

CONSTITUTION FOR SPORT CONWY

1. Name.

The Association shall be called Sport Conwy, hereinafter called the 'Council'

2. Aim

To promote the development of sport in Conwy County Borough (hereinafter called the 'County').

3. Objectives.

3.1 The objectives of the Council shall be: -

To provide a channel of communication between the Local Authority, clubs, organisations, individuals in sport and other agencies.

To promote sporting opportunities.

To assist the development of member Sports Clubs, Organisations and Individuals, (herein after called the 'Member/s')

To increase participation in and the standard of sport and sporting activities.

To assist the development of coaches and officials.

To publish and disseminate information

To promote local sport in the media

4. Membership.

4.1. All Members directly concerned with sport in the County are eligible for membership of the Council subject to agreeing to abide by the Constitution.

4.2 The Council shall retain the right to reject any application for membership or to withdraw membership on any grounds, which to them appear reasonable.

4.3 Each Member shall pay an annual fee, the amount to be decided by the Council at their Annual General Meeting each year.

4.4 Annual membership fees shall fall due on 1st April each year and are payable to the Council Treasurer. Membership will lapse if fees are not paid by 30th June of that year.

4.5 The Executive Committee of the Council may decide upon any other charges at its discretion.

5. Officers

5.1. The Officers of the Council shall be: - Chairman, Vice Chairman, and a Treasurer. All Officers shall retire annually but are eligible for re-election.

5.2. Secretary (provided by the County). (Ex-Officio without vote).

6. Executive Committee

6.1. The management of the Council shall be vested in the Executive Committee (hereinafter called the EC.)

6.2. The EC shall act for the members. Liabilities incurred shall fall upon the membership (provided the EC act in good faith and are not guilty of any individual fraudulent wrong doing or wrongful omission).

6.3. The EC shall consist of:

The three Officers in **5.1** above.

Secretary (provided by the County), (Ex-Officio, without vote).

Fourteen representatives from member clubs

Two members appointed by Conwy County Borough Council.

Sports Council for Wales Representative (Ex-Officio, without vote).

The Director of Tourism and Leisure or his representative. (Ex-Officio, without vote).

6.4. Meetings of the EC shall be convened by the Secretary, and the committee shall meet at least four times a year.

6.5. The Chairman being absent, the Vice-Chairman shall preside at meetings. If both are absent, the meeting, being a quorum, will elect a chairman for that meeting.

6.6. The quorum necessary for the transaction of business at EC meetings shall be eight (8) members present and eligible to vote.

6.7. Every resolution at a meeting of the EC shall be decided by a majority of the vote of the members present and voting, each member having one vote. In the event of an equality of votes, the Chairman of the meeting shall have a second and casting vote.

6.8. The interpretation of the Council constitution shall be vested in the EC, who shall decide all questions relating to the Council, save those specified in, or involving an amendment to the constitution (see paragraph **14**)

6.9. The EC shall be responsible for considering any application for membership and shall decide if this application should be accepted. This decision shall be in accordance with the policy specified in paragraph **4**

6.10. The EC may co-opt persons on to the committee to:-

a. Fill an unfilled vacancy.

(a. above to have voting rights)

b. Carry out specific tasks

(b. Above to be Ex-officio without vote.)

6.11. The dates of the EC meetings shall be determined at the previous meeting. In addition, the Chairman may call a meeting when he/she considers it necessary or desirable, or upon written request of at least six members of the EC.

7. Finance

- 7.1. All monies raised by, or on behalf of, the Council shall be applied to further the aims of the Council and for no other purpose.
- 7.2. The financial year of the Council shall end on 31st March
- 7.3. The Council Treasurer is responsible for keeping proper account of all sums of monies received and paid out by the Council.
- 7.4. An audited statement of accounts for the previous financial year shall be presented to the Annual General Meeting.
- 7.5. Cheques to be signed by any two of three signatories nominated by the EC.

8. Annual General Meeting.

- 8.1. The Annual General Meeting (AGM) of the Council shall be held in every year prior to the end of April to:-
 - i. Receive and adopt the Minutes of the last meeting.
 - ii. Receive and adopt the Annual Report of the Council from the Secretary
 - iii. Receive and adopt the Statement of Accounts from the Hon. Treasurer and to determine the rate of annual subscriptions for the coming year.
 - iv. Elect the Officers.
 - v. Elect Auditors
 - vi. Receive Any Other Business of which at least fourteen days notice has been given.
- 8.2. Not less than twenty-eight (28) days' notice of the date of AGM shall be given to all Member Clubs and Organisations by the Secretary.
- 8.3. Nominations for Officers shall be received by the Secretary not less than fourteen (14) days prior to the AGM. Nominations shall require the signature of a Member Club or Organisation plus the nominee's consent. No nominations shall be accepted from the floor of the meeting except in the case of a position for which there has been no written nomination. Nominations can only be accepted from paid up Member Clubs and Organisations.

9. Extraordinary General Meetings

- 9.1 An Extraordinary General Meeting (EGM) may be called by the Chairman or by an application in writing to the Secretary signed by not less than twenty per cent (20%) of the paid up Member Clubs and Organisations, stating the purpose for calling the EGM.
- 9.2 The Notice by the Secretary calling the EGM shall give 28 days notice and specify the proposition(s) submitted or the reason for calling the meeting and shall stress that the discussion will be strictly confined to the matters on the Agenda.

10. Frequency of Meetings

The EC will meet at least four times a year (see 6.4).

11. Voting Procedures

- 11.1. Executive Committee members may attend all General Meetings and have power to vote.
- 11.2. A motion shall be carried by a simple majority of those present and entitled to vote, except when the motion is a constitutional amendment which shall require a two-thirds majority. (See **14.5**)
- 11.3. In the event of an equality of votes, the Chairman shall have a second and casting vote.

12. Discipline and Appeals

The EC shall have the power to take appropriate disciplinary action against any Member and shall have the authority to terminate the membership of any Member guilty of conduct deemed to be to the detriment of the Council.

13. Dissolution Procedures

- 13.1. In the event of the Council ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of Member Clubs and Organisations.
- 13.2. The Council may be wound up on a resolution of the Member Clubs and Organisations, passed by a two-thirds majority at an EGM convened for the purpose.
- 13.3. In the event of a resolution to wind up the Council being passed, the Council members shall appoint a committee which shall be empowered to distribute the assets as stated in par. 13.1

14. Review of the Constitution

- 14.1. This constitution shall be reviewed as required by the EC
- 14.2. Amendments to the constitution shall be agreed only at General Meetings.
- 14.3. Additions or alterations to the constitution shall be submitted to the Secretary not less than twenty-eight days before the date of the General Meeting. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4. In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than twenty-one days before the Meeting.
- 14.5. Any proposal to alter or amend the constitution shall require a two-thirds majority of those present with voting rights.
- 14.6. In the event of any question or matter arising that is not provided for in the constitution, such question or matter shall be dealt with by the EC, whose decision shall be final, until determined by the next AGM/EGM.