



EAST FIFE SPORTS COUNCIL

Constitution

1. NAME

The name of the organisation shall be the East Fife Sports Council (“the Sports Council”).

2. OBJECTIVES

The objectives of the Sports Council shall be:

- a. To promote interest and participation in sport and physical activity in the East Fife Area where the boundaries of “East Fife” are those defined by Fife Council for its North East Fife area committee, plus the communities of Largo, Lundin Links and the surrounding rural areas;
- b. Proactively link with “Partners” (defined as Community Sports Hubs based in the East Fife Area, Fife Council, Fife Sports and Leisure Trust, Student Sports Club or Sports Governing Body that works in partnership with the organisation) to create sustainable, community-based opportunities in sport and physical activity in East Fife;
- c. To promote and encourage inter-club co-ordination and networking between Members of the Sports Council, both generally and in relation to specific projects;
- d. To examine the available sports and recreation facilities in the East Fife Area against current and anticipated needs and to make recommendations to Fife Council and any other appropriate body, as required;
- e. To promote or support competitions, championships and social or other inclusive events as considered desirable;
- f. Work collaboratively with Partners to enable all members of society in the East Fife Area to have the opportunity to participate in sport and physical activity.
- g. To assist Members of the Sports Council by arranging courses for training of any volunteer involved in the running of the club;
- h. To assist in the development of sports clubs and physical activity groups where none exist, or where existing clubs or groups are unable to fulfil current needs;
- i. To encourage school pupils and school leavers to continue sporting and recreational activity, with the assistance of other Partners;
- j. To be representative of local sport and local sports clubs in the East Fife Area and advocate on behalf of their needs;
- k. To publish and distribute, as considered desirable, up-to-date information about sports clubs and recreational organisations, activities and facilities within the East Fife Area;
- l. To apply for, identify and attract additional funding to sport in the East Fife Area, assist Members to apply for external grant aid and, where desirable and appropriate, give grant aid directly to Members in accordance with the Sports Council’s criteria for grant aid in force at the time of application;
- m. To work with **sportscotland** recognised national organisations in support of local implementation of their national plans and programmes;

3. MEMBERS

The Members of the Sports Council are responsible for appointing Office Bearers, approving the Treasurer’s Reports and generally setting the strategy for the organisation at Annual General Meetings and at any Extraordinary General Meetings that they may choose to call.

- a. **Amateur Clubs** within the East Fife Area directly concerned with amateur sport and affiliated/registered with their **sportscotland** recognised governing body may apply for affiliation to the Sports Council. Clubs concerned with sports that do not have a **sportscotland** recognised governing body may affiliate to the Sports Council if deemed appropriate by the Executive Committee. This membership category can attend Members' Meetings and vote and, upon meeting the criteria, may be elected to the Executive Committee.
- b. **Physical activity groups and Schools** directly concerned with amateur sport and individuals in the East Fife Area may apply for affiliation to the Sports Council. This membership category can attend Members' Meetings and vote and, upon meeting the criteria, may be elected to the Executive Committee.
- c. **Professional Clubs** directly concerned with professional sport in the East Fife Area may apply for affiliation to the Sports Council, on the basis they are ineligible to benefit financially directly or indirectly by their affiliation. This membership category can attend Members' Meetings but have no vote and are not eligible for elected to the Executive Committee.
- d. **Associate Members** individuals may apply for Associate Membership of the Sports Council subject to the same terms and conditions set out for clubs and physical activity groups. This membership category has similar rights as clubs and physical activity groups, excluding voting rights.
- e. **Employees** of the Sports Council are not eligible for membership.

4. MEMBERSHIP

- a. Any club, group, school or individual that wishes to become a Member must complete a written application.
- b. Each club, group, school or individual affiliated shall pay an annual affiliation fee. The initial fee shall become due upon application with an annual renewal invoice to be issued in the first week of March of each calendar year. Such amount will be fixed by the Sports Council at their Annual General Meeting, and such fees shall be payable no later than two months of the affiliation fee invoice date.
- c. Copies of a club's constitution and contact details must be provided with the application. In addition, for clubs whose membership may include children and/or vulnerable adults, an operational Child/Vulnerable Adult Protection Policy should be provided. Updates and amendments to any of these must be provided as appropriate.
- d. Any club, group or school that wants to withdraw from membership must give notice of withdrawal to the Sports Council Executive Committee. It will cease to be a Member as from the time when the notice is received by the Secretary of the Sports Council. Any membership money paid shall not be returned.
- e. The Executive Committee shall retain the right to reject any application for affiliation or to withdraw affiliation on any grounds which to it appears reasonable.
- f. The Executive Committee must keep a register of Members, setting out the group's name and contact information as well as the personal details for their nominated representative.
- g. In relation to its objectives, the Sports Council will strive to avoid intentional and unintentional discrimination by virtue of any of the protected characteristics identified in the Equality Act 2010.

