shall initiate regular membership campaigns, with the aim of increasing the number of members.
- The Membership Secretary shall discharge SSSC's duties with regard to the EU General Data Protection Regulations.

**6. ANNUAL GENERAL MEETING (AGM)**

- 6.1 An AGM shall be held once every calendar year at a date no later than 15 months following the previous AGM.
- 6.2 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.
- 6.3 The Secretary shall ensure that copies of the Minutes of the previous AGM and the SSSC Annual Report are available at the AGM.
- 6.4 The Annual Report shall contain statements on their work during the year from the Officers and Committee members.
- 6.5 The Treasurer will be responsible for ensuring that an audited balance sheet and income and expenditure account is provided in writing to the AGM in the year following that to which the accounts relate.

- 6.6 The AGM will ratify the appointment of SSSC's auditors.
- 6.7 The quorum for the AGM shall be twenty members, or 10% of the total membership, whichever is higher.
- 6.8 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.

## **7. COMMITTEE MEETINGS**

- 7.1 The Committee shall consist of all Officers and Committee members, whether elected at the AGM, or subsequently co-opted.
- 7.2 The Committee will aim to meet at least once per month during the normal playing season at venues to be agreed by the Committee.
- 7.3 At all times Committee members will conduct themselves in a manner which -
  - Promotes the values of the SSSC
  - Respects the views of others
  - Promotes the values of the game of rugby union
  - Does not discriminate in terms of Equal Opportunities protected characteristics

Failure to adhere to these standards may lead to a member being removed from the Committee following a vote at which the majority of Committee members agree removal.
- 7.4 SSSC policy shall be determined at Committee Meetings, subject to ratification at the next Annual General Meeting.
- 7.5 The Committee can, by majority vote, decide to hold a postal ballot of members on any matter it so decides. The result of any postal ballot shall be binding on the Committee, and may only be changed by decision of the AGM or an EGM.
- 7.6 In cases of urgency the Officers may decide policy by majority decision via e-mail, and shall report all such decisions to the next Committee meeting.
- 7.7 The quorum for Committee meetings shall be four elected members of the Committee, one of whom must be an Officer.
- 7.8 It is the duty of all Officers present to ensure the views of members not present but communicated to the Officer prior to the meeting are reported accordingly.
- 7.9 All Committee members shall be entitled to vote on all matters before the Committee. The chair of the meeting shall have an additional vote in the event of a tie. 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.
- 7.10 The Committee shall strive to ensure that SSSC's structures, meetings and communications mechanisms respect and promote the concept of equal opportunities.
- 7.11 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. Sub-committees' decisions must be endorsed by Committee meetings before they are acted upon.

- 7.12 The Committee shall establish or support charitable trusts, associations or institutions in line with the objects of SSSC.
- 7.13 The Committee has the power to do all such lawful things as are necessary for the achievement of the objects.
- 7.14 Minutes shall be kept of all decisions taken by the Committee, to be agreed at the following Committee meeting, following which they shall be available to all members on request.

## **8. EXTRAORDINARY GENERAL MEETINGS (EGM)**

- 8.1 An EGM may be called:
  - a. By resolution of the majority of the Committee, or
  - b. By twenty members or by at least 10% of the total membership, whichever is highest, submitting written notice to the Secretary of their desire for such a meeting.
- 8.2 The Secretary shall convene an EGM within twenty eight days of receipt of such a requisition unless agreed otherwise with the requisitioners.
- 8.3 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.
- 8.4 The quorum at EGMs shall be twenty members or 10% of the total membership, whichever is highest.
- 8.5 With the exception of dissolution and amendments to the Constitution and Rules, (see below), resolutions may be passed at an EGM with the approval of a majority of members present, provided the meeting is quorate.

## **9. AMENDMENTS TO THE CONSTITUTION**

- 9.1 Amendments to the Constitution and Rules may be proposed by the Committee or by any member. Any proposed amendment from a member to these Rules shall be submitted to the Secretary in writing not less than seven days prior to the date of the AGM or EGM called for the purpose.
- 9.2 An amendment to the Constitution and Rules shall require a two-thirds majority of members present at the AGM or EGM with the same quorate rules applying.
- 9.3 In any event the Constitution and Rules shall be reviewed every two years.

## **10. DISSOLUTION**

- 10.1 A motion to dissolve SSSC shall only be considered at an AGM or EGM of which all members have received at least four weeks written notice. The notice of the meeting shall contain the motion to dissolve the SSSC. A motion to dissolve SSSC may be proposed by

the Committee or by a proposal signed by at least 10% of members.

- 10.2 To dissolve SSSC three-quarters of the members present must vote in favour of a resolution proposing dissolution.
- 10.3 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.
- 10.4 It will be the responsibility of the former Officers of SSSC to dissolve the organisation in line with the wishes expressed at the General Meeting.