

## **SPORT WINCHESTER CONSTITUTION AND RULES**

### **TITLE**

1. The name of the Organisation shall be 'Sport Winchester', hereinafter referred to as 'the Organisation'. The Organisation shall be based at 47 Southgate Street, Winchester, Hampshire. SO23 9EH.

### **PURPOSE**

2. The aim of the Organisation shall be to collectively and individually support the sporting requirements and ambitions of all grass roots Sports Clubs and groups within the Winchester area to maintain a practical interest in securing top class sporting facilities for all and working with stakeholders including, landowners, developers, Hampshire and Winchester City Council's to create 'one voice' to achieve this.

### **MANAGEMENT AND CONTROL**

3. The management and control of the Organisation shall be vested in the Annual General Meeting (AGM), Extraordinary General Meetings (EGMs), the Executive Committee and its Officers.

### **MEMBERSHIP AND SUBSCRIPTIONS**

4. Membership shall be confined to eligible Sports Clubs based in and around the City of Winchester. Acceptance of membership of the Organisation shall bind each Sports Club to accept these rules and observe them as a condition of membership.

There shall be two types of membership:-

**(a) Full Membership**

Full membership will be offered to all Sports Clubs currently operating in the Winchester City area as defined by the Organisation. Each Full Member Club will be entitled to 1 Representative who will be able to attend all meetings, vote on all matters, and be eligible for all Executive Committee roles and receive the full advocacy support of the Organisation.

**(b) Affiliate Membership**

Affiliate members will comprise a business or trade organisation that exists to deliver sport or related activities to the public in the Winchester Area. Affiliate Members can attend Membership meetings, contribute data and network to promote sporting activity but cannot vote or nominate or become Executive Committee Officers.

5. All applications from those seeking to become Members of the Organisation shall be subject to approval by the Executive Committee. The Executive Committee may refuse an application at their absolute discretion, without giving reasons. If they so wish, the Executive Committee may delegate this function to one member of the Executive Committee, to be known as the Membership Secretary who will act in accordance with criteria decided by the Executive Committee. However, no Sports Club shall be refused Membership without reference to the Executive Committee.
6. Existing Member Clubs applying for continuance of their membership at the commencement of the new membership year will automatically have such membership granted on payment of the relevant subscription fee.

7. The Executive Committee shall, at its absolute discretion, have the power to suspend or expel any Member Club failing to comply with this constitution, or for any serious misdemeanour likely to bring the Organisation into disrepute, or for behaving in such a manner as to be to the detriment of other Organisation Members. The decision to suspend or expel the Member Club shall be by a majority of two thirds of those Executive Committee members present. Following such a decision :-
  - a) The Executive Committee shall inform the Member Club in writing of the reasons for its proposed disciplinary action. Before any sanction is imposed the Member Club shall have the right to explain their conduct either in writing to the Executive Committee or at an Executive Committee Meeting, or both, as appropriate.
  - b) If the Executive Committee upholds its decision to suspend or expel the Member Club, the Club shall have the right to appeal to an Extraordinary General Meeting of the Organisation called for this specific purpose by the Secretary, at the request of such a Club.
  - c) This does not place the Executive Committee under any obligation to refund the whole or part of the Member Club's subscription, which may still be current.
  
8. Member Clubs shall pay an annual subscription, due on 1 April each year, at the rate determined at the Annual General Meeting of the Organisation for the ensuing year. Member Clubs failing to renew their Membership by payment of the appropriate annual subscription by 1 May each year shall forfeit all Membership rights until a further Membership application has been accepted.

9. The financial and membership year shall commence on 1<sup>st</sup> April and end on 31<sup>st</sup> March. Subscriptions fees for Full Organisation members shall be paid thus:-
- a) In one annual payment, payable by 1<sup>st</sup> May.
  - b) In two half yearly payments, the first by 1<sup>st</sup> May and the second by 1<sup>st</sup> October.
- Subscription fees for Affiliate members shall be paid in one installment by 1<sup>st</sup> May for continuing members, or at the time of joining for new members.
10. Clubs who join the Organisation as Full Members after the membership year has started, shall pay a proportion of the annual subscription fee. The proportion shall be equal to one twelfth of the annual subscription fee for every month and part-month remaining in the membership year at the time of joining. The same proportional payments for Affiliate members who join at any time during a membership year apply. One single payment is payable upon joining.
11. No Member Club shall remain a member of the Organisation and/or enjoy any of the privileges of the Organisation if their subscription remains unpaid to the Organisation for one calendar month after becoming due or if they cease to qualify as a member of the Organisation.

## **THE COMMITTEE AND OFFICERS**

12. The management and control of the Organisation between Annual General Meetings shall be vested in:-
- (a) An Executive Committee comprising the following Officers:-  
Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Communications Officer and Data Resource Officer, and at the discretion of

the executive committee up to 2 Independent (not Club) Officers, who are elected at each AGM.

- (b) The Members Forum, comprising one representative from each full Member Club plus the Executive Committee Chair.

