

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”)

2. POWERS

The Sports Council will have powers to:

- a) Take such steps as may be appropriate for raising funds to support The Sports Council’s activities.
- b) Accept donations, grants and legacies of all kinds, and to accept any reasonable conditions attaching to them if these are not contrary to The Sports Council’s Objectives and Aims.
- c) Liaise with other voluntary, community and public bodies with similar interests to The Sports Council.
- d) Allocate grants to affiliated bodies and individuals in line with The Sports Council’s policies governing this activity (grants).
- e) Act as an advisory body on grass roots and club provision for sport to Perth and Kinross Council.
- f) 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 to:

- a) Promote interest and participation in sport in Perth and Kinross by providing financial assistance, support and where practicable, other means of promoting sport.
- b) Promote or support competitions, championships and sports related social or other events as considered desirable.
- c) Work in conjunction with Live Active Leisure and Perth and Kinross Council to support the development of sport across Perth and Kinross, encouraging participation for all ages and abilities.
- d) Publish and distribute information on local sports clubs, organisations, activities and facilities.
- e) Further the forgoing objectives and aims by organising such activities and taking such other actions as The Sports Council may deem appropriate.

4. MANAGEMENT OF OBJECTIVES AND AIMS

- a) The objectives will be fulfilled within the service specification and objectives outlined in the Grant Agreement between The Sports Council and Perth & Kinross Council.
- b) The Sports Council may make such rules and regulations as it considers appropriate governing its activities and the execution of its policies.
- c) 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.
- d) The Sports Council may, where requested, nominate members to serve on various sporting bodies.
- e) Every member sports club shall retain its independence and individuality, and members of The Sports Council shall not inhibit any club from using its own initiative and endeavours in furthering its own particular interests.
- f) 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

- a) A representative from each of the political parties who has an interest in sports as appointed by Perth and Kinross Council.
- b) Additional individuals as The Sports Council, through the Executive Committee, may decide to accept as members or honorary members.

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

Our Data Promise: The Sports Council and Live Active Leisure take your privacy seriously. We collect personal data when you register with us and will only use your personal data to administer your account or provide important information on our products and services. We promise that we will never share your details for marketing purposes with any third parties.

Data Protection: All data collected is in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) further details on how we use your data is contained within our Privacy Policy which can be viewed on Live Active Leisure's Company website at [Privacy Policy](#)

6. AFFILIATION

- a) 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. To join The Sports Council, the applicant must evidence their commitment to the protection of Children / Vulnerable Adults.
- b) Each club, association, organisation or individual shall pay an annual fee of such amount as may be fixed by The Sports Council within their annual March meeting.
- c) Affiliation fees may be graded for the different categories of affiliation and for different groups within each category.
- d) Non-sporting clubs, associations and organisations may apply for affiliation to The Sports Council for Perth and Kinross Council Public Liability Insurance purposes.
- e) Any rejection or withdrawal of affiliation from a club, association, organisation or individual can be subject to appeal to at the A.G.M or an E.G.M

7. OFFICE BEARERS

The Office Bearers shall consist of: Chairperson, Vice Chairperson and Grants Chairperson, who are to be elected each at the A.G.M.

The Process of election shall be:

- a) All Office Bearers will stand down at the A.G.M
- b) Each Office Bearer will receive a notice of interest 28 days before the date of the A.G.M to indicate their intentions for re-election
- c) Nominations at the A.G.M, supported by two qualifying members shall be submitted to the Administrator
- d) Each affiliated club, association, organisation, individual member and Executive member will be allocated one vote.
- e) When no nominations are received in accordance with the above, then nominations will be sought at the A.G.M and any voting will be based on a simple majority vote.
- f) The Administrator and the Treasurer will be appointed by Perth and Kinross Council and neither the Administrator nor the Treasurer shall be eligible to vote.

