Wimbledon Football Club Supporters' Society Limited
Election Rules Policy for 2007 Society Board Elections

Introduction

1. This document constitutes the Election Rules, Regulations and Procedure and is drafted in accordance with the constitution of the Wimbledon Football Club Supporters' Society Limited. The purpose of the Election Rules Policy is to ensure that the elections for Society Board members are conducted in a democratic and unbiased manner in accordance with these rules and the Constitution.

2. Definitions:

Election Period	The period of time between the date on which the Secretary calls for nominations until declaration of the results.
Indictable Offence	Any offence that is deemed indictable by the relevant Act of Parliament that is not spent under the terms of the Rehabilitation of Offenders Act. An indictable offence is normally one that must be heard before a judge and jury.
Subsidiaries	Any subsidiary company or society of the Dons Trust, including AFCW plc, AFC Wimbledon Ltd, AFCW Stadium Ltd and AFC Wimbledon Ladies Ltd.

3. Abbreviations:

Dons Trust	Wimbledon Football Club Supporters' Society Limited
DTB	Dons Trust Board
ERP	Election Rules Policy
ESG	Election Steering Group

Election Control

4. During the election period the ESG will ensure that the Election is run in accordance with the Election Rules Policy on behalf of the DTB and the Dons Trust members.

5. The DTB will appoint a suitable person as Chair of the ESG, who may be an independent party or a member of the Trust. The criteria for appointment include the ability to commit sufficient time to the process and the ability to provide leadership. The other members of the ESG will be made up of Dons Trust members who are not standing as candidates and who are appointed by the DTB, upon the recommendation of the Chair of the ESG, prior to the start of the election period. To ensure continuity, the Chair should appoint a deputy, who should be in a position to act as Chair on both a temporary and permanent basis. The ESG will work in liaison with the Secretary of the Dons Trust. No new members can join the ESG during the election period.

6. Members serving on the ESG cannot stand in the Elections nor can they nominate a candidate. They may (except for the Chair of the ESG, if not a member of the Dons Trust) vote in the election.

7. Candidates will not be: involved in the collation and publication of candidate manifestos; eligible to vote on or actively influence matters pertaining to candidate disqualification; or eligible to vote on or actively influence any other matter which may influence the outcome of the Election. The ESG will deal with all this work.

8. Polling for the election is to be run by the ESG. The ballot paper will include the names of the candidates in a random order, as chosen by ESG, to prevent any perception of bias.

9. The poll will be conducted using a multiple variant of the 'First Past The Post' simple majority voting system. Voters will be able to vote for a number of candidates equal to the number of vacancies to be filled on the DTB, as will be announced by the Secretary at the start of the Election Period. This number of candidates receiving the most votes will be elected to the DTB.

In the event of more than one candidate having the same number of votes and it is fundamental to determining the result, the result of the election will be decided by the toss of a coin.

10. If the Chair of the ESG is a member of the Trust, the count will, if possible, be overseen by an independent person. The results as determined by the ESG are final. This includes decisions about the acceptability, or not, of ballot papers.

11. Election details shall be given wide publicity, including posting on AFC Wimbledon's website, www.afcwimbledon.co.uk. In announcing the election process, the Secretary of the Dons Trust will state the number of elected positions to be filled on the Society Board.

12. The results will be announced at the Annual General Meeting of the Dons Trust by the Chair of the ESG or, in his/her absence, another member of the ESG or the Secretary. In the event that it is not possible to announce the result at the Annual General Meeting, then the result shall be announced as soon as possible afterwards.

13. In the event that the number of eligible and duly nominated candidates is not more than the advertised number of vacancies, then those members of the Board who are not standing for election shall decide how to proceed, after seeking advice from the ESG and Dons Trust Secretary. The courses of action available could include, without limitation, (i) relaunching the election (ii) putting forward each candidate for approval or rejection as an elected member of the Board at the Annual General Meeting and/or (iii) filling any resulting casual vacancies in accordance with the Society's Rules. The Board will issue a statement setting out the reasons for its decision and will invite the ESG to add its comments.

Eligibility & Nomination

14. Candidates must comply with eligibility and nomination procedures as set out in the nominations publication. These procedures will include the restriction that candidates and those who nominate them are to be members of the Dons Trust. A qualifying date for membership will be specified.

15. Nominations may be submitted on more than one form as long as the required number of nominations is obtained. Also, a signed letter of nomination from a member is an acceptable substitute for manuscript signature on a candidate's nomination form. Nominations will only be accepted by e-mail if sent (i) from the e-mail address that the member sending the nomination has indicated as the e-mail address for receipt of communications from the Dons Trust and (ii) to the official e-mail addressed used by the ESG (elections@thedonstrust.org). The ESG's decision as to whether and when an e-mail has been received shall be final.

