



## **CONSTITUTION**

Name – Thurrock Sports Council (hereinafter referred to as “The Council”)

### **1. AIMS AND OBJECTIVES**

Aims and objectives of the Council shall be to:

- (a) encourage and develop the playing of all sports (as defined by Sport England) with a view to promoting the physical and moral welfare of the Community.
- (b) formulate and minute rules and regulations to govern the work of the Council.
- (c) consider application from and, if approved, elect any Sports Club or organization to register.
- (d) form sectional organizations as deemed necessary to deal specifically with matters concerning registered clubs in any one sport or class of sport.
- (e) disseminate information concerning sports facilities throughout the Borough and to maintain an up to date record of registered clubs.
- (f) receive and consider reports and recommendations from any registered club, organization on any matter concerning the interests of the sport which it represents.
- (g) make representations to registered clubs, Thurrock Borough Council or other Authorities or Associations on any matter concerned with furthering the interests of and encouraging the adequate provision for sport within the Borough.
- (h) give advice or assistance to sports persons wishing to form or join clubs and to promising individuals for furtherance of their sport.
- (i) organize or promote the organization of such competitions, championships or sporting events as seem desirable in the interests of sport.

## 2. COMMITTEE STRUCTURES

### (a) Executive Committee

The following Officers and Members shall constitute the Executive Committee and be elected annually:

President - The Mayor of Thurrock  
Officers - Chair, Vice Chair, Secretary/Minutes Secretary, Treasurer

Executive Committee (of no more than 20 members) – where practical no more than one delegate to represent each registered body or sport.

Advisory Members - Thurrock Councillors and Council Officers (as nominated by Thurrock Council) together with representatives from outside bodies as Voting rights are not extended to these advisory bodies or members.

Meetings of the Executive Committee shall be held on the first Monday of the months of January, April, July, October. Chair/Vice Chair to take action between meetings, as s/he thinks fit, and shall report his/her action to the next meeting.

An agenda shall be prepared and circulated to all Officers and Executive Committee members and to Advisory Members concerned.

Minutes shall be recorded at Executive Committee Meetings and 5 members of the Executive Committee shall constitute a Quorum, if required in exceptional circumstances.

Voting. In the event that the Chair decides a vote shall be taken, each Sports Council Officer (except the Chair) and Executive Committee Member shall be entitled to vote. The vote shall be taken by a show of hands or by a secret ballot at the discretion of the Chair and in the event of a tie in votes the Chair shall have the casting vote.

### (b) The Annual General Meeting shall be held each year (unless decided otherwise due to extraordinary circumstances).

Notice of the AGM to be published at least two weeks before the date of the AGM.

Notice of Motion must reach the Secretary two weeks before the published date of the AGM by email.

Minutes of the proceedings shall be recorded.

Voting. In the event that the Chair decides a vote shall be taken, each Sports Council Officer (except the Chair) and Executive Committee Members shall be entitled to vote.

The vote shall be taken by show or hands or by secret ballot at the discretion of the Chair and in the event of a tie in votes the Chair shall have the casting vote.

### (c) Extraordinary General Meeting may be called at any time by the Council members. Notice of such a request shall be addressed to the Chair who will convene the meeting giving at least 14 days notice to all concerned of the day, time and meeting place and include an Agenda listing the Notice(s) of Motion which will be the sole item(s) on the Agenda.

### **3. FINANCE**

- (a) The Council's financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.
- (b) Proper books of accounts shall be kept by the Treasurer who shall be responsible for advising the Council on all financial matters affecting the Council's activities.
- (c) The Treasurer shall present a Statement of Account to the quarterly meetings of the Executive Committee.
- (d) Accounts shall be opened in the name of "Thurrock Sports Council" at a Bank approved by the Executive Committee into which all monies received on behalf of the Council shall be paid in.
- (e) Cheques for payment of all accounts shall be signed by any 2 Council Officers as agreed.
- (f) In the event that monies are paid into the Bank by persons other than the Treasurer, details of this transaction must be sent to the Treasurer within 48 hours of such lodgement.
- (g) Annual General Meeting. The Treasurer shall present a Statement of Account for the previous 12 months.

### **4. HONORARIUMS.**

To be paid to the Chair, Vice Chair, Secretary, Treasurer and Website Manager annually unless extraordinary circumstances arise, when the Officer concerned would be asked to resign and payment withheld. Amounts to be reviewed at the AGM.

### **5. REGISTRATION.**

Is open to all Sports Clubs and Associations based within the boundaries of Thurrock. The Council shall have the right to expel any Club or Association when, in the opinion of the Council, there are legitimate reasons for so doing. When the Council exercises this right, the expelled party (parties) shall have the right of appeal to the next Executive Meeting of the Council.

### **6. GRANT AID.**

A Grant Aid Sub Committee consisting of the Chair, Vice Chair, Secretary and Treasurer shall be appointed at the AGM with any three forming a quorum. The Sub Committee shall liaise between Executive Meetings to receive and deal with Grant Aid applications. All Clubs and Associations applying for Grant Aid must be based in Thurrock and be registered to Thurrock Sports Council. Non registered individuals must show proof of residence in Thurrock and be supported by their relevant Club.

### **7. SPECIAL POWERS.**

The Council shall be empowered to appoint Sub Committees and to co-opt any person or persons on to the Council or to its Committee as may be necessary to achieve its objectives. Co-option may be for such period or periods as may be considered necessary by the Council. There shall be no voting rights for the person co-opted. In the event of a vacancy occurring on the Council or in Committee the Council reserve the right to elect a person to fill such a vacancy for the remainder of the current

year. The Council is empowered to take action as it thinks fit in any circumstances not covered by this Constitution and such action shall be reported to the next AGM for ratification.

## **8. SPORTS EQUITY.**

Thurrock Sports Council means to ensure that wherever possible, everybody, regardless of age, race, gender, sexuality, religion, colour, social status or disability, has the opportunity to participate in all sport and leisure. All members shall be seen to receive fair and equal opportunities.

## **9. DISSOLUTION**

9.1 If at any General Meeting of the Council, a resolution be passed calling for the dissolution of the Council, the Secretary shall immediately convene a Special General Meeting of the Council to be held no less than one month thereafter to discuss and vote on the resolution.

9.2. If at that special General Meeting the resolution is carried by at least two thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such dates as shall have been specified in the resolution, proceed to realize the assets of the Council and discharge all debts and liabilities of the Council.

9.3. After discharging all debts and liabilities of the Council, the remaining assets shall not be paid or distributed amongst the Full Members of the Council but shall be given or transferred to some other voluntary organization having objects similar to those of the Council.

## **10. CONSTITUTIONAL CHANGES (ALTERATIONS OR ADDENDUMS)**

Amendments and/or Addendums may only be made at the AGM by Notice of Motion in accordance with Paragraph 2(b) "Notices of Motion" or at an Extraordinary General Meeting within the terms of Paragraph 2(c).

REVISED APRIL 2017