8. EXECUTIVE COMMITTEE

- a) The day-to-day work of The Sports Council shall be carried out by the Executive Committee made up of those in mentioned in Section 7, no more than 6 elected members and where appropriate any of The Sports Council's main partners from Perth and Kinross Council and Live Active Leisure.
- b) The process of election for members shall be:
 - i. Each existing elected member will receive a notice of interest 28 days before the date of the A.G.M to indicate their intentions for re-election

- ii. Any vacancies shall be notified to all affiliated members 14 days before the date of the A.G.M.
- iii. Nominations at the A.G.M supported by two qualifying members shall be submitted to the Administrator
- iv. Each affiliated club, association, organisation, individual member, and Executive member will be allocated one vote.
- v. When no nominations are received in accordance with the above then nominations will be sought at the A.G.M and any voting will be based on a simple majority vote.
- c) Failure to attend three consecutive meetings without reasonable cause notified to the Chairperson will result in forfeiture of office.
- d) All Executive Committee Minutes on agreement by relevant committee shall be signed by the Chairperson and Vice Chairperson.
- e) The minutes shall record, inter alia:
 - i. All appointments of officers made by the Executive Committee
 - ii. Names of all members present at each meeting of The Sports Council
 - iii. All resolutions and proceedings of each meeting of The Sports Council and Executive Committee.
- f) Every member of the Executive Committee present at any meeting of the Executive Committee will be recorded as present in the Minute of the relevant meeting.
- g) The Executive Committee shall have power to co-opt members to The Sports Council to fill casual vacancies in the Committees but shall maintain the foregoing categories of membership. Any co-opted member shall require seeking election to the Executive Committee at the next A.G.M
- h) The notice calling the A.G.M of The Sports Council shall be accompanied by a statement by the Chairperson on the work of the Executive Committee during the year ended 31st March.

9. MEETINGS

- a) The A.G.M of The Sports Council shall be held between May and July of each year and all affiliated clubs are invited.
 - i. The A.G.M shall receive a report of the year's activities of The Sports Council and the independently examined annual accounts for the year to 31st March.
 - ii. At the A.G.M the Executive Committee and Office Bearers of The Sports Council shall be appointed in accordance with the regulations for Office Bearers and Executive Committee
 - iii. The Quorum for an A.G.M shall be eight.
- b) The meeting of the Full Sports Council Executive Committee shall be held every 6 weeks and will be closed to other members.
 - i. There will be no meetings during the months of June and July to allow for a summer recess. However, should any urgent business arise during these months requiring immediate attention additional meetings will be arranged.
 - ii. The quorum for these meetings shall be four.

- c) The Chairperson, who 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 the meeting shall appoint one of their members to take the Chair.
- d) An Extraordinary General Meeting (E.G.M) of The Sports Council shall be held if requisitioned by one of the following:
 - i. Perth and Kinross Council
 - ii. A two-thirds majority of the Executive Committee
 - iii. Any twenty 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.
- e) Any E.G.M will be held at a date suitable to all and agreed upon by all parties.
- f) Any E.G.M and A.G.M 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.
- g) Voting at meetings of The Sports Council the Executive Committee and those present at the meeting shall be based on one vote per full member. 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).

10. DUTIES OF THE TREASURER

- a) The Treasurer shall be responsible for advising The Sports Council on all financial matters affecting The Sports Council's activities.
- b) 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.
- c) Unless the Executive Committee decides otherwise, all cheques drawn on the Sports Council's bank account must be signed by the Treasurer.
- d) 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.
- e) The Treasurer shall ensure that proper books of account are kept.
- f) The Treasurer shall provide financial monitoring statements to meetings of the Executive Committee.

11. ACCOUNTS

- a) The fiscal year will run from 1st April to 31st March.
- b) The Executive Committee shall in accordance with their main funder, Perth and Kinross Council, cause proper books of accounts to be kept with respect to:
 - i. All sums of money received and expenditure occur and,
 - ii. The property, credits, assets, and liabilities of The Sports Council.

- c) Financial records will not be regarded as proper unless they clearly and accurately show the Sports Council's financial position and explain all income and spending.
- d) The books of account shall be kept at 2 High Street or at the office of Perth and Kinross Council's Chief Executive's Service.
- e) The Executive Committee shall lay before The Sports Council at the A.G.M a proper income and expenditure account for the year ending 31st 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 Section 9 (f).
- f) 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 conducted by a majority of at least two thirds of those present and voting at an E.G.M of The Sports Council called for the purpose. In the event of The Sports Council being wound up, all 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 A.G.M of The Sports Council or an E.G.M called for that purpose. A two thirds majority of the members present at the meetings is required for this purpose.