

THE FOOTBALL SUPPORTERS' FEDERATION

CONSTITUTION

Adopted at the June 2002 annual general meetings of The National Federation of Football Supporters' Clubs and The Football Supporters' Association, and amended at the Fans Parliaments of the Football Supporters Federation on 6 June 2004, on 4 June 2005, on 4 June 2006 and on 9 June 2007.

1. The name of the organisation shall be **THE FOOTBALL SUPPORTERS' FEDERATION** (hereinafter **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 all levels of the game, be it local, national or international.
 - (b) To support and protect the interests of member supporters clubs and individuals and, wherever necessary, their dependents by all such means as the National Council of the Federation (mentioned in article 3) may from time to time think fit.
 - (c) To gain representation for football supporters on the executive bodies that control football clubs and the game of football generally
 - (d) To provide an independent and democratic structure through which the views of football supporters may be channelled and articulated.
 - (e) To initiate and support campaigns on issues of concern to football supporters, including campaigning for improved facilities for disabled supporters and women.
 - (f) To carry out research into and disseminate information on football related issues
 - (g) To oppose all forms of discrimination
 - (h) To work against the abuse of football by those who bring violent intent, language and actions to our football grounds
 - (i) To liaise with all interested parties to achieve these objectives
3. The Federation shall be governed by a National Council consisting of chairman, deputy chairman, 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. Such committees as may from time to time be decided upon by the National Council shall administer the affairs of the Federation and the powers of such Committees shall be set out in the Bye-Laws.
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. The Federation shall be non-partisan and non-party political. As a consequence, any person or democratically-run organisation supporting football and the objectives of the Federation shall be eligible for membership.
9. 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.
10. 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; any member of the national council or a Federation committee, divisional or otherwise, who shall be appointed to any salaried office of the Federation. ("Salaried" shall be deemed to include payment by fees) shall not have voting rights during that period of appointment.
11. 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.

12. 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 of the Federation or calculated to further its objectives. The National Council may approve donations to such charities or organisations up to the value of £500 in the name of the Federation. Any proposed donations over £500 must be approved by a majority vote of its members.
13. The Federation may be wound up only by a vote of at least 75% of those present and eligible to vote at any AGM or EGM. 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 AGM or EGM. Any proposal for dissolution must be notified to all Members 28 days prior to the decision being taken.
14. 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 75% majority at a general meeting.
15. 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 the matter. In all cases, the 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 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 accredited delegates. The power of expulsion or suspension vested in the National Council shall be subject only to any contrary resolution passed by a simple majority of members present and voting in general meeting (whether special or general).

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 and divisional 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, where-by 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.

Each such application shall be subject to the acceptance of the National Council of the Federation, subject to any decision to the contrary taken by the Annual General Meeting of the Federation, in relation to that group, at any time. The acceptance of such applications shall be delegated to the national officers of the Federation, who may make such enquiries and take such actions as they consider appropriate and proper, in relation to that application, before acceptance of it.

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 August 1st and cover the year to 31st July following. Subscriptions of members joining the Federation for the first time paid after April 1st in any one year shall carry privileges up to July 31st of the following year. Any 'affiliate' whose subscription is not paid by October 31st in the season in which it is due shall cease to be an 'affiliate' until the subscription is paid. Attendance at Conference or any other meeting 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

will commence one month after acceptance of the application. The applicant can attend, take part in but not vote at meetings in the meantime.

'Affiliates' shall be entitled to:

- (a) Attend and vote at the Meetings of a chosen division and representation on that divisional 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, move and vote at all annual general meetings, extraordinary meetings or conferences 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 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) Purchase and wear any Federation insignia and badges during the period of membership
- (i) State in all official literature of a member body the fact that it is "affiliated to The Football Supporters' Federation"

3. **ASSOCIATE MEMBERS**

Fanzines, web sites and other non-membership organisations shall be entitled to join the Federation as 'associate' members subject to their acceptance of the Federation's aims and objectives. An associate member may attend meetings and take part in the activities of the Federation but will not have the rights conferred on affiliate members in section 2(a) and (d) of these bye-laws.

Associate members will pay an annual membership fee at the appropriate rate, the membership there-by conferred being applied for the same periods and subject to the same conditions as affiliate membership as detailed in section 2 of these bye-laws, except that associate members will at no time be entitled to a vote at meetings of the Federation, or to stand for election to posts within the Federation at National Council or divisional level.

