



DUNFERMLINE ATHLETIC DISABLED SUPPORTERS' CLUB

CONSTITUTION (4 April 2016, amended 24 April 2017)

1. Name and Address:

The name of the club is Dunfermline Athletic Disabled Supporters Club ("DADSC") and its address is East End Park, Halbeath Road, Dunfermline KY12 7RB.

2. DADSC Objectives:

2.1 To promote the interests of DADSC members and to represent their views to Dunfermline Athletic Football Club ("DAFC"), such that DADSC members can fully participate in and enjoy their interest in DAFC matters.

2.2 To work with DAFC to achieve continuous improvement in the facilities and arrangements at East End Park for anyone who has a disability.

2.3 To raise the awareness of accessibility issues among all management and supporter groups associated with DAFC, by promoting and encouraging the sharing of information and good practice in relation to (a) disabled people attending football matches and (b) disabled members of the general public attending events at East End Park.

2.4 To co-operate on matters of common interest with the Scottish Disabled Supporters' Association ("SDSA"), with disabled supporter groups at other football clubs and with any organisation where such co-operation will further the objectives of DADSC.

2.5 To make it easier for disabled supporters of DAFC to attend and enjoy away matches, including where appropriate liaison with other football clubs and the provision of suitable transport.

3. Membership:

3.1 Membership of DADSC is open to any disabled person or any individual who wishes to contribute to the objectives of DADSC.

3.2 The DADSC membership year will run from 1 April until 31 March of the subsequent year.

3.3 Applications for membership will be considered by the Membership Secretary, who will notify the Management Committee ("MC") described in Section 5 of any application which in the Membership Secretary's opinion should be refused. The MC has the right to refuse an application for any reason.

3.4 The annual membership fee for DADSC will be determined by the members voting at the Annual General Meeting ("AGM"), having regard to a recommendation by the Treasurer as to the appropriate fee.

3.5 Membership of DADSC automatically confers life membership of SDSA unless the prospective member notifies the Membership Secretary that he or she does not wish this. There is a one-off SDSA membership fee of £1 which will be collected with the member's first annual DADSC membership fee.

3.6 Honorary membership may be proposed and seconded at an AGM by members of DADSC. Election of such membership requires a simple majority of the members voting.

3.7 A member may be subject to disciplinary action or have their membership terminated if the MC deems that the member has brought DADSC into disrepute or that their continued membership is not in the interests of DADSC. 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 and to call an Extraordinary General Meeting ("EGM") as described in Section 7 to challenge any such decision, and the decision of the EGM shall be final.

4. Office Bearers:

4.1 The following posts shall be filled by elections at the AGM:

- Chair
- Vice-Chair
- General Secretary
- Minute Secretary
- Membership Secretary
- Treasurer

4.2 Candidates for each post shall be proposed and seconded by members present at the AGM, and elected by a simple majority vote of

the members present and voting. In the event of a tied vote the person chairing the meeting will hold an additional casting vote.

4.3 In the event that there are insufficient candidates to fill every post, office bearers (with the exception of the Chair) may hold more than one post, but will have only one vote in meetings.

4.4 The term of office for each post will be one year and any office bearer may seek re-election at the subsequent AGM.

4.5 To provide continuity and ease of replacement for whatever reason, the AGM may elect an assistant for any post, excepting the posts of Chair and Vice-Chair.

4.6 Other office bearer posts may be identified by the AGM and filled by election in the same manner as those in Section 4.1.

4.7 Should an office bearer's post fall vacant for any reason between AGMs, the members of the Management Committee referred to in Section 5.1 shall decide by majority vote how to fill the post or deal with the work.

5. Management Committee:

5.1 The Management Committee ("MC") shall comprise a minimum of six members and a maximum of twelve members.

5.2 Those members holding the office bearer posts listed in Section 4.1 shall be ex officio MC Members.

5.3 Other candidates for the MC shall be proposed and seconded by members present at the AGM, and elected by a simple majority vote of the members present and voting. In the event of a tied vote, the person chairing the meeting will hold an additional casting vote.

5.4 The term of office for elected MC Members will be one year and any MC Member may seek election or re-election at the subsequent AGM.

5.5 MC Members will hold not fewer than four MC Meetings each year, at times and venues to be agreed by the MC and notified in advance to all MC Members by the General Secretary. The MC may invite non-members of DADSC to MC Meetings.

5.6 MC Meetings will normally be chaired by the Chair or Vice-Chair, but in their absence any MC Member may chair the meeting.

5.7 No business shall be conducted at an MC Meeting unless at least three MC Members (or 50% of MC Members if this is greater) are present.

5.8 The MC shall have the authority to co-opt replacement or additional members to the MC before the next AGM, subject to Section 5.1. Co-option will be by a majority vote at an MC Meeting and such co-opted members will have the same voting rights as those elected at the AGM.

5.9 In the event of the death or resignation of any MC Member, or the cessation of his or her DADSC membership, the remaining MC Members shall consider whether to co-opt a replacement, and if they are five or fewer they must convene a special MC Meeting to co-opt a replacement. If at any time the number of MC Members falls below six, none of the powers or discretions conferred on the MC by this Constitution shall be exercisable by the remaining MC Members, excepting the power to co-opt new MC Members.

6. Annual General Meeting

6.1 The AGM of DADSC will be held in May or June each year at a date and time and at a venue to be set by the MC and notified to all members. In conjunction with the Chair, the General Secretary will set the agenda which will be distributed to members at least seven days in advance of the AGM along with a copy of the previous year's independently examined and verified accounts and minutes of the last AGM.

6.2 No business shall be conducted at an AGM unless at least eight members are present.

6.3 The Chair will ask members to approve the previous AGM's minutes, and will present an annual report to the members summarising the activities for the previous year and proposing the future direction and development of DADSC.

