

CONSTITUTION OF THE TORBAY SPORTS COUNCIL

1. Name

The name of the Council shall be the Torbay Sports Council (hereinafter called the Sports Council).

2. Objectives

The objectives of the Sports Council shall be:-

- a) To review, or assist in the reviewing of existing sports and recreational facilities in the area.
- b) To assess, or assist in an assessment of the present and future needs of the community in sport and recreation and to advise on and help in catering for those needs.
- c) To promote co-operative action in planning or replanning sports and recreational provision to serve the needs of the community generally.
- d) To bring about co-operation between national, regional and local statutory and voluntary bodies in the area and to encourage the exercise of all statutory and other powers by which sports facilities can be provided.
- e) To put forward the collective opinion of local sports interests on matters relating to the use of existing facilities and the planning of future facilities.
- f) To promote and assist in the publication of an up-to-date record of all local sporting organisations and facilities.
- g) To take appropriate steps to encourage school leavers to continue an active participation in sport and recreation.
- h) To receive and consider reports, comments and recommendations from individuals and organisations on matters concerning sport and recreation and to make appropriate recommendations to the appropriate bodies.
- i) To make recommendations to any regional committee which might be formed, or to any other appropriate body, on the provision of major recreational facilities designed to serve the needs of the region in which the Council operates.
- j) To seek grant aid for any purpose approved by and consistent with the objectives of the Sports Council.
- k) To promote or assist in promoting sporting activities, competitions, tournaments, championships or other events as seems desirable to the Sports Council.

3. Affiliation of the Sports Council

Representatives of all sporting organisations actively operating within the Borough of Torbay may apply for affiliation to the Sports Council subject to the organisations agreeing to abide by any regulations which may be made by the Sports Council as to Membership and subject also to the Sports Council retaining the right to reject any application for affiliation if, in its opinion, there are reasonable grounds for doing so. The Sports Council shall review at its Annual General Meeting the list of affiliated organisations and make such alterations thereto as it may deem necessary.

4. Membership of the Sports Council

- a) One representative from each organisation or league affiliated to the Sports Council. Under special circumstances and with the consent of the Chairman of the Sports Council, a deputy may be sent.
- b) One representative from each school or college in the area.
- c) One representative of youth organisations to be nominated by the Executive Committee.
- d) Councillors as allocated annually by Torbay Council, or their nominated deputies.
- e) All persons holding office under the Torbay Sports Council. Each Member of the Sports Council shall have one vote only, other than Officers of the Torbay Council holding office under the Sports Council or Executive Committee, who shall not vote.

5. Officers

The Officers of the Sports Council, who shall serve in an honorary capacity, shall be a Secretary, Treasurer and such other Officers as the Sports Council or its Executive Committee may, from time to time appoint. All Officers will hold office up to and including the following Annual General Meeting.

6. The Executive Committee

- a) The Executive Committee shall consist of ten Members to be elected at the Annual General Meeting (not more than one representing any one sport), together with the two representatives mentioned heretofore, and shall with the Officers, deal with the day-to-day business of the Sports Council.
- b) Representatives elected as Officers of the Executive Committee shall cease to represent their organisation which shall appoint another representative.

- c) The Executive Committee shall have power to co-opt and to invite any specialist Member as necessary.
- d) The Executive Committee shall have power to form Committees or Sub-Committees from time to time as it shall think fit.
- e) At the first meeting of the Executive Committee, after the General Meeting referred to in clause 7a) hereof, the Members of that Committee shall elect from amongst their number a Chairman and Vice-Chairman who shall hold the like positions on the Sports Council.

7. Meetings

- a) There shall be an Annual General Meeting of the Sports Council to be held in March and thereafter annually to deal with the following business:-
 - i) To receive the report of the Chairman on the previous year's activities.
 - ii) To review the work of the Sports Council and Executive Committee during the previous year.
 - iii) To appoint an Executive Committee from amongst those people who have been nominated.
 - iv) To review nominations for and elect an Honorary Secretary, an Honorary Treasurer, other Officers and an Auditor (if need be) for the next ensuing year.
 - v) To review the affiliations.
 - vi) Treasurer's report.
 - vii) Any other business of which seven days notice in writing has been given to the Honorary Secretary.

The Sports Council shall meet at least once each year, and at such times as the Executive Committee may consider necessary.

- b) On receipt of a written request by not less than eight Members of the Sports Council the Honorary Secretary shall call an Extraordinary General Meeting. The notice calling the meeting shall state the subject matter for the meeting and only that matter may be discussed.
- c) The Honorary Secretary shall ensure that Members have at least fourteen clear days notice in writing of meetings of the Sports Council and the Members of the Executive Committee have at least seven clear days notice in writing of a meeting of the Executive Committee and he shall keep adequate minutes of proceedings of all meetings. A copy of the minutes of the Sports Council shall be sent to all affiliated organisations.

- d) Ten Members of the Sports Council shall constitute a quorum for a meeting of the Council. Three Members shall constitute a quorum for a meeting of the Executive Committee.
- e) The Honorary Secretary and Honorary Treasurer of the Sports Council shall hold the same positions on the Executive Committee.

8. Finances

- a) The Sports Council's financial year shall end on 31st December each year.
- b) All affiliated organisations shall be required to pay such annual affiliation fee as the Sports Council may from time to time decide at the Annual General Meeting. Fee to accompany the Affiliation Form in January.
- c) For the furtherance of the objectives of the Sports Council, the Executive Committee may authorise expenditure out of the Sport Council's funds.
- d) The Honorary Treasurer shall keep proper books of accounts and shall be responsible for advising and reporting to the Sports Council on all financial matters affecting its activities, and shall present to the Annual General Meeting an audited statement of accounts.
- e) Cheques shall be signed by the Honorary Treasurer and one Officer, if he shall be the Borough Treasurer, otherwise by the Chairman and Vice-Chairman of the Sports Council.

9. Special Power

The Executive Committee shall be empowered to take such action as the Committee may consider desirable in any circumstances not covered by this Constitution, such action to be reported to the next meeting of the Sports Council for ratification or if the Chairman of the Sports Council considers it necessary to do so, to a specially convened meeting of the Council.

10. Amendments of the Constitution

This Constitution may be amended by an Annual General Meeting of the Sports Council. The adoption of any amendment requires the support of the majority of the Members present and voting. The proposed amendment shall be included in the Notice of the Annual General Meeting.

Updated at the Annual General Meeting March 2002