

# **CAITHNESS SPORTS COUNCIL CONSTITUTION, STANDING ORDERS AND RULES**

## **1. TITLE**

The organisation shall be known as "CAITHNESS SPORTS COUNCIL "hereinafter referred to as the Sports Council

## **2. OBJECTS**

- (a) The objects of the Sports Council shall be:
- (b) To promote interest and participation in sport, games, physical recreation and coaching in Caithness and surrounding area.
- (c) To encourage co-operation and co-ordination between all sporting and physical recreation interests within Caithness and surrounding area, both generally and in relation to specific projects.
- (d) To endeavour to secure the optimum use of all available sports facilities within Caithness and surrounding area, promote efficient communications with all agencies in the field. To examine the available sports facilities as against current and anticipated needs and to make recommendations to the Highland Council and any other appropriate body, from time to time in this connection.
- (e) To provide a publicity and information service on sport, games and physical recreation within Caithness and surrounding area.
- (f) To encourage competition at all levels and promote or support competitions, championships and social or other events as considered appropriate and desirable.

## **3 AFFILIATION**

All sports, games and physical recreational clubs in Caithness and surrounding area may apply for affiliation, as Members, to the Sports Council. Clubs from the surrounding area which choose to become Members of the Sports Council may only do so long as they are not members of another Sports Council. Caithness associations of clubs eligible for membership of the Sports Council may also be members. In these circumstances rights of such membership only applies to the association itself and its activities.

Group Associate Membership is also available to sports groups from outwith Caithness and to other activity groups from within Caithness. The rights of Group Associate Members are restricted to the use of the minibus. Individual Associate Membership is available to individuals normally resident in Caithness. The rights of Individual Associate Members are restricted to the right to apply for grants from the Sports Council in support of individual sporting excellence. Associate Membership must be approved by the executive Committee of the Sports Council. Associate Members do not have the right to vote at the Annual General Meeting.

All membership is subject to agreement to abide by the constitution and rules of the Sports Council, who shall retain the right to reject any application for affiliation or to withdraw affiliation on any grounds which to them appear reasonable provided the rejection or withdrawal is carried by a majority of two thirds of those present at a meeting of the Sports Council and that the reasons for the rejection or withdrawal be made known to the club or organisation.

Each Member and Associated Member shall pay an annual affiliation fee, given in Rule 1 of such amount as may be fixed by the Sports Council at the Annual General Meeting and such fee shall be payable on application and annually thereafter.

Honorary life membership may be given as the result of a resolution at the AGM.

Honorary members will have the right to attend any meetings of the Sports Council

#### **4 MEMBERSHIP**

Membership of the Sports Council shall consist of:

- 2 Representatives of Highland Council and one from Caithness & Sutherland Enterprise (C.A.S.E).
- Two representatives of each organisation affiliated to the Sports Council as full Members.

#### **5 OFFICE BEARERS**

The Office Bearers will consist of a Chairman, a Vice Chairman, Honorary Treasurer and an Honorary Secretary who shall retire at the Annual General Meeting but shall be eligible for re-election.

The Honorary Treasurer and Honorary Secretary will be paid an honorarium proposed by the Executive Committee, excluding the Honorary Treasurer and Honorary Secretary agreed at the AGM.

#### **6 THE EXECUTIVE COMMITTEE**

The day to day work of the Sports Council shall be carried on by an Executive Committee consisting of the following:

- (a) The four Office Bearers of the Sports Council listed above.
- (b) Two Representatives of Highland Council and one from Caithness & Sutherland Enterprise (C.A.S.E.)
- (c) Eighteen members of the Sports Council preferably representing cognate groups as follows:
  - 4 Members - Outdoor Sports or games
  - 4 Members - Indoor Sports or games
  - 4 Members - Water Based Sports or games
  - 4 Members - Leisure and Recreational Sporting Pursuits
  - 2 Youth members less than 21 years old at the time of their appointment who give up their appointment at the AGM following their 21st birthday.

The ex officio members of the Executive Committee shall be elected at the Annual General Meeting of the Sports Council and shall retire at the following Annual General Meeting but shall be eligible for re-election.

