

LANCASHIRE SCHOOL SAILING ASSOCIATION CONSTITUTION

NAME

1. The name of the organisation shall be the Lancashire School Sailing Association, hereafter named the Association.

AIMS

2.
 - (a) The object of the Association shall be the management and co-ordination of sailing facilities for the recreational, educational and other leisure time occupations for young people resident in Lancashire, being such facilities of which young people have a need by reason of their youth or social or economic circumstances.
 - (b) To improve the conditions of life of such young people by promoting their physical, mental and spiritual well being.
 - (c) In furtherance of the above objects but not otherwise, the Association shall have the power to promote and develop an appreciation of the short and long term value of sailing and water recreation towards improving conditions of life for young people in Lancashire.
 - (d) To organise and stimulate fund-raising activities with a view to affording financial support to worthwhile projects.
 - (e) To encourage the sharing or joint use of all facilities available within the community, including those not originally specified.
 - (f) To obtain, provide and make available where feasible, local, national and international information relevant to sailing and water recreation.
 - (g) To support and advise on the implementation of relevant structured training within Lancashire for voluntary staff involved in approved projects.
 - (h) To encourage and facilitate the provision of sailing and water recreation facilities as part of a community activity.
 - (i) To co-operate with local, national and other authorities and organisations, in assessing needs and improving means by which adequate sailing and water recreation facilities may be provided.
 - (j) To affiliate to national bodies as agreed by the Annual General Meeting.
 - (k) To encourage full awareness, on the part of local groups and local authorities, of their responsibilities towards providing sailing and water recreation facilities.

MEMBERSHIP

3.
 - (a) Group membership of the Association shall be open to all educational establishments, recognised youth groups or national youth organisations normally within Lancashire.
 - (b) Associate membership shall be open to adults and young people normally resident within Lancashire.
 - (c) Honorary membership may be offered, for a period of one year, by the Committee to individuals who would not normally be eligible for membership in recognition of their services past, or in special cases, future, to the Association. Honorary members have no voting rights.

- (d) Subscription fees are due on the 1st of April each year.
- (e) Membership will be deemed to have lapsed if the subscription fee has not been paid by 30th June.
- (f) A Group or Associate joining the Association for the first time after 1st October shall be considered to have paid the subscription for the following year.

COMMITTEE

4. (a) The Management of the Association shall be vested in a Committee. This Committee will consist of the Officers: President, any number of Vice Presidents (an honorary position given for exceptional services to the Association), Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, Principal and up to 12 elected Members, representing the following sub-committees:-

Fishmoor	2 persons
Spade Mill	2 persons
Sailing	8 persons

In each of the sub-committees, one of the representatives should be the Chairman of the sub-committee. All will be elected at the Annual General Meeting of the Association.

The sub-committees may co-opt as many members as is deemed appropriate by the sub-committee.

The Officers of the Association will be ex-officio members of the sub-committees with the exception of the Principal, who will be a full voting member of all committees.

- (b) The Committee will be elected by ballot at the Annual General Meeting of the Association by means determined at the Meeting. Nominees who secure election will be those who have recorded the most votes or who are elected unopposed.
- (c) The Officer and members will be elected for a period of one year but will be eligible for re-election. The Chairman will not normally serve for more than three years.
- (d) The Officers of the Committee will be the officers of the Association.
- (e) The Committee may refer any part of its business to the sub-committees or a working party as deemed necessary.
- (f) The Committee may from time to time co-opt persons who may be specially qualified or have special knowledge and experience available and valuable to the furtherance of the Association's aims. At no time shall such co-options exceed one third of the total membership of the Committee.
- (g) The Committee Meetings will be convened at least three times a year.

