



# Constitution of the Dwarf Sports Association of the United Kingdom

## 1. NAME

The Association shall be known as the Dwarf Sports Association of the United Kingdom (hereinafter called “the Association”).

## 2. OBJECTS

A. The objects of the Association are; To promote and develop sport for persons of restricted growth regardless of their location, ability, or financial support and in particular the provision of assistance in providing facilities for recreation and other leisure time occupation for the benefit of such persons with the objects of improving their conditions of life in providing support, education and advice where necessary to improve health, wellbeing and nutrition.

B. In furtherance of the above objectives, but not otherwise, the Association may:

i. Promote and organise competitive sport and events of a sporting nature for Dwarfs both in the United Kingdom and internationally having regard to the health and safety of its members.

Enable Dwarf athletes to enter and compete in sports on an equal footing.

Provide opportunities for Dwarf athletes to train for and compete in the World Dwarf Games, the Paralympic Games, the Olympic Games and other such world event.

ii. Procure and provide information. Procure to be written and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets or any other documents.

iii. Obtain, collect and receive money and funds by way of contributions, donations affiliation fees subscriptions, legacies, grants and any other lawful method and accept and receive gifts of property of any description. (Whether subject to special trusts or not).

Provided that the Association shall not undertake any permanent trading activities in raising funds for the said objects.

C. The income and property of the Association where so ever derived shall be supplied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by the way of dividend, bonus or otherwise, howsoever by way of profit to any member of the Association, provided that nothing herein shall prevent the repayment of out-of-pocket expenses.

## 3. THE MANAGEMENT BOARD



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- i. The policy, direction and general management of the affairs of the Association shall be managed and directed by a Management Board, which shall meet not less than three times a year.
- ii. The Management Board shall operate according to the Matters Reserved for the Board/Scheme of Delegation which has been written, reviewed annually and approved by the Management Board.

## **4. MEMBERSHIP AND ELIGIBILITY**

- i. Membership of the Association and eligibility for competition shall be open to persons of disproportionate restricted growth (usually those with achondro dystrophy) that are less than or equal to five feet in height, and proportionate dwarfs of less than or equal to four feet ten inches in height.
- ii. Associate Membership shall be open to such persons as the Management Board may from time to time determine.
- iii. Members and Associate Members shall pay such subscriptions and competition entry fees as the Management Board may from time to time determine.
- iv. The Management Board shall have the right to refuse to admit to membership or competition or to determine the status of an applicant if in its reasonable opinion it has good and sufficient reason, provided the said applicant shall have the right to be heard by the Management Board before a decision is made.
- v. The Management Board may at any time at its discretion, confer upon persons Honorary Life Membership of the Association, an honour reserved for individuals who have rendered outstanding service to the Association over a number of years.

## **5. HONORARY OFFICERS**

- i. At the Annual General Meeting the Members and Associate Members of the Association shall elect, by a show of hands if there is more than one candidate, a Chairman and Vice Chairman, and such Officers as they may decide.
- ii. The positions of Chairman and Vice Chairman shall be held by members with restricted growth.
- iii. Honorary Officer vacancies that remain open following the AGM shall be filled either by an existing management board member or a co-opted individual, until the next appointment of Honorary Officers.
- iv. The elected Chair and Vice chair posts will be ratified and appointed by the elected trustees of DSAUK



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- v. In the situation where the appointment for the position of Chair is not ratified by trustees, the board shall nominate a temporary Chair until such time as elections can be held.
- vi. The management board shall appoint, at their discretion, the roles of Treasurer and Secretary at the first meeting following each year's AGM
- vii. The Members and Associate Members of the Association shall, if appropriate, also elect, by a show of hands if there is more than one candidate, a President who shall hold the post until such time as they resign or retire.
- viii. Ambassadors will consist of previous full member Chairs and founder members of the Charity who will be there to provide advice and support when needed.

## 6. COMPOSITION OF THE MANAGEMENT BOARD

- i. The Management Board shall consist of a minimum of 6 and a maximum of 10 members of which 51% will be full members with restricted growth (dwarfism).
- ii. The Management Board shall consist of the Honorary Officers of the Association and not less than 4 members or Associate Members who shall also be elected, by a show of hands if there is more than one candidate, at the Annual General Meeting.
- iii. The Management Board may co-opt not more than two additional members to the Management Board. All elected officers, Management Board members, co-optees and appointed officers shall hold office until the end of the next Annual General Meeting and all Members shall be eligible for re-appointment, re-election or fresh co-option.
- iv. Where a change in the membership of the management board occurs through retirement, resignation or end of tenure, resulting in the vacating of a specific role within the board, a knowledge/skills review of the Management Board as a whole will be carried out to assist the management board in the advertising and recruitment of new members to fill any knowledge/skills gaps identified.
- v. When recruiting associate members to the Management Board at least 25% will be independent associates as defined in the Sports Code of Governance (See appendix A Definitions).



