

# PERTH AND KINROSS SPORTS COUNCIL CONSTITUTION

## 1 TITLE

The title of the Organisation shall be " PERTH AND KINROSS SPORTS COUNCIL " (hereinafter referred to as "The Sports Council" )

**ADDRESS – c/o Live Active Leisure, Caledonia House, Hay Street, Perth PH1 5HS.**

## 2 POWERS

The Sports Council will have powers

- i) To take such steps as may be appropriate for the purpose of raising funds to support The Sports Council's activities
- ii) To accept donations, grants and legacies of all kinds, and to accept any reasonable conditions attaching to them provided that these are not contrary to The Sports Councils Objectives and Aims.
- iii) To liaise with other voluntary, community and public bodies with similar interests to The Sports Council
- iv) To allocate grants to affiliated bodies and individuals in line with The Sports Council's policies governing this activity (grants)
- v) To act as an advisory body on grass roots and club provision for sport to Perth and Kinross Council
- vi) To decide on the suitability or otherwise of organisations, clubs and individuals who wish to affiliate to The Sports Council

## 3 OBJECTIVES AND AIMS

The objectives of The Sports Council shall within the financial and physical resources be:-

- i) to promote interest and participation in sport in Perth and Kinross by providing financial assistance, support and where practicable, other means of the promoting of sport;
- ii) to promote or support competitions, championships and sports related social or other events as considered desirable;
- iii) **to work in conjunction with the Sports Development Team of Live Active Leisure (hereinafter referred to as "LAL") and Perth & Kinross Council (hereinafter referred to as "PKC") to support existing clubs which are unable to fulfil current needs;**
- iv) **to encourage, in co-operation with both PKC and LAL school pupils and school leavers to take up sporting activities;**
- v) to support the Sports Development Team of **LAL** to consider reports and recommendations received from sports clubs within Perth & Kinross;
- vi) to publish and distribute information on local sports clubs, organisations, activities and facilities;
- vii) to work in conjunction with the Sports Development Team of LAL to encourage and develop sport for people with disabilities and
- viii) to further the forgoing objectives and aims by organising such activities and taking such other action as The Sports Council may deem appropriate.

#### **4 MANAGEMENT OF OBJECTIVES AND AIMS**

- i) The above objects will fulfill the grant and objectives outlined in the Terms and Conditions between The Sports Council and The Council;
- ii) The Sports Council may make such rules and regulations as it considers appropriate governing its activities and the execution of its policies.
- iii) Within the terms of its objectives and aims, The Sports Council shall not become involved in the domestic affairs or management of private or public sports organisations.
- iv) The Sports Council may, where requested, nominate members to serve on various sporting bodies.
- v) Every member sports club shall retain its independence and individuality and membership of The Sports Council shall not inhibit any club from using its own initiative and endeavours in furthering its own particular interests.
- vi) The income and property of The Sports Council from all sources shall be applied solely towards the promotion of the objectives of The Sports Council as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to the members of The Sports Council. Nothing herein contained shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of The Sports Council, or to any of its members, in return for any service actually rendered to it, nor prevent the payment of interest at a rate not exceeding the then current rate on money borrowed nor the payment of a reasonable and proper rent for premises let to The Sports Council by any of its members.

#### **5 MEMBERSHIP**

- i) all affiliated (as defined in Clause 6 below) individuals/clubs and associations are deemed to be members of The Sports Council, provided that non-sporting associations affiliated to the Sports Council shall not be entitled to vote at meetings of The Sports Council or any of the project groups;
- ii) a representative from each of the political parties who has an interest in sports as appointed by Perth & Kinross Council and
- iii) such additional individuals as The Sports Council, through the Executive Committee, may decide to accept as members or honorary members.

