

Special Olympics
Cymru - Wales



HOME COUNTRY CONSTITUTION

1. Special Olympics Cymru-Wales

Special Olympics Wales is recognised as a Home Country (Wales) of Special Olympics GB.

a. Membership

The membership of Special Olympics Cymru-Wales will be made up from registered individuals (athletes, Unified Partners and volunteers) of its accredited Regions and where there is no established Region, any accredited Clubs (Branches and Associates)

b. Accreditation

Special Olympics Cymru-Wales will accredit annually with Special Olympics GB and will on approval be entitled to use the following:

- the name “Special Olympics Cymru-Wales” in line with the Special Olympics GB Branding Guidelines
- the Special Olympics Cymru-Wales logo in line with the Special Olympics GB Branding Guidelines
- the Charity Number (800329) of Special Olympics GB

c. Membership Fees

Each accredited Region and/or Club (Branch or Associate) will pay annual membership fees to Special Olympics Cymru-Wales. These membership fees be assessed by the Welsh National Council and agreed at each Special Olympics Cymru-Wales Annual General Meeting (AGM)

2. Home Country (Cymru-Wales) – Objectives

To create and maintain a Welsh National Council (defined below) to lead and manage all of the objectives, Special Olympics Cymru-Wales will:

- a. Follow the mission of Special Olympics by supporting and developing inclusive opportunities for all people with an intellectual disability, within the framework of the Special Olympics Great Britain (GB) Memorandum of Association and Articles of Association.
- b. Fulfil the philosophy of Special Olympics by:
 - i. Promoting and develop regular year-round sports coaching and competition opportunities for people with intellectual disabilities in Wales in a variety of sports
 - ii. Encouraging and recording details of competition events within Wales
 - iii. Co-ordinating Welsh National and participation in Special Olympics GB National competition events in order that athletes may qualify for selection at higher levels of competition
 - iv. Co-ordinating participation in International competition events through Special Olympics GB
 - v. Nominating and supporting fundraising efforts for Special Olympics Cymru-Wales registered members to take part in Special Olympics competition events
 - vi. Promoting the benefits of regular sports activity to all people with intellectual disabilities
 - vii. To promote the inclusion of people with intellectual disabilities into mainstream sports activities
 - viii. Working in Partnership with key organisations to fulfil the above
- c. Support the accredited Regions and Clubs (Branches and Associates) of Special Olympics Cymru-Wales to fulfil the mission and philosophy of Special Olympics, as per Governance documents signed and adopted by Region or Club Steering Groups, and issued by Special Olympics GB National Office.

- d. Annually accredit to Special Olympics GB and provide all required financial returns and statements
- e. Prepare and review annually a Home Country Development Plan in line with the current Special Olympics GB Strategic Plan
- f. Subscribe to and engage with Special Olympics GB newsletters, updates, conferences and meetings at National levels
- g. Contact Special Olympics GB to request support in any area of development or change in circumstances, which affects Special Olympics GB accreditation

3. Welsh National Council – Definition

The Welsh National Council is a group of individually elected stakeholders from Special Olympics Cymru-Wales. The Welsh National Council represent stakeholders from within the accredited Home Country (Wales), who regularly meet to discuss Special Olympics activity in Wales, the objectives laid out in this Constitution and vote to agree on how resources are allocated to support Special Olympics activity

4. Welsh National Council – Powers

In furtherance of the aforementioned objectives, but not otherwise, the Welsh National Council may exercise the power to:

- a. Co-operate with other charities, voluntary bodies, and other statutory authorities operating in furtherance of the objectives or of similar charitable purposes and exchange information and advice with them
- b. Raise funds and to invite and receive contributions provided that in doing so, the Welsh National Council shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of Special Olympics GB and the law
- c. Appoint sub-committees as the Welsh National Council may see fit for example for fundraising, finance and competition coordination.
- d. The Welsh National Council shall not have executive powers. It may have executive powers for only specific issues delegated to it on authority of the Special Olympics GB Board of Directors. The Home Country (Wales) shall be governed by Special Olympics GB

5. Welsh National Council – Membership

- a. The Welsh National Council members will include one representative from each accredited Region and/or Club (Branch or Associate)
- b. The Welsh National Council will appoint the following roles from its members, to be known as Officers, who shall be listed on Special Olympics Cymru-Wales accreditation where requested:
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Main Contact (aka Secretary)
 - iv. Finance Officer (aka Treasurer)
 - v. Two Competition Co-ordinators
- c. The Welsh National Council should also elect a Special Olympics athlete, family member and volunteer co-ordinator as members of the Council
- d. From the Welsh National Council voting members only, 2 representatives will be elected every 2 years, at the first meeting of the Council meeting to take place in that calendar year, to represent the views of the Welsh National Council on the National Advisory Council (NAC).