6.4 The Treasurer will present the independently examined accounts for the previous financial year from 1 April to 31 March along with a statement from the elected independent examiner as to whether the accounts were found to be in good order or otherwise.

6.5 The Chair will ask members to approve the accounts and to elect an independent examiner for the coming year.

6.6 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 excepting matters covered by Sections 12.1, 13.1 and 13.3.

6.7 Each member present will be entitled to one vote, with the Chair (or acting Chair) having a casting vote only in the event of the number of votes cast being tied.

7. Extraordinary General Meeting:

7.1 An Extraordinary General Meeting (“EGM”) may be called at any time upon a written signed request by at least eight members and sent to the General Secretary stating the nature of the business to be discussed.

7.2 An EGM may be called by the MC at any time.

7.3 An EGM may be called by the MC for the purpose of dissolving DADSC, in accordance with Section 13.1.

7.4 An EGM may be called by a member to challenge a decision of the MC on his or her membership, in accordance with Section 3.7.

7.5 The EGM will be held at a date and time and at a venue to be set by the MC and notified to all members.

7.6 No business shall be conducted at an EGM unless at least eight members are present.

8 Subcommittees:

8.1 The MC may appoint one or more subcommittees from DADSC members to deal with specific issues concerning DADSC.

8.2 Each subcommittee will be directly accountable to the MC and any decision of the subcommittee shall be subject to ratification by the MC, unless the MC has specifically given discretion to the subcommittee in the matter.

8.3 Subject to ratification by the MC, a subcommittee may co-opt a person who is not a DADSC member but who has professional, technical or other skills not otherwise available to the subcommittee.

9. Minutes:

9.1 The Minute Secretary shall ensure that minutes of every meeting are kept in a Minute Book or in such other form agreed by the MC, and distributed as soon as possible after the meeting to all members by mail or email.

9.2 The minutes must record those present and all decisions reached, with the reasons for those decisions where appropriate and having respect for members' privacy.

9.3 Upon written request to the Minute Secretary and subject to DADSC resources, a member may have sight of the minutes in an accessible format.

10. Finance:

10.1 The Treasurer shall ensure that detailed financial records are kept in a ledger and that all receipts and payments are correctly entered therein. The Chair (or Vice-Chair) and Treasurer will jointly review these records monthly, checking all invoices, receipts and bank and savings accounts statements.

10.2 The Treasurer shall ensure that one or more bank or savings accounts is opened in the name of DADSC. Two signatures, the Treasurer plus one office bearer decided by the MC shall be required in order to withdraw funds from DADSC bank or savings accounts.

10.3 An updated DADSC statement of accounts shall be presented at each MC Meeting, and made available for review by any MC Member.

10.4 The DADSC annual statement of accounts shall be subject to independent examination and verification, with the independent examiner being appointed at the AGM, or by the MC if said independent examiner appointed by the AGM is unable to carry out the function.

10.5 Office bearers and other MC Members shall receive no remuneration, recompense or benefit for their time or services or for any costs incurred in attending DADSC meetings, but other expenses reasonably incurred in carrying out DADSC duties shall be reimbursed upon application to the Treasurer.

10.6 Expenditure below £100 may be approved by the Treasurer and one other MC Member. Expenditure between £100 and £500 may be approved by the Treasurer and two other MC Members. The prior approval of an MC Meeting is required for any expenditure of more than £500.

10.7 The financial sums in Section 10.6 may be reviewed and changed by the MC, and any such change will not represent an alteration to the Constitution under Section 12.1, but will be notified by the Treasurer to the subsequent AGM.

10.8 Upon written request to the Treasurer, a member may have sight of the accounts or any business transaction carried out by DADSC. Subject to DADSC resources, the MC will ensure that the information is supplied in an accessible format.

11. Record Keeping:

11.1 The General Secretary and Treasurer will retain all correspondence. Non-financial records will be kept for a minimum of three years with financial documents being kept for a minimum of five years.

12. Alteration to the Constitution:

12.1 The Constitution can only be altered by the members at an AGM or EGM. Any alteration will require the approval of a two-thirds majority of members present and voting before being implemented.

12.2 An individual member's proposal to alter the Constitution must be seconded and delivered in writing to the General Secretary not less than twenty-eight days before the date of the AGM. An EGM may also be requested under Section 7.1 or Section 7.2 to consider an alteration to the Constitution.

12.3 The MC may propose to alter the Constitution providing the proposed alteration has been approved in principle at an MC Meeting not less than twenty-eight days before the date of the AGM.

12.4 The wording of any proposed alteration shall be distributed to all members at least seven days in advance of the meeting at which it is to be considered.

13. Dissolution:

13.1 If the MC decides at any time that on the grounds of expense or any other reason it is necessary or advisable to dissolve DADSC, it shall call an EGM of all members, giving not less than twenty-eight days' notice. Such a decision must be confirmed by a two-thirds majority of those

members present and voting, provided that at least eight members entitled to vote are present.

13.2 In the event that a decision is taken at the EGM to dissolve DADSC, before vacating office the Treasurer must pay any outstanding DADSC debts and prepare final accounts for DADSC, and the MC must meet to confirm that this has been done.

13.3 The MC will recommend to the EGM how any property or funds belonging to the DADSC, including the Minute Book and financial records, are to be disposed of, with preference being given where reasonably practicable to an organisation or organisations with objectives broadly similar to those of DADSC. The decision of the meeting must be arrived at by a two-thirds majority of those members present and voting, provided that at least eight members entitled to vote are present. The MC must give effect to the decision of the meeting before MC Members vacate office and before the agreed dissolution date.

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