**Register of Members:** The Executive Committee shall keep a Register of Members, which shall include the full name and address of each member

#### **6 AFFILIATION**

- i) All clubs, associations and organisations directly concerned with sport in Perth and Kinross may apply for affiliation to The Sports Council, subject to their undertaking to abide by the rules and regulations of The Sports Council who shall reserve the right to reject any application for affiliation or to withdraw affiliation on any grounds which to them appear reasonable. In order to join The Sports Council, the applicant must have the minimum requirements per the 2006 Accord for the Protection of Children in Scottish Sport.
- ii) Each club, association, organisation or individual shall pay an annual fee of such amount as may be fixed by The Sports Council at their Annual General Meeting.

Affiliation fees may be graded for the different categories of affiliation and for different groups within each category.

iii) Non sporting clubs, associations and organisations may apply for affiliation to The Sports Council for Perth & Kinross Council public liability insurance purposes.

iv) Any rejection or withdrawal of affiliation from a club, association, organisation or individual can be subject to appeal to the AGM or an SGM.

## **7 PROJECT GROUPS/SUB-COMMITTEES**

These groups/sub-committees such as, Protection of Vulnerable Groups, Child Protection, Grants and Events will meet as and when the group/sub-committee chairman calls them.

## **8 MEETINGS**

**i) The Annual General Meeting of The Sports Council (AGM) shall be held in May or June of each year.**

The AGM shall receive a report on the year's activities of The Sports Council and the independently examined annual accounts for the year to 31<sup>st</sup> March.

At the AGM, the Executive Committee and Office Bearers of The Sports Council shall be appointed in accordance with the regulations for Office Bearers and Executive Committee.

The AGM shall fix the annual affiliation fees of The Sports Council for the various categories (the categories shall be:- i) patrons ii) clubs iii) associations iv) organisations and v) individuals).

**ii) The quorum for a meeting of The Full Sports Council (being a meeting of only those members of The Sports Council who are directly involved in sport) shall be 7.**

iii) The Executive Committee will not meet during the months of July and August to allow for a summer recess. However should any urgent business arise during these months requiring urgent attention additional meetings will be arranged. **The quorum for the meeting of the six weekly Executive Committee shall be five.**

iv) The Chairperson, whom failing the Vice-Chairperson, shall preside at all meetings of the Full Sports Council and of the Executive Committee. In the absence of both the Chairperson and the Vice-Chairperson, those present at a meeting shall appoint one of their members to take the Chair;

v) An Extraordinary General Meeting (EGM) of The Sports Council shall be held if requisitioned by:- a) PKC, b) a two-thirds majority of the Executive Committee or c) any 10 of the member clubs or sporting organisations by letter duly signed by the said member clubs or sporting organisations addressed to the Administrator and stating the nature of the business proposed to be considered at such a meeting. Any EGM will be held at a date suitable to all and agreed upon by all parties;

vi) Any SGM, EGM and AGM shall be called as appropriate and shall be called by notices addressed to Secretaries of the member clubs, associations, organisations and individual members as appropriate. **Notice for an AGM, SGM and EGM shall be a minimum of 14 days;**

vii) Voting at meetings of The Sports Council the Executive Committee and those present at the meeting, shall be on the basis of one vote per full member **including Honorary Members**. The Chairperson or person presiding at any meeting shall have a casting vote as well as a deliberate vote. Voting shall be by a show of hands and by a simple majority.

**Note** (Should there be the need for the Chair to use their casting vote, the mechanism for this should be fully explained to those present (to preserve the status quo)

## **9 OFFICE BEARERS**

**The Office Bearers shall consist of:-**

**a) A Chairperson and Vice-Chairperson elected at the AGM in each year.**

**The process of election will be as follows:-**

**i) All members of The Sports Council Executive Committee will stand down at the AGM;**

**ii) Each affiliated club, association, organisation, individual member, honorary member and Executive member will be allocated one vote;**

**iii) The Treasurer will be appointed by Perth & Kinross Council and the Administrator by LAL.**

## **10 EXECUTIVE COMMITTEE**

i) The day to day work of The Sports Council shall be carried out by the Executive Committee made up of those mentioned in Article 8 ii) and where appropriate, any of The Sports Council's main partners from Perth & Kinross Council, and LAL.

