



# CARDIFF DRAGONS FC

## CPD DDREIGIAU CAERDYDD

### CONSTITUTION

#### 1. NAME

- 1.1. The name of the Club is Cardiff Dragons Football Club.
- 1.2. The Club shall also be known by the name CPD Ddreigiau Caerdydd.
- 1.3. The Club's accepted acronyms will be CDFC and CPDDC, respectively.

#### 2. MISSION STATEMENT

- 2.1. CDFC exists to promote participation in and awareness of football, social cohesion and healthy lifestyles within the Lesbian, Gay, Bisexual, Transgender and Intersex (hereafter referred to as LGBTI) community in Cardiff, South Wales and beyond.

#### 3. AIMS AND OBJECTIVES

- 3.1. To play competitive games against LGBTI and non-LGBTI Clubs locally, nationally, and internationally.
- 3.2. To promote sporting attitudes and fair play.
- 3.3. To act as a reference point and channel of communication on football-related matters within the local LGBTI community.
- 3.4. To represent the interests of LGBTI football in Cardiff and the South Wales area within appropriate national and international bodies.
- 3.5. To act as a facilitator for LGBTI football events and competitions.
- 3.6. To raise funds and obtain sponsorship for the general running of the Club and for participation in events.
- 3.7. To promote good relations between the LGBTI and non-LGBTI communities through the medium of football.
- 3.8. To pursue a policy of equal opportunities, irrespective of age, gender, sexuality, religion, marital status, disability, ethnicity, actual or perceived AIDS/HIV status, actual/perceived association with an HIV positive person, or social and financial background.

#### 4. MEMBERSHIP

- 4.1. Membership shall be open to all who subscribe to the objectives of the Club.
- 4.2. All members will be entitled to:
  - 4.2.1. Vote at general meetings.
  - 4.2.2. Stand for election to the Committee.
  - 4.2.3. Put down motions for determination by a general meeting.



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4.2.4. Receive information on the activities of the Club.

4.3. Members will be required to submit a membership form, which will feature a disclaimer against personal injury claims, the signing of which will be a requirement of membership.

4.4. The Committee reserve the right to charge an annual membership fee to raise funds for the running of the Club.

4.5. Any member deemed to be acting contrary to the aims and objectives of the Club will be subject to the Club's published Complaints and Disciplinary Policy. Outcomes from this may include ejection from the club and revocation of membership without refund of any fees paid. Any ejection will initially be made by Committee approval, suspending the member from all club activities, and will be made permanent at the next scheduled AGM by full discussion of the reasons for ejection and a simple majority member vote for or against.

4.6. If any member has any complaint about the running of the Club, or the conduct of the committee, that member has a right to bring their complaint to the attention of the Club. Any complaints should be forwarded in writing to the Club Chairperson, who will investigate the complaint. If the complaint is against the Club Chairperson, then the Club Secretary will investigate the complaint. If the complaint is against the both of the above, an independent body will be selected to investigate by majority vote at an EGM.

4.7. Any member can request private membership. This will include no marked post, no photographs taken of them to be published, and their names not to be included on any marketing/press material. This is in accordance with the Data Protection Act 1998.

4.8. The minimum age for members is 18.

4.9. There is no maximum age limit.

4.10. The Club may confer Honorary Membership on any member who is deemed to have advanced the Club's vision beyond that required in the course of their agreed duties, whether they are in a position on the Committee or not.

4.10.1. Honorary Membership will allow the member the right of waiver for any subscriptions or membership fees, although Honorary Members may still donate to the Club at their discretion - including continuing the payment of subscriptions or the agreed annual membership fee.

4.10.2. Honorary Membership will be for life, and therefore will not require annual renewal.

4.10.3. Honorary members will have the same rights and privileges as standard members, including voting rights and right to hold office.

4.10.4. Honorary Membership must be conferred by motion and majority vote at a full AGM or appropriately called EGM.

4.10.5. A maximum of 2 Honorary Members may be created per membership year.



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4.10.6. A member will cease to be a member following the AGM in the year they signed up. All members will have to complete a new membership form at this point.

