

ALBION ASSEMBLY CONSTITUTION

Name:

1. This constitution document outlines the structure and operation of the Albion Assembly (to be referred to as the “Assembly” hereafter) – a fan engagement group to represent the interests of supporters of West Bromwich Albion Football Club (to be referred to as the “Club” hereafter)

Purpose:

2. The Assembly exists to act as a critical friend to the Club and to provide a structured forum for supporter engagement with the Club and its officers.
3. The primary purpose of the Assembly is for a representative group of supporters to raise issues impacting a wide range of fans, propose improvements to matchday experience and fan engagement, and for the Club to seek feedback on various engagement matters, including kits, ticketing, travel and accessibility.
4. On-field football performance does not form part of the Assembly’s purpose.
5. The Assembly should be inclusive and representative of the full demographic range of the supporter base, to whom it is accountable.

Terms of Reference:

6. The Assembly shall cover topics which reach across the fanbase.
7. The Club has a duty to communicate with groups that represent other demographics of the fanbase. As such, the Assembly acknowledges it is just one level of supporter engagement that should exist with the Club, and it is expected that the Club will continue dialogue with other fan groups.
8. It is recognised that each group plays an important role in representing certain elements of the fan base and as such those groups may still have topics specific to them which require direct discussion with the Club.

Founding members:

9. Each of the below groups (paragraph 12) will be considered founding member groups and accept the terms of representation defined.
10. Where representatives come from a group, it is up to that group to nominate their representative and their term of office. No founding member is guaranteed a seat on the Assembly for perpetuity.
11. Each founding member group will be reserved one seat on the Assembly.
12. The founding member groups are as follows:
 - Apna Albion
 - All Access Albion
 - Her Game Too
 - Proud Baggies
 - Shareholders 4 Albion
 - Supporters' Club (Main Branch)
 - Sutton Coldfield Supporters' Club
 - Warwick Baggies

Membership:

13. It is recognised that this constitution was adopted after the Assembly was established in 2015. Therefore, the existing membership, appointed, selected or elected by various means, will continue to be members of the Assembly for an initial term.
14. Membership of the Assembly is structured with an aim of representing a broad cross section of supporters in conjunction with the Club's other channels of supporter engagement.
15. To aid constructive discussion, while covering a broad section of the Club's support, the Assembly is limited to a maximum of 35 representatives.
16. 8 seats will be reserved for Founding Member Groups.
17. 25 seats will be reserved for existing Supporter Members.
18. 2 seats are reserved for supporter groups who wish to join the Assembly.

19. Supporter groups who wish to apply for a seat on the Assembly should email assembly@wbaafc.co.uk. A change to the constitution, which will require a majority vote from existing members, is required for a supporter group to join the Assembly.

Recruitment and selection:

20. Recruitment of new independent members will take place when existing terms expire, and/or at the discretion of the Assembly.
21. The process of appointing new members will utilise a blind recruitment tool.
22. The recruitment process should be run by a majority independent appointment panel of three people. The Club may have one person on the panel, one person should be a fan appointed Co-Chair or Vice-Chair, another the Membership Secretary, while one person should be considered independent of the Club and the Assembly.
23. The Football Supporters' Association (the "FSA") can provide an independent member of the appointment panel to oversee the recruitment process.
24. 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:
- 24.1 The person is subject to a current stadium ban, or football banning order;
 - 24.2 The person is subject to civil proceedings to recover money owed to the Club; or
 - 24.3 The Club has presented evidence to show the individual has made derogatory public statements regarding any of the protected characteristics (as defined by the Equality Act 2010).

Supporter group appointments:

25. Any supporter group may make an application to take up one of the group reserved spaces. In order to be eligible to apply for membership, any group must have:
- Been meeting regularly 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

Applications will be reviewed on an annual basis. Should there be more applications than places available, the Committee shall consider the following criteria for determining successful appointments:

- Number of members
- Years active
- Reasons given for application
- Ability to represent WBA fans
- Other criteria as as defined by the assessment panel

26. It is acknowledged that the relationship between the Club and the Assembly aspires to operate in line with the democratic principles and governance set out by the FSA. This may include a democratic election process, surveying of members, and publishing documents such as minutes of their committee meetings, accounts, and any other business as defined by the FSA.

Term of Office

27. Best practice fan engagement expects a mixture of refreshment and continuity of the fan representatives.

28. Each existing supporter member will hold their position on the Assembly for a term determined by the year they joined, as follows:

2015-16: 3 years

2017-18: 4 years

2021-22: 5 years

For reference, there were no appointments in 2019, 2020, 2023, 2024 or 2025.

