



# **SPORTS ADVISORY COUNCIL**

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## **CONSTITUTION**

### **1. Title**

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

### **2. Aims and Objectives**

The objectives of the Sports Advisory Council shall be:

- i. To encourage participation in sport from all sections of the community
- ii. To act as a champion for sport in the Borough
- iii. To work in partnership with the Borough Council in assessing the sporting needs of the Borough and to advise and help with catering for those needs
- iv. To act as a consultee to the Local Authority by advising on the collective opinion of local sports interests for the future planning of sports facilities.
- v. To encourage and support the development of sporting excellence
- vi. To provide advice to the Council's Grants Panel on the allocation of sports grants funds including the development of a strategic framework to guide grant funding
- vii. To recognise the sporting achievements of local individuals and clubs at an annual awards ceremony
- viii. To receive and consider reports and recommendations from any organisation on matters concerning sport and to take such appropriate action as the Sports Advisory Council might deem necessary.

### **3. Membership of and Affiliation to the Sports Advisory Council**

Any sporting club, school or organisation actively operating to cater for the sporting needs of the district may apply for membership and affiliation to the Sports Advisory Council, subject to that organisation agreeing to abide by any regulations which may be made by the Sports Advisory Council as to membership and subject also to the Sports Advisory Council retaining the right to reject any application for affiliation if, in the opinion of the Sports Advisory Council, there are reasonable grounds for so doing.

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

#### **4. Meetings of the Sports Advisory Council**

The Annual General Meeting of the Newcastle-under-Lyme Sports Advisory Council shall be held in October in each year and the business to be transacted shall include:

- i. To receive the Annual Report and Financial Statement.
- ii. The appointment of Officers of the Sports Advisory Council
- iii. The election of the Community Sports representatives to sit on the Executive Committee
- iv. The review of the list of affiliations followed by such alterations thereto as may be deemed necessary
- v. Such other business as may properly be brought before the meeting

#### **5. Voting**

Not more than one voting representative of each club or organisation affiliated to the Sports Advisory Council may attend the Annual General Meeting.

#### **6. Other Meetings**

- i. The Sports Advisory Council shall meet at such other times as the Chair may consider necessary, giving twenty-one days' notice in writing to the Secretary requesting for a meeting of the Sports Advisory Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Secretary shall forthwith call such a meeting of Sports Advisory Council
- ii. The Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Advisory Council

#### **7. Quorum**

One-quarter of the members of the Sports Advisory Council shall constitute a quorum.

#### **8. Officers**

- i. The Sports Advisory Council shall appoint the following officers: Chair, Vice-Chair, Secretary and Treasurer together with such other officers as the Sports Advisory 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 / her place.
- iii. Nominations for the appointment of officers shall be made in writing to the Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

## **9. Executive Committee**

At their Annual General Meeting each year the Sports Advisory Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Advisory Council subject to such restrictions as the Sports Advisory Council may from time to time impose. The Executive Committee will set the annual affiliation fee and advise the Borough Council's Grants Panel on the award of sports grants.

## **10. Membership of the Executive Committee**

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer and not more than 6 other members of the Sports Advisory Council, including 1 nominated member each from Keele and Staffordshire Universities, 1 nominated member from Newcastle-under-Lyme College and 1 nominated member from the schools sector.

- i. Persons wishing to participate on the Sports Advisory Council Executive Committee should be nominated by their club or organisation in writing fourteen days before the Annual General Meeting and a list of these people should be made available at the meeting along with details of the organisation.
- ii. Persons seeking re-election to the Executive Committee should have their attendance figures for the year made available at the Annual General Meeting.

## **11. Meetings of Executive Committee**

The Executive Committee shall meet three times a year prior to the Newcastle-under-Lyme Borough Council Grants Panel Meeting to discuss grant applications to the NuLBC Sports Grants Fund and other sports related topics of general interest determined by the Executive Committee. Affiliated organisations may submit items for discussions at these meetings subject to the 21 day's rule.

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

The Executive Committee shall meet at such other times as the Chair may consider necessary, giving twenty-one days' notice in writing to the Secretary requesting for a meeting of the Executive committee to be convened for the purpose of discussing the matter or matters referred to in that notice and the Secretary shall forthwith call such a meeting of the Executive Committee.

## **12. Sub-Committees**

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

### **13. Finance**

- i. The financial year of the Sports Advisory 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 Advisory 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 Advisory Council the Executive Committee may authorise expenditure out of the funds of the Sports Advisory Council.
- iv. The Treasurer shall keep proper books of account and shall advise the report to the Sports Advisory Council on all financial matters and shall present to the Annual General Meeting of affiliated organisations, an audited statement of accounts.

### **14. Special Powers**

The Executive Committee shall be empowered to take such action as may be considered appropriate in any circumstances not covered by this Constitution. Such action to be reported to the next meeting of the Sports Advisory Council for ratification, or if the Chair of the Sports Advisory Council considers it necessary to do so, to convene a special meeting of the Sports Advisory Council.

### **15. Amendments to the Constitution**

At least 21 clear days' notice in writing must be given to the 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.