The representatives of the cognate groups will be elected at the Annual General Meeting. Only members of a particular cognate group may vote in the elections for that particular group, names being taken from advance nomination forms received. Any remaining vacancies shall be filled by nomination at A.G.M or co-option by the Executive Committee.

The Executive Committee shall have power to co-opt persons to fill casual vacancies therein but maintaining the foregoing categories of membership. The Executive Committee shall meet not less than four times per annum and at such intervals as they may determine having regard to the business to be transacted. The Executive Committee shall have power to appoint from among their numbers such Sub-Committees and Chairman thereof as they may deem necessary in order to carry out the objects 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.

The Chairman can be, and Secretary of the Sports Council shall be, ex officio members of all Sub-Committees.

The notice calling the Annual General Meeting of the Sports Council shall be accompanied by a report prepared by the Chairman on the work of the Executive Committee during the year. All meetings of the Sports Council and the Executive Committee, but not its sub committees, will be open to the press to attend. The press may be excluded, from discussions not involving the spending of public money, at the discretion of the meeting.

## **7 GENERAL MEETINGS**

All meetings of the Sports Council will be conducted according to the Standing Orders given in Appendix 1.

A special General Meeting of the Sports Council shall be held if requisitioned by the Chairman or by the Executive Council or by any six of the affiliated clubs or organisations, by letter in writing addressed to the Secretary and stating the nature of the business proposed to be considered at such a meeting. Any Special General Meeting of the Sports Council so requisitioned shall be convened within 21 days of receipt by the Secretary of such requisition, and that the business to be transacted be clearly stated on the notice from the Secretary calling such a meeting.

Meetings of the Sports Council, the Executive Committee and Sub Committees may be held in any convenient place in Caithness. The Annual General Meeting shall normally be held in the month of May in each year but as a result of extenuating circumstances it may be postponed to June.

THE A.G.M.SHALL:

- (a) Receive the Annual Report and audited Statement of Accounts up to 31<sup>st</sup> March each year.
- (b) Make arrangements for the external auditing of the accounts
- (c) Appoint Office B bearers and Members of the Executive Committee and
- (d) Dispose of any other competent business.

All resolutions to be considered must be intimated in writing to the Secretary 21 days prior to the Annual General Meeting, and appear on the agenda thereof.

## **8 FINANCE**

1. The financial year commences 1st April and ends 31st March.

2. Member Organisations shall pay not later than the last day of June in each year such Annual Subscription as may be determined by the Sports Council in General Meetings Any Member whose subscription is not paid shall be deprived of the privileges of membership until paid. If such subscription is not paid by the last day of August in any year the membership of such club shall be terminated. Provided that its annual subscription is paid for the year each member organisation shall be entitled to be represented by two delegates at General Meetings of the Sports Council and shall be entitled to two votes. Affiliation fees will remain valid up to and including the Annual General Meeting.

3. Proper books of accounts shall be kept by the Honorary Treasurer who shall be responsible for advising the Sports Council on all financial matters affecting the Sports Council's activities. The Sports Council may receive funds from Sponsors for general or specific purposes. Where funds are for specific purposes the Honorary Treasurer shall maintain accounts that demonstrate that the funds have only been used for that purpose. The Honorary Treasurer shall make available such accounts to Sponsors if they are asked for.

4. Moneys received on behalf of the Sports Council shall be paid into a bank account in the name of "CAITHNESS SPORTS COUNCIL" at a bank approved by the Executive Committee. Cheques drawn against the Sports Council's account shall be signed by the Honorary Treasurer and either the Chairman, Vice-Chairman or Secretary. In exceptional circumstances cheques may be signed by any two APPROVED SIGNATORIES.

5. At each meeting of the Executive Committee the Honorary Treasurer shall produce a financial statement, in a readily understood form, showing the cumulative position and changes since the last statement.

6. The Executive Committee may authorise expenditure out of the Sports Council's funds for the furtherance of the objects of the Sports Council.

## **9 GRANTS**

The Sports Council, through its Executive Committee, may make grants of such sums as they seem appropriate to affiliated Members, Associated Members or to individuals who are members of a Member organisation. The qualification for consideration for a grant is one year's membership or a shorter duration at the discretion of the Executive Committee. Grants will be disbursed and administered according to rules which have been agreed with the provider of the funds, in the case of funds where the Sports Council has complete discretion then the funds shall be disbursed according to the rules pertaining to Sports Council funds.

