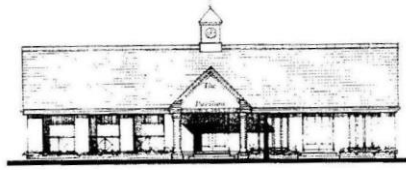


Wistaston Sports and Leisure Association



CONSTITUTION

1.0 NAME

- 1.1 The name of the Association shall be the Wistaston Sports and Leisure Association (hereinafter called 'the Association').

2.0 OBJECTS

The objects of the Association shall be:

- 2.1 To provide, develop and maintain sporting and recreation facilities for the benefit of the residents of the Civil Parish of Wistaston.
- 2.2 Through the use of such facilities to encourage community participation by all groups, in particular the youth of Wistaston.

3.0 POWERS

In furtherance of the objects, but subject to any specific constraints in the constitution, the Association shall have the following powers:

- 3.1 To raise funds and to invite and receive contributions from any person or organisation by way of donation, subscriptions, grant, loan, service charges, sponsorship, lease payments and hire fees.
- 3.2 To purchase, lease or otherwise acquire land, buildings or equipment for the purpose of the Association's activities.
- 3.3 To sell, lease or dispose of land, buildings and equipment owned by the Association.
- 3.4 To make grants to affiliated organizations and incorporated organisations provided such grants are to be used in conjunction with activities on land or property under the ownership or control of the Association.
- 3.5 To publish or otherwise issue literature in furtherance of the Association's objects.
- 3.6 To issue leases or licenses' to affiliated organisations or community organisations for the use of land or facilities owned or under the control of the Association.
- 3.7 To engage or terminate the service of employees of the Association.
- 3.8 To do all such other lawful acts as are necessary for the attainment of the objects of the Association.
- 3.9 The Association has adopted a Child Protection policy under the operating guidelines of the local Borough Council.

- 3.10 The work of Wistaston Sports and Leisure Association shall not be for the benefit of landfill site operators who may contribute to Wistaston Sports and Leisure Association and claim credit under the Landfill Tax credit scheme. Nor shall it be for the benefit of contributing third parties as defined in the landfill tax regulations.
- 3.11 Where Land Tax Credits are to be discussed and decisions made:
- In the event of a quorate meeting or any meeting where local authority or landfill operator representatives could have a control over the environmental body through voting, the number of independent votes shall always outnumber those of the local authority or landfill operator representatives.
- In the event of tied vote the Chairperson being a local authority or landfill operator representative shall transfer to an independent member.
- 3.12 To form incorporated organizations with the Association. Such organizations could be in the form of a sporting section or have a leisure or social core. Each organization will require their own set of rules. The rules must be approved (and any amendments approved) by the main committee. They should not in any circumstances be in conflict with this constitution.

4.0 MEMBERSHIP

- 4.1 Membership of the Association may be individual, through the adult (over 18) membership of an affiliated organisation or as a representative member of the Parish or Community Council. Save in the matter of voting at General Meetings (see Section 6) membership through an affiliated organisation shall have the same rights and privileges as individual membership.
- 4.2 Individual membership shall be open to any resident of the Civil Parish of Wistaston aged 18 or over. Individual members living outside the Parish may join but at least 75% of the total membership must be Wistaston residents.
- 4.3 Affiliated organisations must predominantly operate from a base within the Civil Parish of Wistaston.
- 4.4 Membership may be refused or terminated where the conduct of an individual or of an organisation is considered to be prejudicial to the welfare of the Association or its objects. Where a membership is terminated the individual or affiliated organisation shall have a right to a hearing from the Management Committee whose decision will be final.
- 4.5 Membership shall not be refused or terminated on the grounds of religion, ethnic origin, sexual orientation, political affiliation or disability.
- 4.6 Subscription rates shall be set at the Annual General Meeting of the Association.
- 4.7 Affiliated organisations shall retain their autonomy. They will be responsible for expenditure on equipment and ancillary expenses in pursuance of their particular sports. This does not preclude them seeking financial assistance from the Association or any other body.
- 4.8 A member of any incorporated organisation must also be an individual member of the Association.