All Members of both Committee and Forum must be over the age of 16 years.

13. The Executive Committee shall have the power to:-

- a) Co-opt additional Officers in an advisory capacity or to fill vacancies that occur during its term of office subject to no objection being received, in writing, by the Secretary from Member Clubs.
- b) Rule on any matter not covered by this Constitution or Organisation rules.
- c) Appoint sub-committee(s) of Member Clubs as required. Each sub-committee shall have one Executive Committee member delegated to all its meetings and such Executive Committee member would normally be the Chair of the sub-committee and would report at the next Executive Committee Meeting.

14. In matters of urgency only, an officer of the Organisation shall be empowered to act on behalf of the Executive Committee, but must give full account of the circumstances at the next meeting.

15. The Executive Committee shall meet regularly at such times as it may determine. In all cases such meetings may be held virtually or remotely utilising appropriate electronic platforms. All AGMs and EGMs would ideally be held in person, however can be held with participants joining virtually or remotely when necessary at the discretion of the chair . The Members Forum will meet at such times as required.

16. The Secretary shall maintain Minutes of all AGMs, EGMs and Executive Committee meetings, draft copies of which shall be circulated to all Executive Committee members no later than two weeks after each meeting.
17. The Secretary shall maintain an accessible file containing copies of minutes for Member Clubs to review should they so wish.
18. The Executive Committee shall represent the best interests of the majority of its Member Clubs and shall seek regular discussion and feedback from the Member Clubs and organisations via Full Members Forums.
19. Executive Committee meetings shall be called by the Chair or Secretary or on requisition signed by three or more Executive Committee members. Half of the members, subject to a minimum of 3, of the Executive Committee shall form a quorum at Executive Committee meetings.
20. In the event of an Executive Committee member failing to attend three consecutive meetings of which that person has been notified, without presenting a reasonable excuse in writing to the Executive Committee, that person may, at the discretion of the Executive Committee, be considered to have resigned from the Executive Committee.
21. In the absence of the Chair or Vice Chair from an Executive Committee Meeting the members present shall appoint a Chair for the meeting.

22. In the event of an equal number of votes at an Executive Committee meeting or an Annual General Meeting or an Extraordinary General Meeting of the Organisation the Chair shall have a further or casting vote.

### **ANNUAL GENERAL MEETING**

23. The Annual General Meeting of the Organisation shall be held during April each year, and at least 28 days' notice of the date, time, venue and agenda shall be given by the Secretary to all Members, whether Full or Affiliate. All Member Clubs shall be entitled to attend the AGM but only Full Member Clubs may vote.
24. Resolutions and other items for inclusion in the Agenda shall be submitted to the Secretary no later than 14 days before the Annual General Meeting date and the amended agenda shall be issued to Members 7 days before the AGM and shall include the following :-
- a) The Chair's report of the Organisation's activity during the year.
  - b) A statement of the accounts.
  - c) Election of a Chair for the meeting.
  - d) Election of Officers of the Executive Committee for the following year.
  - e) Election of Auditor if required for the following year.
  - f) Presentation of a Budget-plan including proposed level of subscriptions for Member Clubs for the following year.
  - g) Any other business brought forward by the retiring Executive Committee or previously notified in writing to the Secretary no later than 14 days before the Annual General Meeting.
  - h) No other business.

25. Nominations for Executive Committee members shall be submitted in writing, or by email, to the Secretary prior to the date of the Annual General Meeting and shall bear the names and signatures, or e-signatures, of the proposer, the seconder and the nominee. Nominees for Executive Committee members, and proposers and seconders, must be representatives of fully paid up Full Members of the Organisation. Where more than one nominee is proposed for an Executive Committee role, each attending qualifying member will vote for their preferred nominees. Nominees must be at least 16 years of age and their respective Clubs must have been Full Members of the Organisation for a minimum of 6 months.
26. The whole Executive Committee shall resign at the Annual General Meeting but shall be eligible for re-election.
27. The Officers and any sub-committee not previously discharged shall normally continue in office until the time appointed for the first meeting of their successors and shall make any arrangements necessary for the continuance of the Organisation's activities.
28. The Officers shall cause all documentation, accounts, records and tools needed to affect the work of the Committee, to be available at the time of the AGM, to ensure that the business of the Organisation continues smoothly and without interruption or inconvenience to the members.
29. Ten Member Clubs who are eligible to vote, or 25% of the voting membership, whichever is fewer, shall be the quorum for any General Meeting of the Organisation.



30. For the purpose of the Annual General Meeting any fully paid up Member Club at the end of the Organisation's financial year ending immediately prior to the AGM, shall be considered as a current Full Member, unless the Member Club has been removed from membership.

### **EXTRAORDINARY GENERAL MEETINGS**

31. Extraordinary General Meetings may be convened :-

- a) by the Executive Committee.
- b) by the Chair or by the Secretary at the written request of ten Full Members , a majority of whom must be present at the meeting.

