

Welwyn Hatfield Sport and Physical Activity Alliance

CONSTITUTION

1. NAME

The name of the organisation shall be the Welwyn Hatfield Sport and Physical Activity Alliance (hereinafter referred to as the "Sport Alliance").

2. DEFINITION OF SPORT, PHYSICAL ACTIVITY AND ACTIVE LIVING

Sport refers to organised sport and active recreation including "*all forms of physical activity which, through casual or organised participation, aim at expressing or improving physical fitness and well-being, forming social relationships, or obtaining results in competition at all levels*".

Physical Activity refers to "*any activity involving movement including sport as well as activities which can be termed as Active Living.*"

Active Living refers to "*physical activities that are associated with every day living such as cycling and walking as means of transport, housework, manual labour, gardening and so on.*"

3. MISSION STATEMENT

"To increase participation, enjoyment and achievement in sport and physical activity by working together to provide and promote an environment that allows everyone to become involved, stay involved and reach their full potential so that sport and physical activity can contribute to the quality of life of people living in our community."

4. OBJECTS

The objects of the Sport Alliance shall be:

- I. To develop an effective Sport Alliance such that it can act as the collective voice for all sport within the Welwyn Hatfield catchment area.
- II. To draw together all local delivery agents from a wide range of sporting and relevant organisations so that they may respond to the needs of those in the community involved in sport and physical activity.
- III. To encourage partnership working and co-ordination between members and partners.
- IV. To develop policies and lobby for the development of sport and physical activity for both personal pursuits and recreational purposes.
- V. To secure and mobilise resources from a broad range of organisations including attracting funding from external funding sources to deliver our objectives.
- VI. To strive to ensure that sport and physical activity opportunities are available to all irrespective of gender, religion, ethnic origins, age, socio-economic status or disability.

- VII. To develop safe, quality and accessible facilities for sport and physical activities and in doing so support the emergence of new clubs especially where none exists in that particular area and to assist any existing clubs with special difficulties.
- VIII. To adopt the necessary policies for the Protection and Safeguarding of Children, Young People and Vulnerable Adults to ensure equitable access to sport for all.
- IX. To enable sport and physical activity to improve the quality of life and provide an environment which allows individuals to develop the ability and confidence to participate and reach their full potential in sport at all levels.
- X. To provide support to clubs in their efforts to expand their activities and membership and encourage increased participation, particularly in respect of children and young people, in response to all initiatives and targets.
- XI. To maintain recognition as a Community Sport Network (CSN) and observe the responsibility attached to that status working closely with Welwyn Hatfield Borough Council (WHBC), Herts Sports Partnership (HSP) and other key partners.
- XII. To assist and advise Welwyn Hatfield School Sports Partnership (WH SSP) and Oaklands College and maximise the opportunities for pupils and students.
- XIII. To incorporate the Activate Forum: To assist the Activate Forum to achieve its objectives as defined within its Terms of Reference.
- XIV. Encourage and assist clubs and operators with the attainment and maintenance of the accreditation and quality standards appropriate to their sphere of activity.
- XV. Generally to support the objectives of Safe, Healthy and Strong Communities; Health and Health Inequalities; Community Safety and Cohesion.

5. MEMBERSHIP

Membership of the Sport Alliance shall be open to all local people, clubs, groups, schools, leisure providers and other organisations in the Welwyn Hatfield catchment area.

Members shall complete and submit to the secretary, if required, an annual membership form for secretarial record purposes.

Membership fees, if any, shall be determined by the AGM.

6. ELECTION OF OFFICERS

The Annual General Meeting (AGM) shall elect 5 officers into post who shall be the Chairman, Minutes Secretary, Contacts Secretary, Treasurer and the Chairman of the Executive Committee who normally will be the Sport Alliance Chairman unless deemed otherwise.

Elections shall normally be conducted by a simple majority of a show of hands from those members present and eligible to vote. However, if required, the Secretary may organise a paper ballot vote and the Chairman shall appoint two members to act as tellers and report the outcome of the vote.

Nominations for all officers shall be properly proposed and seconded, with the agreement of the nominee, and forwarded to the Contacts Secretary no later than 7 days prior to the AGM.