- e. In addition, The Welsh National Council may co-opt additional members where needed, in order to meet the objectives in this document. Such members can be co-opted by the Council at any time of the year, but must be re-elected annually at the Special Olympics Cymru-Wales General Meeting. Such members do not have to be part of an accredited Region or Club
- f. Each member of the Welsh National Council (including co-opted members) will have equal voting rights at meetings
- g. Officers and Members of the Welsh National Council shall be elected / re-elected each year at the Special Olympics Cymru-Wales General Meeting (GM)
- h. An Officer or Member of the Welsh National Council may only be removed from the Council (other than at an GM) by the Welsh National Council in a manner prescribed by the Board of Special Olympics GB
- i. If for any reason a vacancy shall arise for any post within the Welsh National Council between any GM, the Council shall appoint a temporary replacement until such time as the Welsh National Council has had an opportunity to elect a replacement
- j. All Members of the Welsh National Council must be over the age of 18 years old, have the ability to make informed and rational decisions either themselves or with the support of someone who can and be registered as a volunteer with Special Olympics GB
- k. The Main Contact (aka Secretary) will inform Special Olympics GB National Office of any change to members of the Welsh National Council
- l. In the event of a grievance or disciplinary action being brought, the Welsh National Council shall in the first instance contact the Chief Executive Officer of Special Olympics GB in writing

6. Welsh National Council – Meetings

- a. Welsh National Council should take place a minimum of 3 times per year and shall be called not less than 21 days by the Chairperson to all members of the Council
- b. Unless otherwise provided for in this Constitution any temporary election or vote shall be on a simple majority basis. In the case of an equality of votes, the Chairperson shall have a second or casting vote
- c. A quorum at any Welsh National Council or its sub-committee shall be when at least 25% of any eligible members are present in person or by proxy
- d. The Main Contact (aka Secretary) shall keep proper and up to date minutes from each meeting which shall be circulated to the membership
- e. Each Welsh National Council Officer and Member shall be entitled to one vote

7. Special Olympics Wales – General Meetings

- a. Special Olympics Cymru-Wales General Meetings will be held each year and within 3 months of the year-end of 31st December and shall be called not less than 21 days by the Chairperson of the Welsh National Council to all members of Special Olympics Cymru-Wales.
- b. The Welsh National Council Main Contact (aka Secretary) shall be responsible for circulating the agenda of the AGM, which shall include as a minimum:
 - i. receipt and adoption of the financial statements for the previous year ending 31st December
 - ii. an annual report from the Welsh National Council on its achievements for the year

- iii. a report on the planned future activities and development plan for Special Olympics Cymru-Wales
 - iv. nomination, election and /or re-election of Welsh National Council Officers and Members
 - v. recommendations and actions to be discussed from the National Advisory Council
- c. Members may submit questions in writing at least seven days in advance for consideration at General meetings.
 - d. The Chairperson shall preside as Chairperson at every General Meeting. If there is no such Chairperson, or if they shall not be present within fifteen minutes after the time appointed for the meeting, or shall be unwilling to preside, the Vice-Chairperson shall be Chairperson of the meeting. If the Vice-Chairperson is also not present the members of the Welsh National Council present shall elect one of their number to be Chairperson of the meeting
 - e. The Chairperson of any General Meeting shall have absolute control over the proceedings of the meeting and their decision on any procedural matter relating to the meeting shall be final
 - f. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. A quorum shall be when at least 2 of the elected Officers (Chairperson, Vice-Chair, Main Contact, Finance Officer and / or Competition Coordinators) and 25% of any other Welsh National Council Members are present in person or by proxy
 - g. The Chairperson will have a second or casting vote if votes are split
 - h. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened on the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Council may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum
 - i. Each Welsh National Council Officer and Member shall be entitled to one vote at each AGM

8. Special Olympics Wales – Finance

As a private company limited by guarantee, incorporated under the Companies Act, and a charity registered with the Charities Commission (number 800329), Special Olympics GB must produce consolidated national annual statutory accounts. The Welsh National Council has an obligation delegated from the Board of Directors of Special Olympics GB to ensure that proper accounting records and functions are in place when using the name, logo and charity number of Special Olympics GB. The Welsh National Council will follow all regulations surrounding accounting and financial procedures as may from time to time be set down by the Board. This includes:

