



# **CONSTITUTION**

## **MULTI SPORTS CLUB**

### **1 ADOPTION OF THE CONSTITUTION**

The club and its property will be administered and managed in accordance with the provisions in this constitution.

### **2 NAME**

The club will be called the Multi Sports Club.

### **2 AIMS AND OBJECTIVES**

- To promote for the benefit of the public and further community participation in healthy recreation in the Hampshire area by organising or providing coaching and training to enable, assist and encourage young people with learning and/or physical disabilities to play team games, sports and dance and social activities.

### **3 MEMBERSHIP**

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Junior member – 16 – 18 years old
- Senior member – 18 + years old
- Parents/carers/guardians

Other age groups to be admitted at the discretion of the management committee.

Junior members cannot be appointed to trustee positions or have voting rights.

Membership of the club is dependent on payment of an annual membership fee, the amount to be determined by the management committee, due by 1<sup>st</sup> December each year. Club members will be given 1 month's notice of any changes in the membership fee.

Membership is terminated if any sum due from the member is not paid in full within six months of it falling due.

### **4 FEES**

Coaching fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees for regular weekly activities will be collected at the session, or by prior arrangement can be paid in advance/online. Additional fees will be paid by members attending any other activities organised by the club. These fees will be notified to members prior to enrolment.

### **5 OFFICERS AND TRUSTEES**

The officers of the club will be:

- Chair
  - Treasurer
- Honorary Secretary  
Coach Coordinator
- Volunteer Coordinator

Officers will be elected annually at the Annual General Meeting. Only members in the categories of Senior Member and Parent/carer/guardian member are eligible to vote. In the event of a post being unfilled, another officer may cover the role until it can be filled. All officers will retire each year but will be eligible for re-appointment. The officers and other members of the committee shall be the trustees of the club.

## **6 COMMITTEE**

The club will be managed through the Management Committee consisting of: Chair, Secretary and Treasurer and coach coordinator. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and will hold no less than 4 meetings per year. The quorum required for business to be agreed at Management Committee meetings will be: 3. The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. Decisions made will be recorded in minutes of that meeting.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

Management Committee meetings may be combined with working sub-committee meetings.

Membership of the general committee will be the Chair, Secretary, Treasurer, Coach Coordinator and up to 4 senior members. The Quorum for general committee meetings will be 3, to include at least one member of the Management Committee.

## **7 POLICIES**

The club will operate according to this constitution, and any policies that have been identified as necessary by the management committee. Copies of current policies will be available to any club member via the club's web site, [www.multisportsclub.org.uk](http://www.multisportsclub.org.uk) . Printed copies can be given if requested or if club members are unable to access the web site.

In addition the club will comply with any conditions set out by the Charity Commission, Royal Mencap Society and the English Federation of Disability Sport Club Mark Scheme.

Risk assessments will be carried out for all activities and venues, and reviewed annually or as required.

## **8 FINANCE**

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31 March

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting, complying with the requirements of the Charity Commission.

Any cheques drawn against club funds should hold the signatures of any two of the Treasurer, Chair, Secretary, and one other committee member. Online banking transactions may be authorised by any two officers of the committee, and a full report should be made available at each committee meeting.

## **9 PROPERTY AND INCOME**

The income and property of the club shall be applied solely towards the promotion of the objects. Expenditure on behalf of the club may be undertaken with approval of the management committee. The management committee shall take reasonable care to ensure that any property owned by the club is maintained in good order, is appropriate to the needs of members, and is stored securely.

## **10 ANNUAL GENERAL MEETINGS**

The club must hold a general meeting within twelve months of the date of the adoption of this constitution. An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

General meetings shall be chaired by the person who has been elected as Chair, or by a member of the Management Committee. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM.

All senior members and Parent/carer/guardian members have the right to one vote at the AGM, but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

The quorum for AGMs will be 5.

The Management Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM.

## 11 COMPLAINTS, DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. If the complaint is regarding the Secretary, complaints may be submitted in writing to the Chair or Treasurer.

The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

## 12 DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be passed on to any other charitable group with purposes the same as or similar to the club, or any other charitable body, to be agreed by the management committee.

## 13 AMENDMENTS TO THE CONSTITUTION

The constitution may be amended provided that:

- No amendment may be made that would have the effect of making the club cease to be a charity at law;
- No amendment may be made to alter the objects if the change would not be within the reasonable contemplation of the members or of donors to the Charity;
- Any resolution to amend this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- A copy of any resolution amending this constitution must be sent to the Charities Commission within twenty one days of it being passed.

## 14 DECLARATION

The Multi Sport Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed 

Name [Suzy Foster](#)

Date 14 August 2016

Signed 

Name [Susan Perrin](#)

Date 14 August 2016