### 5. COMMITTEE

5.1. The organisation and administration of the Club will be directed by an elected Committee.

5.2. The Committee roles, and their attached responsibilities, are as follows:

5.2.1. Chairperson: The role of the Chairperson is to oversee the general running of the Club, in keeping with the aims and objectives set out above. They shall manage the Committee, act as chair at Committee meetings, the AGM and EGM as necessary, and ensure that the Club operates smoothly through directing Committee members. The Chairperson is not entitled to a vote at the AGM or EGM, unless votes are tied whereby the Chairperson holds the casting vote. The Chairperson will also be required to take a semi-organisational role, including, but not limited to, developing a strategy (in line with the Body of Members' vision), writing or delegating responsibility for writing appropriate policy and procedure documents, coordinating the club Annual Report, and setting targets and goals for Committee members. They will also be responsible for ensuring sustainability.

5.2.2. Football Manager: The role of the Football Manager will be to oversee the club's football affairs, in keeping with the objectives set out above. They will be responsible for taking training sessions, choosing team Captains, ensuring the team are aware of the Laws of the Game, set out by FIFA and adopted by the FAW, maintaining a fixture list and Club selection for matches. They will also be responsible for ensuring players follow the Code of Conduct, set out by the Club. The Football Manager will ensure records of training sessions and matches are kept in line with Club policy, and produce reports on football affairs when requested by the Chairperson, and will perform the role of official player representative to the Committee. The Football Manager will select his or her own assistants and line manage them accordingly.

5.2.3. Secretary: The role of the Secretary is to ensure the smooth running of all administrative duties. This includes maintaining a membership database, calling the AGM and EGM as necessary, communications between supporters, players and the Committee, minutes during meetings and other administrative matters. The Secretary will line manage the Press and Marketing Officer and the Welfare Officer and Social Secretary.

5.2.4. Treasurer: The role of the Treasurer will be to deal with the financial side of the Club. This includes collecting subscriptions, developing a financial strategy, receipts for expenditure, and keeping full records of all financial dealing in the Club Ledger. At the end of the season, they will be responsible for preparing and submitting the Club statement of accounts to the AGM. The Treasurer is also the only required co-signatory on the club chequebook; no cheques can be signed without the Treasurer as co-signatory. The Treasurer will line-manage the Finance and Fundraising Secretary.



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- 5.2.5. Press and Marketing Officer: The Press and Marketing Officer will be responsible for the maintenance of the website, including keeping it up to date with new information, as well as encouraging it's use by training members how to use it, development and issue of press releases, the production of flyers and other promotional materials, the production of posters and display material, and helping to promote official Club events. The Press and Marketing officer will also develop new links within the community to further develop the Club's reach.
- 5.2.6. Welfare Officer: The Welfare Officer will have the responsibility to offer advice and support to people who have an issue relating to their membership (for example, disputes, complaints, and suggestions). The post will also involve signposting members to specialist services if they have an issue of a personal nature (for example, counselling, mental health services, alcohol & drug support, and LGBT services). In addition to practical advice and support the role will also involve liaising with other teams at match days to ensure that they are satisfied with our member's behaviour, and any issues are dealt with in a timely manner. This will ensure that good relationships between the teams are formed. The post holder will also be expected to actively seek ways of ensuring harmony amongst members (for example, defusing contentious issues and/or disputes, amongst the membership). This may involve intervention and managing crisis situations. The post will also require the Welfare secretary to be responsible for taking an active role in disciplinary policies and procedures. Finally the post holder will need to ensure the memberships health and well being are cared for (for example, managing risk where possible, and maintaining the first aid equipment).
- 5.2.7. Finance and Fundraising Secretary: This role will be responsible for sourcing sponsorship and funding for the Club outside that already secured by the Chairperson and General Manager, organising and coordinating fundraising events with key partners, and assisting the Treasurer with the administrative side of their duties.
- 5.2.8. Social Secretary: The Social Secretary will be responsible for the creation of and management of official Club events, to promote the Club's social aspect. This does not include Club Fundraisers. The Social Secretary will also ensure that social events are varied and inclusive to ensure that the social needs of all members are catered for and is to make guest teams feel welcome at home games, during and after matches.
- 5.2.9. Co-opted Non-Portfolio Committee Members: The role of Non-Portfolio Committee Members' roles could include representation of players, idea generation, and other currently undefined roles, as needed. Non-Portfolio Committee Members should take a pro-active role in promoting the club, and in the extension of their duties. They should also act as a counter-balance to accepted viewpoints in Committee meetings, and general meetings, to aid the flow of discussion. These positions should be created and deleted as required by the Committee.
- 5.2.9.1. Co-opted members should have a rigorous appointment process, including discussion and creation of positions at Committee meetings, two weeks open for expression of interest forms, a week for applications, then



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hustings and appointment at the next Committee meeting. This creates a one month turnaround to ensure the quality of appointments.

