

Constitution

1. Name

The name of the club shall be the Wigan Athletic Travel and Supporters Club (hereafter referred to as "the Club")

2. Aims

The aims and objectives of the Club are:

- to facilitate travel to Wigan Athletic away games which is high quality, safe, affordable and family friendly
- to maintain a membership system for the Club which shall be used in making bookings for travel
- to arrange and carry out fundraising activities in support of the Club

3. Membership

- a) Once a membership system is established membership of the Club will be a prerequisite for booking travel;
- b) Membership shall be on an annual basis running from 1 July each year;
- c) Between [date we start accepting members] and 30 June 2023 membership shall run to 30 June 2024;
- d) The committee of the Club shall set an annual rate for membership no later than 1 June each year and publicise this through its website, social media, at meetings and through any other means deemed necessary;
- e) From time to time the committee of the Club may agree to run membership offers. These shall be publicised as above;
- f) Any member of the Club found to be in breach of the terms and conditions of booking may be removed from membership and prohibited from future bookings with the Club. The decision on removing membership can only be taken by a meeting of at least half of the officers of the Club and must be ratified at the next committee meeting;
- g) Any member removed from membership has the right to appear at the next committee meeting to appeal the decision;
- h) Should the Club be informed by Wigan Athletic or the police that they have been banned from attending matches they will be prohibited from booking travel through the Club and may be removed from membership;
- i) Should the Club be informed by any other group organising travel that a member has been banned from their coaches they may be prohibited from booking travel through the Club and may be removed from membership.

4. The Committee

- a) The Committee shall be responsible for the day to day running of the Club and ensuring that the aims are delivered upon;

- b) The officers of the Committee shall be Chair, Vice-Chair, Secretary, Treasurer, Membership Secretary; Social Media/Publicity Officer; and Fundraising Officer;
- c) In addition to the Officers, seven other committee members shall be elected. These will not have officer positions but will be full committee members and will assist in all Club activities in the same way as officers;
- d) The Committee and Officers shall be elected each year at the Annual General Meeting (AGM);
- e) An interim committee and officers shall serve until the first AGM;
- f) The Committee shall meet monthly or more often if required;
- g) The quorum for Committee meetings shall be 50% of those eligible to attend;
- h) Committee meetings will be chaired by the Chair or in their absence the Vice-Chair. In the absence of both the Chair and Vice-Chair another Officer will chair the meeting;
- i) Decisions of the Committee shall be reached by consensus where possible, and by vote where consensus cannot be reached. In the event of a tied vote the Chair shall have the casting vote;
- j) Committee meetings should be a forum for open and honest discussion. Discussions should therefore be confidential until decisions are announced in the manner agreed at the meeting. Once a decision is reached Committee members are reminded of the need for collective responsibility;
- k) A committee member who fails to attend three consecutive meetings without sending apologies or who misses a total of five committee meetings in a year (defined as the time between one AGM and the next) shall be deemed to have resigned from the Committee;
- l) The Committee will as appropriate liaise with the football club, police and other groups on matters of shared concern and report back to members regularly.

5. Elections

- a) Elections to the Committee will take place each year at the AGM;
- b) Notice of the AGM will be provided to all members at least one month prior to the meeting, and nominations to the Committee and Officer posts shall be sought with this notice;
- c) All members are eligible to stand for officer posts;
- d) Nominations should be submitted to the Secretary no later than 10 days before the meeting and must include the name of a nominator and seconder;
- e) Where vacancies remain nominations may be taken at the meeting;
- f) Where the same number of nominations is received as posts available nominees shall be elected unopposed;
- g) Where a position is contested voting shall be by secret ballot of those attending the meeting. Candidates will be permitted to speak in support of their nomination for no longer than 3 minutes;
- h) Counting shall be by two members agreed at the meeting.

6. Meetings

- a) General meetings are open to all members of the Club and will be held at least every three months;
- b) Dates of meetings will be confirmed at the AGM and publicised throughout the year;
- c) The agenda for all meetings will be circulated no later than seven days before the meeting;
- d) Minutes of the meeting will be circulated no later than 10 days after the meeting;
- e) Any member wishing to place any business on the agenda should provide this to the Secretary at least 10 days before the meeting;
- f) Any votes at meetings (other than elections) shall be by show of hands. All members attending have one vote and proxy voting is not permitted;
- g) Officers shall provide a report at all meetings and answer questions from members;

- h) The AGM will elect two auditors from outside the Committee to audit the accounts. Accounts must be audited in time for the following AGM;
- i) The AGM will be held in September each year;
- j) The quorum for the AGM and general meetings shall be 20. An inquorate meeting may go ahead but cannot make decisions.

7. Coach travel

- a) The Club will enter into an agreement with an appropriate local coach company to provide travel. Part of this agreement will include the provision of a booking system;
- b) All coaches will have at least one steward on board from the first departure point;
- c) Stewards will be trained in first aid annually;
- d) Stewards are responsible for the safety of all passengers on board and for ensuring that legal obligations are met;
- e) As part of fulfilling legal obligations stewards will conduct bag checks on boarding the coach. Passengers found to be carrying prohibited items will be refused boarding in accordance with the published booking conditions;
- f) As representatives of the Club stewards are expected to refrain from drinking alcohol until the end of the return journey;
- g) Passengers are required to comply with reasonable requests by stewards and repeated failure to do so may lead to being prohibited from future bookings and removal from membership;
- h) In the interests of openness and fairness, all stewards will pay for travel, save for any loyalty rewards which are open to all members;
- i) Any passenger under the age of 16 must be accompanied by an adult when travelling;
- j) The Committee will liaise with the coach provider on the pricing of travel and advertise this as soon as details are agreed;
- k) The Committee will consult members on an ongoing basis regarding preferred pick up and drop off points.

8. Club Rules

- a) All members of the Club are required to comply with the full terms and conditions of travel as published at the time of booking. These may be amended to reflect any changes to the law or required by the travel provider;
- b) Breaches of the terms and conditions may result in removal from the coach, refusal of return travel, prohibition from any future bookings and removal from membership. The decision of the Committee on removal from membership after the appeal process set out at 3(g) shall be final. The Committee may choose to allow re-admission to membership after a specified period or may agree a ban on membership should be permanent;
- c) In addition to the terms and conditions of booking, the Club expects all members to be courteous towards fellow passengers. Anyone failing to comply with this expectation may be sanctioned as set out at 8(b);
- d) In accordance with 3(h) above the Club will not allow anyone banned from attending matches to travel on its coaches. Additionally anyone subject to a ban on attending matches may be removed from membership permanently or for the duration of the ban;
- e) The Club recognises that other groups also organise travel and that this may result in individuals banned from travelling with one group seeking to travel with the other. In accordance with 3(i) above if the Club are notified by any other group that an individual has been banned from travel the Committee

will decide whether that individual should also be banned from travel with the Club and removed from membership;

f) Where an individual is banned from travel with the Club this will be relayed to other travel groups and the football club.