

Yealmpton & District Sports & Recreation Association – **Constitution**
(Version 2, December 2017).

Title

The Association will be called the Yealmpton & District Sports & Recreation Association hereafter to be referred to as “the Association”.

The Association is responsible for the management of the Recreation Ground in Yealmpton (and any buildings thereon) by reason of a Lease made on the 14th day of October 2002 between Michael Rodney Pownall Bastard (the Landlord) and Frederick Furzeland, Keith Marshall, Adrian Bingham and Robin Moiser (the Tenant). The Recreation Ground is identified edged red on the plan annexed to the Lease.

(This Constitution is supported by, and should be read in conjunction with, the Rules of the Association).

1. Objectives

- 2.1 To foster and promote sport, recreation and social activity in Yealmpton & District, providing appropriate facilities and support to meet these objectives, including funding where appropriate;
- 2.2 To organise and undertake fundraising activities for the benefit of the Association and it’s affiliated clubs.

2. Membership

The Association comprises two levels of affiliated membership:

- Primary affiliated clubs – defined as those clubs based in Yealmpton that are resident users of the facilities at the Recreation Ground.
- Tenanted affiliated clubs – defined as any club renting or hiring facilities at the Recreation Ground from the Association.

3. Officers

3.1 The Officers of the Association will be:

3.1.1 Chair;

3.1.2 Vice Chair;

3.1.3 Secretary;

3.1.4 Treasurer;

3.1.4 Chair of the Social Committee;

3.1.5 a nominated representative from each Primary affiliated club.

In addition, a President will be appointed by the Officers as a titular head of the Association to bring experience and guidance to the organisation.

The President, a nominated representative from each Tenanted affiliated club, together with the Landlord and Tenant may also attend Committee meetings but will not be afforded voting rights. Further representatives from affiliated clubs may also attend Committee meetings where considered appropriate but will not be afforded voting rights.

4. Election of Officers

4.1 The Chair, Vice Chair, Secretary, Chair of the Social Committee and Treasurer will be elected at the Annual General Meeting of the Association.

4.2 The Chair, Vice Chair, Secretary, Chair of the Social Committee and Treasurer are elected for a period of one year, but may be re-elected to the same office or another office the following year.

4.3 An Examiner of Accounts will be elected annually at the AGM;

4.4 Representatives will be nominated by the affiliated clubs and will be notified each year to the Association AGM.

5. Management Committee

5.1 Management of the Association will be controlled by a Management Committee comprising the Officers. The Management Committee will meet at regular intervals and not less than twice a year.

5.2 The duties of the Management Committee will be:-

5.2.1 To control the affairs of the Association;

5.2.2 To keep accurate accounts of the finances of the Association through the Treasurer. These should be available for reasonable inspection by relevant persons and should be examined by the appointed accounts examiner before every Annual General Meeting. The Association will maintain appropriate bank accounts. The Association's financial year will run from 1 October to 30 September.

5.2.3 To make decisions on the basis of a simple majority vote by the Officers. One vote is allowed per Officer; that is The Chair, Vice Chair, Secretary, Treasurer and Chair of the Social Committee will have one

vote each, as will each affiliated club. In the case of equal votes, the Chair will be entitled to a second and casting vote.

5.2.4 To appoint Sub-Committees as necessary to fulfil the Association's business.

5.3 Control of Association Funds

The Treasurer will keep accounts and will be responsible for collection of all monies due to the Association and for payment of all monies due by the Association. Cheques drawn on the Association accounts will be signed by two of the Chair, Treasurer and any other Officer nominated by the Management Committee.

Notes:

- A quorum will consist of 3 Officers.
- The Management Committee will have the right to co-opt suitable persons to fill any vacancy which may occur in the Management Committee; the co-opted Officer will have full voting rights until the next AGM.
- In addition, the Management Committee will have the right to co-opt additional suitable persons as the Committee feels necessary. Co-opted Officers will not be entitled to vote on the Committee.

