

DONS TRUST BOARD MEMBERS RULES OF CONDUCT

The following rules of conduct apply to all members of the Dons Trust Board. Acceptance of these Rules by each member should be recorded by the member signing in the space provided at the end of this document and returning the signed document to the Dons Trust Secretary. Failure to abide by these Rules may result in disciplinary action against the Board member.

General

1. Members of the Board acknowledge that discussions at, and records of, Board Meetings are strictly confidential save where expressly stated not to be, and save for official reports of meetings, such as publication of summary minutes.
2. The confidentiality provisions shall not apply where a Board member is asked to co-operate with any statutory or regulatory body and should not stifle due and proper debate on issues within the confines of Board meetings or discussions between Board members.
3. Only the authorised publicity spokesperson(s), or such other person who has the express consent of the Board may issue communications or brief the press/media on behalf of the Trust.
4. Any Board member who volunteers to take on a particular job must, as far as possible, carry out that task to the best of their ability. It will be the responsibility of each Board member to take the action required to deal with any task allocated to him/her in the minutes.
5. The Treasurer has overall responsibility for monies held by the Dons Trust but this can be delegated to other Board members, or other members of the Dons Trust, with the approval of the Board. The Treasurer has the authority to pay any reasonable expenses to the Board members for phone calls, stationery etc without the consent of a full Board meeting, but he/she must maintain a record of the amounts paid out which may be reviewed by the Board at a later date.
6. Any attempt by a Board member(s) to arrange favours with members of staff at AFC Wimbledon for personal gain will result in disciplinary action against the Board member.
7. A breach of the provisions set out in the Conflicts of Interests Policy is a disciplinary offence.

Collective responsibility

8. From time to time the Board will vote on issues, make decisions or pass resolutions ("Decisions"). Once a Decision is taken, all Board members should co-operate fully and (if asked to do so) participate actively in its implementation. Failure to do so will be a disciplinary offence.
9. If a DTB member is absent from a Board meeting at which a Decision is taken and is unable to feed in his/her views at the time, then the absent Board member may make his/her views known retrospectively to the Board. In exceptional circumstances, the Chair may re-present the matter to the Board if s/he considers in his/her sole discretion that there is a material prospect that the views of the absent member may cause the members of the Board who did vote to reach a different Decision. If the Decision is time-critical, implementation will in the meantime continue unless and until rescinded.
10. Both the official and published minutes of the Board meeting at which a Decision is taken will record the names of Board members who voted for and against Decisions and of abstainers. As well as recording the arguments supporting the Decision, the minutes will also summarise the views of Board members who voted against the Decision or who abstained. However, the published minutes will be edited to reflect matters that are confidential with respect to third parties, such as commercially sensitive information or human resources issues.
11. Once minutes of the Board meeting at which a Decision is taken are published, then Board member(s) who disagreed with the Decision will be at liberty, if and when asked by Dons Trust members, to say that they disagreed with the Decision and to repeat the reasons that they provided to the Board, as recorded in the published minutes. In exercising this right, no Board member shall:
 - a. Actively campaign against a Decision or act in a way which will undermine its implementation, with the sole exception that an intention to bring an issue back to the Board for a further decision may be included in a Board member's re-election manifesto;

- b. Embellish upon the arguments that were presented to the Board, as reflected in the minutes;
 - c. Act in a way intended to undermine Dons Trust members' respect for the Board as a whole or for individual members of the Board.
12. Exceptionally, the Board may decide, by way of a majority vote, that specific Decisions are of a sufficiently sensitive nature that no Board member should speak out in public against that Decision and that disagreement among Board members in reaching that Decision should not be recorded in the published minutes. In such circumstances, a dissenting Board member must remain silent on the issue in question or must resign from the Board.

Disciplinary proceedings

13. Where any Board member is deemed to have committed a disciplinary offence as suggested above or has otherwise acted in a way which the Board believe is in contrast to the spirit of this document or the Dons Trust Constitution or taken action which is considered detrimental to the interests of the Society, the Board shall be at liberty to constitute a disciplinary committee ("the Committee") to determine the facts and take such measures as the Committee sees fit. If the Board decides to constitute a Committee the Board member(s) concerned will be suspended and shall neither vote nor attend Board meetings.
14. The Committee will consist of the Chair of the Board and up to 3 other Board members. Those chosen to be on the Committee will only be made up of Board members who are not the subject of any current disciplinary action. If the Chair is the subject of the disciplinary action, another member of the Board will be selected by the Board as Chair of the Committee and shall have the casting vote if necessary.
15. The Committee shall meet as soon as is practicable after the Board meeting which constituted the Committee and following any necessary fact-finding. The Committee shall invite the member concerned to attend or submit his/her version of events or mitigating circumstances. The Committee shall act honestly in assessing the facts of the disciplinary case before them and shall impose such sanction as it sees fit, including for example, dismissal (in the case of co-opted Board members); further suspension up to a total period of 4 months or make recommendations to a general meeting of the members of the Society that the Board member be dismissed (in the case of elected Board members). If appropriate the Committee may chose to impose no sanction. If the member concerned fails to either attend or submit as envisaged above the Committee can proceed and make such inferences as it sees fit from such non-attendance or non-submission.
16. The Board member subject to the disciplinary hearing may appeal the decision of the Committee within 7 days of being notified of the decision. The appeal will be made to an employee of Supporters Direct. The appeal will take place as soon as possible after the member concerned has requested it. Until the appeal is heard the disciplinary case and all details of the individual involved will be kept confidential within the members of the Board.
17. In the event that the appeal does not successfully resolve the matter, the Board must then take the necessary action to bring the matter to the next general meeting of the Society. A resolution passed by the members will be binding on all parties. A resolution to dismiss a Board member must be carried by the votes of not less than two-thirds of the members of the society present in person or by proxy and voting on a poll. Any other resolution will require a simple majority of votes cast.

To be signed by each Dons Trust Board Member

Signature:

Write name in block capitals

Date: