



## **Batley Independent Supporters Squad-builder Association (BISSA)**

### **TERMS OF REFERENCE**

This documents sets out BISSA's governance arrangements, along with the agreed responsibilities of both the committee and the members.

The Terms of Reference will be reviewed by the Committee on an annual basis.

#### **Background**

- BISSA is a non profit making Independent Supporters Association, with no official ties to the Batley Bulldogs Rugby Football League Club.
- The objective of the Association is to provide funds to help the club to sign new or existing players.

#### **Membership**

- BISSA membership is available through donations which may be made by:
  - Monthly Direct Debit (a minimum of £5)
  - Yearly donation (one per annum minimum)
  - Sponsorship
- Mechanism of donation can be changed (from monthly to yearly for example) in accordance with personal circumstances, but members wishing to do this should notify the Treasurer
- All members are subject to the guidance set out in this document
- Membership will cease if:
  - A members fails to make an agreed monthly payment, unless the Treasurer has been notified in advance
  - A member chooses to cancel membership. The Treasurer should be given notice in writing in this instance
  - A member who has agreed to donate yearly does not make a donation within a twelve month period, unless the Treasurer has been notified in advance
  - In the case of death.

#### **Exclusion**

- In the event of a complaint written details should be sent to the named member, along with an invitation to attend the next scheduled committee meeting where the complaint will be reviewed
- If the member involved fails to attend, the meeting may proceed in their absence

- At the meeting the committee will consider evidence in support of the complaint, and any similar evidence provided by the member named in the complaint
- The final decision and any subsequent follow up actions will be at the discretion of the committee. There will be no right of appeal
- For all complaints received, the committee should provide a full and transparent review at the next AGM, also citing the outcome
- Any member who is expelled should be notified in writing within two weeks of the meeting. Membership will subsequently cease twenty days after the time of when the decision was made to exclude them.

An up to date list of current members will be maintained by the committee and published on the official BISSA website:

<http://bissa.co.uk/>

## **Committee**

- BISSA will be run by one annually elected committee. However there are times when a sub-committee may need to be formed for a specific event or purpose other than general business.
- No member can stand for election for any BISSA committee post if they are involved in the club in an official capacity, a member of the board, etc. or are an elected committee member of the official Batley Bulldogs Supporters Club
- The committee will be made up as follows:
  - Chairperson – to chair meetings and have a casting vote if applicable
  - Vice Chair – to cover role in Chairperson's absence
  - Secretary – to prepare agendas, arrange, minute and publish meetings (including AGM) where appropriate and to manage correspondence on behalf of the committee
  - Treasurer – to manage all financial transactions and to ensure annual reports are prepared for auditory purposes by no later than 30<sup>th</sup> September each year
  - A minimum of three further ordinary members.

All applications/nominations to join the committee should be submitted in writing to the Secretary ideally one month before the AGM.

Further additions (seconded on fixed term until the next AGM) during the year will be solely at the discretion of the committee.

External Auditors with no voting rights shall be responsible for the annual independent audit of the BISSA accounts, and for ensuring committee actions are in accordance with the rules of financial governance, in liaison with the Treasurer.

## **Meetings**

### Committee

- Committee meetings (for which a quorum of four is required) will be held on a monthly basis, or as determined by the committee

- The Committee may invite other individuals to attend their meetings as deemed appropriate.

### Annual General Meeting (AGM)

- The AGM will be held in November, and members will be notified where possible one month before the scheduled date
- At the AGM, election of officials will take place. Agenda items should put in writing to the Secretary prior to the date of the meeting. Nominations and applications for the committee should also be received in advance of the meeting, and must be proposed and seconded by current BISSA members
- Should a vote be required, this will be taken at the AGM.

Members will have the opportunity of changing or amending rules at each AGM. All rule change proposals should be made in writing to the Secretary prior to the date of the AGM.

A Special General Meeting can be called at any time by any individual who gains the backing of two thirds of BISSA members, or at any time by the committee through a vote by simple majority.

### **BISSA Funds**

- All funds which are raised as a result of BISSA activities will be paid into the designated bank account, which is managed by the Treasurer on behalf of the committee. Examples of these activities include:
  - Direct Debit donations (monthly and annually). Members have the opportunity to amend this by notifying the Treasurer
  - Fundraising events (Dinners, Race Nights, etc.)
  - Independent Donations
  - Sponsorship
  - Sale of merchandise
- Any monies raised will be donated to Batley Bulldogs RLFC upon request of the Head Coach, or nominated official, i.e. Chief Executive or Chairman. This request must be made in writing (letter or email) to the BISSA Chairman in the first instance
- All donations to club will only be for the purpose of recruiting or retaining players
- Once the release of funding has been approved by the Committee, the Chief Executive or Chairman of the club must provide written confirmation (letter or email) to the BISSA Chairman detailing which specific players (existing or new) this funding has been used to secure. The BISSA committee must then make sure that this information is made available to its members at the earliest opportunity via the website or social media based feeds
- In order that the BISSA committee can manage member's contributions correctly, they should ideally be informed of any financial commitments made by the club that require a BISSA contribution, at the earliest opportunity
- Requests for BISSA funds for any other activity must be submitted to the committee, who will then make a decision as to whether members need to be consulted. In this case, the committee may call a Special General Meeting, with all members invited
- Signatories on the BISSA bank account shall be decided by the committee. Names of these signatories will be available to members upon written request to the Secretary

- BISSA funds can be used by the committee to purchase items such as merchandise. No personal expenses will be paid to any member of BISSA in connection with disbursement of duties. Any request for reimbursement expenditure for items purchased on behalf of BISSA will require full receipts and need to have been sanctioned by the committee in advance. This must also be recouped in full, with all transactions included in the yearly accounts.

## **General**

- As members will be paying differing amounts to the BISSA fund (the amount of which shall not be disclosed to others), each member shall have one vote only if an occasion arises where a general vote is required
- The committee shall, at its discretion consider and implement actions seen to be in the interests of BISSA. Any decision made by the committee will be a final one
- In the event of BISSA folding, any funds which are left in the account will be donated automatically to the club, via the Head Coach or nominated official.

**Reviewed by the Committee:** January 2017