



Exeter City AFC Supporters' Society Limited

**Election to the Board and
Notification of the Annual General Meeting of the**

Exeter City AFC Supporters' Society Limited

Reg. No. 29339R

To be held on:

Saturday 09th November 2024

11.00am

Venue:

The Phoenix Theatre
Bradninch Place
Gandy Street
EXETER
EX4 3LS

Incorporated as Exeter City AFC Supporters' Society Limited (Reg No. 29339R) and registered as a Community Benefit Society under the Cooperative & Community Benefit Societies Act 2014



Dear Member,

Thank you for your continued membership of the Exeter City AFC Supporters' Society Limited (the Trust), which has ensured we remain at the forefront of supporter owned football clubs and continues to provide a sustainable model of ownership.

This year's AGM, at which the results of the Trustee election will be announced, is on Saturday 9th November at 11.00am at the Exeter Phoenix Theatre, prior to the home game v Charlton Athletic.

The following Trustees have reached the end of their three-year term and as required by the Trust Rules, they will retire but are eligible to seek nomination to stand in the Trustee elections.

Nick Edwards

Julen Beer

Pete Ferlie

In addition, Jamie Pelmeur will be standing down.

Any member aged 16 or over can stand to become a Trustee providing they are able to pass the English Football League Owners' & Directors' test, are not bankrupt, nor have been found guilty of a serious crime.

I should advise that the role can be time consuming and often challenging, but equally, can be extremely rewarding.

You would be expected to attend a Trust Board meeting once a month, normally on the first or second Mondays of the month and participate in a Trust Working Group.

It is the Trust's aim to have a diverse Board, with a broad range of skill sets that might suit membership of any of our working groups – membership of these groups is also open to non-Trustees and are a good way to get a feel for what the Trust does. Contact the Secretary if you are interested in one of these Group and they will put you in touch with the relevant Chair. At present these are:

Finance & Governance

Communication (PR, Social Media, Website, etc.)

Community (fulfilling our Community Benefit obligations)

Ownership & Members Working Group (ensuring that the views of our members, supporters and volunteers are listened to)

If you feel you possess the necessary skills and can devote some time to the role of Trustee, I encourage you to put your name forward.

All the details and a nomination form follow in this pack. If you have any questions or would like further information, please email the Trust at trust.secretary@ecfcst.org.uk.

Many thanks again.

Nick Hawker

Chairman, Exeter City AFC Supporters' Society Ltd



Election to the Trust Board of Trustees (Trust Board)

If you would like to stand for election as a Trustee of the Exeter City AFC Supporters' Society Ltd you will find the nomination form later in this pack, however, we would urge you to read the pack in full as it will explain what might be expected of you should you be elected, the rules of campaigning for election, and of course, what you need to do to be nominated.

If you have any queries or concerns around this pack, please do not hesitate to contact the Trust Secretary:

Dean Matthews
Trust Secretary
Exeter City AFC Supporters' Society Ltd
St James Park
Stadium Way
EXETER
EX4 6PT

e-mail: trust.secretary@ecfcst.org.uk

Queries or concerns relating to the election process must be directed to the Chair of the Election Management Board, Paul Hurst of, FC United of Manchester. You can contact Paul at the following postal and e-mail address, marking the envelope or e-mail subject line **FAO: Paul Hurst – ECST**.

Paul Hurst – ECST
FC United of Manchester
Broadhurst Park
310 Lightbowne Road
MANCHESTER
M40 0FJ

E-Mail: ecst2024@fc-utd.uk

We thank you for your interest and look forward to hearing from you.

Kind regards

Dean Matthews

Trust Secretary



Potential Trustee - Briefing Paper

The Trust Board is the formal management body of the Exeter City AFC Supporters' Society Ltd.

The Trust Board shall consist of not fewer than nine (9) and not more than fifteen (15) Trustees.

Under the constitution, it may consist of a maximum of 15 members. This may include up to 5 co-opted members together with several non-voting appointed officers (Treasurer, Secretary, Public Relations and Communications Officer, etc.)

The Trust Board is seeking to achieve 12 elected members.

The primary responsibilities of the Trustees are:

- *To ensure that the Trust is continually working towards achieving its aims and objectives and fulfilling the Trust Strategic Plan*
- *To monitor the management of Exeter City Football Club through pre-defined procedures*
- *To contribute towards the development of Trust policy*
- *To contribute towards the development of the Trust and the Football Club within the community*

To fulfil our primary objectives, you will be expected to attend one Trust Board meeting per month. In addition, you would be expected to join one of four working groups currently active:

These are:

Finance & Governance

Communication (PR, Social Media, Website, etc.)

Community (fulfilling our Community Benefit obligations)

Ownership & Members' Working Group (ensuring that the views of our members, supporters' and volunteers are listened to)

This may involve attending regular meetings, carrying out research; writing and presenting proposal documents; implementing and managing action plans and taking ownership to achieve positive outcomes.