5.0 COMMITTEE OF MANAGEMENT

- 5.1 Management of the Association shall be in accordance with the objects and in accordance with the terms of leases/licenses' under its jurisdiction and shall be undertaken by a Committee of Management hereafter called the 'Committee'.
- 5.2 The voting of the Committee shall consist of four members elected by the AGM, two representative members from each affiliated or incorporated organisation and two representative members from the Wistaston Community Council and four representative members appointed by Wistaston Parish Council. Of the elected members no more than two shall be members of the same affiliated organisation.
- 5.3 Up to four additional members may be co-opted by the Committee. Co-opted members shall be given affiliated membership upon co-option which will confer voting rights.

- 5.4 The Committee shall be elected/appointed at the Annual General meeting of the Association. Representative members must be appointed by their organisation and the appointment notified to the Secretary a clear 14 days before the AGM. All committee places are for a one year term. Committee members may offer themselves for re-election or re-appointment.
- 5.5 Committee officers (Chairman, Secretary, Treasurers etc,) shall be elected from among the Committee members at the first meeting of the Committee following the AGM. In the event of an officer post falling vacant during the year the Committee shall appoint a replacement from within the Committee.
- 5.6 In the event of a casual vacancy for a representative member the Committee shall seek a replacement from the organisation concerned as soon as possible. The new appointee shall hold office until the next AGM and shall have full voting rights. In the event of a casual vacancy for an elected member the Committee shall have power to appoint a replacement to serve until the next AGM and to have full voting rights.
- 5.7 The Committee shall meet at least 4 times a year with additional meeting as deemed necessary. A minuted record of each meeting shall be taken and retained for record purposes. A quorum for meetings shall be 6 persons.
- 5.8 The Chairman may be authorised to act on the Committee's behalf on matters requiring urgent attention between meetings. Such actions shall be reported for endorsement at the next Committee meeting.
- 5.9 Meetings of the Committee shall be open to members of the Association providing prior notice of attendance is given to the secretary. Non committee members shall be allowed to speak only at the open discussion item which shall be placed on the agenda. Confidential matters may be discussed in private, providing a resolution to exclude non committee members is approved.
- 5.10 Votes taken at Committee shall be based on a simple majority of members present and voting, unless specified otherwise in the Constitution. The Chairman has a second or casting vote in the event of a tie.
- 5.11 In the event of an application for affiliation being received from a new organisation the Committee shall consider the application and, on approval from 2/3rds of the members present and voting, shall admit the organisation. Representatives from the organisation may then join the Committee with effect from the next meeting. The formation of an incorporated organisation requires a simple majority of the members present and voting.
- 5.12 The Committee may appoint Sub Committees consisting of 3 or more members for the purpose of making an enquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken by a Sub Committee. All proceedings of Sub Committees shall be fully and promptly reported to the Committee.
- 5.13 The Committee shall have the power to make local rules and regulations relating to the operation of the Association's activities. Such rules/ regulations shall not contradict any aspect of this Constitution.
- 5.14 Any Member of the Committee who is deemed to be acting in a manner prejudicial to the welfare of the Association may be removed on a motion supported by two thirds of the committee.

6.0 ANNUAL GENERAL MEETING (AGM)

- 6.1 The Committee shall arrange for an AGM of the Association to be held no later than the end of March each year for the purpose of receiving the annual report of the Committee; the audited statement of accounts, setting subscription levels and due dates, electing new members and officers of the Committee and voting as necessary on any proposals to amend the Constitution. All members of the Association may attend the meeting.
- 6.2 Voting at the AGM shall be on the card system. Individual members who are registered in membership and are not a member of any incorporated organisation shall be given a voting card. Affiliated organisations and incorporated organisations shall each be entitled to be represented by up to 5 members. Any member of an affiliated organisation or incorporated organisation must be in possession of a voting card issued to that organisation in order to vote. Proxy voting shall not be allowed. Representative members will automatically be entitled to vote and

will be given a voting card. Members whether Individual, Affiliated or Representative shall only be allowed 1 voting card.

- 6.3 The quorum for the AGM shall be 10 members who are in possession of a voting card.
- 6.4 Public notices of the AGM shall be given by 14 days clear notice on the Parish Notice Boards. All members of the Committee and the secretaries of affiliated organisations shall in addition be informed in writing given 21 days notice. All notices shall carry the exact wording of any proposals which are to be put before the meeting.
- 6.5 The Chairman of the Committee shall be the Chairman of the AGM. In his/her absence the Vice Chairman shall take the chair but if neither is present, the members present shall before any other business is transacted, appoint a Chairman for the meeting.

