

THE PROVISION OF SPORTS AND SPORTS FACILITIES TO DISABLED PEOPLE.
CONSTITUTION (Incorporating 3rd Amendment) 10 January 2013

1. TITLE

The name of the Forum (hereinafter called the Forum) shall be the Sports Forum for the Disabled.

EQUITY POLICY STATEMENT

The Forum is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- The Forum respects the rights, dignity and worth of every person and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Forum is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Forum members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Forum will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures

OBJECTIVE

The relief of disabled people through providing and assisting in the provision of facilities to enable disabled people to participate in sport and other physical recreation in the interests of social welfare and with the object of improving the conditions of life of such disabled people

MEMBERSHIP

The membership of the Forum shall be as follows:

Membership will consist of Trustees, officers and members of the Forum. Membership shall be limited to volunteers, participants, family, carers and friends of the former. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

In the absence of a notice of resignation, membership will lapse after two years if no involvement with the Sports Forum has occurred. Persons must formally reapply in writing to rejoin the Sports Forum should their membership lapse, such lapsed persons will not be permitted to participate in Sports Forum activities until their membership is reinstated.

A current Membership list will be maintained on behalf of the Honorary Secretary by the Honorary Data & Records Officer.

1. FINANCE

- (a) The "Forum's" financial year shall run from 1st April, and the Annual General Meeting will be held by the end of July.
- (b) A bank account shall be opened in the name of the "Sports Forum for the Disabled" and all cheques shall be signed by any two of the Chairman, Honorary Secretary and Honorary Treasurer.
- (c) An Honorary Auditor shall be appointed annually at the Annual General Meeting.
- (d) The Honorary Treasurer shall keep proper accounts and shall be responsible for advising and reporting on all financial matters affecting the activities of the 'Forum' and shall present to the Annual General Meeting an audited statement of accounts for the preceding financial year.
- (e) All affiliated clubs/organisations and individual members may be required to pay such annual membership fees as may be determined by the Executive Committee from time to time.
- (f) Where the Executive Committee exercises the right to levy a membership fee any affiliated club/organisation or individual member being more than 12 months in arrears will be deemed to have surrendered membership, but may be re-admitted upon payment of outstanding fees. The Executive Committee, however, may waive those fees for any affiliated club/organisation or individual member, where in the opinion of the Committee there is good and sufficient reason

2. MANAGEMENT

The general management of the Forum shall be vested in the Executive Committee (*) with Trustees (^) being an integral part of the Executive Committee
All Executive Committee Members will be elected or re-elected at the Annual General Meeting or in exceptional circumstances at an Extraordinary General Meeting.

The following posts form the Executive Committee (*)

- Chairman of Trustees ^*
- Vice Chairman of Trustees ^*
- Trustees ^*
- Honorary Secretary *
- Honorary Treasurer *
- Honorary Chief Skipper *
- Honorary IT Specialist Officer *
- Honorary Coordinator *
- Honorary Fund Raising Officer*
- Honorary Data & Records Officer*

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- Honorary Member representing specific sport *
- Honorary Disabled Member *
- Honorary Individual representatives x 2. **

Trustees are members of the Executive Committee and may hold nominated posts in the Committee. All Committee Members will retire each year but will be eligible for re-appointment.

The Executive Committee shall endeavour to meet on a minimum of four occasions each year.

3. VOTING

(a) General Meetings

- Each member of the 'Sports Forum' shall be entitled to one vote
- In the event of an equal number of votes being cast for and against a resolution the Chairman shall be entitled to a second or casting vote

(b) Executive Committee Meetings

- Each member of the Committee shall be entitled to one vote
- When an appointed representative cannot attend a meeting of the Committee, the represented organisation may supply a substitute with voting power, where appropriate. Where the appointed representative is a disabled person the substitute should also be a disabled person.
- In the event of an equal number of votes being cast for or against a resolution the Chairman shall be entitled to a second or casting vote.

4. EXECUTIVE COMMITTEE

(a) The Executive Committee will be constituted as follows:-

- Five officers as in 2. above.
- One representative from each sports club/organisation offering activities for the disabled.
- Two individual representatives
- There is a proviso that at least one member of the committee must be disabled

(b) The executive committee may form a sub-committee for any legitimate purpose and co-opt other members of the Forum to such sub-committees, with the proviso that any such sub-committee will consist of a majority of executive members.

(c) Any vacancy in any sub-committee may be filled by the approval of two Executive committee members with the Chairpersons consent.

(d) A valid quorum at a meeting of the Executive Committee shall be a minimum of 4 with at least 3 Trustees with the Chair or vice Chair present.

5. GENERAL MEETINGS

- (a) The Annual General Meeting shall be for the purpose of receiving the Annual report of the Executive Committee, any other reports, the balance sheet and financial statement, electing the officers and Honorary Auditor, for making alterations to the constitution and for other relevant matters. All resolutions, nominations and matters of general policy for inclusion in the agenda for the Annual General Meeting shall be lodged with the Secretary at least **14** days prior to the date of the meeting. The quorum for the Annual General Meeting shall be a minimum of **six** people or one tenth of the total membership, whichever is the greater. A convening notice for each AGM will be published in the Public Notices section in the local press and or on the website giving at least 14 days notice.
- (b) An Extra-ordinary General Meeting may be called by the Chairman or vice Chair of Trustees at any time or by requisition of at least 35% of the recorded active membership of the 'Forum', and the Honorary secretary shall then provide at least **7** days notice via the website and by other practical means to all active members stating the reasons for the meeting.

8. ALTERATION TO CONSTITUTION

This constitution may be amended in any respect by a resolution, or a resolution as amended at a meeting passed by two thirds majority of the members present and voting at any General Meeting of the Forum provided that:-

Notice of the meeting in writing stating the terms of the resolution to be proposed shall have been published on the website and notified by other practical means not less than 14 days before the date of the meeting

. The Hon Secretary will make every endeavour to publicise the details of the meeting to members without website access.

No alteration be made to clause 3, clause 10, or this clause without written permission of the Charity Commissioners and provided further that no alteration be made which would have the effect of causing the Forum to cease to be a charity at law.

9. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Forum's Child and Vulnerable Adult Protection Policy and Procedures and Safeguarding Policy. The Forum's Chairperson is the lead contact for all members in the event of any child protection/vulnerable adult concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary

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action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. DISSOLUTION

The Forum may be dissolved by resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given to the members.

Such resolution may give instructions for the disposal of any assets held by or in the name of the Forum, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Forum but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the Forum as the Forum may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

The quorum for a Special General Meeting shall be a minimum of 10 people or one tenth of the total membership.

History of key document amendments :

Original Ref : Brown/Constitution RB/SWC 25 April 1990 .

New charity name of 'Sports Forum for the Disabled' adopted 16th May 2007

Previous names :

- Bournemouth Sports Forum for the disabled
- Sports Forum for the disabled
- Phab Sports Forum (unofficial name)

Governing document :

CONSTITUTION ADOPTED 12TH JUNE 1990

- Amended 16th May 2007
- Amended 8th September 2009

Area of benefit

Principally, South Central England, urban & rural areas, Dorset/Wiltshire/Hampshire (Wessex). Additionally visitors domiciled nationwide & especially those with Phab connections considerably extend the area of benefit across the nation.

2011 : Activities

The provision of sports facilities to disabled people, inclusive of the operation of a hands on sailing vessel available for use by all disabled, their carers, friends and family.