It is expected that Trust Board members will encourage supporter volunteers to help with the work of the Trust Board and the sub-groups.

The Trust and the Football Club

Working relationships between members of the Trust and Club boards are promoted and encouraged for mutual benefit and there are procedures in place to ensure that all contacts and information flows are positive, effective, and efficient.

In addition, the combined Trust and Club Boards meet twice a year at a 'joint board' meeting.



Personal Commitment

The Trust Board & sub-groups typically hold meetings on a weekday evening. The Trust Board currently meets, in person¹, every month, normally on the first or second Mondays of the month and the sub-groups meet monthly or as required, often by ZOOM.

A Trustee is expected to attend all appropriate meetings; failure to attend on three consecutive meetings, without good cause, may result in expulsion.

In addition, the Trust Board support the Club on match-days in the Board Room, typically entertaining visiting team directors and of course, the Trust 'Director for the Day' winner. This is done on a rota basis, as may be other duties that arise from time to time.

You need to be aware that for a Trustee to be effective this work is likely to require a considerable and continuous time commitment.

4. Guidelines for Trust Board Membership

Members of the Trust Board must not:

- be less than 16 years of age at the date of their election. (The election date is deemed to be the date of the AGM).
- benefit financially, directly, or indirectly, from any working relationship that is established in the course of duties undertaken or contacts made on of behalf Exeter City AFC Supporters' Society Limited.
- be subject to a bankruptcy order or have in place a composition with their creditors.
- be subject to a disqualification order made under the Company Directors' Disqualification Act.
- have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974).
- be incapable by reason of mental disorder, illness or injury of performing the duties reasonably expected of a Society Trust Board Member.
- fail to abide by any rules for the conduct of elections made by the Trust Board.
- must pass the EFL Owners' and Directors' fit and proper test – More info here: [EFL Official Website - Appendix 3 - Owners' and Directors' Test](#)

5. Trust Membership Eligibility

Participation in the 2024 AGM and Trust Board Election is limited to current Exeter City Supporters' Trust members. The cut-off date for membership for the 2024 AGM and Trust Board Election is **noon 9th September 2024**.

Individual members can propose multiple candidates for election up to the number of vacancies which this year is 4.

¹ It is possible to attend Trust Board meetings by ZOOM but naturally, it is preferable to do so in person.



CODE OF CONDUCT FOR TRUSTEES, OFFICERS AND VOLUNTEERS ACTING ON BEHALF OF THE TRUST

This Code of Conduct sets ethical standards for the Trustees, Officers and volunteers (acting on behalf) of Exeter City AFC Supporters' Society Limited (the Trust), hereafter referred to as Trust representatives.

Trust representatives will pursue the highest standards of ethical conduct in the interests of Members of the Trust, Exeter City Football Club, employees, creditors and all other stakeholders.

The following principles govern their conduct.

1. HONESTY, INTEGRITY AND COMMITMENT

- i. Trust representatives shall act honestly and with integrity in all their dealings on behalf of the Trust.
- ii. Trustees and Officers will make their best endeavours to attend meetings of the Board of Society (the TB) of the Trust, and not be absent without good reason. Other Trust representatives should attend as and when requested.
- iii. Trustees and Officers will devote sufficient time and attention to the Society in order to fulfil their duties as a Trust representative.
- iv. Trust representatives will not discriminate on the grounds of people's race, religion, gender, marital status or disability.
- v. Trust representatives will not make promises or commitments that the TB does not intend, or would be unable, to honour.
- vi. Trust representatives have collective responsibility. They are bound by the decisions of the TB and when representing the Trust will support those decisions outside the TB environment.
- vii. Trust representatives conduct, at all times, will be such that their honesty is beyond question.
- viii. Trust representatives' conduct, at all times, will be such that it upholds the reputation and good name of the Trust.
- ix. Trust representatives shall adhere to the truth, and not mislead directly or indirectly nor make false statements, nor mislead by omission.
- x. Trust representatives shall treat everyone with whom they have dealings as a Trustee with personal respect and politeness.

2. PERSONAL TRANSACTIONS

- i. Trust representatives' personal or other business dealings will be kept separate from their dealings as a Trustee of Exeter City F.C. Supporters' Trust.
- ii. Trust representatives shall not use the name of Exeter City AFC Supporters' Society Limited, the Trust or Exeter City A.F.C. Limited to further any personal or other business transaction not related to the Trust or Exeter City A.F.C. Limited or its business interests.
- iii. Trust representatives shall use goods, services and facilities provided to them by the Trust, Exeter City A.F.C. Limited or associated business, strictly in accordance with the terms on which they are provided.



