

Babergh Disability Sports & Leisure Forum Constitution

Title

The Forum shall be called the Babergh Disability Sport & Leisure Forum.

Objectives

To raise awareness of sport and leisure opportunities for people with a disability in Babergh.

To support local organisations in providing additional sporting and leisure opportunities for people with a disability.

To act as a voluntary organisation in assisting bids for the application of disability sport and leisure funding grants.

To encourage communication between organisations that have an interest in disability sport and leisure.

To encourage the promotion of all organisations offering disability sport and leisure activities through the online Suffolk County Council 'InfoLink Plus' database facility.

To act as a disability steering group to support the development of the Be Active Leisure Inclusion Project in Babergh.

To promote the forum and its objectives.

Membership

The Forum shall be open to anyone who expresses an interest in any aspect of sport and leisure for people with a disability. Members shall not be elected onto the Forum but can be individuals or members of local groups with an interest in disability sport.

Officers

There shall be four officers elected into post at an annual general meeting, who will be a Secretary, Chair, Vice Chair and Treasurer. The treasurer shall not be a local Government Officer. There must be two officers present at all Forum meetings. Election of officers may be made outside of the AGM if any elected officers resign their position mid term.

Elections shall be made via votes from members present at the AGM. Nominations must be received prior to the start of the meeting and can be received up to 14 days prior to the start of the meeting.

The Forum shall operate with a minimum of five members (a quorum). Decisions will be made on the basis of a simple majority vote. The Chair shall be entitled to an additional casting vote in the event of tied votes.

Regulations

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

An accurate database of contact details shall be kept of all members and local groups involved with the forum.

The Forum shall keep an accurate record of all minutes and annual general meetings.

The Forum shall keep an accurate record of all income and expenditure incurred through annually audited accounts.

The Forum shall establish a bank account when necessary. This shall 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 Forum shall firstly approve any membership/subscription fees levied to groups as acceptable. Fees may change from year to year.

Any cheques issued by the Forum shall be signed by two of the four elected officers – but not local government officers or councillors.

Annual General Meeting

There shall be one Annual General Meeting per year to take place as soon as possible after the end of the financial year. Notice of this meeting must be given at least 14 days in advance. Election of officers shall take place at this meeting. Minutes and agenda shall be circulated prior to the meeting. Any amendments to this constitution may be made via a majority vote having received notification at least 14 days prior to the meeting.

Other Meetings

The Forum shall meet as and when deemed necessary by its members but at least once every 4 months. Notice of a meeting shall be given 7 days prior to the meeting date. Apologies should be received prior to the meeting date.

Dissolution

If at any General Meeting of the Forum, a resolution is passed calling for the dissolution of the Forum, the Secretary shall immediately convene a Special General Meeting of the Forum to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting, the General Meeting shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Forum and discharge all debts and liabilities of the Forum.

After discharging all debts and liabilities of the Forum, the remaining assets shall not be paid or distributed amongst members of the Forum, but shall be given or transferred to some other voluntary organisation having objectives similar to those of the Forum.