The AGM may also elect a President and any number of Vice Presidents following a proposal from the Executive Committee

The elected Officers will serve for a 1 year term, but may be re-elected at the following AGM.

7. REGULATIONS

The Sport Alliance shall hold meetings as necessary and a quorum shall be a minimum of 8 members, including 2 of the elected officers, present and eligible to vote. Decisions will be made on the basis of a simple majority vote by show of hands. The Chair shall be entitled to an additional casting vote in the event of tied votes.

The Sport Alliance shall establish an Executive Committee consisting of the elected officers and a number of members as shall be determined from time to time with the function of providing guidance and direction to the Sport Alliance.

The AGM shall be held in the second quarter of the year and as soon as possible after the end of the financial year. The business of the meeting is to elect the Officers, receive reports of the previous year's activity and approve the Audited Accounts. A quorum shall be the officers and at least 10 members with voting rights.

The Sport Alliance may choose to affiliate to governing bodies of sport and other organisations as appropriate.

An accurate register shall be kept of all members and local groups involved with sport and physical activity and shall be accessible on request from any person with a genuine interest.

The Sport Alliance shall not promote the business or any product related to any member.

The Sport Alliance Minutes Secretary shall keep an accurate record of the proceedings of all meetings including the AGM and any Extraordinary General Meeting (EGM).

8. FINANCE

The Sport Alliance shall establish a bank account, which is to be opened upon the first financial transactions taking place. All monies raised by, or on behalf of, the group shall be applied to further the aims of the group and for no other purpose.

The Treasurer shall keep an accurate record of all income and expenditure incurred. Any cheques issued shall be signed by any elected officer with signatory authority, however, written approval of another elected officer is required before payment can be made.

The Sports Alliance account will also host the Activate Forum account as a sub account. Any transactions in this account will be agreed at the Activate Forum Steering Group and then passed to the officers for approval and dealt with as stated in para. 2, above. Their accounts are to be audited and regulated as part of the overall Sports Alliance account.

The Financial year shall end on the 31st March.

The AGM shall have the opportunity to appoint an Auditor to conduct an annual audit and prepare financial statements if thought appropriate.

9. EXECUTIVE COMMITTEE

An Executive Committee shall be established as set out in Clause 7 and its membership shall be determined from time to time.

It will normally meet quarterly and specifically 14 days prior to a meeting of the full Sport Alliance. A quorum of 6 individuals which shall consist of the Chairman, Minutes Secretary and/or the Contacts Secretary and/or Treasurer and a minimum of 4 members.

The purpose of the Executive shall be to:

- Provide clear strategic direction and guidance to members of the Sport Alliance
- Scrutinise /screen documents prior to each Sport Alliance meeting.
- Propose policy for short term and long term projects..
- Develop and publish a sport and physical activity plan as required.
- Establish and supervise mechanisms for the monitoring and delivery of a sport and physical activity plan
- Set up and supervise mechanism for the assessment and audit of the "Sport and Physical Activity Alliance," its effectiveness, structures and objectives in order that it can respond to change and continually improve.
- To recommend the allocation of funds on a priority and democratic basis.
- To make preparations for the AGM and any EGM.

The membership of the Executive in addition to the Chair, Secretary x2 and Treasurer shall include representatives from the following organisations:

- Activate Forum (2 Representatives)
- Child UK (1 representative)
- Community Voluntary Service (1 representative)
- de Havilland Partnership (1 representative)
- East & North Herts Primary Care Trust (1 representative)
- Finesse Leisure Trust (1 representative)
- Gosling Sports Trust (1 representative)
- Hatfield Extend Schools Coordinator (1 representative)
- Hatfield Town Council (1 representative)
- Herts Constabulary (1 representative)
- Herts Sport Partnership (1 representative)
- Oaklands College (1 representative)
- School Sports Partnerships (1 representative)
- Specialist Sports Colleges (1 representative)
- University of Hertfordshire (1 representative)
- Voluntary Sports Clubs and organisations (5 representatives)
- Welwyn Garden City Extend Schools Coordinator (1 representative)
- Welwyn Hatfield Borough Council Sports Champion (1 representative)
- Welwyn Hatfield Borough Council Youth and Sport Partnership Manager(1 representative)
- Welwyn Hatfield Community Safety Partnership (1 representative)

If more than the appropriate number of representatives come forward for any of the above roles a decision will be made at the following Executive meeting on those who have voting rights.

