

# **BRECKNOCK & RADNOR SPORTS PARTNERSHIP CONSTITUTION**

## **1. NAME & DEFINITIONS**

- 1a) The name of the organisation shall be "**Brecknock & Radnor Sports Partnership**" which may also be shown as and hereinafter referred to as "**BRSP**".
- 1b) A "member" is any sports club, organisation or individual, either involved in or interested in sport and physical activity in Brecknock and Radnor, who has been granted membership and paid the annual membership fee.

## **2. CONDITIONS OF MEMBERSHIP**

- 2a) Membership of the BRSP shall consist of Office Bearers, non elected representatives and members.
- 2b) Membership of the BRSP is open to any organisation or person with a valid interest in the pursuit and promotion of grassroots sport within Brecknock & Radnor. BRSP reserves the right to reject any application on any grounds which appear reasonable to the BRSP. Prospective members may apply for membership to the BRSP by complying with the following:
  - 2c) They should complete and sign an application form and pay the required affiliation fee.
  - 2d) In signing said application the prospective member agrees without reservation to abide by the BRSP Constitution, rules and aims.
- 2e) Hereinafter organisations who comply with the above mentioned terms are referred to as "members".

## **3. PARTNERSHIP AIMS & OBJECTIVES**

- 3a) The aims of the BRSP shall be as follows:
  - To increase participation in sport & physical activity in Brecknock & Radnor;
  - To help talented athletes fulfil their potential;
  - To recognise and reward our talented athletes, coaches, officials and volunteers;
  - To lobby local and national decision makers on behalf of the Brecknock & Radnor sporting community;
  - To support the work of Powys County Council, Sport Wales, National Governing Bodies of Sport, and other strategic partners.
- 3b) Following an AGM any member may enquire from the Secretary what the BRSP objectives are for the coming year. Said meeting shall also accept nominations from members to serve on permanent sub committees (e.g. Sports Awards) and temporary working groups.

## **4. MEMBERSHIP**

- 4a) Affiliation fees for the following year shall be proposed annually by the BRSP Management Committee and must be confirmed by a majority vote at Annual General Meetings. All membership fees run from January to December and are payable annually in full during the first quarter of the coming year, either by cheque, standing order or cash.
- 4b) Members out of compliance with the membership terms will be deemed to have resigned from membership, including any committee representative such member provides. Reinstatement of membership will be at the discretion of the BRSP Management Committee and subject to the payment of the membership fee in full for the current financial year.

## 5. OFFICE BEARERS & MANAGEMENT COMMITTEE

- 5a) The BRSP Office Bearers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.
- 5b) Management of the BRSP shall be undertaken by the following elected from fully paid up or honorary membership:
- o The four Office Bearers as above;
  - o Representatives (non elected) from Powys County Council's Sports Development Unit, appointed by the respective body to BRSP membership;
  - o Members of the permanent sub committees, where not already within the above categories;
  - o Representatives from both the Brecknockshire and the Radnorshire Shire Committees.
- 5c) All Officer Bearers shall be elected at the Annual General Meeting (AGM) by the membership and shall hold office until the next AGM when they are eligible for re-election. The whole affairs of the BRSP shall be administered by the Management Committee.
- 5d) The Committee shall also have the right to co-opt such members to working parties as it considers beneficial to the BRSP, however said co-opted members shall have no voting rights at any General Meeting they may attend.

