

**CONSTITUTION**  
**AMENDED 16-4-2017**

**1. TITLE**

Leicester City Football Club Disability Support Association (DSA)

**2. REPRESENTATION**

Leicester City Football Club's Disabled Supporters and their Carers and Families.

**3. AIMS AND OBJECTIVES**

- a) To run the LCFC DSA as a ‘not for profit’ association.
- b) To secure safe viewing areas for supporters with wide ranging disabilities, and their carers and families, in accordance with the Equality Act.
- c) To offer advice and guidance to LCFC by representing members’ views and to help to ensure they receive an equality of service and enjoy the same match day experience as all other LCFC supporters.
- d) To ensure people with disabilities are fully considered in future developments of the stadium.
- e) To ensure LCFC provide Stadium access and compliant parking, appropriate to the ability of all supporters and their helpers.
- e) To provide Leicester City FC with “positive publicity” where there is investment in improving facilities for disabled people.
- f) To provide exclusive benefits and arrange special events for the Members of the Association.

**4. AUTHORITY**

In furtherance of the aims and objectives, but not instead of, the Committee may exercise the following authorities

- a) Authority to raise funds and to invite and receive contributions
- b) Authority to conduct lawful initiatives as necessary for the achievement of the aims and objectives
- c) A copy of the DSA Constitution will be issued to members upon request.
- d) Subject to approval of the members at an AGM, the committee may make or amend such rules as they deem appropriate.

## **5. MEMBERSHIP**

- a) Full membership shall be open to all subject to ratification by the committee. No person shall be denied membership of the Association on the grounds of race, sex, disability, religion or sexual orientation.
- b) Full membership will only be granted on receipt of the membership fee, (payable to LCFC DSA), and the appropriate documentation.
- c) In the event of membership being refused, a person has the right to appeal to the Chairman or Secretary to review their case.
- d) Any member who is unable to represent themselves due to disability may be represented at any time by a representative of their choice who is not a Committee member
- e) The recommended membership fee will be proposed annually at each Annual General Meeting.
- f) DSA Membership is deemed to have expired unless the membership fees are paid by the due date requested.
- g) The committee may exclude from the association any member that is seen to be bringing LCFC or LCFC DSA into disrepute. Prior to doing so the committee shall enquire into their conduct, and the member shall be given reasonable opportunity to defend and justify themselves either in writing or appearing before the committee. The committee's power to exclude shall be on a majority vote of those present at the inquiry, an excluded member shall forfeit all rights and privileges of membership and forfeit any remaining membership fee and will be obliged to return any membership cards and benefits received.
- h) Any complaints must be made to the Committee, supported by a written statement, using any means of communication to the Chairman or Secretary for consideration by the committee.

## **6. COMMITTEE**

The Annual General Meeting will be held each year. The date to be arranged as extenuating circumstances may arise. Members present will receive the audited accounts and elect the following officers; Chair person, Vice Chair, Membership Secretary, Treasurer, General Secretary and General committee members, who shall all hold office for a period of two years. Members will also be asked to vote on any other special resolutions submitted by the committee.

- a) There must be fifty per cent of the committee present for an official committee meeting to take place.

- b) A committee member is deemed to have vacated their office if they have failed to attend three consecutive meetings without giving prior apologies.
- c) The Committee shall hold at least four meetings each year. Any special meetings shall be called at any time by the Chairperson or by fifty per cent of members of the Committee with not less than 14 days' notice being given to other members of the Committee.
- d) No committee member shall be a member of another committee which might result in a conflict of interests e.g. Level Playing Field or committee at any other football club.
- e) The committee shall also include two representatives of LCFC as appointed by the club.

## **7. ANNUAL GENERAL MEETING:**

- a) The Annual General Meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the AGM to the members in writing.
- b) Nominations to the Committee should be sent by any means of communication to the General Secretary. Should nominations exceed vacancies, election shall be by ballot, with the Chair holding the casting vote. No representatives of LCFC will be allowed a vote.
- c) All resolutions shall be passed by a simple majority of members present at the meeting.
- d) An Extraordinary General Meeting may be called by the Committee by giving 21 days notice in writing or electronically to the membership.
- e) An Extraordinary general meeting may also be called at any time, by any member by application in writing or electronically or other means of communication to the Committee by obtaining the signatures of 25 non Committee members. The Committee will give all members 21 days' notice of the meeting

## **8. ACCOUNTS**

- a) The funds of the association including all donations, contributions, and bequests shall be paid into the account operated by the Committee.
- b) Signatories to the account shall be any two from four committee members as listed on the bank mandate form.
- c) On line bank transfers can only be undertaken with the approval of the committee.
- d) The Committee Members may claim for any expenses incurred to them in pursuant of their office on submission of valid receipts. None of the named signatories are permitted to sign their own expenses cheques. Travel expenses will be paid at the lower band of the current HMRC travel rates.

- e) All monies raised shall be used solely for the DSA's own activities, charitable or social and for the general running of the association. No monies raised will be used to enrich any members of the Association.
- e) Should any expense surpass £1500 all members will be given written notice to seek their approval, prior to the purchase being made.

## **9. ALTERATIONS TO THE CONSTITUTION:**

The constitution may be altered by a resolution passed by no less than two thirds of members present during voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the proposed alterations. Postal votes will also be accepted.

If the Committee decides that it is necessary or advisable to dissolve the association it shall call a meeting of all members of which not less than 21 days notice, (stating the terms of the resolution to be proposed), shall be given. If the proposal is confirmed by a two thirds majority of those present, the committee shall have the power to realise any assets held by or on behalf of the association. Any assets remaining after the satisfaction of proper debts must be used for the purpose of setting up a new disabled association or the furtherance of other disability issues.