

CONSTITUTION OF THE ALL LEEDS DISABLED SUPPORTERS ASSOCIATION

Governance Document

1. Name

1.1 The name of the organisation shall be the All Leeds Disabled Supporters Association, hereinafter referred to as “the DSA.”

2. Aims and Objectives

2.1 The aims and objectives of the DSA shall be:

- a)** To bring together supporters who share a common interest in Leeds United Football Club, hereinafter referred to as “the Club,” and matters affecting disabled supporters.
- b)** To promote the welfare, inclusion, accessibility and equal treatment of all disabled supporters.
- c)** To work independently and maintain positive relations with the Club, its Disability Access Officer (DAO), Disability Liaison Officer (DLO), and other relevant organisations and bodies.
- d)** To represent and promote the views, experiences and interests of disabled supporters and to encourage positive improvements to accessibility, facilities and the overall matchday experience.
- e)** To encourage the sharing of information, feedback and good practice relating to disability, accessibility and inclusion.
- f)** To organise social, informational, fundraising and community events that bring members, the Club and the wider community together.
- g)** To establish and maintain links with other Disabled Supporters Associations and relevant national organisations, including Level Playing Field and NAFDSA, for mutual benefit, representation and shared learning.
- h)** To promote an inclusive environment in which all disabled supporters are treated with dignity, fairness and respect, regardless of the nature of their disability or access requirements.

3. Membership

3.1 Membership of the DSA shall be open to disabled supporters of the Club; Personal Assistants (PAs), carers and family members of disabled supporters; and other individuals who support and agree with the aims and objectives of the DSA.

3.2 Applications for membership shall be made in a form determined by the Committee.

3.3 All members shall be expected to conduct themselves in a manner consistent with the aims, values and Code of Conduct of the DSA.

3.4 The Committee reserves the right to suspend, refuse or terminate membership where an individual's conduct is considered to be in serious breach of the DSA's Constitution or Code of Conduct, or where their actions may bring the DSA into disrepute.

3.5 Any member subject to suspension or termination shall be informed of the reasons for the decision and shall have the right to make representations to the Committee before a final decision is made.

4. The Executive Committee

4.1 The DSA shall be managed by an Executive Committee, hereinafter referred to as “the Committee.”

4.2 The Committee shall include, as a minimum, the following honorary officers:

Chairperson — leads the DSA, chairs meetings and represents the Association where appropriate.

Secretary — handles correspondence, meeting agendas and minutes, membership administration and appropriate DSA records.

Treasurer — manages the DSA's finances, accounts, income and expenditure.

4.3 Additional Committee positions may be created where required, including Vice-Chairperson, Events Coordinator, Website and Communications Officer, Membership Officer, Accessibility Representative, and Fundraising and Community Officer.

4.4 All Committee positions shall be honorary and unpaid. Reasonable expenses incurred on authorised DSA business may be reimbursed where agreed by the Committee and supported by appropriate evidence.

Committee Elections

4.5 Committee positions shall normally be elected by the membership at the Annual General Meeting (AGM).

4.6 Any member of the DSA may nominate an eligible individual for election to the Committee.

4.7 Where more than one eligible candidate is nominated for the same position, an election shall take place at the AGM.

Vacancies Between AGMs

4.8 Where a vacancy arises between AGMs, any member of the DSA may nominate an individual to fill the vacant position.

4.9 The existing Committee shall consider the nomination and conduct a vote.

4.10 A nominee must receive the support of at least 80% of Committee members casting a vote in order to be appointed.

4.11 Any appointment made under Clause 4.10 shall remain in place until the next AGM, at which point the position shall be subject to election by the membership.

4.12 No Committee member may simultaneously hold a Committee position within another Disabled Supporters Association where doing so may create an actual or perceived conflict of interest.

4.13 Committee members must declare any actual or potential conflict of interest and, where appropriate, shall not participate in discussions or votes relating to that matter.

5. Management and Decision-Making

5.1 The Committee shall meet as often as necessary for the effective management of the DSA and, in any event, no fewer than four times in each calendar year.

5.2 A quorum for a Committee meeting shall consist of a minimum of three Committee members.

5.3 Decisions of the Committee shall normally be made by a simple majority of those present and entitled to vote.

5.4 In the event of an equal vote, the Chairperson shall have a casting vote in addition to their ordinary vote.

5.5 Appropriate minutes shall be taken at all formal Committee meetings and retained as part of the DSA's records.

5.6 The Committee may establish working groups or sub-committees where necessary to support specific areas of the DSA's work.