5.2.9.2. Any Co-opted positions may not last longer than one season. Any positions that are required beyond this must be created as a full elected position via amendment of the Constitution in the appropriate manner.

5.2.9.3. Co-opted members have the same rights and privileges as elected Committee members.

5.3. The Committee will have responsibility for the day to day running of the Club. This will include, beyond those responsibilities already discussed as part of individual roles:

5.3.1. Creation and enforcement of any policies and procedures for the protection and advancement of the Club. These policies will not require any ratification at AGM or EGM unless they are in contravention of this Constitution, however they must be communicated with all members before enforcement.

5.3.2. The Chairperson is responsible for ensuring any policy or procedure isn't in contravention of this Constitution.

5.4. Election of Committee members will be as follows:

5.4.1. All Committee members shall be elected at an AGM. Any points of personal interest should be raised at this meeting, to allow the AGM to make a full, unbiased judgement of every candidate.

5.4.2. The term of office for Committee members will be 1 year.

5.4.3. If a vacancy occurs between AGMs, the Committee shall have the power to 'co-opt' a replacement, pending temporary election at an EGM called for the purpose. The replacement will then hold the post, pending formal election at the next AGM.

5.5. Quoracy for Committee meetings shall be three, at least two of whom shall be the Chairperson, Secretary, Treasurer, or Football Manager.

5.6. A procedure of non-confidence in any or all members of the committee exists to allow members who feel that any specific complaint hasn't been addressed fully, or to the standard expected, to require the committee member to justify their position. This may only happen at an AGM or EGM. The procedure is as follows:

5.6.1. A complaint must be issued to the Secretary regarding the conduct of the Committee member before any other procedures are followed. This is to allow the Committee to address the issue first.

5.6.2. A second complaint must be issued only if the same issue occurs again, or is occurring on a regular basis. This complaint must be counter-signed by another full member.

5.6.3. A motion of non-confidence in the specific Committee member/s that the complaint is issued against must be entered with the Club Secretary for discussion at the AGM or EGM.

5.6.4. At the AGM or EGM, the issue will be discussed, with the complainant being given time to issue the complaint, and subsequent re-occurrences of the complaint, in



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front of all members present. The Committee member/s whom the complaint is issued against will then be allowed time to address the complaint in person, and (if necessary) say why the issue raised took place. This will then be put to a simple majority vote for or against the motion of non-confidence.

### 6. ANNUAL GENERAL MEETING

- 6.1. The AGM shall be held in the month of July each year and each member shall be notified at least 21 days in advance. The financial year will run to 30<sup>th</sup> April.
- 6.2. The business of the AGM shall include annual reports from officers, election of officers and Committee members, any constitutional procedures required to be carried, and any other business as determined by the Committee.
- 6.3. Quoracy for the AGM shall be 45% of membership or 5 members, whichever is greater. If a meeting isn't quorate, the business of the meeting shall be presented at the next meeting of the Committee.
- 6.4. Members can only vote at the AGM if they were members on or prior to 30<sup>th</sup> April of the year of the AGM.
- 6.5. A vote shall be carried by a simple majority of paid-up members attending with the Club Chairperson having a right to a casting vote.
- 6.6. Motions for discussion must be sent to the Club Secretary at least two weeks prior to the AGM. Any Other Business items can be submitted to the Club Secretary up to one day before, for discussion based on available time, at the Chairperson's discretion. This must be in the order that AOB items are received.
- 6.7. All motions must be formally proposed and seconded.