6. Other Committees

6.1 As well as the Management Committee, the business of the Association will be supported by a Social Committee and any "ad hoc" Committee authorised by the Management Committee.

6.2 Neither the Social Committee nor any "ad hoc" Committee will be authorised to spend money on behalf of the Association without the permission of at least 2 other members of the Management Committee, one of which being the Chairman or the Treasurer.

7. General Meetings

7.1 The Annual General Meeting will be held as soon as possible after the end of the financial year. 30 clear days' written notice will be given to Officers of the Annual General Meeting. Any business to be considered at the Annual General Meeting must be notified to the Secretary at least 21 days before the meeting. The Secretary will circulate or give notice of the agenda for the meeting not less than 14 days before the meeting.

7.2 The business of the Annual General Meeting will be to:-

7.2.1 Confirm the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.

7.2.2 Receive the examined accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Officers.

7.2.4 Elect an accounts examiner.

7.2.5 Elect the Chair, Vice Chair, Secretary, Treasurer and Chair of the Social Committee for the next year.

7.2.6 Transact such other business received in writing by the Secretary from Officers 21 days prior to the meeting and included on the agenda.

7.3 Extraordinary General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from relevant persons. At least 21 days' notice of the meeting will be given.

7.4 Nomination of candidates for election of the Chair, Vice Chair, Secretary, Treasurer and Chair of the Social Committee will be made in writing to the Secretary in advance of the Meeting. The Management Committee may make subsequent nominations for any Officer when no valid nomination has been received. Details of all nominations and ballot papers, where necessary, will be issued with notice of the Annual General Meeting, where the votes will be counted.

7.5 At all General Meetings, the chair will be taken by the Chair or, in his absence, the Vice Chair.

7.6 Decisions and elections made at a General Meeting will be by a simple majority of votes from Officers attending the meeting. One vote is allowed per Officer; that is The Chair, the Vice Chair, Secretary, Treasurer and **Chair of the Social Committee** will have one vote each, as will each affiliated club.

7.7 A quorum for a General Meeting will be 25% of the Officers.

8. Alterations to the Constitution

Any proposed alteration to the Association's Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be notified to the Secretary 28 days before the AGM or Extraordinary General

Meeting duly proposed and seconded. The proposer will attend the AGM or Extraordinary Meeting to present the proposal. Such alterations will be passed if supported by a majority of those Officers present at the meeting, assuming that a quorum has been achieved.

9. Legislation

The Association supports the provisions of the following legislation:

- Anti doping;
- Children and Vulnerable Adults;
- Discrimination, Equal Opportunities and Human Rights;
- Health and Safety;
- Insurance and Indemnification;
- Misconduct, Suspension and Exclusion of Officers.

Note : There is no single piece of legislation that covers each of the above items in the UK, just an ever growing number of laws and Guidance Notes continually being amended and updated.

10. Disputes or Complaints.

Anyone having a complaint against or dispute with the Association or any Officer will present it in writing to the Management Committee, who will follow procedures laid down in current disciplinary legislation.

11. Indemnity Clause

Each Officer will (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Association which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Association arising therefrom, or incurred in good faith in the purported discharge of such duties save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

12. Dissolution

12.1 If, at any General Meeting of the Association, a resolution be passed calling for the dissolution of the Association, the Secretary will immediately convene a Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

12.2 If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Officers present, the Committee will thereupon, or at such date as will have been specified in the resolution, proceed to realise the

assets of the Association and discharge all debts and liabilities of the Association, including conditions set in the Lease.

12.3 After discharging all debts and liabilities of the Association, the remaining assets will not be paid or distributed amongst the Officers of the Association or Lessees or affiliated clubs, but will be given or transferred to affiliated clubs in accordance with the formula contained in the Association Rules. This does not include the assets of Yealmpton And District Rifle Club, which will be disposed of in accordance with their own constitution, the rules of their governing body (National Small-bore Rifle Association) and the law.