5. OFFICE BEARERS

- a. The Office Bearers shall consist of the Chairman, Vice-Chairman, Secretary and Treasurer. When elected, Office Bearers shall relinquish any representative role of membership on behalf of affiliated clubs, groups or schools or other Members.
- b. Except for the Secretary and Treasurer, the Office Bearers shall be elected at each AGM and the Executive Committee shall have the power to fill any vacancy that may occur during the year.

- c. The Executive Committee shall have the power to appoint the Secretary and Treasurer (which may be a remunerated position) and shall have the power to dismiss the Secretary, subject to employment laws and regulations in place at the time of appointment or dismissal.

The Chairman shall be elected for a first term of one year and may be re-elected for a further period of one year at a time up to a maximum of three years. He/she shall not be eligible for re-election after a full three year term until one year has elapsed.

The Secretary will be responsible for ensuring that all minutes of General and Executive Committee meeting are recorded and ensure that all the correspondence of the Sports Council is dealt with promptly and filed in a manner that provided accurate records, which can be located at any time. The Secretary will provide a list of Members revised periodically and ensure that a copy of the list is available at all times. The Secretary will hold on behalf of the Sports Council all documents (other than those of a financial nature).

The Treasurer shall ensure that correct financial accounts and books are kept showing the financial affairs and current balances and intromissions of the Sports Council funds. The Treasurer shall have the authority to operate the Sports Council bank account co-jointly with the Chair or other Members of the Executive Committee. The Treasurer will hold all financial and accounting records pertaining to the financial affairs of the Sports Council. The Treasurer must oversee all monies generated by the Sports Council.

6. HONORARY PRESIDENT

- a. The position of Honorary President must be proposed by two Members of the Sports Council, eligible to attend and vote at the Annual General Meeting. A nomination will be successful only if approved by a majority of the Members present.
- b. Honorary Presidents shall be entitled to attend meetings of the Sports Council in a non-voting capacity and are not required to hold membership, unless they hold membership in which case they shall have the same rights as those of a Member.
- c. An Honorary President shall remain as such for their lifetime or until they step down voluntarily. The position of Honorary President may be removed if two Members of the Sports Council, eligible to attend and vote at the Annual General Meeting, nominate that the individual should be removed. A nomination will be successful only if approved by a majority of the Members present.

7. EXECUTIVE COMMITTEE

- a. The Executive Committee will comprise:
 - i. All Office-bearers of the Sports Council;
 - ii. Two elected members of Fife Council representing the East Fife Area;
 - iii. Such additional individual members as the Sports Council, through the Executive Committee, may decide to accept as Associate Members;
 - iv. Honorary President/Life Members appointed at the Annual General Meeting from members and/or former members of the Sports Council who have rendered valuable services to the Sports Council, such members having no powers of vote;
 - v. One of the Sports Development Officers from Fife Council. Ex Officio, in an advisory capacity only;
 - vi. The Active Schools Co-ordinators from "Partner" Fife Council's East Fife cluster areas. Ex Officio, in an advisory capacity only.
- b. The Executive Committee will be responsible for overseeing the day to day work of the Sports Council, including setting affiliation fees.
- c. Any member of the Executive Committee, having been duly informed of the time and place of an Executive Committee Meeting and who does not attend on three consecutive occasions, without having rendered a reason for absence, such reason being acceptable to the Executive Committee, and after due warning, will be deemed to have resigned from the Executive Committee.
- d. The Executive Committee shall have power to co-opt persons to fill vacancies therein but always maintaining the foregoing categories.

- e. The Executive Committee shall also have power to co-opt such additional persons as they in their sole opinion consider appropriate to further the aims and specific objectives of the Sports Council.
- f. The Executive Committee shall meet at such intervals as they may determine, having regard to the business to be transacted.
- g. The Executive Committee shall have power to appoint from among their number such Sub-Committees and Convenors thereof as they deem necessary, in order to carry out the objectives of the Sports Council and to co-opt thereto such additional persons, not being members of the Executive Committee of the Sports Council as they may think desirable in the circumstances of each case.
- h. The Secretary shall be an ex-officio member of all such Sub-Committees.

