

Saints Disabled Supporters Association

CONSTITUTION

1. Name: Saints Disabled Supporters Association

The name of the organisation is the Saints Disabled Supporters Association (from now on referred to as SaintsDSA).

2. Objectives:

2.1 To enable its members to share a common interest in Southampton Football Club (from now on referred to as Southampton F. C.) and any matter concerning Southampton F.C. supporters.

2.2 To promote the welfare of Southampton supporters and in particular Southampton F.C.'s disabled supporters, by the following means: by promoting and encouraging the sharing of information and good practice 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.

3. Membership:

3.1 Membership is open to any individual who feels that they may be able to contribute to the objectives of the SaintsDSA and support disabled people.

3.2 Honorary membership may be proposed and seconded by fully paid up members of the SaintsDSA. Election of such memberships requires a simple majority of the members at the Annual General Meeting (from now on referred to as the AGM).

3.3 Applications for membership will be considered by the Management Committee (from now on referred to as the MC). Applications will be dealt with at the earliest possible MC meeting. The MC has the right to refuse applications if the applicant does not agree to abide by the principles and rules of the SaintsDSA or is deemed not to be suitable as far as the interests of the SaintsDSA are concerned.

3.4 Members may be subject to disciplinary action or have their membership terminated if it is deemed that he or she has brought the SaintsDSA into disrepute or that their continued membership is not in the interests of the SaintsDSA. 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

3.5 The annual membership fee for the SaintsDSA will be determined by the Members voting at the AGM having regard to the recommendation by the appointed Treasurer as to the appropriate fee.

4. Management Committee:

4.1 The MC shall comprise of up to ten members (including the Chair) who will be elected at the AGM and where possible include the following office bearers and posts:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The committee shall be elected by Full members present and voting at the AGM and those voting by proxy.

The term of office for each post will be two years for the Chairman and Treasurer and three years for the Secretary and Vice Chairman to ensure a continuity 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 will hold an additional casting vote. Members standing for election to the committee must be present at the AGM, and have submitted a nomination form, seconded by another member, to the Secretary two weeks before the AGM. Where more than six nominations have been received, the Secretary will circulate details of the candidates to the membership one week prior to the AGM.

4.2 The MC shall have the authority to co-opt new or 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.

4.3 In the event that less than six 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.

4.4 In the event that more than six members are willing to serve on the MC members may be elected to serve without portfolio, i.e. with full voting rights without holding one of the offices or posts as listed under point 4.1.

5. Meetings & Events:

5.1 SaintsDSA will hold regular MC meetings, normally monthly, but not less than quarterly at times and venues to be agreed by those elected and published in advance by the Secretary.

5.2 The AGM of the SaintsDSA 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 audited account and minutes of the last AGM.

5.3 At the AGM, the Chairperson will ask the members to approve the previous year's minutes. 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 SaintsDSA. Decisions of the AGM shall be made by a simple majority of the total votes of those present and voting at the meeting and votes submitted by proxy.

5.4 The Treasurer will present the audited accounts for the previous financial year from 1st of June to 31st of May at the AGM. The Chairman will review the accounts with the Treasurer and one member of the Committee before presentation at the AGM.

5.5 The Chairperson will ask the members to approve the audited accounts and to elect an auditor or a group of members to form a SaintsDSA financial subgroup to review the accounts for the coming year at the AGM.

5.6 The quorum for MC meetings, AGMs and EGMs of the SaintsDSA will be at least 3 or 50% of elected MC members (whichever is the greater).

5.7 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, 11.1 and 11.2.

5.8 At all meetings 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. Only members who bring a specific knowledge to a certain question may be invited to a Saints Disabled Supporters Association Management Committee Meeting.

5.9 An Extraordinary General Meeting may be called at any time upon a written signed request by at least ten SaintsDSA members and sent to the Secretary stating the nature of the business to be discussed.

5.10 Proxy Voting Procedure:

1. Proxy votes can be submitted for specific motions notified to the membership prior to the AGM/EGM only.
2. Members should clearly declare their voting intention on the specific motion. General authorisation for another member to make a decision on the member's behalf will not be permitted.
3. Proxy votes must be made on the form provided by the Secretary, signed by the member stating their current membership number.
4. A member will nominate either the Chairperson or another named member present at the AGM/EGM to submit the vote on their behalf on the proxy voting form.
5. Proxy voting forms must be submitted to the Secretary prior to the commencement of the AGM/EGM. Votes from any late or incomplete forms will be disregarded.

5.11 The Secretary will determine the validity of any proxy votes.

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 all MC members by mail or email.

6.2 Members may have sight of the minutes, accounts or any business transaction carried out by the SaintsDSA upon written request to the Secretary to a maximum of 6 requests per member, per annum

7. Sub-Committees:

7.1 The MC may appoint one or more Sub-Committees from members of the SaintsDSA to deal with specific issues concerning the SaintsDSA from time to time. These said Sub-Committees will be directly accountable to the MC and any such decision of such sub-committee 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 SaintsDSA receipts and payments are correctly entered therein. The Chair or Acting Chair and Treasurer and one member of the Committee will jointly review these records quarterly, checking all invoices, receipts and bank and savings accounts statements.

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

8.3 An updated report shall be given by the Treasurer at every meeting and the accounts will be available for review by any member upon written request.

8.4 The Saints DSA annual statement of accounts shall be subject to audit and review by the Chair with assistance from the Treasurer and one member of the Committee.

8.5 Approval of any expenditure shall be required by at least a simple majority of officers of the MC, one of which must be always be the Chairperson.

9. Record Keeping:

9.1 The Secretary and Treasurer 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.

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 amendment must have the support of 2/3 of those present and voting at such a meeting and those voting by proxy.

10.2 An individual member's proposal to alter the constitution must be seconded and delivered in writing to the Secretary of the SaintsDSA 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.

11. Dissolution:

11.1 If the MC decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the SaintsDSA, it shall call an EGM of all SaintsDSA members giving not less than twenty eight days notice. Such a decision must be confirmed by at least 3 or 50% of elected MC members (whichever is the greater).

11.2 Any property or funds belonging to the SaintsDSA will be distributed based on the most appropriate method as decided at the dissolution meeting.

Adopted (revised) by the SaintsDSA members on 9th July 2014 and Revised on [Tuesday 15th September 2015]

VERSION 3.2