

ClubSportEdinburgh Constitution

(ratified at the AGM 11.08.2014)

1. NAME

The name of the organisation shall be **ClubSportEdinburgh**

2. OBJECTIVES

The objectives of the **ClubSportEdinburgh** shall be:

- a. To promote interest and participation in sport and sport related recreation in the City of Edinburgh;
- b. To co-ordinate and promote the work of the various sports clubs in the City of Edinburgh;
- c. To promote or support competitions, championships and social or other sports events as considered desirable;
- d. To encourage good management and an awareness of health and safety in sports clubs within the City of Edinburgh by arranging training courses to provide committees and coaches with the skill sets recognised as necessary to perform the duties required for coaching, running a sports club or organising a sporting event;
- e. To assist in the formation of sports clubs where none exist and there is demand, or where the existing clubs are unable to fulfil current needs;
- f. To encourage, (in support of the City of Edinburgh Council, the Local Authority for the said City under the Local Authority etc. (Scotland) Act 1994 and having its principal offices at City Chambers, High Street, Edinburgh, EH1 1YJ, as Education Authority), school pupils and school-leavers to continue sporting and recreational activities;
- g. To receive reports and recommendations from sports clubs within the City of Edinburgh on all matters concerning sport and to take appropriate action thereon;
- h. To publish and maintain a website with up-to-date information on the work of the Sports Forum and its members;
- i. To foster, in all matters connected with sport and recreation, links between the Sports Forum and any other recognised body expressing a similar interest in developing club sport;
- j. To liaise with the said City of Edinburgh Council as Local Authority for the City of Edinburgh (hereinafter referred to as "The Local Authority") on all matters relating to the development of sport and recreation in Edinburgh;
- k. To promote all activities that support and progress the above mentioned objectives.

3. EQUITY

ClubSportEdinburgh shall be non-political, non-sectarian and non-denominational and shall not discriminate on grounds of gender, race, disability, sexual orientation or religion.

4. AFFILIATION

All clubs based in Edinburgh (as defined by electoral boundaries) directly concerned with sport as recognised by the Executive Committee of **ClubSportEdinburgh** and **sportscotland**, a non-departmental public body, or their statutory successors may apply for affiliation to

ClubSportEdinburgh, subject to agreeing to abide by any rules which may be made by the application for affiliation or to withdraw affiliation on any grounds which to them appear reasonable.

Affiliation will be subject to the club's constitution meeting the requirements of **ClubSport**Edinburgh and the payment of an affiliation fee to be agreed annually at the AGM.

Should suitable facilities be unavailable to clubs who are seeking to benefit residents of Edinburgh, CSE membership will be available to such clubs who operate in neighbouring Local Authorities. Approval will be at the discretion of the CSE committee.

5. MEMBERSHIP

Membership of **ClubSport**Edinburgh shall be open to:

- a. Each club or organisation affiliated to **ClubSport**Edinburgh;
- b. All members of the Executive Committee of **ClubSport**Edinburgh;
- c. One representative from Edinburgh Leisure a company incorporated under the Companies Acts (Company Number SC179359) Registered Charity No: SC027450 and having its Registered Office at **Vantage Point, Edinburgh EH11 4DF**
- d. Two representatives from the City of Edinburgh Council (see 7b + 7e);
- e. Such additional individual members as **ClubSport**Edinburgh through the Executive Committee, may decide to accept as members;
- f. Honorary Life Members appointed at the Annual General Meeting from members and / or former members of **ClubSport**Edinburgh who have rendered valuable services to **ClubSport**Edinburgh, such members having no powers of vote;

6. OFFICE-BEARERS

The office-bearers shall consist of a Chair, Vice-Chair, both of whom must be elected from a sports club entitled to membership of **ClubSport**Edinburgh, a Secretary and a Treasurer. All office bearers retire at the Annual General Meeting, and shall be eligible for re-election. All office-bearers shall be unpaid

The Executive Committee may co-opt an Honorary President and may appoint up to three Honorary Vice Presidents, none of whom is entitled to vote. These appointments to be ratified at the AGM.

7. EXECUTIVE COMMITTEE

The day-to-day work of **ClubSport**Edinburgh shall be carried out by an Executive Committee consisting of the following:

- a. Four elected office-bearers of **ClubSport**Edinburgh listed above;
- b. One representative from the Culture & Sport section of the Local Authority;
- c. Up to 5 further representatives from affiliated clubs, but with no more than 3 representatives from 1 sport.
- d. One representative from Edinburgh Leisure incorporated under the Companies Acts (Company Number SC179259) and having their Registered Office at 54 Nicholson Street Edinburgh EH8 9DT;
- e. One representative from Active Schools, or its successor school sports initiative;

- f. One representative from Lothian Disability Sport
- g. One representative from the Edinburgh Sports Pitch Development Group

A member of the Committee, having been duly informed of the time and place of a Committee Meeting, who does not attend on three consecutive occasions, without having rendered a reason for absence, such reason being acceptable to the Committee, and after due warning, he / she will be deemed to have resigned from the Committee.

The members of the Executive Committee shall retire at the Annual General Meeting of **ClubSport**Edinburgh, but shall be eligible for re-election.

The Executive Committee shall have power to co-opt such additional persons as they in their sole opinion consider appropriate to further the aims and specific objectives of **ClubSport**Edinburgh. Any individuals co-opted into meetings are restricted to advisory rights only making them ineligible to vote should any decision at the meeting require such action.