Other members may be co-opted onto the Executive where they are deemed to play a key role in enabling the Sport Alliance to deliver its plans, priorities and outcomes. This will then need to be ratified at the following AGM.

In certain cases co-optees may only be invited to attend where they can make an input to an agenda item of specific relevance to that organisation

10. ANNUAL GENERAL MEETING

The Annual General Meeting shall take place as soon as possible after the end of the financial year. Notice of this meeting must be given by the Minutes Secretary to all members 21 days in advance. Election of officers as required by Clause 6 shall take place at this meeting.

The Agenda, the minutes of the previous AGM and a set of Accounts, audited as appropriate, shall be circulated by the Minutes Secretary to all members at least 14 days in advance.

It would be appropriate for the President, if any, to preside as Chairman at the AGM otherwise the Alliance Chairman will chair the meeting, excluding the voting of new officers if the Chairman is re-standing. However, if the current Chairman is standing for re-election then the chair will pass to another Officer who will conduct the election for that post.

11. OTHER MEETINGS

The Sport Alliance shall meet in full when deemed necessary by the Executive Committee other than at the AGM. Notice of these meetings shall be given by the Minutes Secretary to all members 14 days prior to the meeting date.

In the absence of the Chairman at any meeting of the Alliance, the meeting shall elect an acting Chairman from amongst those members present.

12. SUB COMMITTEE'S AND WORKING GROUPS

There shall be a permanent sub committee which will be named the Activate Forum. This subcommittee's aim is to develop, grow and sustain sport and physical activity opportunities for adults and young people with disabilities across Welwyn Hatfield Borough. This committee will have its own steering group which will feed into the Sports Alliance Executive Committee and is answerable to the Chairman of the Sports Alliance. The Activate Forum's accounts will be governed by the Sports Alliance officers and audited as stated in Clause 8.

There shall be a permanent Working Group established to pursue the issues of Club Liaison, PR and Promotions which are so closely related to the key objectives of the Alliance. The Executive Committee shall appoint a Chairman and at least three other members one of whom shall act as the secretary. This Working Group shall report to each Executive Committee and to the AGM.

The Executive shall be empowered to appoint any other Working Group with a Chairman and a minimum of 3 other members to examine and report back on a specific task within an agreed timescale. The Working Group shall only address this particular item and shall then be dissolved once its task has been completed.

13. AMENDMENTS TO THE CONSTITUTION

Any amendments to this Constitution can only be proposed following a majority vote in the Executive Committee.

Any agreed proposals must be presented to an AGM, or an EGM convened solely for this purpose, and shall be notified to all members at least 21 days in advance of the meeting. Amendments can only be incorporated into the Constitution following a majority vote at an AGM or EGM convened solely for that purpose.

14. DISSOLUTION

If at any meeting of the Sport Alliance a resolution is passed calling for the dissolution of the Sports Alliance, the Minutes Secretary shall immediately convene an EGM of the Sport Alliance to be held no less than 1 month thereafter to discuss and vote on the resolution. This resolution must have the prior and unanimous agreement of the Executive Committee before it may be placed before members.

If at that EGM, the resolution is carried by at least two thirds of the Members present and voting, the Executive shall thereupon, or at such date as shall be specified in the resolution, proceed to realise the assets of the Sport Alliance and discharge all debts and liabilities.

After discharging all debts and liabilities of the Sport Alliance, any remaining assets shall be given or transferred to some other voluntary organisation having objectives similar to those of the Sport Alliance

15. OTHER MATTERS

The Executive Committee shall be empowered to deal with any other matter, not covered by this Constitution, and report its decision to the next full Sport Alliance meeting.

History of Changes to the Constitution

Section	Detail
	<p>4 Objects XIII To incorporate the Activate Forum: To assist the Activate Forum to achieve its objectives as divined within its Constitution</p> <p>Changed to To incorporate the Activate Forum: To assist the Activate Forum to achieve its objectives as defined within its Terms of Reference</p>
	<p>Section 9</p> <ul style="list-style-type: none">• Deleted 'Strategically manage the business of the Activate Forum