4. **INDIVIDUAL MEMBERS**

An individual member is someone who has paid the appropriate membership fee, 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.

A grace period of 3 calendar months after the completion of the 12 months membership period will be allowed, during which payment of the appropriate membership fee will confer the entitlement to renewal of membership from the commencement of the grace period.

On the expiry of the grace period without payment of the appropriate membership fee having been made, membership will be deemed to have ended at the end of the 12 month membership period.

Should payment of the appropriate membership fee be made after the expiry of the grace period it will be deemed to be part of a new application for membership with membership commencing on the first day of the calendar month following that in which that payment is received and continuing for 12 calendar months there after.

5. **NATIONAL COUNCIL**

Each member of the National Council shall be allocated portfolios of responsibility.

Nothing in this bye-law shall however prevent the National Council, when it is considered in the best interests of the Federation, to co-opt to its membership individuals who have an expertise in any specific matter for which it is deemed beneficial to the administration of the Federation to allocate a portfolio. Any such co-option shall be accompanied by a decision on whether the area of responsibility and status of the individual shall afford the portfolio holder voting status.

With the approval of the National Council, portfolio holders may appoint, under their chairmanship, sub-committees to assist with their responsibilities. Any such persons co-opted for their expertise onto such sub-committees and who are not also National Council members will have voting status on that sub-committee alone.

6. **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 a finance committee consisting of not less than three or more members of the National Council at the date of appointment of whom the treasurer shall be one and may vest the management of all investments of the Federation in such finance committee. Any stocks, shares, or securities may be registered in the names of nominees of the finance committee for the time being.

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 capacity as a trustee unless caused by his wilful default.

The National Council shall have the power to remove members of the finance committee and 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 of the finance committee and 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 can also seek outside funding. Where 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. All members of the Federation are encouraged to seek any legitimate funds for the benefit of the Federation. Whenever possible the finance committee will seek to retain a minimum figure in investments to give the Federation the best return on its assets. This figure shall be decided by the National Council.

7. **PATRON**

The Federation shall have power to appoint any person as patron. The patron shall be confirmed at the next annual general meeting and the period of appointment shall be not less than three years after which he shall be eligible for re-appointment.

8. **PRESIDENT**

The Federation shall elect a president at an annual general meeting who shall be entitled to hold such position for not more than two terms (a term being three years). Nothing shall exclude a previous President from being subsequently nominated as life vice president.

9. **VICE-PRESIDENTS**

The Federation shall have power to elect vice presidents.

10. **CHAIRMAN, DEPUTY CHAIRMAN, TREASURER, SECRETARY AND INDIVIDUALLY ELECTED NATIONAL COUNCIL MEMBERS**

The chairman and treasurer shall be elected at an annual general meeting, 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 chairman and treasurer, the deputy chairman and secretary shall be elected at an annual general meeting, to serve in office for a period of two years, after which they will be eligible to stand for re-election. No-one will be eligible to stand for election to any of the posts of chairman, deputy chairman, 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.

In addition to the four officers of the Federation, there shall be a total of twenty National Council members, with one such member, or their appointed deputy, being nominated by each division of the Federation, the remainder being directly elected at annual general meeting, subject there being a minimum of eight directly elected members.

NOMINATIONS to stand for election to any of the posts of officers of the Federation, or to the posts of the eight National Council members referred to above, must reach the secretary at least 14 days before the annual general meeting,

except in the case of any nomination for the post of secretary, which must be sent to reach the chairman at least 14 days before the annual general meeting. Nominations may be made either verbally, by e-mail or in writing.

By the date of the election concerned, the nominated candidate must advise the secretary of the names of those persons proposing and seconding the nomination. The proposer and seconder must be officers or individual members of the Federation, or be officials or members of affiliate members of the Federation.

11. **OFFICERS**

The Officers of the Federation shall be chairman, deputy chairman, secretary and treasurer, the latter two appointed annually by National Council.

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 chairman, deputy chairman, 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 chairman or on the request of seven National Council members.

13. **NATIONAL COUNCIL MEETINGS** shall be open to members of the Federation subject to exclusion by resolution and the chairman's discretion. None but portfolio holders or members co-opted onto the National Council shall take part in the discussions or of any business without leave of the meeting.

The patron, president and vice president(s) shall be entitled to attend any formal National Council, committee or sub-committee meeting or any divisional meetings.