The Executive Committee will be entitled to fill causal vacancies by co-option. Members co-opted to fill causal vacancies shall be entitled to vote.

The Executive Committee shall meet at such intervals as they may determine, but shall meet a minimum of 3 times in the course of a year (excluding the Annual General Meeting).

The Executive Committee shall have power to appoint such additional Sub-Committees and convenors as they deem necessary, in order to carry out the objects of **ClubSport**Edinburgh. These committees can only operate within the remit they have been set by the Executive Committee and do not have additional voting rights. All sub-committees shall include at least one Executive Member.

8. MEETINGS

The Chair, failing which the Vice-Chair, shall preside at all Meetings of **ClubSport**Edinburgh and of the Executive Committee. In the absence of both the Chair and Vice-Chair, those present, as appropriate, shall appoint one from their number to preside. In this occurrence all decisions must be carried over to a quorate meeting at which either the Chair or Vice Chair is present for final approval.

All meetings of **ClubSport**Edinburgh shall be called in writing by the Secretary at least 21 days in advance detailing the time and venue. Business can be submitted to the Secretary up to 7 days prior to the meeting.

All meetings of the Executive Committee shall be called in writing by the Secretary at least 14 days in advance detailing the time and venue. Business can be submitted to the Secretary up to 24 hours prior to the meeting.

Sub-Committees meetings shall be called by the Secretary.

Meetings of **ClubSport**Edinburgh shall be called by notices addressed to the Secretaries of the affiliated clubs and appropriate organisations and individual members. Meetings of the Executive Committee and Sub-Committees shall be called by notices addressed to the individual members of each group.

The notice calling the Annual General Meeting of **ClubSport**Edinburgh shall be accompanied by a statement prepared by the Chair on the work of the Executive Committee during the financial year end immediately prior to the Annual General Meeting and a report by the Treasurer on the financial position of **ClubSport**Edinburgh as at close of the financial year immediately prior to the Annual General Meeting.

The Annual General Meeting will be held no later than three months after the end of the financial year, on a date to be decided by the Executive Committee.

The business of the Annual General Meeting shall include the appointment of an independent auditor and Annual Reports by the Chair and Treasurer for the financial year end immediately prior to the Annual General Meeting.

A Special General Meeting of **ClubSportEdinburgh** shall be held if requisitioned by the Executive Committee or by 10% of the affiliated membership.

Any requisition must be made in writing and be addressed to the Secretary stating the nature of the business proposed to be considered. Any Special General Meeting of the **ClubSportEdinburgh** is subject to the same constitutional requirements of Annual General Meetings with the addition that the meeting must be held no sooner than 7 days and no later than 21 days of the Secretary receiving the requisition.

Voting at meetings of the Executive Committee shall be on the basis of one vote per member, excluding the Chair who shall have the casting and deliberative vote. Voting shall be by a show of hands or any other method decided by the Chair.

The meetings of the Executive Committee shall be open to all members of **ClubSportEdinburgh** to attend; however they will have no speaking rights and may only observe proceedings. If there are any issues which members wish to be considered by the Executive Committee, these must be notified to the Secretary in advance of the meeting.

Voting at meetings of **ClubSportEdinburgh** shall be on the basis of one vote per affiliated member, excluding the Chair who shall have the casting and deliberative vote. Voting shall be by a show of hands or any other method decided by the Chair.

The Quorum for all meetings shall be half of the officer bearers and 10% of the remaining affiliated members.

9. FINANCE

- a. Proper books of accounts shall be kept by the Treasurer who shall be responsible for advising **ClubSportEdinburgh** on all financial matters affecting **ClubSportEdinburgh's** activities;
- b. **ClubSportEdinburgh's** financial year shall be run from 1st April to 31st March in each year;
- c. Monies received on behalf of **ClubSportEdinburgh** shall be paid into a Bank Account in the name of "**ClubSportEdinburgh**" at a Bank approved by the Executive Committee;
- d. All cheques drawn against **ClubSportEdinburgh's** account shall be signed by the Treasurer and the Chair. The Executive Committee can appoint two members as further signatory, either one of whom who may act as the second signatory in the temporary absence of either the Chair or the Treasurer.
- e. The Executive Committee shall, if so decided by the Local Authority, consider and make recommendations upon appeals for financial support received by the Local Authority taking into consideration available funds, criteria and conditions set out by the Local Authority.

10. DISSOLUTION

ClubSportEdinburgh shall only be dissolved by resolution if it is carried by two thirds of the total membership of the Sports Forum at a Special General Meeting called for that purpose.

In the event of **ClubSportEdinburgh** being dissolved, all funds of **ClubSportEdinburgh** shall be passed to the Local Authority under the condition that it is used to continue any of the charitable objectives defined in section 2 or such similar objectives declaring that in no circumstances is the said funds to be held or applied for any purpose which is not an exclusively charitable purpose.

11. AMENDMENT TO CONSTITUTION

The Constitution of **ClubSportEdinburgh** shall not be amended except by resolution carried by two thirds of the membership present at a quorate General Meeting of **ClubSportEdinburgh**. The

terms of any proposed amendment to the Constitution must be issued in full when calling for a General Meeting.

Adopted by:

Name:.....	Name.....
Signature.....	Signature.....
Position.....	Position.....
Date.....	Date.....