

# **FAB West Bromwich Albion Fan Advisory Board CONSTITUTION**

## **Name:**

1. This constitution document outlines the structure and operation of West Bromwich Albion Fan Advisory Board (to be referred to as the "FAB" hereafter) a Fan Advisory Board to represent the interests of supporters of West Bromwich Albion (to be referred to as the "Club" or "WBA" hereafter)

## **Purpose:**

2. The role of the FAB is to strengthen the relationship between the Club and its supporters and ensure the Club provides a model of transparent and sustainable governance, consulting fans through the FAB and Albion assembly on strategic and operational matters.
3. The FAB should be inclusive and representative of the full demographic range of the supporter base, to whom it is accountable.

## **Terms of Reference:**

4. The FAB shall cover topics which reach across the fanbase, but also recognise that each supporter group represented may have topics they wish to discuss in detail that may not be of interest to all members.
5. The Club has a duty to communicate with groups that represent other demographics of the fanbase. As such, each founding member group believes that the Committee is just one level of supporter engagement that should exist with the club, and it is expected that the Club will continue dialogue with fan groups and with the Albion Assembly.
6. It is recognised that each fan representative plays an important role in representing certain elements of the fan base but equally should consider themselves representatives of the entire WBA fan base.

## **Founding members:**

7. Each of the below groups (para 9) will be considered as founding members but also accept the terms of representation defined.

8. A new FAB term will begin each season (commencing August) and committee members for the coming season will be determined following the below guidelines. No founding member is guaranteed a place on the FAB for perpetuity.
9. Founding members
  - Proud Baggies – one seat
  - All Access Albion – one seat
  - A further seat reserved for a future FSA approved Independent Supporters Trust

## **Membership:**

10. Membership of the FAB board is structured with an aim of representing a broad cross section of supporters in conjunction with the Club's other channels of supporter engagement.
11. To aid constructive discussion the FAB is limited to a maximum of 9 representatives.
12. A maximum of three representatives will be reserved for Football Supporters Association (FSA) affiliated or associated groups.
13. A maximum of four representatives will be elected through an open application and selection process with application open to any WBA season ticket holder of the application season, or anyone who has bought a minimum of five home or away tickets for that same season. A minimum of two seats will be open to season ticket holders only.
14. A maximum of two representatives will be put forward by the Albion Assembly, having been democratically elected or selected by the current Assembly members.
15. To aid continuity the founding members stated above will each hold a place for a minimum of two years from the first point the FAB is established.
16. Following the initial year of operation membership will be as determined as per the recruitment and selection process outlined.

## **Recruitment and selection:**

17. The FSA can provide a scrutineer or member of the application management group to oversee the selection process.

18. The application process should be managed by the application management group which has a majority of independent representatives. This group will consist of a core group of three people. The club may have one person on the panel, the other two should be considered independent of the club, if required the FSA can provide one panel member. The Albion Assembly have an option to provide an additional two people to support the initial shortlisting process to down select from application to interview.
19. The application management group will have the power to determine the process used for recruitment, albeit expected to reflect the following. Online application, interview, and appointment.
20. The club will not have the power of appointment or veto regarding any appointment made through any means. Unless, any of the following criteria can be applied:-
  - 20.1 The person is subject to a current stadium ban, or football banning order.
  - 20.2 The person is subject to civil proceedings to recover money owed to the club.
  - 20.3 Evidence has been presented to show the individual has made derogatory public statements regarding any of the protected characteristics, bullying etc. Such evidence will be considered by the appointment committee who will vote on their decision, the majority vote will pass.

### **Supporter group appointments:**

21. Any FSA affiliated supporter group may make an application to take up one of the group reserved spaces. Any group must have:-
  - Been constituted for at least 18 months
  - Have an open to all membership approach
  - Have been seen to hold at least one election process for its committee
  - Published at least one financial statement or set of accounts

Applications will be reviewed on an annual basis, should there be more applications than places the following appointment methodology will apply.

