

Renfrewshire Sports Network

CONSTITUTION

Draft 3: 14/01/09

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CONSTITUTION OF RENFREWSHIRE SPORTS NETWORK

1. Name

The name of the organisation shall be “Renfrewshire Sports Network”

2. Objectives

The objectives of the Renfrewshire Sports Network shall be:

- 2.1 To promote interest and participation in sport and physical activity within Renfrewshire Council local authority area.
- 2.2 To influence, and support where appropriate, the vision, key themes and implementation of the Council’s Active Renfrewshire Strategy.
- 2.3 To examine the available sports facilities in Renfrewshire as against current and anticipated needs and to make representations to Renfrewshire Council and any other appropriate body in this connection.
- 2.4 To make recommendations to the appropriate authorities to bring about the best use of sporting and recreational facilities within Renfrewshire.
- 2.5 To provide a forum to enable members (sports clubs and other physical activity groups), to meet and discuss their activities and problems to enhancing the sports facilities and activities available in Renfrewshire
- 2.6 To encourage good management and an awareness of health and safety in its member clubs by arranging or coordinating training courses.
- 2.7 To promote the education and personal development of officials and coaches.
- 2.8 To assist in the formation of sports clubs or physical activity groups where none exist or where existing clubs or groups are unable to fulfil current needs.
- 2.9 To promote or support competitions and championships and other events as considered desirable.
- 2.10 To receive reports and recommendations from members on matters concerning sport and physical activity and to take action where appropriate.
- 2.11 To promote information on the work of the Sports Network and the activities and facilities of members.

- 2.12 To receive and consider reports and recommendations from Sportscotland, SALSC, or any other organisations on matters relating to sport and physical activity and to take action where appropriate.
- 2.13 To foster active co-operation between relevant bodies (sporting and non-sporting) to further the objectives of the Sports Network.
- 2.14 To further the foregoing objects by organising such activities and taking such other action as the Sports Network may deem appropriate.
- 2.15 To hold and disburse funds as appropriate.

Renfrewshire Sports network shall be non-political, non-sectarian and non-denominational.

3. Affiliation

- 3.1 All sports clubs and physical activity groups within Renfrewshire may apply for affiliation as members to Renfrewshire Sports Network, subject to the following:
 - 3.1.1 Constitution, annual meeting and office bearers.
 - 3.1.2 Compliance with the Protection of Children Scotland Act 2003.
 - 3.1.3 Renfrewshire Sports Network Executive Committee has the right to reject any application for affiliation or to withdraw affiliation as appropriate.
 - 3.1.4 All clubs wishing to join Renfrewshire Sports Network must operate for the benefit and safety of its members
- 3.2 The Sports Network may charge an affiliation fee to be determined annually by the Sports Network at their Annual General Meeting. Affiliation fees may be graded for different types of clubs and organisations
- 3.3 Affiliation fees, if applied, shall be payable by 1st July to the Sports Network

4. Office Bearers

- 4.1 The Lord Provost of Renfrewshire shall be ex officio Honorary President of Renfrewshire Sports Network
- 4.2 The other Office Bearers, who shall be elected from representatives of the members, and shall consist of:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer

5. Executive Committee

The day to day working of Renfrewshire Sports Network shall be carried out by an Executive Committee comprising:

- 6.1 The four Office Bearers of the Sports Network
- 6.2 Up to seven other members of the Executive Committee from different sport disciplines, or relevant agencies.

In addition, the following non-voting members may be members of the Executive Committee:

- 6.3 Representatives / Elected member from Renfrewshire Council and Renfrewshire Leisure Ltd can be made up to a maximum of four
- 5.4 The equivalent of the Director of Education and Leisure Services, or named representative.
- 6.5 Additional members as the Executive Committee may decide to accept.

These may include:

- One representative from SALSC
- One representative of Sportscotland.

The Executive Committee shall:

- 6.6 Be elected at the Annual General Meeting of the Sports Network.
- 6.7 Have the power to co-opt other members as and when required.
- 6.8 Meet at such intervals as they may determine having regard to the business to be transacted, but a minimum of 4 times per year.
- 6.9 Have the power to appoint from among their numbers such sub-committees and convenors as they may determine having regard to the business to be transacted.

