

# CLUBSPORT WEST LoTHIAN

## CONSTITUTION

### 1. TITLE

The name of the organisation shall be ClubSport West Lothian hereafter referred to as CSWL.

### 2. PURPOSES

The CSWL is an equal opportunities organisation and will support and enhance the provision of sporting opportunities in West Lothian, support the development of member clubs, provide a collaborative forum for sports clubs and work with West Lothian Council Active Schools and Community Sport and other partner organisations to fulfil these purposes.

### 3. MEMBERSHIP

Any individual club or organisation connected with sport and recreation in West Lothian, and is recognised as a sport by SportScotland, may apply for membership of CSWL, subject to their undertaking to abide by the rules of the said organisation. CSWL shall reserve the right to reject any application for membership or to withdraw membership on any grounds which to them appear reasonable.

An annual membership fee will be applicable, the membership year will run from 1<sup>st</sup> April – 31<sup>st</sup> March and fees will be set each year at the Annual General Meeting.

All paid up members have CSWL voting rights.

### 4. EXECUTIVE COMMITTEE

The Executive Committee shall consist of four Office Bearers; Chair, Vice-Chair, Treasurer and Secretary, all elected annually at the Annual General Meeting

Any vacancy in the membership of the Executive Committee occurring during any year shall be filled by the Committee by co-option. A co-opted member of the Committee shall retire at the next following Annual General Meeting, but shall be eligible for re-election.

The Executive Committee has the authority to create working groups, appoint members and set the terms and conditions by which they are managed.

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### 5. GENERAL COMMITTEE

The General Committee shall consist of all members of the Executive Committee, a maximum of two representatives from each member club and from each of West Lothian Council Active Schools and Community Sport and Lothian Disability Sport. Representatives from other partner organisations shall be invited to join the General Committee as required.

Representatives from partner organisations do not have CSWL voting rights, including West Lothian Council Active Schools and Community Sport and Lothian Disability Sport.

### 6. DUTIES OF THE OFFICE BEARERS

#### The Chair

- Chair both the Executive and General Meetings
- Chair sub-committees/groups or appoint a chair as required
- Liaise with Secretary to agree agenda for meetings
- Represent CSWL in dealings with other Bodies
- Resolve Disputes as necessary

#### Vice-Chair

- Chair both the Executive and General Meetings in the absence of the Chair
- Chair sub-committees/groups as required
- Deputise for the Chair in their absence
- Represent the CSWL in dealings with other Bodies as required

#### Secretary

- Deal with all outgoing and incoming correspondence and emails
- Keep CSWL records up-to-date
- Liaise with Chair to arrange meetings
- Prepare agenda and take minutes from both Executive and General Meetings
- Refer any complaints to the appropriate person and ensure resolution
- Update the CSWL Constitution to reflect any agreed changes made at an Annual General Meeting or Extraordinary General Meeting

#### Treasurer

- Maintain accurate and up-to-date financial records for the CSWL
- Establish and maintain CSWL bank accounts and banking arrangements
- Report financial position to the General Committee Meetings
- Collect and deposit all fees and funds
- Prepare and issue receipts for monies received
- Ensure that funds are spent appropriately
- Explore funding opportunities for the CSWL
- Pay bills occurring
- Prepare end-of-year audited financial report for the Annual General Meeting

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### 7. MEETINGS

#### **Annual General Meeting**

The Annual General Meeting shall be held within fifteen months of the last Annual General Meeting for the purpose of electing office bearers and other members of the Executive Committee, considering and approving the Treasurer's annual accounts and transacting any other relevant business of the Club.

Clubs must be notified of the date and venue at least 30 days prior to the meeting. Changes to the CSWL Constitutions and notices of motion must be with the Secretary at least twenty-one days prior to the meeting.

Apart from the Executive Committee at least twenty per cent of CSWL member clubs need to be present to form a quorum at an Annual General Meeting.

#### **Extraordinary General Meetings**

An Extraordinary General Meeting may be called at any time by the Executive Committee. Alternatively, following a written request by twenty per cent of the membership to the CSWL Secretary, specifying the purpose of the meeting, any such meeting to be held within one month of the request being received.

#### **Executive Committee Meetings**

The Executive Committee meets as and when required to deal with emergencies, for example financial, legislative, health issues, that need to be resolved urgently before the next General Committee Meeting. Notice of any Executive Committee Meeting shall be given in writing by the Secretary to the members of the Executive Committee no less than seven days from the date of said notice.

The Executive Committee may invite representatives from other organisations who have particular skills or expertise in relevant matters, to speak at the Executive Committee Meetings to assist CSWL to achieve its objectives.

The Chair, or in their absence, the Vice-Chair shall preside at all meetings of the Executive Committee. In the absence of both, those present at the meeting shall appoint one of their members to take the Chair.

A minimum of three members shall be present to form a quorum at an Executive Committee Meeting, if this not possible the Executive Committee shall co-opt members from the General Committee, (see para two, section 4 Executive Committee)

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### **General Committee Meetings**

The General Committee meetings shall meet at least six times per year and shall not meet more than once in any calendar month. Notice of any General Committee meeting shall be given in writing by the Secretary to all Club members and the said meeting shall be held not less than seven days from the date of posting said notice. At least twenty per cent of the Club members are required to be present to form a quorum at a General Committee Meeting.

The General Committee may invite representatives from other organisations who have particular skills or experience in relevant matters, to speak at the General Committee Meetings to assist CSWL to achieve its objectives.

The Chair, or in their absence, the Vice-Chair shall preside at all meetings of the General Committee. In the absence of both, those present at the meeting shall appoint one of their members to take the Chair.

### **8. RULES**

- The CSWL shall only make rules which pertain to the execution of its own policies.
- The CWSL shall not become involved in domestic affairs or management of other organisations.
- The CSWL Executive Committee may, when requested, nominate member{s} to assist in the operation of other organisations or clubs.
- Every member club shall retain its independence and individuality.
- Membership of the CSWL shall not discourage any club from using its own initiative and endeavours in furthering its own particular interests as long as this is done in a legal and transparent manner and does not prevent the development of sport in West Lothian.
- The CSWL will adhere to the West Lothian Council Child Protection Policy.
- Club members must be able to provide copies of their own Child Protections Policies upon request.

### **9. ASSETS**

The income and property of the CSWL wheresoever derived shall be applied solely to fulfil the purposes of the organisation as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to the members of the CSWL. Provided that nothing herein shall prevent the payment, reasonable and proper remuneration shall be made to any member of the CSWL in return for any services rendered to CSWL.

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**10. FINANCE**

The financial year shall run from 1<sup>st</sup> April – 31<sup>st</sup> March.  
The accounts shall be closed on 31<sup>st</sup> March of each year, a summary of the annual accounts shall be prepared by the Treasurer and presented at the Annual General Meeting for consideration and approval. The accounts shall be audited/examined by an independent person(s) elected annually at the AGM.

The Executive Committee shall have collective responsibility for agreeing and arranging payments, whether electronic or otherwise.

**11. DISSOLUTION**

The CSWL shall be dissolved by resolution if it is carried by sixty-six and two-thirds percent of the total membership of CSWL at an Extraordinary General Meeting called for that purpose.

In the event of the CSWL being dissolved, all funds and assets of the CSWL shall be passed to West Lothian Council under the condition that it is used for the purposes as specified under Section 2 of this Constitution.

**12. DATE OF ADOPTION**

I agree and will abide by the terms set out in the ClubSport West Lothian Constitution.

Signed

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Date .....