LCFCDSA CONSTITUTION 2026

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 and to ensure LCFC complete all Access Audit recommendations in a timely fashion.

g) To keep abreast of all current and proposed government Disability legislation.

h) To liaise with other 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 term runs from the 31st January for up to 3 years.

New members joining after the start of a new tri-annual membership period may be offered a reduced joining fee.

Membership is open to anyone on payment of the membership fee and with proof of disability under the Equality Act, or a nominated carer who purchases a carer card.

All members, over the age of 16, shall have full voting rights. For members below the age of 16 their parent or legal guardian is entitled to vote on their behalf. 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 is 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 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 Secretary, Health and Safety and Data Protection Officer, Digital and Communications Officer and Social Events Officer as well as other voting member Officers who will serve 3 years before re-election at the AGM. The Committee will include a non-voting 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 six 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. Four voting members are required to make voting 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 will be redacted.

g) All Committee Offices are open to any members or their paid carer members who wish to stand and are nominated and seconded by two other full members and are elected at the AGM or EGM

i) Committee Members are expected to attend most Committee meetings. Apologies must be sent for any absence. Any officer missing 3 consecutive meetings without apologies will be deemed to have stood down unless there are exceptional circumstances and the Committee have approved an extended absence.

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. Notice will be given of any special resolutions to be voted on.

b) Notice of the AGM shall be issued at least three weeks beforehand by text or email and will also be published on social media and the website. Notice is deemed to have been given 2 days after posting. An agenda, nominations for committee members and any special resolutions will be published at the same time.

c) Nominations for committee positions should be sent to the Chair 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 rescheduled. 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 Chair 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 on request. A summary of the voting results will be published on the website.

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 voted by a simple majority of members present who are eligible to vote. In the event of a tied vote the Chair will have the casting 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 25 full members in writing, to the Committee. A notice explaining the place, date, time and reason shall be sent to all members 21 days beforehand.

Minimum quorum and voting will be as for an AGM.

ACCOUNTS

The Association's financial year will run from the 1st February to the 31st 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 Treasurer.

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

c) Committee Members will be reimbursed for any Committee approved expenditure on behalf of the Association. Travel expenses will be paid at the current HMRC travel rate. Any expenses must be claimed within 2 months of the end of the financial year in which they are incurred. Retrospective claims will not be accepted without the approval of the Committee.

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 record of all income, funding and expenditure will be kept.

f) The DSA Committee may make charitable donations on behalf of members. These will be notified on the website.

EXCEPTIONAL CIRCUMSTANCES

In the event of a National Emergency or Extraordinary event (eg. Pandemic) all works of the Committee will be suspended until safe to resume.

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.

b) If confirmed, the Committee shall distribute any assets remaining, after the payment of all outstanding bills and other liabilities.

The remaining money will be donated to the Vichai Foundation and/or any other charities voted on at the dissolution EGM.