8. MEETINGS

- a. All meetings shall be called by the Secretary with a minimum of 21 (twenty-one) days notice for Sports Council meetings and 14 (fourteen) days notice for Executive Committee and Sub-Committee meetings.
- b. Meetings of the Sports Council shall be called by notices addressed to the Secretaries of the affiliated Members as appropriate. Meetings of the Executive Committee and Sub-Committees will be by notices addressed to individual Members thereof. Notices may be sent either by post or by email.
- c. The Chairman, failing which the Vice-Chairman, shall preside at all meetings of the Sports Council and of the Executive Committee. In the absence of both the Chairman and Vice-Chairman, those present shall appoint one of their number to preside.
- d. The Quorum for a meeting of the Sports Council shall be twelve; for a meeting of the Executive Committee the quorum is five, and for a meeting of a Sub-Committee, half the membership of that Sub-Committee plus one.
- e. Meetings may be held by telephone conference, video conference or electronic means as appropriate. For the avoidance of doubt, ALL committee members should have access to the same information, paperwork or background information, be able to actively participate in full discussion in order to be validated and have a vote. These meetings will be recorded in a Minute.
- f. All issues at any meeting shall be decided by the majority of those present and entitled to vote. Should a ballot be required, it will be undertaken by a show of hands of those present and entitled to vote. There shall be no proxy voting.
- g. In the case of equality of votes the Chairman shall have a second (casting) vote.
- h. The Annual General Meeting of the Sports Council shall be held during the month of September each year, on a date to be decided by the Executive Committee. The Annual General Meeting shall transact the following business:
 - i. Consider and approve the minutes of previous AGM;
 - ii. Consideration of Annual Reports;
 - iii. Consideration and approval of Audited Accounts;
 - iv. Election of Office Bearers. All nominations, whether in writing or made from the floor, should be supported by a proposer and a seconder, both of who should be eligible to vote;
 - v. Appointment of Auditors;
 - vi. Setting affiliation fees;
 - vii. Any Other Competent Business.
- i. A Special General Meeting of the Sports Council shall be held if requested by the Chairman or any six of the affiliated Members by letter addressed to the Secretary and stating the nature of the business proposed to be considered at such meetings. Any Special General Meeting of the Sports Council shall be called within twenty-one days of receipt by the Secretary of such request.

- j. The Executive Committee may, at its discretion, allow any person to attend and speak at an Executive Committee Meeting notwithstanding that he/she is not an Executive Committee member - but on the basis that he/she must not participate in decision-making. For the avoidance of doubt this includes Fife Council's Coordinators and Officers.
- k. An Executive Committee member must not vote at an Executive Committee meeting (or at a meeting of a Sub-Committee) on any resolution that relates to a matter in which he/she has a personal interest or duty that conflicts (or may conflict) with the interests of the Sports Council.

9. ADMINISTRATION

- a. The Executive Committee must ensure that proper minutes are kept in relation to all meetings and meetings of Sub-Committees.
- b. The Executive Committee shall make available copies of the minutes to any member of the public requesting them.
- c. The Executive Committee may exclude from any copy minutes made available to a member of the public any material that the Executive Committee considers ought to be kept confidential.
- d. The Executive Committee may delegate any of their tasks to Sub-Committees. The rules of procedure for each sub-committee, and the provisions relating to membership of each Sub-Committee, shall be set by the Executive Committee.

10. FINANCE

- a. All monies raised by or on behalf of the Sports Council shall be applied to further the objectives of the Sports Council and no other purpose.
- b. Proper books of accounts shall be kept by the Treasurer who shall be responsible for advising the Sports Council on all financial matters affecting its activities.
- c. The Sports Council's financial year shall run from 1 April to 31 March in each year.
- d. Monies received on behalf of the Sports Council shall be paid into a bank account in the name of the East Fife Sports Council at a bank approved by the Executive Committee.
- e. All cheques drawn against or direct payments made from the Sports Council's Account shall be signed or authorised by the Treasurer and one other Office Bearer. Signatories should not be members of the same household. Where Office Bearers are from the same household, an additional bank signatory must be appointed by the Executive Committee.

11. DISSOLUTION

- a. The Sports Council shall not be wound up except by resolution carried by a majority of two-thirds of those present and entitled to vote at a Special General Meeting of the Sports Council called for that purpose.
- b. In the event of the Sports Council being wound up, all the funds of the Sports Council shall be handed to Fife Council for disposal for such sports or recreational purposes as they in their sole discretion may determine.

12. ALTERATIONS TO THE CONSTITUTION

The Constitution of the Sports Council shall not be altered except by a resolution carried by a simple majority of those present and entitled to vote at an Annual General Meeting of the Sports Council or at a Special Meeting of the Sports Council called for that purpose. The terms of any proposed amendment to the Constitution shall be issued in full along with the notice calling such meeting.