

1. **NAME** - The name of the organisation shall be Inverness Area Sports Council.
2. **AIM** - To promote interest and participation in sport \* in the Inverness area for all age groups and abilities.
3. **OBJECTIVES** - The objects of the Area Sports Council shall be:
  - a) To encourage the development of various sports clubs and recreational organisations in Inverness area both generally and in relation to specific projects.
  - b) To examine the available sports and recreational facilities in the Inverness Area as against current and anticipated needs and to make recommendations to Highland Council and any other appropriate body from time to time in this connection.
  - c) To promote or support competitions, championship events as considered desirable and social or other events.
  - d) To assist sports clubs, sporting organisations and individuals within the Inverness Area by arranging courses and displays for the improving of personal performance and for the training of leaders, coaches, referees and judges.
  - e) To assist in the formation of sports clubs where none exist or where needs are demonstrated.
  - f) To encourage with the assistance of the Education Authorities, school pupils and school leavers to take up sporting activities.
  - g) To receive reports and recommendations from sports clubs and recreational organisations within the Inverness Area on all matters concerning sport and take appropriate action thereon.
  - h) To publish and distribute as considered desirable up-to-date information on sports clubs activities and facilities.
  - i) To further the principle aims and objectives of the Area Sports Council by organising such activities and taking such other action as the Area Sports Council may deem appropriate.

*Definition of Sport = Involved activities recognised by **sportscotland**.*

#### **4. AFFILIATION & MEMBERSHIP**

- 4.1 All clubs and organisations concerned in sport in the Inverness Area may apply for affiliation to the Inverness Area Sports Council (IASC) subject to agreement to abide by any rules, which may be made by the Inverness Area Sports Council. IASC shall retain the right to reject the application for affiliation or to withdraw affiliation on any grounds which to them appears reasonable. Clubs based out with Inverness Area may be allowed to affiliate if there is no other club catering for the particular sport in the Inverness Area. These clubs would not in themselves be eligible for grant aid or funding for the club but can apply in the usual way to support Inverness resident member's applications for individual / personal grants.
- 4.2 Each affiliated club organisation shall pay an annual affiliation fee of such amount as may be fixed by the

Inverness Area Sports Council at their annual general meeting in each year and such fee shall be payable on joining or prior to the annual general meeting.

- 4.3** Sport related Professionals and Business' may be granted affiliation to the Inverness Area Sports Council by the IASC Executive Committee, where there is a considered benefit to member clubs and the further development of the Inverness Area Sports Council objectives.

## **5. IASC EXECUTIVE COMMITTEE**

- 5.1** The Inverness Area Sports Council Executive (IASC) Committee will consist of 12 people (including the office bearers) and will be voted annually from Inverness based clubs at the annual general meeting.
- 5.2** The IASC Executive Committee will be wholly responsible for the affairs of Inverness Area Sports Council. To assist in the running of the business and achieve the objectives of Inverness Area Sports Council, the office bearers will establish a number of Sub-Committees.
- 5.3** All Executive Committee members will be automatically considered for inclusion in the sub-groups to further the aims and objectives of the Inverness Area Sports Council.

### **5.4 OFFICE BEARERS**

- 5.4.1** The office bearers of the IASC Executive Committee shall consist of a Chair, 2 Vice-Chairs (one being a Highland Council Elected Member and the other a club representative), Honorary Secretary, Honorary Treasurer, and nominated Sub-Group Chairs. If the Chair is a representative of a body other than the Inverness Area Sports Council, then the Vice-Chair(s) shall be a representative of the Inverness Area Education, Culture & Sport Committee.

### **5.5 INTERESTED PARTIES**

- 5.5.1** Interested parties will assist in the furtherance of IASC objectives and will supplement the IASC Executive Committee. Interested parties will comprise of :
- 4 elected members of Inverness Area Education, Culture & Sport Committee (one of whom being Chair / Vice Chair see section 5.4.1).
  - 1 Official from Inverness Area Education, Culture & Sport Service.

