

STAR EXILES – BRANCH COMMITTEE OPERATING RULES & PROCEDURES



For the purposes of these procedures the Exiles Branch Committee refers to those Exiles Branch (EB) members responsible for running the EB on behalf of STAR. These rules may be updated by STAR Board as required and should also be read in conjunction with the “*STAR Exiles Operating Procedures and Conditions*” (EOPC).

1. Each EB must have at least one nominated Chairman and may also involve a Committee of other EB members to share duties (eg, Secretary, Treasurer, etc). The nominated EB Chairman shall notify STAR Exiles Co-ordinator of the EB Committee members and their roles as each are appointed.
2. All EB Committee members shall be valid Branch members as defined by the EOPC.
3. Members of the EB Committee, including the Chairman, shall generally be elected by EB membership ballot. In some cases (eg, start of a new branch or small groups), members of the EB Committee may be volunteers at STAR Board discretion. All EB Committee volunteers must seek election within 2 years of joining the EB Committee.
4. All EB Committee members shall seek re-election after serving no more than 3 years. There is no limit to the total number of years a member can serve on an EB Committee. Election ballot procedures shall be agreed with STAR Exiles Co-ordinator in advance of the ballot taking place.
5. Responsibility for the actions of the EB Committee shall rest with the nominated EB Chairman who should make every effort to ensure all EB Committee members follow the relevant STAR procedures and carry out their duties accordingly. Failure to do so could result in removal of a member from the EB Committee, closure of the EB and/or withdrawal of an individual’s STAR membership by the STAR Board.
6. The EB Committee may adopt appropriate supplementary procedures for their EB provided they do not contradict these or any other STAR rules and procedures. All supplementary EB procedures shall be submitted for STAR Board approval.
7. The EB Committee shall prepare accounts where required and organise Branch AGM’s and other meetings as necessary.
8. The EB Committee shall liaise with STAR Board regarding membership, accounts, tickets, etc, as required by the EOPC. This shall include the submission of an end-of-season declaration by the EB Chairman as the agreed pro-forma.
9. Liaison between the EB Committee and Reading FC shall generally be via STAR Exiles Co-ordinator or other STAR Board member, except where agreed otherwise.
10. Any membership records or other personal information held by the EB Committee shall only be kept and used in accordance with the STAR Data Protection Policy.
11. The EB Committee may prepare and publish appropriate adverts, circulars and other notices (including websites) to attract new members to their EB. These shall direct responses to the *STAR website*, relevant EB *star-reading.org* e-mail address or STAR Membership Secretary postal address only. All such membership invitations shall be copied to STAR Exiles Co-ordinator prior to publication.
12. Any statements made by the EB Committee to the press or general public should be limited to local EB matters and personal views. Matters regarding STAR policy should be referred to the appropriate STAR Board member for comment.