3. CONFIDENTIALITY OF INFORMATION

- i. Trust representatives will ensure that confidential information (or any information that could be considered to be of a sensitive nature) relating to the TB or the Football Club's operations, its customers, employees, creditors or associated businesses is not given either inadvertently or deliberately to third parties unless that information is required by law or a regulatory body.
- ii. Trust representatives will not use information obtained by them as a Trustee or Officer of the Trust for personal financial gain, nor will that information be used to obtain financial benefit for any other person or business.
- iii. Trust representatives shall respect the privacy of others.

4. DISCLOSURE OF INTERESTS

- i. Trust representatives shall fully disclose promptly any private or other business interests or any other matters, which may lead to potential or actual conflicts of interest.

5. ABIDING BY THE LAW

- i. Trust representatives shall abide by the law at all times.

6. PAYMENTS, GIFTS, ENTERTAINMENT AND TRAVEL

- i. Trust representatives shall not use their status as a Trust representative of Exeter City F.C. Supporters' Trust to seek personal gain from those doing business or seeking to do business with the Club. Trust representatives shall not accept any personal gain of any material significance if offered.

7. FAILURE TO ABIDE BY THE CODE OF CONDUCT

- i. Trust representatives whose behaviour or actions are contrary to the spirit of this Code may be subject to such disciplinary sanctions as imposed by the TB after due process and, if appropriate, appeal or arbitration.
- ii. Any allegation of a Trust representatives' failure to honour the Code must be made in writing to the Chairman of the TB, or if relating to the Chairman of the TB, to the Secretary. The accused Trustee or Officer will be given written notice of the allegation and asked to respond within 14 days. However, should the complaint relate to personal behaviour during a formal meeting of the Trust or any properly constituted committee, then the meeting can consider a verbal motion to exclude the offender from the rest of the meeting without notice.
- iii. The TB, or any properly appointed sub-committee, will make such enquiries as deemed necessary, including the right to call a hearing of all interested parties and will rule on the outcome of those enquiries and report the findings to the TB for ratification and/or further action. In the case of calling a hearing, all parties will receive 14 days' notice of the date, place and time of such a hearing.
- iv. Sanctions available to the TB will include formal reprimand, orders of specific performance, suspension and ultimately, recommend expulsion from the TB.



Getting Nominated

The final pages of this pack contain the nomination form and manifesto statement. The nomination form is also available on the Trust website (weownexetercityfc.co.uk). These should be detached, completed, and returned in accordance with the deadlines set in the election timetable.

Nominations should be sent to our Returning Officer, Paul Hurst of FC United of Manchester, by post or E-Mail – please mark envelopes and e-mail subject lines as **Paul Hurst – ECST**.

Paul Hurst – ECST
FC United of Manchester
Broadhurst Park
310 Lightbowne Road
MANCHESTER
M40 0FJ

E-Mail: ecst2024@fc-utd.uk

The Trust will accept the return of completed nomination forms with electronic signatures for both the Candidate and the Proposers by email. As before the e-mail address of each Proposer must be that as recorded against that member's details on the Trust database.

Nominations, either by post or electronically, should be despatched to arrive no later than midnight on **12th October 2024**.

Potential proposers can double check their trust membership details by contacting the Trust Membership Secretary via trust.membership@ecfc.co.uk.

The nomination will be considered valid upon receipt of an e-mail by the Returning Officer from that address confirming the nomination before the nomination closing time and date. The e-mail should include that member's name, postal address, and membership priority number.

By submitting a nomination, candidates will be deemed to have accepted the election policy and rules as described in this pack and have agreed to be bound by them.

A check will be made against the Candidate and Proposers to ensure that they are current members of the Trust as at the closing date for ballots.

Proposers should not normally be serving Trustees, Officers, or members of the Club Board.

7. Policy on Election Campaigning

Introduction

The Supporters' Trust have a policy that clearly defines the parameters to which an election campaign is carried out. This policy is enforceable and any restrictions capable of speedy and accurate evaluation. Elections should be vibrant, and members should have a sense of their importance, and they should not send out a message of bureaucratic duty or irrelevance to the issues.



The Supporters' Trust will provide additional opportunities for members to communicate directly with candidates, where members can ask questions of candidates.

This could be through a set-piece debate event or, and as well as, an on-line Q&A. Members will be made aware of such activities via on-line promotion and in official AGM/Election documentation sent to the members.

Candidates may engage with the membership for the purposes of election campaigning using any social media or online platform, **provided that they inform the Trust secretary and Election Manager of their intention to do so** and name all platforms or forums they intend to use.

Typically, the Supporters' Trust may seek to arrange an 'in-person' debate to which members could attend or submit written questions for consideration. Arrangements can also be made for an on-line 'forum' style Q&A to run throughout the election period.

Funding

Candidates may produce, at their own cost – up to a limit of £100, literature in support of their candidacy. There is a limit of 1,000 words on content for printed literature (flyers etc.) for campaigning purposes.