### **5.6 CO-OPTED**

- 5.6.1** The IASC Executive Committee will be supplemented by co-opted members to assist in the furtherance of IASC objectives. Co-opted members will comprise of
- 1 Representative nominated by Inverness Area Education, Culture & Sport Manager (The local Sports Development Officer and Active School Co-ordinators)
  - 1 Representative from Inverness Leisure,
  - 1 Representative from Coaching Highland

## **6. MEETING SECTION**

- 6.1 The Chair, or in their absence, a Vice Chair shall preside at all meetings of the Inverness Area Sports Council. In the absence of both the Chair and the Vice Chair, those present as appropriate shall appoint one of their number to preside.
- 6.2 The Annual General Meeting shall be held in May of each year. A quorum for the Annual General meeting shall be fifteen.
- 6.3 All meetings of the IASC Executive Committee and full membership IASC meeting shall be called by the Honorary Secretary. At least 14 days notice in writing shall be given as to the time and place, and the business to be considered in so far as is known.
- 6.4 Meetings of sub-committees of the Inverness Area Sports Council shall be called by the relevant sub-committee Chairperson at a place and time convenient to the majority.
- 6.5 A special General Meeting of the Inverness Area Sports Council shall be held if requested by the Chair, the Vice Chair, or Secretaries of any six of the affiliated clubs or organisations in writing addressed to the Honorary Secretary and stating the nature of the business proposed to be considered at such meeting. Any special General Meeting so requested shall be held within 28 days of receipt of the Honorary Secretary of such request.
- 6.6 Voting at meetings of the Inverness Area Sports Council (IASC), the IASC Executive Committee and Sub-groups shall be on the basis of one vote per member club, and the Chair shall have a casting vote as well as a deliberative vote. Voting shall be by show of hands or by roll call as may be decided by the meeting. All affiliated members are entitled to vote at meetings. Co-opted advisers and sport related professionals and business' are not.
- 6.7 The full membership IASC will meet six times a year on the last Thursday of every second month with the meetings being open to the membership.
- 6.8 The IASC Executive Committee will meet at least six times a year ahead of a full membership IASC meeting and additionally where considered necessary to fulfil the financial responsibilities of Inverness Area Sports Council.
7. **FINANCE**
- 7.1 Proper books of accounts shall be kept by the Honorary Treasurer who shall be responsible for advising the Area Sports Council on all financial matters affecting the Area Sports Council's activities.
- 7.2 The Inverness Area Sports Council financial year shall run from 1st April to 31st March.
- 7.3 Monies received on behalf of the Inverness Area Sports Council shall be paid into a bank account in the name of the 'Inverness Area Sports Council'.
- 7.4 All cheques drawn against the Inverness Area Sports Council's account shall be signed by the Honorary Treasurer and either the Chair, Vice Chair or Secretary.
- 7.5 The Inverness Area Sports Council Executive Committee may authorise expenditure out of the Inverness Area Sports Council's funds for the furtherance of the objectives of the Inverness Area Sports Council.

7.6 An audited statement of accounts for the year 1st April to 31st March preceding shall be presented to the Inverness Area Sports Council at each Annual General Meeting.

## 7.7 GRANTS

7.7.1 All grants will be decided by recommendation of the Executive Committee and approved by the Inverness Area Sports Council Committee.

## 8. DISSOLUTION

8.1 The Inverness Area Sports Council shall not be wound up except by resolution carried by a majority of two thirds of those present and voting at a Special General Meeting of the Inverness Area Sports Council called for this purpose.

8.2 In the event of the Inverness Area Sports Council being wound up, all the funds (after settlement of all outstanding financial liabilities) of the Inverness Area Sports Council shall be handed to the Highland Council for disposal for such sports purposes as they, in their sole discretion may determine.

## 9. AMMENDMENT OF CONSTITUTION

9.1 No amendment shall be made to this Constitution except by a resolution approved by two thirds majority of those members present and voting at an annual general meeting or special general meeting provided always that fourteen days notice of the proposed resolution shall have been given to members. Any amendment to this constitution requires to be agreed by Inverness Area Education, Culture & Sport Service Committee.