29. Members appointed from 2026 onwards will hold their position on the Assembly for three years.

30. There is no restriction on the number of times a representative can be reappointed, though members seeking reappointment must follow the blind recruitment process set out in paragraphs 20-24 above.

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

32. There is no restriction on the number of reappointments from supporter groups, although groups will be expected to consider the best practice refresh v continuity expectations.

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

Organisational Structure:

34. The Assembly will be chaired by Co Chairs; one senior representative of the Club and one who will be elected from within the Assembly fan representatives.

35. The Fan Chair will be supported by a Vice-Chair also elected from within the Assembly fan representatives. The Vice-Chair will be expected to deputise for the Chair if the Chair is absent or conflicted on a specific item.

36. A Membership Secretary will also be elected to record attendance, apologies and approve Assembly minutes, as well as ensure that the Assembly committee members act at all times in line with this constitution and all other adopted policies, procedures and guidance. The first draft of minutes will be drafted by a Club Assembly Secretary to ensure speed.

37. Anyone wishing to stand for Chair, Vice-Chair or Membership Secretary must have already been appointed to the Assembly.

38. Co-Chair, Vice-Chair and Membership Secretary elections will be held at the first meeting of each season, and this will be determined by secret ballot. The person receiving the most votes will be appointed to each elected role.

39. In the event of a tie the remaining candidates will be given an opportunity to address Assembly 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 and Membership Secretary.

40. The Vice-Chair will be expected to deputise for the Chair if the Chair is absent or conflicted on a specific item.

41. The elected Chair, Vice-Chair and Membership Secretary will serve terms of one year.

42. 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 Assembly fan representatives.

43. The Assembly has two reserved seats for elected members to sit on the club's Fan Advisory Board (FAB). More information regarding the appointment of representatives is available within the constitution of the FAB.

Meetings with the Club

44. The Assembly shall meet with the Club no less than three times per season.

45. The agenda should be agreed between the Co-Chairs in advance and to enable all papers to be circulated to Assembly members a minimum of one calendar week in advance of the meeting.

46. Meeting notice will include, as a minimum, the date, time, and location of the meeting. The notice will also include the proposed agenda meeting items and any goals to be achieved.

47. The meeting notice will be sent to the Assembly at least 14 days in advance of the meeting.

48. For Assembly meetings with the Club, draft minutes will be circulated to the Membership Secretary within 5 working days and signed off by Co-Chairs after 8 working days, in order to ensure that they are published within 10 working days of the meeting.

49. The draft minutes will be reviewed, agreed by the Co-Chairs, Vice-Chair and Membership Secretary. A summary of the meeting will be prepared in line with the minutes and shared on the Club's website.

50. Individuals or members groups of the Assembly must not publish any details of the meeting prior to that point.

51. Should any items within the meeting be deemed as confidential these will be redacted from the published version of the minutes (as per Confidentiality Agreement). Consequently, it may be necessary to produce both published and internal minutes.

Sub-Committees

52. The Assembly has the power to form and dissolve Sub-Committees as required. Where there is an expectation to work with Club staff, the Club should be in agreement with its formation.

53. The members of Sub-Committees are typically nominated/elected from the committee, however, in special circumstances it may be that the

committee wish to include others from outside should they have particular skills or experience.

54. In addition, and as required, it is expected that the Club will allocate appropriate staff to each sub-committee, dependent on the topics covered and their role in the Club.

55. Sub-Committee meetings will meet as and when required and update the Assembly accordingly.

56. Each sub-committee must contain a minimum of two Assembly members.

Code of Conduct:

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

58. 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.

Confidentiality:

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

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

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

Amendments:

62. Amendments to this constitution may be proposed by members of the Assembly and implemented upon majority consensus of the Assembly.

Equality and diversity statement:

63. The Assembly 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.

64. Both the Club and Assembly members will not tolerate abusive behaviour or discrimination in any form.

65. Both parties will work together to celebrate inclusion, diversity and equity at the Club.

66. The Assembly is designed to be inclusive, providing a representation of a broad demographic of fans, and welcoming the views and opinions of all supporters.

67. All members of the Assembly must be respected. This includes making no negative comments aimed at undermining the functioning of the Assembly or abusive social media or public comments regarding club staff, supporters, Assembly members, or the groups they represent.

Supporting Documents:

- Memorandum of Understanding
- Confidentiality Agreement
- Code of Conduct for Shadow Board members
- Disciplinary Policy
- Supporters Representatives Guide