6. Resignation and Removal of Committee Members

6.1 A Committee member may resign from their position at any time by giving written notice to the Chairperson or Secretary.

6.2 Any vacancy arising through resignation, removal or other circumstances may be filled in accordance with the procedure for Vacancies Between AGMs set out in this Constitution.

6.3 A Committee member may be considered for removal from office where there are reasonable grounds to believe that they have:

- a) Seriously or repeatedly breached this Constitution or the DSA's Code of Conduct;
- b) Acted in a manner that has brought, or is reasonably likely to bring, the DSA into serious disrepute;
- c) Engaged in bullying, harassment, discrimination, threatening or abusive behaviour;
- d) Misused DSA funds, information, authority or their Committee position;
- e) Failed to declare a significant conflict of interest;
- f) Repeatedly failed to carry out the reasonable responsibilities of their position without satisfactory explanation; or
- g) Acted contrary to the aims, objectives or best interests of the DSA.

6.4 No Committee member shall be removed from office without first being informed in writing of the concerns raised against them and being given a reasonable opportunity to respond.

6.5 Where an allegation is sufficiently serious, the Committee may temporarily suspend a Committee member from their duties while the matter is considered. Suspension shall be a neutral measure and shall not, by itself, imply wrongdoing.

6.6 Following consideration of the matter and any response provided, a Committee member may be removed from office by a vote of at least 75% of the remaining Committee members entitled to vote. The Committee member concerned shall not be entitled to vote on their own removal.

6.7 Any Committee member who has a material conflict of interest in relation to the matter shall declare that conflict and may be excluded from the relevant discussion and vote.

6.8 A Committee member removed from office shall have the right to appeal the decision. An appeal must be submitted in writing to the Secretary within 14 days of receiving written notification of the decision. Where reasonably practicable, the appeal shall be considered by individuals who were not directly involved in the original decision.

6.9 Any decision to suspend or remove a Committee member, together with the reasons for that decision, shall be appropriately recorded while respecting confidentiality and data protection requirements.

7. General Meetings

Annual General Meeting

7.1 An Annual General Meeting (AGM) shall be held once in every calendar year, with no more than 15 months between successive AGMs.

7.2 Members shall receive at least 14 days' notice of the AGM.

7.3 The business of the AGM shall include receiving the Chairperson's annual report; receiving the Treasurer's annual financial report; electing members of the Committee; considering proposed

amendments to the Constitution; considering motions properly submitted by members; and conducting any other relevant business of the DSA.

Extraordinary General Meetings

7.4 An Extraordinary General Meeting (EGM) may be called by the Committee at any time.

7.5 An EGM shall also be called following a written request signed by at least 20% of the DSA's membership, stating the specific purpose for which the meeting is requested.

7.6 Only matters specified in the notice calling the EGM shall normally be considered at that meeting.

8. Finance

8.1 The financial year of the DSA shall run from 1 October to 30 September.

8.2 A bank account shall be maintained in the name of the DSA.

8.3 Payments, withdrawals and electronic transactions shall require the approval of at least two designated Committee officers, normally including the Treasurer and Chairperson.

8.4 No individual Committee member shall have sole authority over the DSA's finances.

8.5 All funds raised, received or held by the DSA shall be used solely to further its aims and objectives.

8.6 Accurate financial records shall be maintained by the Treasurer and presented to the membership at the AGM.

8.7 No member shall receive financial benefit from the DSA other than the reimbursement of reasonable and properly authorised expenses.

9. Alterations to the Constitution

9.1 This Constitution may only be altered, amended or replaced by a vote of members present and entitled to vote at an AGM or EGM.

9.2 Any proposed amendment to the Constitution must be submitted in writing to the Secretary at least 28 days before the relevant General Meeting.

9.3 Details of proposed constitutional amendments shall be made available to members before the meeting at which they are to be considered.

9.4 Any amendment approved by the membership shall take effect immediately following the conclusion of the meeting unless otherwise agreed.

10. Dissolution

10.1 If the Committee considers that the DSA should be dissolved, an EGM shall be called specifically for that purpose.

10.2 A proposal to dissolve the DSA must receive the support of at least a two-thirds majority of members present and entitled to vote at the EGM.

10.3 Following the settlement of all outstanding debts and liabilities, any remaining funds or assets shall not be distributed among members.