A copy of any such literature should be supplied in hard copy or electronically, to the Trust Secretary and Returning Officer prior to its distribution to members.

No free of charge benefits, are to be incurred by any candidate in relation to campaign literature or advertising.

Negative Campaigning

Candidates should respectfully refrain from implicitly or explicitly referring to other candidates to prevent the political practice of negative campaigning. This is to protect everyone's interests, to prevent defamatory statements and so that successfully elected candidates can work together without the prejudices being created at a campaigning stage.

Election Manifesto

All candidates will be required to submit an election manifesto not exceeding 400 words with their application. This manifesto must conform to the conditions included within this policy and will be published by the Trust on its website.

Candidates should further submit a short 100-word summary of their manifesto, together with an electronic passport style photograph in PNG or jpeg format, for inclusion in the Electronic Voting System and the Trust Website.

Both the 100 and 400 word manifestos along with the photograph must be submitted to the Returning Officer at the same time as a completed Candidate nomination form.

Hustings

Candidate attendance at the hustings is voluntary and non-attendance does not preclude a candidate from the election process.

The hustings will be the initial event of the election campaign and the voting period will not commence until after the hustings.

The hustings will allow candidates to answer questions that will be given in advance to the candidates. The hustings will be filmed and uploaded to the Trust YouTube channel for viewing by members unable to view on the night.



These questions will be drawn from the Trust membership and selected by the Trust Secretary. Time permitting, questions from the audience via the chat facility may be allowed.

Breaching the Rules

Any breach of the above rules will be considered within 14 days by the Trust Board. Sanctions available to the Trust Board may include a written warning or should the breach be considered serious enough the candidate may be removed from the election process. A two thirds majority vote of the Trust Board will be required for a candidate to be removed.

In any event the Trust membership will be informed of this breach through the Trust Website.



8. Proposed Trustee Election Timetable

Notice of AGM & Details of Election	01/09/2024
Deadline for submitting a nomination form (Midnight)	12/10/2024
Deadline for sending out candidate info	19/10/2024
Hustings via zoom (After which voting will open)	TBC
Deadline for receipt of ballot papers (12:00 noon)	08/11/2024
AGM (Home to Charlton Athletic)	09/11/2024



Candidate Manifesto 2024

All candidates are required to submit an election manifesto not exceeding 400 words. This manifesto must conform to the conditions included within this policy and will be published by the Trust.

Once the Returning Officer deems a nomination valid, to support electronic voting, the candidate shall provide an electronic version of their manifesto in pdf format and passport style photo in PNG or jpeg format to the Election Manager at ecst2024@fc-utd.uk, to be loaded into the electronic voting software.

Candidates should further submit a 100-word summary of their manifesto, together with an electronic passport-style photograph, for inclusion in the Ballot Pack.

The views contained within these statements will be the individual views of the candidates and not those of the Exeter City AFC Supporters' Society Ltd.

Candidates should provide information which addresses the following information:

- i) Experience or past involvement in football, which you consider may be relevant to your nomination, or which could be useful to the Trust if elected.
- ii) Outline how you might be able to use any skills, knowledge or experience you have which may benefit the work of the Trust Board.
- iii) What would be your aims & interests if elected?
- iv) What are your views on any current issues which affect the welfare and interests of the football supporter?



**Exeter City AFC Supporters' Society Ltd Elections
Nomination Form for election as Trustee.**

CANDIDATE (Full Name) - Please PRINT:

Name of Candidate: Home address 1

Candidate Date of Birth: Home address 2:

Candidate Membership Number: City:

Contact telephone no: Post/Zip code:

Contact email: Country:

I hereby agree to my nomination for an elected place on the Trust Board and I agree to be bound by the provisions of the Trust Rules and the Trust Board Membership & Conduct Policy.

I confirm that I have read and understood the Trustees' duties and responsibilities letter.

Signed: _____

Date: _____

Proposers

- All sections must be completed to be valid
- Copies of the Trust rules can be accessed via the Trust's website www.weownexetercityfc.co.uk or by e-mailing the Secretary at trust.secretary@ecfcst.org.uk.

	Name of Proposer Please PRINT	Member Priority No.	Proposer signature <i>If the nominee is unable to obtain the original signatures of their Proposer, then please refer to the e-mail procedures in this pack.</i>	Date
1				
2				
3				



This page, together with both the short and long form Candidate Manifesto Statements and an electronic photograph, must be returned by email with electronic signatures, or paper copies by post, to arrive by midnight on 12th October 2024.

Please mark envelopes and e-mail subject lines as **Paul Hurst – ECST.**

Paul Hurst – ECST
FC United of Manchester
Broadhurst Park
310 Lightbowne Road
MANCHESTER
M40 0FJ

E-Mail: ecst2024@fc-utd.uk