

River Tay Community Sport Hub Constitution



1. Name

The name of the organisation shall be River Tay Community Sport Hub, hereinafter referred to as the 'Hub'.

2. Objectives

The Hub is established to pursue the following objectives:

- Growing participation in sport, physical activity and active recreation and increasing membership of sports clubs that are members of the hub.
- Engaging local schools across Perth and Kinross to get active on and around the River Tay
- Promoting community leadership
- Ensuring a range of sporting and active recreation opportunities around and on the River Tay are available for the community.
- Bring all appropriate partners / groups / people that are interested and involved in sport within River Tay to work together, to share good practice, expertise, knowledge and resources, to provide the unified voice for improving sport and widening river and shore based sporting opportunities.
- Providing equal opportunities for successful participation by all section of the community.
- Improve safety for users that share the River Tay for sport and recreational activities

3. Affiliation

The Hub shall be registered with **sportscotland's** MySport monitoring programme.

4. Membership

The membership of the hub shall comprise of sports clubs, young hub leaders, people and organisations in River Tay that are committed to the widening & improvement of River and shore based sporting and physical activity opportunities.

Membership is open to all and no application for membership will be refused on other than reasonable grounds. There should be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

Membership of this hub will be until 30th April 2019. Should the sport hub continue beyond this date, membership will be renegotiated with all members and relevant partners annually thereafter.

All members are subject to the Constitution of the Hub. All members will receive a copy of the Constitution

Members shall be enrolled on one of the following categories:

- Sports Clubs
- Physical Activity Providers
- Individuals
- Associate Organisation (non-sports club)
- Young Leader

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Any rejected membership application may be appealed to the Perth and Kinross Community Sport Hubs Officer

There will be no membership fee charged to join the hub.

All members shall be entitled to vote at General or Annual General Meetings

All members may be elected and serve on the Management Committee

No portion of the hub's income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members

Members are required to:

- Complete an application form to join the community sport hub.
- Attend meetings, sending informed substitutes when appropriate, who also have the authority to make decisions on behalf of their organisation.
- Contribute towards discussions and decision making.
- Ensure all actions and tasks agreed by the group are acted upon.
- Attend at least 75% of the hub's meetings from April to the following March.
- Work towards achieving PACES or SGB accreditation scheme.
- Provide statistics on numbers of participants, coaches, volunteers & officials at least annually in time for the data submission by the community sport hubs officer to **sportscotland** in March)

Suspension, Refusal or Termination of Membership

The management committee shall be entitled to:

- Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Hub as set out in Rule 2 of this constitution.
- For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to the Perth and Kinross Community Sport Hubs Officer
- Refuse renewal of annual members for any member that fails to attend and contribute to 75% of the hub's meetings held across the year starting in April and end in March the following year.

5. General Meetings

Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- Receive and confirm the minutes of the previous AGM
- Presentation of the Hub's financial accounts for the year.

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- Presentation of Hubs projected financial situation for the forthcoming year, and the setting of all fees (if any)
- Presentation of Chairpersons report
- Election of officers to the management committee
- Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be 4 sports clubs

Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- 33% of the membership
- The Chairperson.
- 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days' notice, and stating the business to be discussed.

Rules for General Meetings

- A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- All members shall register with the Secretary prior to the start of the meeting.
- Each member shall have one vote however Individual members that are members of any club already represented at hub meetings cannot vote.
- All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- The quorum shall be four sports clubs or organisations that are members of the sport hub.
- The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions. Minutes should be distributed to members within seven days of the meeting.

6. Election of Officers to The Management Committee

The Management Committee shall consist of the following Officers:

- Chairperson
- Treasurer
- Vice Chairperson
- Secretary

Support for the Management Committee will be provided as appropriate by the Perth and Kinross Community Sport Hubs Officer and Assistant Community Sport Hubs Officer.

The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.

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Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.

All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.

Uncontested posts may be filled by nomination(s) and election at the AGM.

The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

7. Members Of The Management Committee

As detailed above, all elected members of the management committee shall be entitled to one vote each at General Meetings, except the Chair of the meeting who may have the deciding vote in the event of a tie.

The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.

The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the Hub, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

8. Rules For The Management Committee

The Chairperson shall chair the meeting, or in his/her absence one of the Vice President, Secretary or a nominee from the committee in the event of all those mentioned being absent.

Fourteen days' notice of any meeting of the management committee shall be given by the Secretary, except when:

The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.

In an emergency, the Chairperson may call a meeting at three days' notice.

The quorum shall be 3 of those Officers entitled to vote, as listed at Rule 6.

All members of the management committee as listed at Rule 6. a) shall be entitled to vote.

All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

9. Conflict of Interest

In the course of general meetings, the AGM or an EGM, members will disclose any interest in a transaction or decision where there may be a conflict between the hub's best interests and the member's best interests or the organisation that the member is involved with/representing.

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Finance

The income and property of the Hub, however derived, shall be applied solely towards the objectives of the Hub as set out in Rule 2, of this constitution.

The Hub shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.

All monies shall be lodged in a bank account in the name of the Hub.

The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Hub, of which two signatories shall be needed.

The financial year of the Hub shall run from 1st April to 31st March

Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

The Dissolution of the Hub

Any resolution to dissolve the Hub may be passed at any General Meeting provided that:

- the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that
- at least twenty-eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
- such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- If, upon the winding up or dissolution of the Hub there remains after the satisfaction of all the Hub’s debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Hub by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of River Tay Community Sport Hub.

SIGNATURES

Chair

Date

Secretary

Date