

Constitution of the Swansea City Association Football Club Disabled Supporters Association



1. Name

1.1. The name of the organisation is the Swansea City AFC Disabled Supporters Association (from now on referred to as SCAFC DSA).

2. Objectives

2.1. To enable its members to share a common interest in Swansea City Football Club (from now on referred to as SCAFC) and any matter concerning SCAFC Disabled supporters / PA's.

2.2. To promote the welfare of SCAFC supporters and in particular SCAFC disabled supporters, by the following means: by promoting and encouraging the sharing of information and good practice to the club, other interested organizations and other parties, in relation to disabled people attending football matches and by representing and promoting the views of members to appropriate individuals and bodies to influence in a positive way future developments, awareness and access for disabled people.

2.3. To provide social events that will help bring the supporters closer to the club and community.

3. Membership

3.1. Membership is open to any disabled person or any individual who feels that they may be able to contribute to the objectives of the SCAFC DSA and support disabled people and PA's.

3.2. Honorary membership may be proposed and seconded MC of the SCAFC DSA.

- 3.3. Applications for membership to the DSA will be considered by the Management Committee (from now on referred to as the MC). The MC has the right to refuse applications if the applicant does not agree to abide by the principles and rules of the SCAFC DSA or is deemed not to be suitable as far as the interests of the SCAFC DSA are concerned.
- 3.4. The closing date for new memberships will be end of August each year. With new memberships commencing 1st September annually.
- 3.5. Members of the MC may be subject to disciplinary action or have their membership terminated if it is deemed that he or she has brought the SCAFC DSA into disrepute or that their continued membership is not in the interests of the SCAFC DSA. Disciplinary action and any termination of membership will be dealt with by the MC. A member will have the right to be heard, to appeal the decision or to call an EGM (in accordance with 5.6) to challenge any such decision and an independent arbitrator may be called upon to advise in difficult cases.
- 3.6. The annual membership fee for the SCAFC DSA will be determined by the MC having regard to the recommendation by the appointed Treasurer as to the appropriate fee.
- 3.7. Membership will run from 1st September to 31st August annually. New memberships will be taken from September 1st.

4. Management Committee

- 4.1. The MC shall comprise of 12 members who will be elected to the committee at the AGM and where possible include the following office bearers and posts:
- Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - *Other roles will be determined at subsequent meetings.*
- 4.2. *In order to be elected to the MC, a member has to have been a DSA member for a full year before applying to join the MC.*

4.3. *The MC reserves the right to bring in a specialist expertise to give independent advice at any time.*

4.4. *The term of office for each post will be two years however any member of the MC may seek re-election at the AGM. Candidates for the MC shall be proposed and seconded by either ordinary or MC members and elected by a majority vote of the members. In the event of a split vote, the Chair / Vice Chair will hold an additional casting vote.*

4.5. *The MC shall have the authority to co-opt replacements onto the MC if needs arise before the next AGM. This will be by a majority vote of the MC and such co-opted members will have the same voting rights as those elected at the AGM.*

4.6. *In the event that less than 12 members are available to serve on the MC members may hold more than one post with the exception of the Chairperson. However, they will continue to have one vote only.*

4.7. *In the event that more than 12 members are willing to serve on the MC members may be elected to as co-opted members but with no voting rights.*

5. Meetings & Events

5.1. *SCAFC DSA will hold MC meetings monthly, at times and venues to be agreed by those elected and published in advance by the Secretary.*

5.2. *The AGM of the SCAFC DSA will be held in July each year at a date and time to be set by the MC. The Secretary will set the agenda in conjunction with the Chairperson which will be distributed to members at least 7 days in advance along with a copy of the previous year's accounts and minutes of the last AGM.*

5.3. *At the AGM, the Chairperson will ask the members to approve the previous year's minutes.*

5.4. *The Chairperson will also present an annual report to the members summarising the activities for the previous year and proposing the future direction and development of the SCAFC DSA.*