### 7. EMERGENCY GENERAL MEETING

- 7.1. An EGM may only be called if there is an issue to be addressed within the Club that cannot wait for an AGM to be called to address. This can include, but is not exclusive to, resignation of officers, and the temporary appointment of replacements, emergency constitutional changes, and complaints procedures against members. The procedure for calling an EGM is as follows:
  - 7.1.1. There must be a motion for an EGM submitted to the Club Secretary proposed by at least one member, seconded by at least three members. This motion must include a specific constitutional reason or reasons for calling an EGM.
  - 7.1.2. The Club Secretary will then, using all communications methods available, attempt to let all members know about an occurrence of an EGM. This must be up to a week before an EGM shall take place.
  - 7.1.3. The date of the EGM shall be decided by the Committee, but shall be no longer than one month from the date of the submission of the motion.
- 7.2. The business of an EGM shall be decided by the Committee, but must include any constitutional procedures for which it was convened.



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- 7.3. Quoracy for an EGM shall be 25% of membership or 3 members (not including Committee members), whichever is greater. If a meeting isn't quorate, the business of the meeting shall be suspended, pending another EGM or a full AGM.
  - 7.4. Members can only vote at an EGM if they were members on or prior to 30<sup>th</sup> April of the year of the previous AGM.
  - 7.5. A vote shall be carried by a simple majority of paid-up members attending with the Club Chairperson having a right to a casting vote.
  - 7.6. Motions for discussion must be sent to the Club Secretary at least three days prior to an EGM. Any Other Business items can be submitted to the Club Secretary up to one day before.
  - 7.7. All motions must be formally proposed and seconded.
8. FINANCE
- 8.1. The Club shall be financed by subscriptions, donations and sponsorship.
  - 8.2. The Committee shall refuse sponsorship from any group or organisation which it deems to be in opposition to or in contravention of its objectives.
  - 8.3. Subscriptions shall be determined by the Committee and must be fully paid up by 7 days before the AGM.
  - 8.4. Club funds shall be kept in a current account (and deposit account when appropriate) as determined by the Committee. Any interest earned on bank deposits will be debited to the bank account for the benefit of the Club.
  - 8.5. Cheques, or other written instructions to make payments from the bank account, must be made by two authorized signatories. These will be the Club Treasurer, plus one member holding the post of either Club Chairperson or Club Secretary.
  - 8.6. The Treasurer shall keep accounts for the Club and for presentation to the AGM. These accounts must include any non-monetary donations to the Club.
  - 8.7. The Club accounts shall be independently examined for presentation to the AGM.
  - 8.8. The Treasurer will also ensure a properly kept and managed asset register of all items owned by the Club of value greater than £10.
  - 8.9. Assets to be purchased must be approved by the Committee before the purchase takes place. If this does not occur, the purchaser must bear the cost of the asset and either donate to the club as required or permanently, at the purchaser's discretion.
  - 8.10. For assets purchased properly, the purchaser will be reimbursed on the presentation of a receipt to the Treasurer. Reimbursement will be by cheque, counter-signed in the proper manner.
9. DISSOLUTION
- 9.1. The Club can be dissolved by motion and majority vote, at least 3 of which will be from committee members, one of whom MUST be the Chairperson.



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9.2. Should the Club cease to exist, any assets or equipment will be given to a similar type of Club, or body deemed suitable by the Committee.

9.3. A dissolution can only take place at the AGM.

### 10. ALTERATIONS TO THE CONSTITUTION

10.1. The constitution may only be changed by a majority vote of full members present at an AGM or EGM convened for the purpose.

10.2. The constitution should be reviewed and ensured that it is still fit for purpose as least once per annum, at the AGM.

10.3. Responsibility for ensuring the constitution is fit for purpose and updated regularly lies with the Chairperson.

### VERSION CONTROL

I declare that this version of the Cardiff Dragons FC constitution is accurate and fully ratified.

#### VERSION NUMBER 1.6

Name: Dave Amos  
Position: Chairperson  
Date: Sunday 14<sup>th</sup> August, 2011  
Signature:

#### Changes

- V1: Dave Kelly, ratified by AGM on July 2008
- V1.1: Dave Kelly, ratified by EGM on September 2008
- V1.2: Dave Kelly, ratified by EGM, May 2009
- V1.3: Ray Wilson, ratified by EGM, November 2009
- V1.4: Dave Kelly, ratified by AGM, June 2010
- V1.5: Dave Amos, ratified by AGM, July 2011
- V1.6: Dave Amos, ratified by EGM, August 2011