



## LEEDS UNITED SUPPORTERS' TRUST MEMBERS' CODE OF CONDUCT

### 1. Introduction

- 1.1 This code of conduct has been produced by the Leeds United Supporters' Society Limited (hereafter referred to as Leeds United Supporters' Trust or "the Trust"), to be adopted by members following a vote.
- 1.2 The purpose of this document is to ensure that Leeds United Supporters' Trust members agree to be bound by the Members' Code of Conduct which requires that the conduct of members is not prejudicial to the objectives of the Trust, and to identify the disciplinary procedures that may be used should any member of the Trust be deemed to have breached this Code.

### 2. Definitions

- 2.1 Definitions of the terms used in this policy are as noted below:

- "Trust Board" means the elected board of the Leeds United Supporters' Trust plus any co-opted Trust board members
- "AGM" means the annual general meeting of the Trust
- "SGM" means a special general meeting of the Trust
- "Member" means a member of the Trust
- "Membership Secretary" means the member, appointed by the Trust board, with delegated responsibility for maintaining the Trust's membership records
- "Secretary" means the Secretary of the Trust, who has been appointed by the Trust board
- "Trust Board Member" means a member of the Trust board including any person co-opted onto the Trust board in accordance with the Leeds United Supporters' Trust Model Rules
- "Co-opted Member" means a person who has been elected to the Trust Board by Trust Board Members but not elected by the members
- "Elected Member" means a member who has been elected to the Trust Board by the members
- "Officer" means the Chair, Vice-Chair or Treasurer of the Trust
- "Chair" means the Chair of the Trust, elected in accordance with the Board Membership and Conduct Policy
- "Vice-Chair" means the Vice-Chair of the Trust, elected in accordance with the Board Membership and Conduct Policy
- "Treasurer" means the Treasurer of the Trust, elected in accordance with the Board Membership and Conduct Policy

- "Code of Conduct" means a detailed set of regulations laying out the standard of conduct that the Trust expects its members to display and procedures to be followed in the event of breaches
- "Disciplinary Offence" means an Indictable Offence or such act or deed which in the opinion of the Trust Board brings or is likely to bring the Trust's name and/or reputation into disrepute and/or contrasts with the terms or spirit of the Leeds United Supporters' Trust Model Rules and/or the policies of the Trust
- "Indictable Offence" means a criminal offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974) that has been tried by a Crown Court
- "Model Rules" means the rules and regulations of the Trust as laid out in the separate Leeds United Supporters' Trust Model Rules document

### **3. Co-opted Board Members**

3.1 Co-opted Trust board members may not serve on a disciplinary committee.

### **4. Disciplinary Procedures**

4.1 Where any member is deemed by a majority of the Trust Board:

- to have committed a Disciplinary Offence;
- to have otherwise acted in a way such that in the opinion of the Trust Board brings or is likely to bring the Trust's name and/or reputation into disrepute; or
- to have acted in contrast to the terms or spirit of this document and/or the Leeds United Supporters' Trust Model Rules and/or the policies of the Trust,

the Trust Board shall be at liberty to constitute a Disciplinary Committee ("the Disciplinary Committee") to investigate and determine the facts relating to the matter and take such measures as it sees fit.

4.2 If the Trust Board decides to constitute a Disciplinary Committee, the member(s) concerned will be suspended from membership of the Trust until the disciplinary procedure has been concluded and a final decision reached. The member in question shall not be entitled to vote nor attend general meetings for the period of suspension and until any reinstatement is decided upon.

4.3 Examples of acts that may be considered Disciplinary Offences include, but are not limited to:

- publically criticising or to otherwise undermining any decision or policy of the Trust Board;
- using social media in such a way that, in the opinion of the Trust Board, damages the Trust's interests or reputation, even indirectly;
- failing to comply with a request from the Trust Board to remove any communication on social media which is deemed by the Trust Board to bring or is likely to bring the Trust into disrepute;
- loaning or transferring a Trust membership card to another person; or
- acts of violence and/or vandalism wherever they take place.

- 4.4 The Disciplinary Committee will consist of the Chair and the Vice-Chair of the Trust board unless either or both of them is the subject of the disciplinary action, in which case another Trust Board Member will be selected by the Trust Board as chair of the Disciplinary Committee. In addition, up to 3 but no less than 2 other Trust Board Members (who shall not be the subject of the disciplinary action) shall also sit on the Disciplinary Committee. In the case of an equality of votes, the Chair of the Disciplinary Committee shall have a casting vote.
- 4.5 Either the Trust Board or the Member(s) who is/are the subject of the hearing may request for an independent member to join the Disciplinary Committee. The independent member will be selected on the basis of mutual agreement, and shall for the avoidance of doubt not be someone who has served with any of the subjects of the hearing on any board or committee, and shall ideally not be a member of the Trust itself.
- 4.6 In the event that it is not possible to agree the identity of the independent member, Supporters Direct will select the independent member.
- 4.7 All members of the Disciplinary Committee shall treat its proceedings as confidential, unless the subjects of the hearing waive that right directly, or violate the confidentiality through making public comment about its proceedings.
- 4.8 All incidental expenses for independent members shall be met by the Trust.
- 4.9 The Disciplinary Committee shall meet as soon as is practicable (where possible within 7 days) after the Trust Board meeting which constituted the Disciplinary Committee and shall invite the Member(s) concerned to attend or submit their version of events or mitigating circumstances. The Disciplinary Committee shall act honestly and equitably in assessing the facts of the disciplinary case before it and may impose such sanction as it sees fit, including, for example, expulsion, censure or warning.
- 4.10 A further suspension to allow more facts to be gathered may be granted. If suspension for further information gathering is granted, a further meeting of the Disciplinary Committee shall be held.
- 4.11 If appropriate, the Disciplinary Committee may choose to impose no sanction.
- 4.12 If the member(s) concerned fails to either attend or submit their version of events or mitigating circumstances, the Disciplinary Committee meeting may proceed in the absence of the member(s) and the Disciplinary Committee can make such inferences as it sees fit from such non-attendance or non-submission.
- 4.13 The decision of the Disciplinary Committee will be notified to the Member(s) within 7 days of the Disciplinary Committee meeting.
- 4.14 The Member(s) subject to the disciplinary hearing may appeal against the decision of the Disciplinary Committee within 7 days of being notified of the decision.
- 4.15 The appeal must be made to the Secretary who shall contact Supporters Direct. Supporters Direct shall appoint an independent panel of three Trust members to investigate and conduct the appeal. The decision of the independent panel will be binding on all parties.
- 4.16 The appeal will take place as soon as possible after the member concerned has requested it, and no later than 28 days following the date of receipt of the request for an appeal hearing. There will be no further right of appeal by any party.

- 4.17 The final decision will be communicated to all of the parties only after the conclusion of the appeal, or when the date for the lodging of an appeal has passed without such appeal being lodged. The Secretary will be responsible for communicating the decision, and no members of the Disciplinary Committee shall make any comment about the proceedings publicly.
- 4.18 No Member expelled from membership of the Trust shall be re-admitted except by an extraordinary resolution of the Trust in a general meeting.
- 4.19 Members must avoid making any social media communications that could damage the Trust's interests or reputation, even indirectly. Members must not use social media to defame or disparage the Trust and must not express opinions on its behalf, without express authority. Members must not post comments about sensitive Trust-related topics and/or confidential information of the Trust. If, in the opinion of the Trust Board, a communication made by a Member brings or is likely to bring the Trust into disrepute, the Trust Board may request the Member remove the communication. Failure to comply with such request will be deemed to be a Disciplinary Offence.