14. **NATIONAL COUNCIL DECISIONS** will be made on the basis of a simple majority of those present and eligible to vote. The chairman shall not vote unless there is no majority within the committee in which instance the chairman shall have the casting vote.

15. **THE DECISIONS OF THE MAJORITY AT NATIONAL COUNCIL** are binding on all its members.

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

17. **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 at least seven days prior to the meeting. All meetings held under these bye-laws shall be properly minuted and approved at the next meeting.

18. **NO MEMBER OF THE NATIONAL COUNCIL SHALL REPRESENT MORE THAN ONE DIVISION.**

19. 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 four officers shall make immediate decisions where it is not possible for the National Council to meet.

20. **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. Payments to be made by cheque signed by the treasurer and one other of chairman, deputy chairman, and secretary, except in cases of emergency when any two of the above may sign.

21. For the purpose of the Federation's accounts the **FINANCIAL YEAR** shall end on the 31st January in each year.

22. **THE ACCOUNTS OF THE FEDERATION** shall be audited annually and a copy made available to all individual members and the secretary or nominated contact of each affiliated organisation TWENTY-ONE days prior to the date of the AGM and issued to all annual conference delegates.

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

24. **VOTING**

Each affiliated organisation shall have a block vote of three which cannot be split. Individual members shall be entitled to ONE vote each. Club delegates who are also Individual Members may if they so wish vote in both categories
There will be NO PROXY VOTING

25. Voting on all issues at the AGM or a special meeting called under bye-law 26, apart from matters governed by article 13 of the constitution, shall be by show of voting cards in accordance with the provisions of bye-law 24 and any others relevant, or by ballot to be decided by conference. In the event of a tie, the chairman shall have the casting vote. As required, the chairman of standing orders shall appoint an appropriate number of non-voting delegates to distribute voting papers, collect and count votes recorded

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26. **SPECIAL MEETINGS**

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

- (i) At such time as the National Council may consider necessary or
(ii) Within thirty days of receipt by the secretary of a requisition signed by not less than twenty affiliate member clubs or sixty individual members of the Federation.

- (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 meetings shall be the same as that of the annual conference.

27. **MOTIONS PASSED BY THE ANNUAL 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.

28. The National Council shall have power to appoint, at a reasonable fee, **A SOLICITOR** whose advice and guidance shall be available to the Federation and its members

29. The annual general meeting shall appoint **A PROPERLY QUALIFIED ACCOUNTANT** as auditor to the Federation.

30. **ANY EXPENSES INCURRED BY ANY OFFICER OF THE FEDERATION** in visiting clubs or divisions for the purpose of addressing members, or officiating at social functions etc., shall be borne by the club(s) or division by whom the request (or invitation) has been made.

31. **EVERY MEMBER OF THE NATIONAL COUNCIL AND 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 out of 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.

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.

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

33. **DIVISIONS**

The name of each group of supporters shall be "THE DIVISION OF THE FOOTBALL SUPPORTERS' FEDERATION" and in these Bye-Laws is referred to as "The Division".

34. 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.

35. A division is entitled to be represented on the National Council of the Federation by two national councillors from amongst the representatives elected in accordance with bye-law 36.

36. **THE AGM OF EACH DIVISION** shall be held prior to the annual general meeting 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 secretary's report and a financial statement for the year ending.
(b) Elect officers, which must include a chairman, secretary and treasurer, to be the basis of a divisional committee if needed.
(c) Elect from among its members two national councillors and deputies if thought fit.
(d) Elect any sub-committee of the divisional committee necessary for the good organisation of The Division.
(e) An individual member shall be eligible for appointment to any of the above positions.
(f) Nominations and voting shall be based on normal democratic procedures.

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 AGM an acting chairman, secretary or treasurer.

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.

37. Each club shall be entitled to send a representative to, who shall be entitled to vote at all general meetings of the Division and individual members are also entitled to attend and vote – subject to the provisions of bye-law 34. Additional representatives may attend as observers. The divisional chairman shall preside at all general meetings, and in his absence the vice-chairman shall preside. Should they both be absent then a chairman shall be elected by the meeting for that purpose. The chairman 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 chairman of the meeting shall have a casting vote. Voting procedures shall be based on bye-law 24 and any others relevant.
38. The division shall, at all times, act in accordance with the constitution and bye-laws of the Federation and with the general instructions issued by the National Council of the Federation (through the secretary) in conducting divisional business.
39. 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.
40. 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.
41. 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.