- a. Seeking permission from Special Olympics GB's Chief Executive Officer, to open a bank account in the name of Special Olympics Cymru-Wales if required. At least two signatories (recommended three) must be named on the account
- b. Raising funds and inviting contributions, provided that in doing so, all funds are used solely for Special Olympics Cymru-Wales activities.
- c. The Welsh National Council shall agree not to undertake any substantial permanent trading activities, the investment of surplus funds in shares, property or investment products or arrangement of overdraft facilities or loans or bequests of any nature,

ensure and shall conform to any relevant requirements of Special Olympics GB or by law. If for any reason Special Olympics Cymru-Wales runs at a loss, this shall be the responsibility of the members of the Welsh National Council, and Special Olympics GB will in no way be responsible for making good any such loss

- d. Ensuring no individual is prevented from participation in Special Olympics activity because of an inability to meet any financial requirements including competition entry fees
- e. Collating and submitting annual, financial reports of income and expenditure related to the use of the Special Olympics GB charity number (800329). The Special Olympics GB financial year is from 1st January to 31st December. These reports must be approved by the Welsh National Council registered Finance Officer (aka Treasurer)

9. Special Olympics Wales – Dissolution

Special Olympics Cymru-Wales may be dissolved on a motion put in writing by a proposer and seconder which is considered by the members present at any General Meeting. Special Olympics Cymru-Wales shall only be dissolved if a majority of representative persons or by proxy shall vote in favour of the motion.

The Chairperson and Finance Officer shall personally be responsible for ensuring that any assets and funds, of Special Olympics Cymru-Wales are, after the satisfaction of all its debts and liabilities, transferred to Special Olympics Great Britain to be held in trust until such time as a new National Constitution/Council is accredited for Cymru-Wales and provided always that it complies in full with the regulations from time to time made by the Charities Commission and the Law relating to the application of Charities Funds.

Special Olympics GB reserves the right to withdraw the accreditation of any accredited/affiliated body at any time after appropriate consultation with Officers and Members concerned.

10. Special Olympics Wales – Policies

- a. The Welsh National Council and its members must adhere to policies in respect of:
 - i. Safeguarding and Welfare
 - ii. Equal Opportunities
 - iii. Data Protection
 - iv. Health and Safety
 - v. Fees
- b. The Welsh National Council members when participating in Special Olympics GB activity/business, must operate in accordance with Special Olympics GB Policies (available on the Special Olympics GB website)
- c. Special Olympics GB policies will be used at all Special Olympics events
- d. Volunteers and Welsh National Council members who fulfil more than one Special Olympics role within any organisation should only complete a Disclosure and Barring Service (DBS) check for the role or roles that are included in regulated activity or activity that Special Olympics GB deems still requires a DBS check
- e. Welsh National Council members, who are only part of the Welsh National Council and not in regular contact with athletes or Unified Partners, do not need to complete a DBS check.
- f. All Welsh National Council members, regardless of their requirements to complete a DBS check, must still complete the Special Olympics GB volunteer registration process

- g. Welsh National Council members must comply with the Data Protection Act 1998. Where personal data is processed on another party's behalf, the Council members must process such data strictly in accordance with the instructing party's instructions and put such operational and technological processes in place to safeguard against unauthorised loss, destruction, theft of use of disclosed data. The party collecting such data shall be the owner and controller of any such data

11. Special Olympics GB

To support the Special Olympics GB mission statement and to ensure quality delivery and development of activity in the name of Special Olympics, Special Olympics GB will:

- a) Support the creation and management of the Welsh National Council where needed
- b) Provide support, guidance and information upon request from any registered Welsh National Council member
- c) Support the Welsh National Council to manage the delivery of local, regional or Welsh National competition events
- d) Provide where possible, national (Great Britain) and international competition opportunities to those eligible to take part
- e) Signpost towards further support and guidance that Special Olympics GB cannot directly provide
- f) Reserve the right to remove or suspend (pending further investigation) any individual member of Special Olympics Cymru-Wales or dissolve the Welsh National Council after consultation with the relevant parties
- g) Special Olympics GB reserves the right to withdraw accreditation status of any activity within Special Olympics Cymru-Wales at any time after appropriate consultation with members concerned

12. Agreement

To be signed by the Chairperson of the Welsh National Council:

On behalf of the Welsh National Council, its members have read and understood the content of this Constitution, which as a Special Olympics Cymru-Wales, a Home Country of Special Olympics GB, we agree to adopt.

Chairperson Name: _____

Signed: _____

Date: _____

A copy of this page must be uploaded to the Special Olympics Cymru-Wales online accreditation form in order to complete accreditation with Special Olympics GB.

This document must not be edited in any way without prior permission from Special Olympics GB National Office. Any changes made without permission will invalidate this document and may affect your accreditation status.