## 6. GENERAL MEETINGS

- 6a) The Chairperson shall preside at ALL general meetings unless unable to attend when such role shall be performed by the Vice-Chairperson. Should neither be available then the members present shall nominate one of their number to perform such role. Whosoever shall perform this role has one vote in their own right and in the event of a tie shall have a second and casting vote.
- 6b) A quorum for a general meeting shall be a minimum of two members and 2 Officer Bearers, including 2 from the Chairperson, Vice Chairperson, Secretary or Treasurer, and one member from each shire (Brecknockshire & Radnorshire).
- 6c) The Secretary is charged with the duty to accurately record all the proceedings of the meetings and such minutes must be approved and seconded by persons present at such meeting at the start of the following meeting.
- 6c) Notice of Meetings, whether general meetings or for sub committees or working groups, shall be called by the Secretary and such time, date and place given at the prior meeting, any member may request such date by contacting the Secretary and may attend.
- 6e) Apart from general meetings and sub committee meetings, there shall be held an **Annual General Meeting (AGM)** each year during the month of May. Notice of said meeting to the membership must be made at least **twenty-one** days before scheduled date. All matters, reports and resolutions for discussion at said AGM must be presented in writing to the Secretary before the fourth quarter Meeting when the AGM agenda shall be determined.
- 6f) Special from such meetings an **Extra Ordinary General Meeting (EOGM)** may be convened not more than once in any one financial year by either the Chairperson, Powys County Council or by written request sent to either the Chairperson, Vice-Chairperson or Secretary stating fully the agenda and authorised by a minimum of **SIX** members. Upon receipt the Chairperson, Vice-Chairperson or Secretary has to inform ALL membership of the time, date, venue and agenda for such meeting within **fourteen** days from such notice.
- 6g) Voting at all meetings shall be on the basis of one vote per member present unless a postal ballot has been arranged. Where members are present this shall be by either a show of hands or a roll call of those present at the discretion of the Chairperson. When a postal ballot is held, the Secretary shall post such papers at least **TEN** days prior to meeting and shall act as a Returns Officer. All ballot papers will be opened by the Chairperson of such meeting **ONLY** at the appointed time.

**7. ALTERATIONS TO THE CONSTITUTION & RULES**

- 7a) Any proposed alterations to the Constitution may only be considered at an Annual General Meeting or Extra Ordinary General Meeting, convened with the required written notice of the proposal.
- 7b) Any alteration or amendment must be proposed by a Member of the BRSP and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.
- 7c) Alterations to rules can be made at an AGM, EOGM or Management Committee meeting. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

**8. FINANCE**

- 8a) Proper accounts of ALL receipts and expenditure shall be kept by the Treasurer who shall be responsible for advising the BRSP upon **ALL** matters financial and the accounts shall be held open to inspection by the Committee at Ordinary Meetings and membership at each AGM or EOGM. The financial year shall run from 1st April to 31st March and the Treasurer is charged with the duty of preparing an annual statement prior to either AGM or EOGM.
- 8b) The finances of the BRSP shall be administered by the Management Committee who shall work within such budgets and financial restrictions as ratified at either an AGM or EOGM by the membership.
- 8c) The BRSP may apply for grants for general or specific purposes and may consider such appeals for financial support as directed by the Management Committee or from the affiliated membership up to but not greater than such amounts specified by the Management Committee.
- 8d) Moneys belonging to the BRSP shall be held in an approved Bank account in the BRSP name **ONLY** and cheques issued from same must be signed by the Treasurer and counter-signed by either the Chairperson, Vice-Chairperson or the Secretary.

**9. DISSOLUTION**

- 9a) The BRSP may **ONLY** be dissolved by resolution carried by a majority of two-thirds of those entitled to vote being present at an EOGM.
- 9b) In the event of dissolution of the BRSP all assets or liabilities, financial and material, that remain after settlement of any authorised liabilities shall be transferred to Powys County Council who shall act solely as executor for such assets and are charged to use said assets **ONLY** for the continued promotion of sports and recreation within Brecknockshire and Radnorshire.
- 9c) The Management Committee shall act for the members, liabilities incurred shall fall upon the membership (provided the Executive Committee act in accordance with the Constitution, in honesty and good faith).

**10. GENERAL**

- 10a) The Management Committee are charged with the duty to ensure that the BRSP is afforded at all times full cover from any claims arising form Civil Liability or Employers Liability by ensuring that such cover of insurance necessary is upheld and financed.
- 10b) All matters arising not covered by this Constitution or Partnership Aims and Objectives shall be decided by the Management Committee.

**Signed** \_\_\_\_\_ **Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Position** \_\_\_\_\_

**Date** \_\_\_\_\_