6. Meetings

- 6.1 The Chairperson whom failing the Vice-Chairperson shall preside at all meetings of the Sports Network and of the Executive Committee. In the absence of both, those present may appoint one of their members to preside.
- 6.2 The Annual General Meeting of Renfrewshire Sports Network shall be held in May of each year.
- 6.3 The intimation of the Annual General Meeting of Renfrewshire Sports Network should be received by the Affiliated Clubs by post or electronic mail at least 21 days prior to the date of the Meeting.
- 6.4 Motions for the Annual General Meeting should be received by the Secretary no later than 14 days prior to the Meeting.
- 6.5 The Annual General Meeting of the Sports Network shall receive a report prepared by the Chairman on the work of the Executive Committee during the year and a financial statement prepared by the Treasurer.
- 6.6 All meetings of the Sports Network and of the Executive Committee shall be called by the Secretary and at least 7 days notice, by post or electronic mail, shall be given as to the time and place thereof and the business to be considered in-so-far as is known. The accidental omission to give due notice of any meeting, or the non-receipt of said written notice, shall not invalidate any resolution passed or the proceedings of any such meeting.
- 6.7 For all purposes, the Quorum for a meeting of the Sports Network shall be 5 of the members and for a Sub-Committee, 3 of the members.
- 6.8 Meetings of Sub-Committee of the Executive Committee shall be called by the Secretary or by the Convenors of such Sub-Committees as may be agreed between them on due notice.

- 6.9 A Special General Meeting of the Sports Network shall be held if requisitioned by the Executive Committee or by any six of the clubs or groups affiliated as aforesaid, by letter in writing, addressed to the Secretary and stating the nature of the business proposed to be considered at such meeting. Any Special General Meeting of the Sports Network so requisitioned shall be held within 21 days of receipt by the Secretary of such requisition, and on due notice being given.
- 6.10 Voting at meetings of the Sports Network, the Executive Committee and the Sub-Committees shall be on the basis of one vote per member present, and the resolution will be passed by a simple majority. In the event of equality of votes, the Chairman shall have a second or casting vote. Voting shall be by a show of hands or by roll-call as may be decided by the Chairman, whose decision shall be final.
- 6.11 Applications for Grants should be passed to the Secretary to the Grants Sub-Committee for consideration, and their recommendation should be placed before the next Executive Meeting for approval. The decision of the Executive Committee on grants is final. After approval cheques would be sent by the treasurer when finances available.
- 6.12 Facilities for meetings of the Sports Network and the Executive Committee may be granted by Renfrewshire Council or the trust at its discretion.

7. Finance

- 7.1 The Executive Committee shall be responsible for:
 - 7.1.1 Maintaining appropriate accounting records
 - 7.1.2 Preparing an annual statement of accounts, including a statement of income and expenditure for each financial year, and a balance sheet at the end of each financial year
 - 7.1.3 Safeguarding the assets of the organisation
 - 7.1.4 Maintaining an appropriate system of internal control.
- 7.2 Monies received on behalf of the Sports Network shall be paid into a bank account in the name of 'Renfrewshire Sports Network', at a bank approved by the Executive Committee.
- 7.3 All cheques drawn against the Sports Network account shall be signed by any two of three nominated members of the Executive Committee.
- 7.4 At each meeting of the Executive, the Treasurer shall produce an updated financial report.
- 7.5 Only the Executive Committee may authorise expenditure from the Sports Network funds for the furtherance of the objects of the Renfrewshire Sports Network.
- 7.6 The statement of accounts for the year which will be subject to an independent review shall be presented to the Renfrewshire Sports Network at each Annual General Meeting.
- 7.7 The financial year of the Sports Network shall run from 1st April to the 31st March of the succeeding year.

8. Alteration to Constitution

- 8.1 The Constitution of Renfrewshire Sports Network shall not be amended except by resolution carried up by a majority of those present and voting at a Special General Meeting of the Sports Council.
- 8.2 The terms of any proposed amendment to the Constitution shall be issued in full, along with the notice calling any such Special General Meeting for which due notice has been given.

9. Dissolution

- 9.1 The Renfrewshire Sports Network shall not be wound up except by resolution carried by a majority of those present and voting at a Special General Meeting of the Sports Network called for that purpose.
- 9.2 If the decision is confirmed by a majority of those present and eligible to vote, the Executive Committee shall have the power to dispose of any assets held by or on behalf of the Sports network. Any assets remaining after the satisfaction of proper debts and liabilities shall be transferred to other organisations having similar aims and objectives.

10. Adoption

The constitution was certified as a true copy adopted by the general meeting of the interim committee on the 12th January 2009.

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Chairman: Jim McAusland

Address

Date: 14/01/09

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Secretary: Raymond Nelson

39 Hawkhead Road,
Paisley.
PA1 3NE

Date: 14/01/09