ii) All Executive Committee Minutes on agreement by the relevant committee shall be signed by the Chairperson of the relevant committee

iii) The Minutes shall record, inter alia:-

a) all appointments of officers made by the Executive Committee.

b) the names of all members present at each meeting of The Sports Council;

c) all resolutions and proceedings of each meeting of The Sports Council and Executive Committee.

iv) Every member of the Executive Committee present at any meeting of the Executive Committee or any Project Group will be recorded as present in the Minute of the relevant meeting.

v) The Executive Committee shall have power to co-opt members to The Sports Council to fill casual vacancies in the Committee but shall maintain the foregoing categories of membership. Any co-opted member shall require to seek election to the Executive Committee at the next AGM.

vi) The Treasurer shall provide financial monitoring statements to meetings of the Executive Committee

vii) The Executive Committee shall have power to appoint from among their members such Project Groups and Chair or representative thereof as they deem necessary in order to carry out the objects of The Sports Council and to co-opt to the Executive Committee such additional members of The Sports Council or other persons as they may think desirable in the circumstances of each case.

viii) The notice calling the AGM of The Sports Council shall be accompanied by a statement by the Chairperson on the work of the Executive Committee during the year ended 31<sup>st</sup> March.

## **11 DUTIES OF TREASURER**

i) The Treasurer shall be responsible for advising The Sports Council on all financial matters

affecting The Sports Council's activities.

ii) All monies due and accruing to The Sports Council must be paid over to the Treasurer, who will be solely responsible for all disbursements in furtherance of the objects of The Sports Council as aforesaid.

iii) All cheques drawn on The Sports Council's Bankers, until otherwise from time to time resolved upon by the Executive Committee, shall be signed by the Treasurer.

iv) The banking account of The Sports Council shall be kept with such Banker or Bankers as the Executive Committee shall, from time to time, determine.

v) The Treasurer shall ensure that proper books of account are kept.

vi) The Treasurer shall provide financial monitoring statements to meetings of the Executive Committee.

## **12 ACCOUNTS**

The financial year will run from 1st April to 31st March.

i) The Executive Committee shall in accordance with their main funder Perth & Kinross Council cause proper books of accounts to be kept with respect to :-

a) All sums of money received and expended by The Sports Council and the circumstances in respect of which such receipts and expenditure occur, and

b) The property, credits, assets and liabilities of The Sports Council.

Proper books shall not be deemed to be kept if there are not kept such books as are necessary to give a true and fair view of the state of affairs of The Sports Council and to explain its transactions.

ii) The books of account shall be kept at 2 High Street or at the office of Perth & Kinross Council's, Chief Executive's Service.

iii) The Executive Committee shall lay before The Sports Council at the AGM a proper Income and Expenditure Account for the year ending 31<sup>st</sup>. March prior to the meeting together with a proper Balance Sheet made up as at the same date. Such Balance Sheet shall be accompanied by proper reports thereon by the Executive Committee and the Independent Examiner and copies of such Accounts, Balance Sheet and reports (and of any documents required by law to be annexed or attached thereto or to accompany the same) shall, not less than seven days before the date of the Meeting, be sent to all persons entitled to receive notice of General Meetings in terms of Article 8, paragraph vi hereof. The Independent Examiner's report shall be issued before the meeting.

## **12 INDEPENDENT EXAMINATION**

At least once in every year the Accounts of The Sports Council shall be independently examined and the correctness of the Income and Expenditure Account and Balance Sheet ascertained.

## **13 DISSOLUTION AND DISPOSAL OF ASSETS**

The Sports Council shall not be dissolved except by resolution carried out by a majority of at least two thirds of those present and voting at a Special General Meeting of the aforementioned Sports Council called for the purpose. In the event of The Sports Council being

wound up, all of its funds and moveable assets shall be handed over to Perth and Kinross Council for disposal for such sporting, recreational, or other purposes as they in their sole discretion may determine.

## **14 CONSTITUTION**

Alterations to the Constitution may only be made by resolution at an AGM of The Sports Council or an EGM/SGM called for that purpose. A two thirds majority of the members present at the meeting is required for this purpose.