

# Constitution of the Leeds Sports Federation

## 1. Title

1.1 The Federation shall be called the 'Leeds Sports Federation'

## 2. Objectives

2.1 The objectives of the Federation are to provide a forum where all sports and physical recreation organisations in the Leeds City Metropolitan Area may be represented to collectively formulate and promote the development and participation in sport, physical recreation and facilities.

## 3. Membership

3.1 All recognised sports and physical recreation organisations in the Leeds City Metropolitan Area shall be eligible to apply for full membership.

3.2 All recognised Local Sports Councils within the Leeds City Metropolitan Area shall be eligible to apply for full membership.

3.3 The English Sports Council – Yorkshire shall be eligible to send one representative without voting rights.

## 4. Subscription

4.1 The annual membership fee, payable on 1<sup>st</sup> January each year shall be determined at the Annual General Meeting.

4.2 Any member organisation failing to pay such fees by the end of March of the same year shall cease to enjoy the privilege of membership.

## 5. Annual General Meeting

5.1 The Annual General Meeting of the Federation shall take place in May. Twenty-One day's notice shall be given. The business of the Annual General Meeting shall be:

5.1.1 Confirm the Minutes of the previous AGM

5.1.2 Receive the Annual Report submitted by the Executive Officers

5.1.3 Receive the audited accounts of the Federation made up to 31<sup>st</sup> March each year

5.1.4 Determine the annual subscription for member organisations for the following year. Any change to the existing fee shall be submitted as a resolution in accordance with Item 5.1.8, and shall be required to be carried by a majority of those present and voting. In the event of there being no such resolution presented and carried, then the membership fees shall continue at the level that applied for the current year.

5.1.5 Elect for the ensuing year the Honorary Officers: President and not more than six Vice Presidents.

5.1.6 Elect for the ensuing year the Executive Officers (Chairman, Vice Chairman, Secretary, Treasurer) and six Individual Members of the Executive Committee

5.1.7 Elect one auditor.

- 5.1.8 Transact only such business received in writing from a member and received by the Secretary seven day's prior to the meeting.

## **5.2 Nominations for Officers/Executive Members**

- 5.2.1 Nominations for Officers, Members of the Executive Committee shall be submitted in writing to Secretary. To be valid a nomination must be signed by an Officer or a member of the Federation.
- 5.2.2 Nominations for the position of President and Vice President/s may only be submitted by Executive Committee.

## **5.3 Representation and Voting Rights**

- 5.3.1 Any number of representatives of an organisation accepted into membership may attend an Annual/General Meeting.
- 5.3.2 Only one representative of an organisation accepted into membership shall be entitled to vote
- 5.3.3 The Officers and Members of the Executive Committee shall be entitled to attend all General Meetings, with the right to vote, and in the event of a tie the chairman of the meeting shall have an additional casting vote. No person shall be permitted to vote in more than one capacity.

## **6. Extraordinary General Meeting**

- 6.1 An Extraordinary General Meeting shall be convened at the request of the Executive Committee, or on receipt of a written request from not less than two member Local Sports Councils or eight other members within ten days, giving fourteen days notice of the meeting. The notice convening the meeting shall set forth the objects of the meeting and no other business shall be transacted.

## **7. Executive Committee**

- 7.1 Appoint such ad hoc committees with or without executive powers, as may be deemed necessary.
- 7.2 Fill any vacancy that may occur during the course of the year among the Officers of the Federation or the members if the Executive Committee.
- 7.3 Appoint representatives and delegates to appropriate bodies
- 7.4 Co-opt to the Committee, without voting rights, such persons as may be deemed to be of value to the work of the Federation.
- 7.5 Transact any other business appropriate to the Federation's objectives.

## **8. Alterations to Rules**

- 8.1 Any additions or alterations to these Rules may only be made at the Annual General Meeting or at an Extraordinary General Meeting by a two-thirds majority of those present and voting. Any such proposal may be made by the Executive Committee or an organisation in membership of the Federation, and must be submitted in writing to the Secretary.

## **9. Interpretation of the Rules**

- 9.1 In any matters not provided for in the Constitution the Executive Officers shall have the power to decide.