- 5.5. The Treasurer will present the accounts for the previous financial year from April 1st – March 31st at the AGM with a statement from the elected auditor as to whether the accounts were found to be in good order or otherwise.
- 5.6. The Chairperson will ask the members to approve the audited accounts.
- 5.7. The quorum for MC meetings of the SCAFC DSA will be at least 6 or 50% of elected MC members (whichever is the greater). For AGMs and EGMs and including the MC quorum at least 10 full members must be present.
- 5.8. A decision on any matter arising will be based on members proposals to the meeting which must be seconded with any subsequent vote decided by a simple majority with the exception of items covered by sections 10.1 and 10.2
- 5.9. At all AGMs every member is entitled to one vote with The Chairperson or Acting Chairperson having a casting vote only in the event of the number of votes cast being tied.
- 5.10. An Extraordinary General Meeting may be called at any time upon a written signed request by at least ten SCAFC DSA members and sent to the Secretary stating the nature of the business to be discussed.

6. Minutes

- 6.1. The Secretary shall ensure that minutes are kept of every meeting which will be available and distributed as soon as possible after the meeting to the MC by email. The MC will ensure that accessible formats are available on request and within the limitations of SCAFC DSA resources.
- 6.2. Members may have sight of the accounts or any business transaction carried out by the SCAFC DSA upon written request to the Secretary.
- 6.3. The MC at its discretion may elect to keep certain sensitive information discussed at MC meetings confidential and not include within the SCAFC DSA minutes.

7. Sub-Groups

- 7.1. The MC may appoint one or more Sub-Groups from members of the SCAFC DSA to deal with specific issues concerning the SCAFC DSA from time to time.

7.2. These said Sub-Groups will be directly accountable to the MC and any such decision of such sub-group shall be subject to ratification by the MC.

8. Finance

8.1. The Treasurer shall ensure that detailed financial records are kept in a ledger and that all the SCAFC DSA receipts and payments are correctly entered therein. The Chair or Acting Chair and Treasurer will jointly review these records monthly, checking all invoices, receipts and bank and savings accounts statements.

8.2. The Treasurer shall ensure that one Bank account be opened in the name of the DSA and 2 signatures including the Treasurer and at least one of the office bearers namely the Chairperson or Secretary shall be required in order to draw funds from the DSA bank.

8.3. An updated SCAFC DSA statement of accounts should be presented at each MC meeting and the accounts will be available for review by any member upon written request.

8.4. Approval of any expenditure shall be required by at least 2 officers of the MC.

9. Record Keeping:

9.1. The Secretary, Treasurer and Membership Secretary will retain all correspondence and in the case of non-financial those records will be kept for a minimum of 3 years with financial documents kept for a minimum of 5 years.

9.2. SCAFC DSA will abide by child protection legislation and endeavour to protect disabled child supporters.

9.3. SCAFC DSA reserves the right to inform Police, social services or other external bodies if any incident of abuse against a DSA member or any disabled child supporter is made known to the DSA by any supporter without delay.

9.4. All MC members will be subject to a DBS check which will be carried out by Swansea City Football Club.

9.5. SCAFC DSA will treat any such reports in a confidential and sensitive manner.

10. Alteration to the Constitution:

- 10.1. The Constitution can only be altered by a majority vote of the members at an AGM or EGM. Any alteration will require the approval of a two thirds majority of members present before being implemented.
- 10.2. An individual member's proposal to alter the constitution must be seconded and delivered in writing to the Secretary of the SCAFC DSA not less than twenty eight days before the date of the AGM. Alternatively, an Extraordinary General Meeting may be requested (as described in 5.6) to consider an alteration to the Constitution.
- 10.3. The MC may propose to alter the constitution providing it has already been approved in principle at a MC meeting not less than twenty eight days before the date of the AGM.
- 10.4. The wording of any proposed alteration shall be fully distributed to all members at least 7 days in advance of meeting at which it is to be considered.
- 10.5. Dissolution:
- 10.6. If the MC decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the SCAFC DSA, it shall call an EGM of all SCAFC DSA members giving not less than twenty eight days notice. Such a decision must be confirmed by a two thirds majority of those voting members present and provided that there is a quorum of at least 10 members.
- 10.7. Any property or funds belonging to the SCAFC DSA will be distributed based on the most appropriate method as decided at the dissolution meeting.

Adopted (revised) by the SCAFC DSA members on 11th July 2017