16. The ESG will verify that nominations are from members and will check for 'multiple nominations'. If multiple nominations are found then the candidate that submitted their nomination form first shall be accepted. Thereafter a nomination form containing a further candidate nomination by the same member will be rejected; the candidate so rejected will be notified of this decision. This rejection procedure will also be followed if nominations by non-members (or lapsed members) are found. Should the rejection occur on or close to the nominations deadline the candidate will be given 48 hours to resubmit their nomination. Once all nominations have been checked, a list of all candidates standing in the election will be published.

17. It is the candidate's responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the ESG will be final. Without prejudice to members' rights under the Dons Trust Constitution, the Secretary shall publicise in advance when the Register of members may be scrutinized by candidates for the purposes of identifying nominees and verifying their validity to nominate.

18. In signing the form(s), candidates are bound by the terms and conditions of these election rules and those on the nomination publication.

19. Specifically candidates are also self-certifying that they comply with rule 58 of the constitution, being that no candidate can stand if they:

    - Are undischarged bankrupts;
    - Are subject to a disqualification order made under the Company Directors Disqualification Act;

- Have been convicted of an indictable offence;
- Are or may on the basis of medical evidence be suffering from mental disorder;
- Fail to abide by any rules for the conduct of elections made by the Society Board

Candidates are required to make disclosures in accordance with the Conflict of Interest Policy, a copy of which is attached as Appendix A. They are also required to make disclosure of any holdings of shares in AFCW PLC on the appropriate form, a copy of which is attached as Appendix B. Such disclosures made will be published along with election manifestos, which will be sent to members with voting forms.

Candidates should be aware when standing of the Board Rules document, which has been approved by the current Board, a copy of which will be posted on the DT website and will also be supplied to all candidates. It is the current board's view that these set out reasonable procedures for the management of the board. It would be the intention to confirm these Rules, so that they apply for the next year at the first Board meeting after the election. If any candidate would like to discuss these rules and how they work in practice please contact the Secretary of the Dons Trust at secretary@thedonstrust.org or phone the club for contact details.

In view of the conflict of interest procedures, members of the DTB may be hindered in effectively performing their role where they are employed by, or in contract with, the Dons Trust or its subsidiaries. Members should therefore pay careful attention to the conflict of interest policy and DT Rules before nominating themselves so as to avoid being elected to a position which they are unable to perform due to a conflict of interest, and should contact the Secretary or ESG if they have any concerns. Where the employment is deemed (by the DTB) to be casual in nature or not a material financial interest, such as paid stewards, part-time bar staff or unremunerated members of the Management Committee, it is unlikely that the DTB will seek to invoke procedures for suspending the DTB member in question.

The current constitution can be viewed on the Dons Trust website www.afcwimbledon.co.uk or obtained from the ESG by request to the Dons Trust stand on match-days.

Election Rules

20. During the election period, Club employees, players, officials and volunteers are not to publicly give advice to voting members as to the suitability of any candidates. Any opinions or advice given should be expressed as provided in a personal capacity, and not on behalf of the Dons Trust or its subsidiaries, and every effort should be made to prevent these becoming publicly known. The Secretary will request the CEO of AFCW PLC to take appropriate steps to bring these rules to the attention of Club employees, players, officials and volunteers.

21. During the election period candidates with complaints have the right of appeal to the ESG. Complaints following declaration of the election results should be addressed to the Secretary of the Dons Trust. Thereafter, if not resolved, the complaints procedure detailed in the Dons Trust Constitution should be followed.

22. Complaints after voting has closed shall be made in writing or by e-mail to the ESG not later than three working days after the close (of voting). Subject to any legal processes requiring otherwise, the Dons Trust Board, the Secretary and the ESG will endeavour to respect any wishes on the part of a complainant to keep their name(s) confidential. However, the ESG, the Dons Trust Secretary and the Board reserve the right not to investigate any complaint which is made anonymously.

23. All communication regarding Election Rules Policy should be addressed to the ESG, via e-mail at elections@thedonstrust.org, or by letter addressed to the ESG at the Dons Trust match-day stand or by writing to The Dons Trust, The Fans Stadium - Kingsmeadow, Jack Goodchild Way, 422a Kingston Road, Kingston Upon Thames, KT1 3PB.

24. Appeals to the decisions of the ESG may be made to the Secretary of the Dons Trust as representative of the DTB, who will make the final decision.