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- vi. A single term of office on the Management Board for any honorary officer, member, associate member or co-opted person shall be 4 years with a maximum of 2 consecutive terms served in any one tenure. If so willing, the Chair or Vice-Chair may serve one additional year at the end of their tenure, to support the new holder of the position. Under exceptional circumstances, a maximum of 10 years may be served concurrently on the Management Board. After this period an individual may not stand for re-election to the Management Board for a period of at least 2 years from the end of their previous tenure, unless no candidate comes forward.
- vii. The president is exempt from the tenure periods stated above.
- viii. The Management Board shall be Trustees of the Association, who shall hold the post until such time as they resign, retire or reach the end of their term of office.
- ix. Board members should endeavour to attend all meetings. In the instance that a board member fails to attend two consecutive meetings, the Chair will enquire whether the individual wishes to continue volunteering on the board.

## 7. VOTING

- i. Postal or electronic voting may be available to members if the trustees so decide. Postal or electronic voting shall be distributed to all members not less than 28 days prior to an AGM or EGM.
- ii. At an AGM or EGM voting shall be made by a show of hands or on occasion a paper voting ballot system may be used.

## 8. AUDIT.

The Financial Year of the Association shall run from the 1<sup>st</sup> January to the 31<sup>st</sup> December. The accounts should be audited once in every year.

## 9. ANNUAL GENERAL MEETING.

- i. There shall be an AGM, which shall be held at the Annual National Games.
- ii. The Annual Report, The Accounts and a notice covering the AGM shall be circulated to members not less than 21 days prior to the meeting. All notices of matters for discussion and inclusion in the agenda shall be forwarded in writing to the Secretary not less than 14 days prior to the meeting. This shall be circulated not less 7 days prior to the meeting. Items submitted after that date shall only be accepted at the discretion of the Chairman.



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- iii. **The Chair will be taken by the existing Chairman or, in their absence, the Vice Chairman. If neither is present the persons present shall elect a chairman for the meeting.**
- iv. **The Management Board shall present the reports and accounts of the Association for the preceding year to the AGM. The business shall also include the appointment of Honorary Officers and the election of other persons to the Management Board. Members or Associate Members wishing to stand for election shall submit their nominations signed by themselves and two other Members or Associate Members to the Honorary Secretary not later than three days prior to date of the AGM.**

## **10. EXTRAORDINARY GENERAL MEETINGS.**

**The Management Board may at any time at its discretion and within 21 days of receiving a written request to do so signed by not less than 20 Members, call a Special General Meeting for the purpose of altering this Constitution or for any other purpose.**

## **11. RULES OF PROCEDURE AT GENERAL MEETINGS.**

**Subject to the provisions of the clause on Dissolution, all questions arising at any General meeting shall be decided by a simple majority of those present and entitled to vote. In the case of a tied vote the Chairman of the meeting shall have a second or casting vote.**

## **12. QUORUM.**

**The Quorum at a meeting of the Association shall be 10% of the Members or Associate Members or such other numbers as the Association may from time to time determine, provided always that a notice of an intention to alter the quorum should be given in any notice convening a General Meeting. A quorum at a meeting of the Management Board shall be one third thereof or such other number as the Management Board shall from time to time determine provided always that notice of an intention to alter the quorum should be given in any notice convening a meeting of the Management Board.**

## **13. SPECIAL AND STANDING COMMITTEES.**

**The Management Board may appoint special or standing committees and working groups as deemed necessary and may determine their terms of reference, provided that no committee may be given powers to co-opt more than one-fourth of its total membership.**

## **14. FAILURE TO APPOINT.**

**The procedures of the Association and its Committees shall not be invalidated by failure to appoint or any defect in the appointment, election or qualification of any Honorary Officer or any member of these committees.**

## **15. RULES AND REGULATIONS.**



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**Within the limits prescribed by this Constitution, the Management Board may from time to time make and alter rules and regulations for the conduct of its business and for the summoning and conduct of its meetings or of annual or special general meetings, the deposit of monies at a proper bank and the custody of documents.**

## **16. ALTERATIONS TO THE CONSTITUTION.**

**Alteration to this Constitution may only become effective if they receive the assent of not less than two thirds of the members or associate members present and voting at any General Meeting. Resolutions altering the Constitution should be submitted to Honorary Secretary not less than twenty-eight days before the meeting at which the resolution is to be proposed. Fourteen days notice shall be given to all Members or Associate Members.**

**No alteration may be made to clause 2, clause 16 or this clause without the prior consent in writing of the Charity Commissioners.**

## **17. DISSOLUTION.**

**The Association may at any time be dissolved by a resolution passed by a two-thirds majority at a meeting of the Association where at least twenty-one days clear notice has been given in writing to ALL Members. Resolutions may give instructions for the disposal of any assets held by the Association, provided that if any property remains after the satisfaction of all liabilities, such property shall not be paid to or distributed among the members of the Association, but shall be given or transferred to other charitable institutions having similar objectives, or failing that shall be applied for some other charitable purpose.**

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## APPENDIX A

### Definitions

**Independent** - a person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be 'independent' even if they are a member of the organisation and/or play the sport.