

## **KINGSTON UPON THAMES SPORTS COUNCIL**

### **CONSTITUTION AND RULES**

1. The name of the Council shall be 'The Royal Borough of Kingston upon Thames Sports Council' (hereafter called "The Sports Council").

2. **Object**

The objects of the Sports Council shall be:

- (a) To provide a forum for the discussion of all matters relating to sport within the Royal Borough of Kingston upon Thames (hereafter called "the Borough").
- (b) To assess the present and future needs for sport in the borough and to help cater for these needs through co-operative action in the planning, provision and use of current and new facilities.
- (c) In consultation and collaboration with the Local Authority and other bodies to consider the coaching and training needs of sports players, leaders, teachers, coaches and volunteers and organise programmes to meet those needs through an annual programme of events.
- (d) To represent collectively member organisations and bodies on the Sports Council.
- (e) To consider and comment on local, regional and national strategies concerning sport.
- (f) To secure and monitor effective resource allocation including sponsorship for Sports Development initiatives and projects.
- (g) To secure and encourage efficient planning for the development of sport, identifying gaps in resources and fulfilling needs.
- (h) To assist with the dissemination of information on available sporting facilities and opportunities and to maintain an up to date record of sporting organisations.
- (i) To assist voluntary sports organisations, through advice, contacts, promotion and suggesting sources of fund raising.
- (j) To act as a lobbying body to the Local Authority, its officers and elected members and facilitate communication between sports organisations and the Local Authority.
- (k) In collaboration with the Directorate of Education and Leisure and other appropriate bodies to encourage all members of the local community to take part in sport.
- (l) To co-operate with neighbouring Councils in the furtherance of the objectives listed in the Constitution forming partnerships as appropriate.

- (m) To follow the objectives and assist other sports providers to follow the direction as set out in the approved Borough Sports and Recreation Strategy.

### **3. Membership**

Membership of the Sports Council shall be open to all sports clubs, associations and organisation based or actively operating within the Borough, subject to them agreeing to abide by any rules or regulations made by the Sports Council as to membership and subject also to the Sports Council retaining the right to reject any application for membership if in the opinion of the Sports Council there are reasonable grounds for doing so. The Sports Council may review at any general meeting the list of member clubs, associations, organisations and individuals and make such alterations as they may consider necessary.

On payment of their annual subscription, if any, each member, club, association and organisation shall be entitled to one vote at general meetings.

See Annex 1 for full list of members.

### **4. Subscriptions**

The annual subscription shall be determined at the Annual General Meeting. Subscriptions, if any, shall become payable on 1<sup>st</sup> April each year.

### **5. Officers**

The Officers of the Sports Council, who shall serve in an honorary capacity and shall be elected annually at the Annual General Meeting shall be:

- (a) President
- (b) The Chair
- (c) The Vice-Chair
- (d) The Secretary
- (e) The Treasurer

The Chair will act as Chair at all meetings and shall have a casting vote where necessary. In his/her absence the Vice-Chair will act.

The Committee shall have the power to fill any Officer vacancy arising during the year.

### **6. Executive Committee**

The Objects of the Sports Council shall be carried out by an Executive Committee appointed as hereafter provided. The Executive Committee shall have all powers which in its opinion are necessary to attain the objectives and control the affairs of the Sports Council.

The Executive Committee shall be appointed as in Annex 1.

The Executive Committee shall be elected each year at the Annual General Meeting.

The Executive Committee shall have the power to:

- (a) Pursue the objects of the Sports Council.
- (b) Reject applications for membership, if in its opinion, there are reasonable grounds for so doing.
- (c) Review membership.
- (d) Co-opt any local person to serve on that Committee with full voting rights, having a special interest in sport in the Borough.
- (e) To fill any vacancy which may arise on the Executive Committee.
- (f) To control the finances of the Sports Council.
- (g) (i) To appoint sub-committees as it may deem necessary and may delegate to them such authority as it may wish in specific matters. Each sub-committee must report its findings and actions to the next meeting of the Committee.
  - (ii) Sub-committees may have the power to co-opt other persons to such extent as they may consider appropriate. It shall not be required that the other person be members of the Committee.
- (h) Invite advisers or speakers to attend meetings.
- (i) Four voting members of the Sports Council shall constitute a quorum for a meeting of the Sports Council.

Officers and Deputies of the Executive Committee who without reasonable excuse fail to attend two consecutive meetings of the committee shall be liable to disqualification from the Executive Committee and a substitute co-opted in their place.