ASSOCIATION MEETINGS

5. (a) An Annual General Meeting shall be held in May each year to receive an Annual Report and accounts of the previous year; to elect Officers and Committee members, to appoint an auditor and to deal with any other business which the Committee or members should raise, provided that:
 - (i) Notice of a motion to amend the Constitution shall be given in writing to the Secretary twenty-eight days before the meeting;
 - (ii) Notice of any other item of business be given to the Chairman before the commencement of the meeting.
- (b) General Meetings will be convened throughout the year if felt necessary by the Officers, Committee, or at the request of not less than 10% of member groups.
- (c) Extraordinary General Meetings may be convened by the Committee at any time at their discretion and shall be called at any time by the Committee upon the requisition, signed by ten or more voting members of the Association, stating the object of the meeting, which shall be the only subject on the Agenda, being received.
- (d) The Quorum at all General Meetings will be ten representatives entitled to vote: at Committee Meetings it will be six.
- (e) Adequate Minutes will be kept at all meetings and will be stored for a period of not less than five years.
- (f) All General Meetings will be open to the public.
- (g) Any complaint of irregularity concerning the distribution of ballot papers or receipt of nominations for election of Officers shall be investigated by an Officer appointed by the Association. This is subject to the majority of members attending the Annual General Meeting giving their approval. No election shall be declared invalid until such investigations have been made. In the event of an election having been found to be improperly conducted, the officers or Committee members elected as a result of such an election shall hold office until such time as a subsequent election has been held in accordance with the procedure laid down in Clause 5(h).
- (h) In the event of an election having been found to have been improperly conducted, this fact shall be communicated to the Secretary in writing as soon as possible after the election, who will then commence the following procedure:
 - (i) Notify members by letter that there will be an Extraordinary General Meeting for the purpose of discussing the irregularities and inviting replacement nominations to be received not later than fourteen days in advance of the proposed Extraordinary General Meeting. At this meeting the date for voting replacement Officers or Committee members will be decided; such a meeting will take place not later than twenty-eight days from the date of the AGM
 - (ii) Notify members by letter of the date of the meeting at which replacement Officers or Committee members will be elected.

NOTICE OF MEETINGS

6. (a) The Secretary will be responsible for notifying members of Association Committee meetings they are entitled to attend and for providing an Agenda, together with Minutes of the previous meeting.
- (b) The minimum period of notice of meetings will be: -
 - Annual General Meeting - 21 days
 - General Meetings - 21 days
 - Extraordinary General Meetings - 21 days
 - Committee Meetings - 14 days

VOTING

7. (a) Only one representative from each member group and all adult associate members in current membership will be entitled to vote at General Meetings.
- (b) When in the opinion of the Chairperson it is necessary for a vote to be taken at any other Committee Meeting, this may be taken by a show of hands or by secret ballot, at the Chairperson's discretion.

In the event of equal numbers of votes being recorded for and against a motion, the Chairperson will be entitled to a casting vote.

FINANCE

8. (a) All monies shall be devoted to the objects of the Association and shall be paid into a Bank approved by the Committee.
- (b) No individual, whilst representing the Association, shall receive payment either directly or indirectly for services to the Association other than legitimate expenses incurred in the works of the Association.
- (c) The Association shall seek to obtain grants in order to support the work of the organisations in membership of the Association or set up by the Association.
- (d) Group and Associate membership fees, where appropriate, shall be at a sum decided by the Annual General Meeting.
- (e) Decisions regarding the making of financial grants to affiliated groups shall be made by the Committee and reported to a General Meeting. These decisions include:-
 - (i) Distribution of general funds which may from time to time become available.
 - (ii) Vetting and making recommendations on applications from member groups to grant aiding bodies and subsequent supervision of expenditure.
- (f) The financial year of the Association shall end on 31st of March each year.
- (g) At the end of the financial year, accounts shall be prepared, audited and submitted to members attending the Annual General Meeting.
- (h) The Treasurer will be responsible for keeping proper accounts and for all monies received or payable by the Association. All cheques drawn against the Association account shall be signed by the Treasurer and one other Officer, namely the Chairman or Secretary.
- (i) An auditor will be appointed at the Annual General Meeting.

AMENDMENTS TO CONSTITUTION

- 9.** This Constitution may be amended in any respect (other than this Clause) by a resolution passed by a simple majority of the members present and entitled to vote at any General Meeting of the Association. All amendments must be communicated to the Secretary in writing at least 28 days before the meeting at which the proposal is to be moved and that members of the Association have received details of the proposed amendment not less than 14 days before said meeting.

DISSOLUTION

- 10.** The Association may, at any time, be dissolved by a resolution passed by a two-thirds majority of those present and voting at a meeting of the Association at which at least 21 days clear notice shall have been sent to all members of the Association, specifying that this is the purpose of the meeting.

Such resolutions, may give instructions for the disposal of any assets held by or in the name of the Association, provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall be paid to or transferred to such charitable institutions or institutions having objects similar to some or all of the objects of the Association as the Association may determine.

Amended

May 2007