## **10 DISSOLUTION**

1. The Sports Council may be dissolved only by a resolution submitted to a Special General Meeting convened for that purpose and approved by at least three quarters of the members present entitled to vote and voting.

2. In the event of such dissolution the whole assets of the Sports Council, after paying all liabilities, shall be disposed of in a manner determined by the Special General Meeting.

## **11. ALTERATIONS AND AMENDMENTS TO CONSTITUTION**

This Constitution of the Sports Council shall not be amended except by resolution carried by a majority of two thirds of those present and entitled to vote at an Annual General Meeting of the Sports Council or, with similar voting, at a Special General Meeting of the Sports Council. The terms of any proposed amendment to the Constitution shall be issued in full along with the notice calling any such special General Meeting. Details of any proposed alteration to the Constitution shall be in the hands of the Secretary at least 21 days before the meeting at which the change is to be discussed.

## **12. STANDING ORDERS**

The Standing Orders for meetings of the Sports Council are contained in Appendix I of this Constitution.

The Standing Orders may only be amended as the result of a motion passed by a simple majority at the AGM.

## **13. RULES**

The rules of the Sports Council are given in Appendix 2 of this Constitution.

The rules of the Sports Council may be amended by the Executive Committee at any meeting of the committee. Changes made to the rules must be notified to and accepted by the AGM.

This Constitution was approved at the Annual General Meeting of Caithness Sports Council in Castletown Primary School on 22nd April 1998

Amended 21st April 1999 A.G.M. Assembly Rooms Wick

Signed Chairman

Signed Vice Chairman

Signed Hon Treasurer

Signed Hon Secretary

## **APPENDIX 1**

### **STANDING ORDERS FOR MEETINGS OF THE CAITHNESS SPORTS COUNCIL**

#### **1. Notice of meetings**

All meetings of the Sports Council and meeting of the Executive Committee shall be called by the Secretary and 14 days notice in writing shall be given as to the time and place thereof and the business to be considered in so far as is known in the case of meetings of the Sports Council, and 14 days notice in the case of the Executive Committee.

Meetings of Sub Committees of the Executive Committee shall be called by the Secretary or by the Chairman of such Sub Committees as may be agreed between them.

#### **2. Chairman**

the Chairman whom failing, 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 members to preside.

#### **3. Order of business**

Business will be dealt with in the order in which it appears in the agenda. The Chairman of the meeting may, however, with the consent of the majority of the meeting present and voting, give precedence to urgent business.

#### **4. Suspension of Standing Orders**

The Chairman of the meeting may move or accept a motion for the suspension of one or more of the Standing Orders. The proposer shall state the reason for moving suspension and if necessary the length of time it is desired the suspension is to last. There shall be no debate on the question. In order that a motion for the suspension of standing orders be accepted two thirds of those present must vote in its favour.

#### **5. Minutes**

Minutes of meetings shall be kept in a file by the Secretary of the Sports Council. The Minutes of the previous meeting shall be read in full, unless they have been previously circulated to all members. The approval of the minutes and any conditions associated with the approval shall be recorded in the minutes of the following meeting. The Minutes shall contain a record of those attending the meeting and those submitting apologies.

#### **6. Motions**

Motions for the agenda should be sent to Secretary three weeks before the meeting. The Chairman shall have complete discretion on the handling of motions on the agenda and any amendments. In the event of a vote being taken on a motion any amendments must be voted on before a vote is taken on the motion as a whole.

## **7. Any other competent business.**

Any member desiring to introduce business under the heading any other competent business (AOCB) may do so, but the Chairman may require notice or accept such business at his discretion.

## **8. Rules of procedure at all meetings.**

Voting at meetings of the Sports Council and the Executive Committee shall be on the basis of one vote per member present and entitled to vote, the Chairman shall have a casting vote as well as a deliberative vote.

Voting for the election of officers may be a show of hands. Where a simple majority of those eligible to vote so request, it shall be by ballot. The quorum for a meeting of the Sports Council shall be 10% of all affiliated clubs, including at least two office bearers. For any meeting of the Executive Committee the quorum shall be eight including at least two office bearers.