25. Should any candidates contravene the election rules the ESG shall judge whether a disqualification shall apply.

26. The elected DTB will decide what action, if appropriate, may be taken should disqualification or an unwillingness to finally stand occur. In the event that a successful candidate declines to take up their place after the results of the election have been declared, then the resulting vacancy shall be considered as a resignation of a Board member in accordance with the Dons Trust's Rules.

27. All candidates shall leave their contact details with the ESG.

Manifestos and Campaigning

28. The ESG shall publish a manifesto document based on candidates' manifestos submitted with the Nomination form and which shall list the names of the members who have nominated each of the candidates. The ESG will be responsible for circulation of this document with ballot papers. Arrangements for printing both manifestos and ballot papers may be made in advance by the Dons Trust, so that ESG merely has to "call off" the service from the appointed printer.

29. Candidates are encouraged to campaign actively, but should always consider what is in the best interests of the Dons Trust before pursuing any form of electioneering. Campaigning that uses any official Dons Trust or AFC Wimbledon facilities will normally be prohibited. This includes use of the Stadium PA during home games, using the match programme, using either the Dons Trust or AFC Wimbledon official websites, and any campaigning which makes use of the fabric of Kingsmeadow, such as putting up posters at the ground. Campaigning within the turnstiles is not permitted. Mass lobbying at the ground on behalf of candidates is not acceptable; only the candidates themselves can canvass support.

30. Whilst a candidate may prepare leaflets, he/she will be held responsible for the content, which will be subject to the same rules as manifestos. Candidates uttering leaflets will also be responsible for dealing with the resultant litter. Candidates should seek guidance from the ESG before they consider the use of unusual campaigning approaches. The ESG will issue further notification if it is decided to hold any hustings, surgeries or other election events during the election period.

31. All candidates can submit a photograph and shall submit an election manifesto of no more than 1,000 words to the ESG by close of nominations. The candidate's name need not appear in the text of the manifesto. The manifesto may be written in the third person.

32. All the candidates' manifestos are to be received in written form and typed up using Microsoft Word, or compatible software and proof-read before issue. The number of words counted shall be decided using this piece of software.

33. If a candidate's manifesto has more than the permitted 1,000 words, it will be truncated at 1,000 words and text will be inserted below stating: "The candidate's manifesto has exceeded the permitted 1,000 words and has therefore been truncated".

34. Candidates and nominators can only put their real names on nomination documentation. No nicknames will be accepted. The ESG may require candidates to provide evidence of their identity.

35. In their manifestos and campaign material, candidates must not make threats or insults, make derogatory, abusive, racist, sexist, or homophobic statements or references towards other candidates or generally. Without prejudice to the right of the ESG to disqualify candidates who break these election rules, the ESG shall have the right to remove from published manifestos any statements which they consider to be libelous, racist, sexist, homophobic or otherwise likely to cause wide offence. Any text so removed will be replaced by a statement saying that the ESG has removed text which was considered by the ESG to be unsuitable for publication in accordance with these rules.

36. In signing their nomination, candidates agree to indemnify the Dons Trust against any action that may arise from the publication of their statement.

37. The announcement of election results will include the result of votes for each candidate in the election.

Appendix A

Conflict of Interest Policy Statement
Dons Trust Board Members, Directors and Officers of Subsidiary Companies

This policy applies to all Dons Trust Board members, Directors and Officers of subsidiary companies and should be read in conjunction with the attached Appendix A1 – Declaration of Interests Form and Appendix A2 – Register of Interests.

Why have a Policy?

The Dons Trust Board, Directors and Officers of subsidiary companies have a legal obligation to act in the best interests of the Dons Trust, and in accordance with the Constitution of the Society.

Conflicts of interest may arise where an individual's personal or family interests and /or loyalties conflict with those of the Dons Trust. Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of the Dons Trust; and/or
- risk the impression that the Dons Trust Board, it's subsidiaries, or the Society in general, has acted improperly

The aim of the policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

What the Constitution says on Conflict of Interests

The Dons Trust Constitution covers this issue by noting in Rule 72 that "no Society Board member is to have any material financial interest personally or as a member of a firm or company or as a Director or officer of a business trading for profit or in any other way whatsoever in any contract or other transaction with the Society". This covers Board members and anyone connected with the Board member. Rule 72 lists various exceptions to this rule which allow Board members to:

a) buy tickets or season tickets for football matches and use the facilities of any football club in which the Society is interested;
b) be paid expenses including travelling expenses;
c) receive Society Board fees;
d) if any are co-opted members of the Society Board be employees of the Club;
e) declare an interest in a particular contract or issue and:
   i) not be present except with the permission of the Society Board in any discussion of the contract or issue
   ii) not vote on the contract or issue (and if by inadvertence they do remain and vote, their vote will not be counted).