10.4 Remaining funds or assets shall instead be donated to a registered charity or not-for-profit organisation whose objectives relate to disability, accessibility, supporter welfare or the charitable work associated with Leeds United Football Club, as determined by the Committee.

11. Equality, Diversity and Inclusion

11.1 The DSA is committed to equality, diversity, accessibility and inclusion.

11.2 The DSA shall seek to ensure that its activities, meetings, communications and events are as accessible and inclusive as reasonably practicable.

11.3 The DSA shall not discriminate unfairly against any person and shall seek to provide an environment in which members are treated with dignity and respect.

11.4 The DSA recognises that disabilities may be visible, non-visible, physical, sensory, cognitive, neurological, developmental or related to long-term health conditions, and that individual access requirements may differ.

12. Conduct and Representation

12.1 Members and Committee members are expected to behave respectfully towards other members, Club representatives, supporters and members of the wider community.

12.2 Bullying, harassment, discrimination, threatening behaviour or abusive conduct shall not be tolerated.

12.3 No member shall claim to speak officially on behalf of the DSA unless authorised to do so by the Committee.

12.4 Committee members representing the DSA shall act in the best interests of the Association and its membership.

13. Complaints and Appeals

13.1 Any member may raise a complaint regarding the conduct of the DSA, a Committee member, another member, or the operation of the Association.

13.2 Complaints should normally be submitted in writing to the Secretary and should provide sufficient information for the matter to be properly considered. Where the complaint concerns the Secretary, it should be submitted to the Chairperson. Where the complaint concerns the Chairperson, it should be submitted to another appropriate Committee officer.

13.3 The DSA recognises that not every member will be able to submit a written complaint. Reasonable alternative methods of making a complaint shall therefore be made available where required because of disability or accessibility needs.

13.4 The DSA shall acknowledge receipt of a complaint as soon as reasonably practicable and shall seek to deal with complaints fairly, respectfully and without unnecessary delay.

13.5 Complaints shall be considered impartially. Any Committee member who is directly involved in the complaint or has a material conflict of interest shall not take part in determining its outcome.

13.6 Where a complaint concerns the conduct of an individual, that person shall normally be informed of the substance of the complaint and given a reasonable opportunity to respond before a decision is reached.

13.7 The complainant shall be informed of the outcome of the complaint and, where appropriate, any action taken. Information relating to another individual shall only be disclosed where it is appropriate and lawful to do so.

13.8 Where a member is dissatisfied with the outcome of a formal complaint, they may submit an appeal in writing within 14 days of receiving the decision. An appeal should identify the grounds for the appeal, including any relevant information that the member believes was not properly considered.

13.9 Where reasonably practicable, an appeal shall be considered by Committee members or another appropriate person who was not directly involved in the original decision.

13.10 Where a member raises an issue or complaint concerning Leeds United Football Club, its facilities, accessibility arrangements or services, the DSA may support the member in raising the matter with the appropriate Club representative. The DSA shall remain independent when representing the views and interests of its members and shall not prevent or discourage a member from raising a complaint directly with the Club or another appropriate organisation.

13.11 Complaints shall be handled sensitively and information shall only be shared with those who reasonably need it for the complaint to be considered, subject to any legal or safeguarding obligations.

13.12 No member shall be disadvantaged, intimidated or treated unfairly solely because they have raised a genuine complaint, provided information in connection with a complaint, or exercised their right of appeal.

14. Data Protection and Confidentiality

14.1 Personal information collected by the DSA shall be handled responsibly and used only for legitimate DSA purposes.

14.2 Information relating to a member's disability, access requirements or personal circumstances shall be treated sensitively and confidentially.

14.3 Personal information shall not be disclosed to third parties without appropriate consent unless there is a lawful requirement to do so.

14.4 Committee members shall respect the confidentiality of sensitive information obtained through their role.

15. Adoption of the Constitution

15.1 This Constitution was formally adopted by the members of the All Leeds Disabled Supporters Association on the date shown below.

Date of Adoption: _____

Signed on behalf of the Association

Chairperson

Name: _____

Signature: _____

Date: _____

Secretary

Name: _____

Signature: _____

Date: _____

Treasurer

Name: _____

Signature: _____

Date: _____

Constitution Review

This Constitution shall be reviewed periodically by the Committee to ensure that it remains appropriate for the needs of the DSA and its members.

Version: 1.0

Date Adopted: _____

Next Review Date: _____