## **9. Travelling and out of pocket expenses**

In all cases travelling and out of pocket expenses shall be agreed by the Executive Committee before any expenditure is incurred what items can be charged as expenses and at what rate. No refund shall be given otherwise.

## **10. Closure**

Meetings shall be closed when the Chairman so states.

## **APPENDIX 2**

### **RULES OF THE CAITHNESS SPORTS COUNCIL**

#### **Index of Rules**

- Rule 1    Affiliation Fees
- Rule 2    Operation of the Minibus
- Rule 3    Child Protection Policy

#### **RULE 1   AFFILIATION FEES**

1.        The affiliation fee for any members shall be set at the AGM.

#### **RULE 2   OPERATION OF THE MINIBUS**

1.        The Executive Committee shall appoint a member, the Minibus Officer, to be responsible for the day to day operation of the Minibus. The remuneration of the appointee will be proposed by the Executive Committee and agreed at the AGM of the Sports Council.

##### **2. Responsibilities of the Minibus Officer**

Ensuring that the requirements, in the terms of the Section 19 Permit as granted by the Traffic Commissioners are strictly adhered to. These are detailed in the DETR document "Passenger transport provided by voluntary groups under the Section 19 or 22 permit system" (Guide for Operators) Jan 1999, as follows:

- (i)        Ensuring that the Minibus is presented for MOT renewal at the appropriate time annually.
- (ii)        Ensuring that the Minibus meets the requirements of Law.
- (iii)        Ensuring that the Minibus is given regular safety checks at 8 week intervals, and that any defects identified in the vehicle safety checks are immediately rectified.
- (iv)        Ensuring that the Minibus is maintained at the agreed schedule times and that any defects identified are immediately rectified.
- (v)        Ensuring that the Minibus is given pre-journey checks, the results of which are to be entered in a check sheet. Any deficits, or faults reported in such a check to be immediately rectified and the check sheets stored.
- (vi)        Ensuring that all drivers are vetted as to their eligibility to drive (see Driver Licensing for Minibuses Revised 2000, issued by the Community Transport Association). Drivers without HGV, PSV or Highland Council Minibus Licence will be given a driving assessment.
- (vii)        Ensuring that the Minibus is properly insured and that an annual road fund licence is obtained, and for acting as the point of contact with the insurance company in the case of an accident.
- (viii)        For the setting up and administration of a system for booking the use of the Minibus.
- (ix)        For the administration of the fuel agency card.

(x) For invoicing users and obtaining payments for the use of the Minibus.

3. Drivers of the Minibus must carry out all checks and complete all documentation as required by the Minibus Officer, and ensure that the Minibus is left clean and tidy. The Minibus must be properly locked whenever it is left unattended. In the event of an accident or of the theft of the Minibus the driver must inform: the Minibus Officer and the Honorary Treasurer or Secretary, and complete an accident report form (included in the documentation on board the Minibus).

If the conditions for the use of the Minibus are not met then the driver may be removed from the list of those authorised to drive the minibus and the club charged for the costs of cleaning.

4. If the Minibus is used to tow a trailer then the gross weight of the trailer must not exceed 500 kg and the downward pressure on the towbar must not exceed 75 kg. The driver is responsible for ensuring that these conditions and the legal requirements for trailers are met. Responsibility for the insurance of the trailer and its contents is the responsibility of the organisation using the Minibus. The Minibus insurance, with respect to the trailer, only covers third party claims.

5. The Minibus is only available to clubs whose membership fee for the Sports Council has been paid and who have been in membership for at least one month.

6. The charges for the use of the Minibus must be reviewed at least annually by the Executive Committee and advised by the Honorary Treasurer and the Minibus Officer.

### **RULE3 - CHILD PROTECTION**

1. The Caithness Sports Council has adopted and fully endorses the Child Protection Policy of the Highland Council. To this end the Council will not pay out any Grant monies to any affiliated club, with junior members, that has not, itself, adopted the policy and made a signed statement to that effect prior to any grant application.

2. It will also ensure that the Policy will be enforced for any sporting event which it organises.

3. The designate Officer for Child Protection of the Caithness Sports Council shall be the Secretary.

Approved at an Executive Committee Meeting on 18th December 2000.