*Creation of an independent assessment panel (supported by FSA) who will invite applications and will consider such criteria as:*

- *Number of members*

- *Years active*
- *Reasons given for application*
- *Ability to represent WBA fans*
- *Others as defined by the assessment panel*

22. It is acknowledged that the relationship between the Club and FAB aspires to operate in line with the democratic principles and governance set out by the FSA for their affiliate, associate and individual members. This may include a democratic election process, surveying of members, and publishing documents such as minutes or summaries of their meetings.

## **Term of Office**

23. Each supporter representative who has been appointed through the application and selection process will hold their position on the FAB for three football seasons.

23.2 There is a restriction on the number of times a representative can be re-selected, a total of six seasons will be permitted. .

23.3 During the first year appointments will be staggered, reps will be given either two or three year terms. This will be decided by drawing lots.

23.4 From the second year on appointments will be for three years

24. Each supporter group with a reserved place will be asked to name their appointed representative on an annual basis

24.2 There is no restriction on the reappointments. .

24.3 Each group will also have the power to remove their representative at any point in time should they deem them unsuitable.

25. Each supporter representative put forward by the Albion Assembly will serve a two year term.

25.2 There is a restriction of three terms on these reappointments, thus a total of six seasons.

25.3 The Albion Assembly will also have the power to remove their representative at any point in time should they deem them unsuitable.

## **Organisational Structure:**

26. The FAB will be chaired by Co Chairs; one senior representative of the club and one who will be elected from within the FAB fan representatives.

27. The Fan Chair will be supported by a Vice-Chair also elected from within the FAB fan representatives. The Vice-Chair will be expected to stand in if the Chair is absent or conflicted on a specific item.
28. Anyone wishing to stand for Chair or Vice Chair must have already been appointed to the FAB.
29. The nominations for Chair are required to be seconded and in the event there is more than one nomination the FAB members will choose by holding a ballot. The person receiving the most votes will be appointed as Chair.
30. In the event of a tie the remaining candidates will be given an opportunity to address the committee members who will then hold another vote, if a decision by ballot cannot be achieved in the event of a tie lots will be drawn. The same process will determine the election of a Vice-Chair.
31. The elected Chair and Vice Chair will serve terms of one year and no individual may serve more than five consecutive terms.
32. The role of the Co Chairs will be to agree agenda, meeting dates, initial review of minutes and act as the key liaisons between the club and FAB fan representatives.
33. The committee may decide to appoint a Secretary to fulfil the administration and secretarial services for the FAB as well as ensure that the FAB committee members act at all times in line with this constitution and all other adopted policies, procedures and guidance.
34. The Secretaries role includes but is not limited to:
- Arranging meeting dates and times.
  - Sending notices, agendas and other associated papers
  - Arranging appropriate venue and meeting facilities
  - Creation and distribution of the meeting minutes
  - Distribution of the Clubs' responses, FAB recommendations or advice
35. The Secretary can be provided from among the Club staff, be an existing FAB member or an appointed volunteer.

## **Meetings with the Club**

36. The FAB shall meet with the Club no less than four times per season.

37. The agenda should be club and FAB Chair agreed between the co chairs. With the aim being that all papers will be circulated to FAB members a minimum of one calendar week in advance of the meeting.
38. Meeting notice will include, as a minimum, the date, time, and location of the meeting, or if virtual access to the meeting is available, the remote joining instructions. The notice will also include the proposed agenda meeting items, previous actions and any goals to be achieved.
39. Any meeting items that are deemed confidential will be clearly marked on the proposed agenda. The confidentiality of such items will be governed by the Confidentiality Agreement.
40. Where appropriate each member of the FAB shall engage and consult with their representative groups prior to FAB meetings with the Club in order to contribute to the meeting agenda.
41. Recommendations and actions will be discussed and agreed during meetings.
42. Agreed actions, target timescales and who is taking responsibility for the action will be recorded in the minutes and reported on at the next meeting.
43. The aim of the meeting should always be to try and make decisions by consensus.
44. Where consensus agreement is not possible, the Chair may decide to call a vote.
45. The FAB must recognise that the Club is not bound to act on the outcome of these votes, albeit it is expected to take note of the outcome and use that in any considerations.
46. For FAB meetings with the Club, draft minutes will be circulated to the Chair within 3 working days for approval and then agreed by all FAB members present within 5 working days.
47. The draft minutes will be reviewed, agreed by the club and FAB members. Summary of the meeting will be prepared in line with the minutes and shared on the club's website.
48. Individuals or members groups of the FAB must not publish any details of the meeting prior to the point the summary is released publicly.