42. **DIVISIONAL FUNDS**

The assets of The Division are to remain the property of that division. In the event of The Division ceasing to exist, such assets are to become the property of the Football Supporters' Federation. 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.

43. All legitimate expenses incurred on Football Supporters' Federation business by members of National Council or their representatives shall be reimbursed in accordance with the financial control document issued and amended from time to time by National Council.

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 7 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 6 of the constitution and bye-laws.

He

All references to "he" in these bye-laws may be interpreted as "she" where appropriate and shall not infer the exclusion from eligibility of any female member from the activity or office referred to. The post-holder at the time of chairman or deputy chairman can be known as chair, deputy chair, chairwoman or deputy chairwoman if necessary.

Mike Williamson secretary
THE FOOTBALL SUPPORTERS' FEDERATION
6 June 2004

FOOTBALL SUPPORTERS FEDERATION STANDING ORDERS

1. The National Council shall be responsible for arranging and publishing the **CONFERENCE AGENDA**, which shall include:

- Minutes of the proceedings of the previous annual conference
- Matters arising from the previous annual conference
- Annual reports from officers, portfolio holders 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 a **STANDING ORDERS COMMITTEE** to assist the smooth running of conference, and act in accordance with these standing orders.

3. **THE FEDERATION CHAIRMAN SHALL CHAIR THE CONFERENCE.** In his/her absence, or for any matter dealing with his/her own position, the deputy chairman shall chair conference, or in his/her absence another national council member nominated by the standing orders committee, will take the chair.

4. **VOTING SHALL BE BY SHOW OF APPROPRIATE VOTING CARDS.** The standing orders committee shall appoint persons to count votes and organise any ballots required.

5. **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 standing orders committee shall decide on eligibility.

6. **DECISIONS SHALL BE MADE BY SIMPLE MAJORITY**, except where stated to the contrary elsewhere in these Standing Orders.

7. **A MOTION WHICH IS PUBLISHED IN THE AGENDA CAN ONLY BE WITHDRAWN WITH THE CONSENT OF CONFERENCE.**

8. **ANY MOTION RECEIVED AFTER THE CLOSING DATE FOR SUBMISSION AS DECIDED AND NOTIFIED BY THE NATIONAL COUNCIL** shall be reported to the conference by the standing orders committee. The proposing mover shall have the right to explain the reasons for late submission before the conference reaches a decision on whether the motion shall be added to the Agenda.

9. The following **PROCEDURAL MOTIONS** may be moved at any time without previous notice:

- That leave be given to withdraw a motion or an amendment
- That leave be given to refer a motion or amendment to the standing orders committee for consideration
- That the chairman's decision or ruling be challenged
- That the question be now put *
- That the conference proceeds to the next business *
- That the speaker be no longer 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 without discussion and no amendment shall be allowed. A two-thirds majority of those voting shall be required for any procedural motion to be successful.

10. A motion that the question be now put shall not be moved whilst a delegate is addressing conference.
11. Motions shall be moved by the delegate in whose name they stand. If the mover is not present the motion will fall.
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, either by giving notice, or from the floor of conference. In either case such amendments shall be submitted in writing to the chairman.
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 may not negate the substance of the original motion.
17. The mover of the motion shall be asked whether he/she accepts an amendment prior to the vote being taken.
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.
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 chairman shall decide to whom priority shall be given.
22. Should the chairman 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 chairman invites them to do so.
23. The chairman shall ensure that debates are conducted in a spirit of mutual respect. Any delegate disobeying, or attempting to defy, the ruling of the chairman may be suspended for the remainder of conference.
24. A delegate shall not speak more than once to the same motion or amendment except at the request of the chairman.
25. No more than two delegates from any affiliated organisation shall speak on any particular motion or amendment.
26. 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 unless the standing orders committee has given permission otherwise.
27. No motion or amendment which has been defeated shall again be brought forward to conference for at least two years from the date of its defeat unless the National Council decides that ensuing circumstances require such a debate.
28. Any delegate may raise a point of order or ask a question but must confine this to the subject before conference at the time.
29. Any business not taken at conference due to lack of time shall be referred to the National Council.
30. 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).
31. The ruling of the chairman on any question of procedure arising at the conference shall be final and can only be challenged as allowed for in Standing Order 9.
32. Any standing order may be suspended by a motion to conference provided that at least two-thirds of the delegates voting vote in favour.
33. The chairman does not have a vote; however, in the event of an equality of voting he/she shall have a casting vote.