32. All Members shall be entitled to attend but only Full Member Clubs may vote.

33. The Secretary shall give at least 14 days notice of an Extraordinary General Meeting to the Member Clubs. The notice shall indicate the date, time, venue and agenda. If 14 days after receiving a request from ten Member Clubs to call for an EGM, the Committee has not issued a notice calling the desired meeting, those Member Clubs may convene the EGM giving 14 days notice to all other Member Clubs.

34. No business other than that specified in the notice calling the meeting may be transacted at an EGM.

### **DECISION MAKING**

35. Any decision outside of the AGM or an EGM may be taken either :-

- (a) At a meeting of the Executive Committee, or

- (b) By resolution in writing or electronic form agreed by all the Executive Committee members, which may comprise either a single document or several documents containing the text of the resolution in like form, to each of which one or more Executive Committee members has signified their agreement.

### **PARTICIPATION IN MEETINGS BY ELECTRIC MEANS**

36. Participation in meetings by electric means shall be as follows :-

- (a) A meeting may be held by suitable electronic means agreed by the Executive Committee in which each participant may communicate with all the other participants.
- (b) Any Executive Committee member participating at a meeting by suitable electronic means agreed by the Executive Committee, in which a participant or participants may communicate with all the other participants, shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

### **FINANCE**

37. The financial year of the Organisation shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. Income and expenditure shall be regularly monitored by the Treasurer and shall adhere to the current Budget plan. Any variation from that plan shall be reviewed and approved by the Executive Committee; budget variations shall be subject to a formal Executive Committee vote and only be effected upon a majority vote in favour. All the Organisation funds shall be administered by the Treasurer, and the Executive Committee shall be held accountable for their actions.

38. A bank account will be opened in the name of the Organisation, and the two authorised signatories on the Organisation cheques shall be the Treasurer plus the Chair.
39. The Treasurer shall:-
- a) Keep account of all income and expenditure and shall submit a Statement of Account to each Annual General Meeting. Such a statement would be checked and approved by two non Committee Club Members.
  - b) Notify the balance of the Organisation funds to each Executive Committee Meeting if requested at least 7 days in advance.

#### **INDEMNITY AND RISK**

40. The Executive Committee Officers may exercise all of the powers of the Association for the purposes of the management of the Association.
41. No Executive Committee Member may bind the Club or its Members for any liability which exceeds the assets of the Club at the time and must be pre-approved by the executive committee in writing.
42. The membership organisations will not sit on an Executive Committee as an entity, the Executive Committee will be made up of individual officers who may or may not be connected to a member organisation.
43. The Organisation may be required to purchase insurance cover to provide the Executive Committee with appropriate indemnity should this be required and appropriate.

#### **CONSTITUTIONAL AMENDMENT AND DISCUSSION**

44. No alteration may be made to this Constitution and these Rules except when a resolution is passed at the Annual General Meeting or at an Extraordinary General Meeting, and then only by a majority of two-thirds of those Full Member Clubs present and voting. Resolutions proposing changes to the Constitution and Rules must be properly notified 14 days in advance of the AGM or EGM to the Secretary, and included within the General Meeting Agenda.
45. A proposition to dissolve the Organisation shall only be moved at an Annual General Meeting or at an Extraordinary General Meeting convened expressly for this purpose, and then only by a majority of three-quarters of those Full Member Clubs present and voting. On dissolution, the retiring Officers shall be responsible for the winding up of the Organisation's affairs.
46. After the discharge of all liabilities the Organisation shall return any retained current year membership subscription funds equally among all the Full Member Clubs eligible to vote, and shall donate any remaining funds to either another local sports club or an equivalent local sporting organisation as determined by the Executive Committee.
47. All Member Clubs shall be entitled to receive a copy of this Constitution and to attend General Meetings of the Organisation.

## **EQUALITY**

48. The Organisation is fully committed to the principles of equality of opportunity. No Officer, Member, participant or volunteer of the Organisation will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social

class or sexual preference than any other. The Organisation will ensure that there is open access for all Member Clubs who wish to participate in the activities of the Organisation and that members are treated fairly.

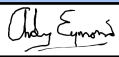


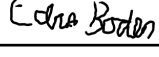

49. The Organisation recognises its legal obligations not to discriminate and will regard discrimination by any Officer, Member, participant or volunteer as grounds for disciplinary action under the relevant Organisation rules.

## WELFARE

50. The Organisation recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults whose Clubs are members of the Organisation.

## SETTING UP THE ORGANISATION

51. This constitution was adopted on 14 February 2024 by the people whose signatures appear below. They are the first officers of the Organisation and will be the officers until the AGM, which must be held within one year of this date.

Name	Role	Signature
Andrew Eymond	Interim Chair	
Andy Craig	Interim Treasurer	
Chris North	Interim membership Secretary	
Edna Boden	Interim Secretary	
Amanda Wilkinson	Interim Vice Chair and	
	Interim Communications and Data Resource Officer	
TBC	Interim Independent officer	