

# WYCHAVON PARISH GAMES ASSOCIATION

*Competition and Community Coming Together – [www.wychavongames.org](http://www.wychavongames.org)*

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## **CONSTITUTION**

### **1. Name:**

The name of the body to which this Constitution refers is Wychavon Parish Games Association hereinafter known as “the organisation”.

### **2. Objectives:**

2.1 To promote sport and healthy recreation in the District of Wychavon.

2.2 To organise the Annual Parish Games Competition.

### **3. Membership:**

3.1. Each Parish in Wychavon is eligible for membership of the organisation.

3.2. The person to represent the Parish and vote at General Meetings shall be nominated by the relevant Parish Council.

3.3. The Executive Committee shall use its best endeavours to secure nomination of an individual from each Parish Council to represent that Parish.

3.4. The Executive Committee, at its sole discretion, may refuse to accept or cancel the membership of a Parish at any time for conduct which is not conducive to the aims and objectives of the organisation, or befitting an organisation in sport.

3.5. Membership and/or entry fees will be set from time to time by the Executive Committee; failure to pay such fees may lead to cancellation of membership.

### **4. Executive Committee:**

4.1. The Executive Committee shall be elected into office at each Annual General Meeting (AGM).

4.2. Members of the Executive Committee should be elected for their willingness to assist actively in the work of the organisation.

4.3. The Executive Committee shall consist of not less than three and not more than nine members.

4.4. The Executive Committee shall consist of Chairman, Secretary, Treasurer and other members nominated and elected by the member Parishes and their representatives at the AGM.

4.5. All members of the Executive Committee must resign at the AGM, but may seek re-election.

4.6. The Executive Committee may co-opt an additional member or members at any time by a majority vote of those present at a quorate meeting. Co-opted members serve until the AGM, when they must stand down or seek re-election.

4.7. Any member who has not attended nor given apologies for absence from three consecutive meetings without good reason shall be invited to resign, unless the Executive Committee deems otherwise.

4.8. Members of the Executive Committee must declare any pecuniary interest referring to any item to be discussed and refrain from voting on this item.

## **5 Meetings:**

5.1. The Executive Committee shall meet at least four times a year.

5.2. The AGM shall be held in the first quarter of each year. The AGM shall be chaired by the retiring Chairman of the Executive Committee; in his / her absence, a Chairman for the meeting shall be elected by voting members present.

5.3. All Officers should present a report to the AGM.

5.4. Member Parishes shall be given twenty-one days notice of the time and date of the AGM, which shall be set by the Executive Committee.

5.5. An Extraordinary General Meeting (EGM) may be called at any time by the Executive Committee or if the Secretary receives a written request for an EGM which is signed by 20% of the total membership. The Parishes making the request should give reasons for their request. The Secretary shall call such a meeting within fourteen days.

5.6. Where an EGM is requested to consider the winding up of the organisation, then not less than twenty-one days' notice shall be given to members.

5.7. The Secretary shall keep adequate minutes of proceedings of all meetings of the organisation. Within one month following a meeting, a copy of the minutes of that meeting shall be sent to each member of the Executive Committee.

5.8. 10% of the member Parishes represented shall constitute a quorum for any meeting of the organisation.

## **6. Financial Arrangements:**

The organisation's financial year shall run from 1st April to the following 31st March. The accounts, certified by an independent third party, shall be presented to the following AGM. Cheques shall be signed by two of three appointed signatories.

## **7. Nominations to Other Bodies**

The Executive Committee may, if requested, nominate an individual to become a member of another body. The nominee need not be a member of the organisation, but must be a suitable person to fill the post to which nomination is required.

## **8. Amendments to the Constitution:**

8.1. Any proposed amendment to this Constitution must be agreed by a resolution passed by a simple majority of the members present and voting at any meeting of the Executive Committee.

8.2. Any such proposed amendments must then be passed by a two thirds simple majority of the members present and voting at the next AGM, provided that these amendments have been circulated to all members with the notice of the said AGM.

### **9. Voting:**

9.1. Each elected member present at any meeting of the Executive Committee shall be entitled to one vote.

9.2. In the event of an equality of votes being recorded, the Chairman shall have a casting vote.

9.3. Only one representative of each member Parish is entitled to vote at an AGM or EGM.

9.4. Elected members of the Executive Committee have one vote each at an AGM or EGM.

### **10. Winding Up:**

10.1 The organisation shall only be wound up if a two-thirds majority of the votes of members present at any AGM or EGM called for that purpose, (under 5.6. above) have supported the resolution.

10.2 After the discharge of all debts and liabilities, the surplus shall be transferred to an appropriate body in sport that promotes the furtherance of sport within the Wychavon District.

November 2019