Any member of the Executive Committee shall, if unable to attend a particular meeting, be entitled to appoint another member of the Sports Council to attend, speak or vote instead of him. The proxy must deliver to the Secretary of the meeting a letter of appointment from the absent Committee Member.

## **7. Meetings**

### **(i) Annual General Meeting**

The Annual General Meeting shall be held prior to the end of June in order to:

- (a) receive the Annual Report of the Executive Committee for the preceding financial year;
- (b) receive the audited financial statement for the preceding financial year;

- (c) elect officers for the ensuing year;
- (d) appoint Honorary Auditors for the ensuing year;
- (e) elect such other officers for the ensuing year as may be considered desirable;
- (f) review membership;
- (g) review annual affiliation fee; and
- (h) consider any other matters pertinent to the meeting.

The date of the Annual General Meeting shall be circulated to full members of the Council at least six weeks before it is due to take place and consist of the Full Council each member of which shall have the power to vote.

Nominations for officers and other propositions intended for discussion at the Annual General Meeting shall show the name of the proposer and seconder and the sport they represent and be delivered to the Secretary at least four weeks before the date of the meeting. Decisions at the Annual General Meeting shall be made by a majority of votes of all those present. In the event of equality of votes, the Chair shall have a casting vote in addition to his/her own vote.

(ii) **Extraordinary Meetings**

- (a) The Executive Committee may call an Extraordinary General Meeting at any time by giving Notice to all full members of the Council at least fourteen days before the date fixed. The Notice shall specify the object of the Meeting in the form of a Motion and discussion at that meeting shall be limited to that matter
- (b) The Secretary shall also call an Extraordinary General Meeting within three weeks of receipt of a written request signed by not less than fifteen members of the Sports Council. The reason for such request must be given and the meeting shall confine its business to that arising directly from the reason(s) given above.

(iii) **Committee (& Sub-Committee) Meetings**

- (a) The Executive Committee shall meet at least six times a year.
- (b) Sub-committees shall meet as and when deemed necessary.
- (c) At least seven clear days notice in writing of a meeting of the Executive Committee or any Sub-committee shall be given to all members of such committees.
- (d) Decisions at Executive or Sub-committee meetings shall be made by a majority of votes of those present. In the event of equality of votes, the Chair shall have a casting vote in addition to his/her own vote.

**8. Finance**

- (a) The Sports Council financial year shall run from 1<sup>st</sup> April in each year to the 31<sup>st</sup> March in the succeeding year.
- (b) The Sports Council shall at the Annual General Meeting establish the amount of annual membership fee, if any, required from members.
- (c) All matters relating to the receipt and expenditure of money shall be under the control of the committee.
- (d) The Treasurer, or such person as may be depicted to act in the Treasurer's place, shall take charge of the funds of the Council.
- (e) The audited account and a financial statement shall be submitted to the Annual General Meeting.
- (f) The income and property of the Sports Council shall be applied solely towards the carrying out of the objects of the Council as set out in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to the members or member organisations.

**9. Equal Opportunities Statement**

The Sports Council is committed to equality of opportunity.

**10. Amendments to Constitution**

Amendments to the Constitution shall be made only at an Annual General Meeting or Extraordinary General Meeting of the Sports Council and such amendments shall be made by the majority of those present and voting. Notice of the proposed amendments shall be circulated to all members at least fourteen days before the meeting.

**11. Dissolution of the Sports Council**

In the event of the Sports Council being dissolved, any property or monies remaining after its debts and liabilities have been settled, shall be paid to the Borough Council to be used for the furtherance of Sports Development in the Borough.

## **ANNEX 1**

- (a) The Officers.
- (b) One adult and one junior representative from each sport (as recognised by the Sports Council) in full membership of the Sports Council.
- (c) The Borough Sports Development Officer.
- (d) One Borough Parks Officer.
- (e) One representative from each of the Borough Leisure facilities user groups.
- (f) Borough PE Adviser.
- (g) One representative from Kingston Council for Racial Equality.
- (h) One Youth Worker and young person from Youth & Community.
- (i) One representative from Adult Education.
- (j) Two representatives from Kingston University (one should be from the Guild of Students).
- (k) Two representatives from Kingston College (one should be a student).
- (l) One representative from the local media.
- (m) One representative from the Kingston Police Community Liaison Team.
- (n) One representative from the Health Authority.
- (o) Two representatives from local industry.
- (p) One Regional Sports Council representative.
- (q) The Head of Leisure Services.
- (r) One elected Councillor.

**NB:** Officers of the Borough shall not have voting rights.