*This Constitution (Updated) was adopted at the Annual General Meeting of Inverness Area Sports Council held on Thursday 27<sup>th</sup> May 2010 in Inverness College, Longman Drive, Inverness.*

### Signed:

1. Chair \_\_\_\_\_ Alan Hoseason

2. Vice Chair (1) \_\_\_\_\_ Janet Home

3. Vice Chair (2) \_\_\_\_\_ Cllr Elizabeth McAllister

4. Treasurer \_\_\_\_\_ Liz Forbes

5. Secretary \_\_\_\_\_ Elissa Steven

## **Inverness Area Sports Council**

### **Objectives Action Plan**

**a. To encourage the development of various sports clubs and recreational organisations in Inverness Area, both generally and in relation to specific projects.**

- Currently being achieved by the publication of the IASC Club Directory and signposting interested parties. However, it was considered possible to enhance this objective by :
  1. producing a calendar of promotional opportunities, and possibly developing and publishing a more easily viewed flow chart using categories such as 'Social', 'Age', and 'Activity'
  2. canvassing sports clubs with issues relating to club development and provide advice for development

**b. To examine the available sports and recreational facilities in the Inverness Area as against current and anticipated needs and to make recommendations to Highland Council and any other appropriate body from time to time in this connection.**

- It was noted that there appears to be no apparent mechanism for this objective nor one which is widely recognised by club members. This Objective was considered to be both relevant and worthwhile one for the Sports Council and therefore need to identify a way in which the Inverness Area Sports Council can facilitate this.

**c. To promote or support competitions, championship events as considered desirable and social or other events.**

- It was recognised that the Inverness Area Sports Council's financial support mechanism is the main way in which this objective is achieved, although it was recognised that this was dependant upon the annually negotiated budget from the Highland Council. The group considered whether the Inverness Area Sports Council should be more proactive toward obtaining funds and establish a fundraising position. Additionally, this may be achieved by collaboratively organising local events.

**d. To assist sports clubs, sporting organisations and individuals within the Inverness Area by arranging courses and displays for the improving of personal performance and for the training of leaders, coaches, referees and judges.**

- The group considered this objective was being currently achieved by Coaching Highland and Governing Bodies as well as the Area Sports Council. In order to maximise the benefit to member clubs and avoid duplication of effort the group considered an appropriate continuing role of the IASC as the regular survey of needs and liaising with appropriate bodies to provide.

**e. To assist in the formation of sports clubs where none exist or where needs are demonstrated.**

- Currently being achieved by a mixture of suitable financial incentives for new clubs and linked to promotional help. A possible Inverness Area Sports Council future incentives to aid development and IASC

contribution could be developed for new clubs / associations.

**f. To encourage with the assistance of the Education Authorities, school pupils and school leavers to take up sporting activities.**

- This objective is currently being done by the Highland Council's 'Active School Co-ordinators'. The group considered the need for IASC to strengthen the links with the active school co-ordinators initiative by defining an IASC objective which supports rather than duplicates the effort.

**g. To receive reports and recommendations from sports clubs and recreational organisations within the Inverness Area on all matters concerning sport and take appropriate action thereon.**

- This objective is closely linked to objective (c) and should be developed to provide and promote a mechanism

**h. To publish and distribute as considered desirable up-to-date information on sports clubs activities and facilities.**

- The group identified the IASC Directory and Website as means of achieving this objective, but considered the need to develop the website further. This was considered to be a special project, which could be achieved from suitably skilled volunteers from within the IASC, or by buying-in the expertise.

**i. To further the principle aims and objectives of the Area Sports Council by organising such activities and taking such other action as the Area Sports Council may deem appropriate.**

- The various awards, ceremonies and associated promotion is considered to be the main way this objective is achieved. This should be enhanced to promote the IASC and its aims and objectives to the wider public, clubs and sport related organisations. Additionally, other ways should be explored including greater involvement in SALSC and study tours and local events.