7.0 EMERGENCY GENERAL MEETING (EGM)

- 7.1 The Chairman of the Committee may at any time at his discretion and shall within 28 days of being requested to do so by a majority of the Committee or of receiving a written request to do so signed by not less than 20 members giving reasons for the request call an EGM for the purpose of considering and discussing the matters detailed in such request.
- 7.2 The same rules for calling and for conduct as for an AGM shall apply to an EGM.

8.0 FINANCE

- 8.1 The end of the Financial Year shall be the last day of January.
- 8.2 The Committee shall in the first year of the life of the Association create a 5-year Business Plan and thereafter each year they shall roll the agreed plan forward. The timescale of the plan may be altered as the Committee deem necessary to meet its objectives. Progress on the plan shall be a mandatory agenda item every quarterly meeting of the Committee.
- 8.3 Such Business Plan shall include inter alia, a statement of proposed expenditure, projected income and an outline of projected activities and projects.
- 8.4 The Association shall not enter into any borrowing or credit arrangement without the prior consent of the Parish Council.
- 8.5 The Treasurer shall keep proper accounts of the finances of the Association and shall operate appropriate bank accounts in the name of the Association. Cheques drawn on such Bank Accounts shall have at least two signatures.
- 8.6 All monies raised by or on behalf of the Association shall be applied solely to further the objects of the Association and for no other purpose.
- 8.7 The account shall be audited each year by a qualified auditor or by a nonmember of the Association appointed by the AGM.
- 8.8 Affiliated organisations shall in the manner specified in their own constitutions maintain their own accounts and records. Such accounts and records shall be quite separate and not form any part of the accounts of the Association.
- 8.9 The Committee shall cause all the buildings and other property within the ownership or control of the Association to be adequately insured against fire, theft, public liability and other insurable risks.

9.0 ALTERATIONS TO CONSTITUTION

- 9.1 Proposals for changes to this constitution may be put to the AGM or an EGM of the Association providing 28 clear days notice of the proposed amendment has been given in writing to the secretary of the Association.
- 9.2 Any alteration to the Constitution shall require the approval of 2/3rds of the members entitled to vote and present at the AGM or EGM.
- 9.3 Any alterations or additions to the Constitution after approval at the AGM or EGM shall require the approval of Wistaston Parish Council.

10.0 QUESTIONS UNDER CONSTITUTION

- 10.1 Any questions as to the construction of this Constitution or as to the regularity or the validity of any acts done or about to be done under this Constitution shall be determined conclusively by Wistaston Parish Council, upon application made to it by any 5 members of the Committee or by any 20 members of the Association.

11.0 DISSOLUTION OF THE ASSOCIATION

- 11.1 Any proposal to terminate the Association shall be treated in exactly the same way as an amendment to the Constitution.
- 11.2 In the event of the Association being terminated all the assets, after payment of all debts and liabilities shall be passed to the credit of the Parish Council for continuing use by the Parish Council for the sporting/recreational benefit of the inhabitants of the Civil Parish of Wistaston.
- 11.3 Sub Leases/Licenses granted by the Association shall be taken over by Wistaston Parish Council on terms current.

Issue 7 October 2018

Signatures:

Chairman – Thomas Kilkenny _____ Date _____

Vice Chairman – Kevin Jobbins _____ Date _____

Clerk / Treasurer – Jane Christelow _____ Date _____

Change Sheet

Issue	Change(s)	Approved by	
		WSLA	Parish Council
1	N/A	02/06/1997	10/04/1997
2	Para 5.14 added	16/03/1998	
3	Quorum reduced to 15 at para 6.3	27/03/2001	
4	Para 5.4 changed to secretary Para 5.9 minor wording changes Para 6.2 changes to voting percentages Para 6.3 quorum reduced to 10 Para 8.2 wording changes to long term planning Para 9.3 added	20/05/2003	18/09/2003
5	Para 3.9 added Para 3.10 added	30/03/2004	15/12/2005
6	Para 3.11 added	21/09/2004	15/12/2005
7	Para 3.4 minor wording changes Para 3.12 added Para 4.2 new sentence added Para 4.8 added Para 5.2 minor wording changes Para 5.3 minor wording changes Para 5.5 spelling amendment Para 5.11 minor wording changes and additional sentence added Para 6.2 minor wording changes	17/05/2016	20/10/2016