Rule 73 states that "Any member of the Society Board who discloses a financial interest as described in the preceding Rule must vacate their office either for a period or permanently if requested so to do by a majority of the remaining members of the Society Board. Any member of the Society Board who fails to disclose any interest required to be disclosed under the preceding Rule must permanently vacate their office if required to do so by a majority of the remaining Society Board members."

The purpose of this policy is to cover potential conflicts of interest in its widest sense, not just material financial interests. In addition, it is recognised that the policy must also cover the Directors and Officers of subsidiary companies who are not members of the Dons Trust Board. The provisions set out below in relation to Board meetings apply to Dons Trust Board meetings and to Board meetings of subsidiary companies.

The Declaration of Interests

Accordingly, we are asking all Dons Trust Board Members, Directors and Officers of subsidiaries to declare their interests, and any gifts or hospitality received in connection with their role with the Dons

Trust and its subsidiaries. A declaration of interests form is provided for this purpose in Appendix A1, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. To assist the Secretary will issue a reminder of this obligation on a quarterly basis at a relevant Board meeting.

If you are not sure what to declare, or whether/when your declaration needs to be updated please err on the side of caution. If you would like to discuss this issue, please contact the Dons Trust Secretary for confidential guidance.

Interests will be recorded on the Dons Trust Register of Interests, which will be maintained by the Secretary. A copy of the register will be accessible to members at each General Meeting of the Society. In addition, a copy of the register will be made available to members on request to the Dons Trust Secretary.

The Dons Trust Register of Interests will form part of a combined document, which includes a register of Dons Trust Board members' and Subsidiary Directors' holdings in AFCW PLC.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Board members, Directors and Officers act in the best interests of the Dons Trust. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

In the course of Board discussions if you become aware of a conflict of interest you should declare this immediately and not wait for the Secretary or Chair to remind you. If you fail to declare an interest that is known to the Secretary and/or the Chair the Secretary or the Chair will declare that interest.

Decisions Taken Where a Board Member has an Interest

In the event of the Board having to decide upon a question in which a Board member has an interest, the Board will make its decisions in accordance with the following procedure, which explains how in practice Rule 72e will be applied.

All decisions will be made by a vote with a simple majority vote required. A quorum must be present in the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. The Board will decide whether or not the relevant Board member will be present at the discussions. The interested Board member may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Secretary and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict ;
- an outline of the discussion;
- the actions taken to manage the conflict.

Appendix A1
Wimbledon Football Club Supporters Society Ltd (The Dons Trust)
Conflict of Interest Statement – Dons Trust Board Members and Directors and Officers of Subsidiaries

I …………………………………. set out below my interests in accordance with the Dons Trust Conflict of Interests policy.

Category	**Please give details of the interest and whether it applies to yourself or, where appropriate , a member of your immediate family or some other close personal connection (use additional sheets of paper if required)**
Current employment and any previous employment in which you continue to have a financial interest	
Appointments (voluntary or other wise) eg trusteeships, directorships , local authority membership, tribunals etc.	
Membership of any professional bodies , special interest groups or mutual support organisations	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (eg more than 5% of issued share capital) and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last 12 months	
Any contractual relationship with the Dons Trust or any of its subsidiaries	
Any other Conflicts that are not covered by the above	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for the information to be used for the purposes described in the Conflicts of Interest Policy and for no other purpose.

Signed …………………………….. Date: ………………..

Appendix A2
Wimbledon Football Club Supporters Society Ltd (The Dons Trust)

Register – Conflicts of Interest/ Material Financial Interests

Name of Board Member	**Description of Interest**	**Does the interest relate to the Board member or a person closely connected to the Board Member**	**Is the interest current?**

Appendix B
Wimbledon Football Club Supporters Society Ltd (The Dons Trust)

Register of Dons Trust Board Members and Directors Interests in Shares of AFCW PLC

All Board Dons Trust Members or Directors of Subsidiary companies are under an obligation to notify the Society of any interests in shares, or changes in interests within AFCW PLC. Notification should be made in writing to the Dons Trust Secretary within 5 days of the change taking place.

The expression “interests” extends to Board Members’ and Directors’ spouses and their children under the age of 18.

Name of Person Holding Shares	Class of Share Capital
	A ordinary shares

No.	Date of Transaction	Date of Notification	Nature of Event	Acquisition	Disposal	No. of Shares	Price or Consideration	Remarks
1			Share Offer					
2								
3								
4								
5								