



CONSTITUTION

1. Title

The Council shall be called Newcastle-under-Lyme Sports Council.

2. Objectives

The objectives of the Sports Council shall be: -

- (i) To assess the sporting needs of the district of Newcastle-under-Lyme and to advise and help with catering for those needs.
- (ii) To help the Local Authority by advising generally on the collective opinion of local sports interests for future planning of sports facilities.
- (iii) To take such steps in consultation and collaboration with the Local Education Authority as are appropriate to encourage school leavers to continue to take an active participation in sport.
- (iv) To administer grants towards expenses incurred in the participation of sporting activities. (Expenses can include equipment, travel, training fees, maintenance of premises etc but grants will not be given for an organisation's running costs.)

Eligibility:

Individuals

- must reside in the Borough of Newcastle-under-Lyme.

Schools

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
- Applications will only be considered where it is to fund extra curricular activities

Clubs / Organisations

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
 - Applications can only be made once in every twenty four months.
 - Must be “not for profit” organisations
- (v) To advise upon and help with the organisation of personal needs in sport with: -
- (a) Beginners (introductory courses)
 - (b) Personal performances (coaching centres)
 - (c) Training of coaches
- (vi) To receive and consider reports and recommendations from any organisations on matters concerning sport and to take such action as the Sports Council might deem necessary.
- (vii) To secure mutual help and attempt to avoid overlapping and waste of effort in planning for the further development of sport.

3. Affiliation of Sports Council

Any sporting Club, School or Organisation actively operating to cater for the sporting needs of the district may apply for affiliation to the Sports Council, subject to that Organisation 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 the opinion of the Sports Council there are reasonable grounds for so doing.

4. Membership of the Sports Council

Membership of the Sports Council shall be as follows: -

- (i) Not more than one voting representative of each Club or Organisation affiliated to the Sports Council may attend.
- (ii) The Sports Council shall also meet three times a year to discuss topics of general interest, determined by the Executive Committee. Affiliated Organisations may submit items for discussions at these meetings subject to the 21 days rule.

- (iii) 12 members of the Local Authority, 2 representatives of the Staffordshire County Council, 2 representatives from the parishes of the Borough of Newcastle-under-Lyme and one representative of the Kidsgrove Town Council.
- (iv) All persons holding office under the Sports Council.

The Sports Council has the power to co-opt to the Council any persons, who in the opinion of the Sports Council have contribution to make.

5. Meetings of the Sports Council

- (i) The Annual General Meeting of the Newcastle-under-Lyme Sports Council shall be held in October in each year, and the business to be transacted shall include: -
 - (a) The appointment of officers of the Sports Council
 - (b) The election of the Executive Committee
 - (c) The review of the list of affiliations followed by such alterations thereto as may be deemed necessary;

together with such other business as may properly be brought before the meeting.

- (ii) The Sports council shall meet at such other times as the Chairman may consider necessary, giving twenty-one days' notice in writing to the Honorary Secretary requesting for a meeting of the Sports Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Honorary Secretary shall forthwith call such a meeting of Sports Council.
- (iii) The Honorary Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Council.
- (iv) One-quarter of the members of the Sports Council shall constitute a quorum.

6. Officers

- (i) The Sports Council shall appoint the following as honorary officers, viz. Chairman, Vice-Chairman, Secretary, Treasurer and Examiner, together with such other officers as the Sports Council may from time to time decide.
- (ii) An officer who represents any sporting organisation shall, on being elected, cease to represent that organisation and the organisation shall be entitled to nominate another representative to take his / hers place.

- (iii) Nominations for the appointment of officers shall be made in writing to the Honorary Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

7. Executive Committee

At their Annual General Meeting each year the Sports Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Council subject to such restrictions as the Sports Council may from time to time impose.

8. Membership of the Executive Committee

The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and not more than sixteen other members of the Sports Council, four of these twenty members shall be representatives of the Local Authority, one of the members shall be a representative of the Staffordshire County Council. The Local Authorities shall also be invited to appoint one of their physical education advisers, three officials of the Community Services Department, Sport England (West Midlands) and the County Playfield Association to appoint a representative to attend meetings of the Executive Committee with the power to discuss only.

- (i) Persons wishing to participate on the Sports Council Executive Committee should be nominated by their Club or Organisation in writing fourteen days before the meeting and a list of these people should be made available at the meeting along with details of the Organisation, including those for re-election.
- (ii) Only one vote per Club should be allowed.
- (iii) The Chairman should make details of voting procedure for the election of the Executive Committee clear at the start of the meeting.
- (iv) Persons seeking re-election should have their attendance figures for the year made available at the Annual General Meeting.

9. Meeting of Executive Committee

At least fourteen clear days' notice in writing of a meeting of the Executive Committee shall be given by the Honorary Secretary of the Sports Council. Five members shall constitute a quorum of the Executive Committee.

10. Sub-Committee

Both the Sports Council and the Executive Committee shall have the power to appoint sub-committees as required from time to time.

11. Appeal Procedure

Applicants have the right to appeal against a decision made by the Executive Committee. A letter giving their reasons for appeal should be sent to the Clerk and a meeting shall be arranged.

The Appeals Panel shall consist of 8 Members. This shall be made up of 4 Borough Council Members not elected to serve on the Executive Committee and 4 of the Outside Representatives serving on the Executive Committee.

12. Finance

- (i) The financial year of the Sports Council shall run from the 1st April to the 31st March.
- (ii) All affiliated Organisations shall be required to pay such membership fees as decided by the Sports Council on the recommendation of the Executive Committee, such fees to be due and payable before 31st May in the relevant financial year.
- (iii) For the furtherance of the objectives of the Sports Council the Executive Committee may authorise expenditure out of the funds of the Sports Council.
- (iv) The Treasurer shall keep proper books of account and shall advise the report to the Sports Council on all financial matters and shall present to the Annual General Meeting of affiliated Organisations, an audited statement of accounts.

13. Special Powers

The Executive Committee shall be empowered to take such action as may be considered 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 special convened meeting of the Sports Council.

14. Amendments to the Constitution

At least 21 clear days' notice in writing must be given to the Honorary Secretary by any member wishing to propose an amendment to the constitution. A majority of at least two-thirds of the members voting will be required to approve such amendment.