

# LCFCDSA CONSTITUTION 2019



## NAME

'Leicester City Football Club Disability Support Association' referred to as 'LCFCDSA' or 'DSA'.

## AIMS

- a) To promote awareness and seek equality for all members with visible and hidden disabilities.
- b) To ensure the best possible matchday experience for the members.
- c) To represent the members during disputes or issues they have with LCFC.
- d) To provide exclusive benefits and organise special events for the members.
- e) To run the Association as an unincorporated, not for profit organisation.
- f) To work with LCFC to ensure that any future developments at the Stadium are fully compliant with Disability Legislation.
- g) To keep abreast of all current and proposed government Disability legislation.
- h) To liaise with other Premier League DSA's and other relevant Disability Associations.

## RESPONSIBILITIES OF THE COMMITTEE

The committee shall:

- a) Obtain, collect and receive money or funds by way of membership fees, contributions, donations, grants and any other lawful method for the aims of the group.
- b) Manage the day to day running of the Association.
- c) Ensure the Association and LCFC are aware of and comply with any new Government legislation.
- d) Do all such lawful things as will further the aims of the Association.

## MEMBERSHIP

The membership year runs from the 1<sup>st</sup> January for up to 3 years. All new membership will be dated from 1<sup>st</sup> January in the year of joining.

The membership fee will be set by the Committee every 3 years and proposed to Members to be voted on at the next AGM.

Membership is open to anyone on payment of the membership fee.

All members shall have voting rights. This includes carers who have purchased a Carer Card.

The Committee can approve or reject applications for membership. They can also terminate the membership of any Member who brings the Association into disrepute or who works against the interests of the Association. That Member has the right to be heard by the Committee before a final decision is made. Legal representation at hearings are not allowed but a member may be represented by a proxy.

Until an applicant is approved for membership they are not entitled to any of the privileges of the association.

Any appeals against Committee decisions must be made to the Committee, supported by a letter or email, via the Chair or the Secretary, for consideration by the Committee. The Committee's decision will be final.

### **COMMITTEE**

- a) A Committee shall be elected to manage the Association for and on behalf of the Members.
- b) The Committee shall consist of Chair, Vice-Chair, Secretary, Treasurer, Membership and Data Protection Officer, Website and Social Media Officer and Social Events Officer as well as other voting member Officers who will serve 2 years before re-election at the AGM. The Committee will include a representative of LCFC, appointed by the club.
- c) The Committee may co-opt further voting members who can then stand for election at the next AGM.
- d) The Committee shall meet at least eight times a year. A minimum of seven days' notice shall be given for all Committee meetings.
- e) There must be at least four Committee members present to constitute a quorum at a Committee meeting and to be able to make decisions. The members present will elect a Chair for any meeting at which the Chair or Vice Chair is not present.
- f) A proper record of all transactions and minutes of meetings must be kept. Minutes must be made available to members of the Association on request. Any confidential or personal information in the minutes may be redacted.
- g) All Committee Offices are open to any members or their carer members who wish to stand and are nominated and seconded by two other full members and are elected at the AGM.

### **ANNUAL GENERAL MEETING**

- a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter on a date chosen by the Committee, for the election of officers, a report of the year's activities, the presentation of audited accounts and to address any other resolutions. The notice of the AGM will advise of any vacancies on the committee or positions due for re-election.
- b) Notice of the AGM shall be issued at least three weeks beforehand by post or email, and will also be published on social media. Notice is deemed to have been given 2 days after posting. An agenda,

nomination requests for committee members and any resolutions will be published at the same time.

c) Nominations for committee positions should be sent to the Secretary at least 7 days before the AGM, with names of the proposer, a seconder and the nominee. If no nominations are received, and the existing officer is willing to stand, they will be deemed to be re-elected unopposed and will continue in post until the next AGM.

No nominations will be accepted at the meeting unless requested by the Chair.

d) The minimum quorum for the AGM will be 10 non-Committee voting members. In the event that a minimum quorum is not reached, the AGM will be re-scheduled within 28 days. In the event that at that meeting a quorum is not reached again, all issues will then be resolved by the Committee.

e) Any voting resolution by a member must be notified to the Secretary at least 7 days before the AGM and approved by the Committee to be included on the agenda.

f) Minutes of the AGM will be taken and made available to all members.

h) All fully paid up members of at least 21 days duration before notice of AGM, have a vote. They may ask their carer or representative to vote for them. A carer or representative does not have a separate vote unless they have purchased a Carer Card.

Members of the Committee have full voting rights with the exception of any employees of LCFC.

i) Resolutions and all other voting decisions are passed and made if so voted by a simple majority of members present who are eligible to vote. (Except for Dissolution. See below)

j) Voting may, at the discretion of the Chair, be held by a show of hands or by secret ballot.

#### **EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be called at any time at the request of the Committee, or by a minimum of 50 full members. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

Minimum quorum and voting will be as for an AGM.

#### **ACCOUNTS**

The Association's financial year will run from the 1<sup>st</sup> February to the 31<sup>st</sup> January. An end of year account will be produced and the balance sheet will be struck at that date. The Treasurer will prepare the annual accounts for auditing. The Committee will appoint an independent external auditor who will review the accounts and verify them as a true record.

a) The funds of the Association including all donations, contributions and bequests shall be paid into accounts operated by the Committee. All cheques drawn on the account must be signed by at least two members of the Committee. No Committee member can sign their own expenses cheque or authorise payment of such. Bank Transfer payments must be approved by the Committee.

b) The funds belonging to the association shall be applied only to further the aims of the association and to benefit the members.

c) The Committee will be reimbursed for any expenditure on behalf of the Association. Travel expenses will be paid at the lower rate of HMRC travel rates for Motability cars and middle rate for personal cars.

d) The Committee will agree all responsible expenditure for the benefit of the members. The Committee will not spend more than 20% of total retained funds for any one purpose. Any greater expenditure must be voted on at an Extraordinary General Meeting or at the AGM.

e) A current record of all income, funding and expenditure will be kept.

f) The DSA has a charitable partner and funds may be raised for them in conjunction with the DSA. The charitable partner will be confirmed annually.

### **DISSOLUTION**

a) The Association may be dissolved by a special resolution passed at an Extraordinary General Meeting by a simple two thirds majority of those present so long as fifty per cent of the total voting membership is present at the meeting.

b) If confirmed, the Committee shall distribute any assets remaining, after the payment of all outstanding bills and other liabilities, equally amongst all valid members of the association. For this purpose, the committee may decide on the sale or other realisation of Association property, as it deems appropriate.