## **Meetings of the FAB Fan Representatives**

- 49. The FAB fan representatives will meet, as required, without club representatives present.
- 50. Agendas for FAB group meetings will be circulated 5 days ahead of the meeting.
- 51. For all FAB meetings the committee will nominate one of its number to take minutes with actions clearly laid out in the minutes and reviewed, amendments made as required and agreed at each meeting, following the agenda.
- 52. Draft minutes will be circulated to attendees within 5 working days of the meeting taking place.

## **Sub-Committees & Working Groups**

- 53. The FAB has the power to form and dissolve Sub-Committees or working groups as required, where there is an expectation to work with club staff the club should be in agreement of its formation.
- 54. The members of Sub-Committees or working groups are typically nominated/elected from the committee, however, in special circumstances it may be that the committee wishes to include others from outside should they have particular skills or experience.
- 55. In addition, and as required, it is expected that the Club will allocate appropriate staff to each sub-committee or working groups, dependent on the topics covered and their role in the Club.
- 56. Sub-Committee or working groups meetings will meet as and when required and update the FAB accordingly.
- 57. Each sub-committee or working group must contain a minimum of two and a maximum of six FAB members.
- 58. Each sub-committee or working groups must elect a Chair, and may opt to also nominate a Vice Chair.
- 59. Each sub-committee or working groups Chair/Vice Chair will be responsible to report back to the FAB meeting and the FAB/Club meetings.

60. All sub-committee or working groups meetings should be supported by an agenda and minutes created if the committee feels it relevant.

61. All sub-committee or working groups minutes must be distributed to those FAB members who are not in attendance or members of that sub-committee or working groups, once agreed by the sub-committee or working groups.

### **Code of Conduct:**

62. Members of the FAB are expected to act in accordance with this governing document and all adopted policies, in particular the code of conduct policy.

63. Any members deemed to have breached any of the expectations laid out in this governing document and all other adopted policies will face an investigation and sanctions as outlined in the disciplinary policy which is within the code of conduct.

### **Confidentiality:**

64. A major objective of the FAB is to improve the flow of information between the Club and its supporters.

65. This must however occur on the basis of mutual trust. Any matter offered by the Club or any member of the FAB on a confidential basis will be governed by the Confidentiality Agreement.

66. For the committee to be effective members must respect each other, their views, any collective decisions made and recognise items identified as confidential.

### **Amendments:**

67. This constitution may be revised by members of the FAB in agreement with the club.

68. Should any changes to the make-up of the FAB occur, the Club/FAB relationship, including the memorandum of understanding, will be reviewed accordingly.

### **Equality and diversity statement:**



69. The FAB and the Club are committed to promoting inclusion, diversity and equity by treating people fairly and with respect; and by providing equal access and opportunities for all supporter representatives.
70. Both the Club and FAB members will not tolerate abusive behaviour or discrimination in any form.
71. Both parties will work together to celebrate inclusion, diversity and equity at the club.
72. The FAB is designed to be inclusive, providing a representation of a broad demographic of fans, welcoming the views and opinions of all supporters.
73. Respecting all members of the FAB, including no negative comments aimed at undermining the functioning of the FAB, or abusive social media or public comments regarding specific members or the groups they represent.

### **Supporting Documents:**

- Confidentiality Agreement
- Code of Conduct for FAB members containing the Disciplinary Policy