

MAITLAND SPORTS ADVISORY BOARD CONSTITUTION

Amended 27 July, 2006

1. NAME

The name of the organisation shall be the "Maitland Sports Advisory Board" and shall be referred to hereafter as the Board.

2. OBJECTIVES

- i) To provide advice to Council on the development, management and promotion of sport within the Maitland Local Government Area.
- ii) To assist Council in determining and prioritising capital sports projects for grant and funding applications.
- iii) To provide assistance, where appropriate, to Maitland sporting teams/individuals participating at State, National or International levels.
- iv) To provide assistance to sporting groups within the Maitland Local Government Area.

3. DELEGATED POWERS

The Board is constituted with the powers as set out hereunder, delegated to it by Maitland City Council in accordance with Section 377 of the Local Government Act, 1993.

- i) To raise revenue, in accordance with the Local Government Act 1993, and other applicable legislation, for the support of the above objectives

4. MEMBERSHIP

- i) The Board shall consist of the following persons:-
 - a) Twelve (12) persons appointed by Council from nominations received from sporting associations within the Maitland LGA.
 - b) Two (2) Councillors of Maitland City Council
 - c) Two (2) community representatives appointed by Council from nominations from within the Maitland Local Government Area.
 - d) The General Manager of Maitland City Council or his/her nominee.

MAITLAND SPORTS ADVISORY BOARD (Cont.)

- ii) No member of the Group shall be appointed to any salaried/rewarded office or receive payments from the groups monies.
- iii) Casual vacancies on the Board shall be filled by the Council.
- iv) The office of a member of the Board, other than the General Manager and Councillors of the Maitland City Council becomes vacant:
 - a) If he/she resigns his/her office by notice in writing to the Board or Council.
 - b) If he/she is absent for more than three (3) meetings without apology and acceptable cause.

5. TERM OF OFFICE

All members of the Board shall cease to hold office at the expiration of three months after the general elections of the Council next following upon appointments of the Board but shall be eligible for re-appointment.

6. EXECUTIVE

- i) The Executive of the Board shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer.
- ii) The Chairperson, Vice Chairperson, Secretary and a Treasurer shall be appointed annually at the first meeting following the Annual General Meeting.
- iii) Maitland City Council reserves the right to remove all or any such officers at any time during such term, after consultation with the Board.

7. MEETINGS

- i) 50% of the active membership plus one (1) shall form a quorum.

Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days after or to a place and to a time within one month of the date of such meeting to be determined thereat.
- ii) All decisions shall be passed by a simple majority of those present and in the case of equality or a tie, the Chairperson shall have a second or casting vote.
- iii) Meetings shall be held as frequently as required or as called by the Chairperson or Secretary; or by a requisition signed by at least three (3) of the members of the Group, with a minimum of six (6) meetings per year.

MAITLAND SPORTS ADVISORY BOARD (Cont.)

- iv) Meeting procedure shall generally follow the rules contained in 'Councils' Code of Meeting Practice" (Section 360(2) Local Government Act 1993).
- v) The Board shall cause minutes to be made and kept:-
 - a) Of all appointments of office-bearers and members of the Board and Council notified forthwith.
 - b) Of the names of members of the Board present at all meetings of the Board.
 - c) Of all proceedings at all meetings of the Board and copies sent to Council.

Such minutes shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting.

- vi) Special Meetings of the Board may be summoned by the Secretary on the authority of the Chairperson or on written requisition signed by not less than three (3) members of the Board.
- vii) At all Special Meetings of the Board business other than that for which the meeting was convened, shall not be transacted unless all members of the Board are present and they unanimously consent to such other business being dealt with.
- viii) At least forty-eight (48) hours notice of Special Meetings shall be given to all members of the Board, but failure to receive a notice on the part of any members shall not affect the validity of any Special Meeting.

8. ANNUAL GENERAL MEETING

- i) Shall be held in Maitland no later than 1 October in each and every year.
- ii) Twenty-one (21) days notice of such Annual General Meeting shall be given in writing.
- iii) The business of the Annual General Meeting which shall take precedence over all other business shall be:-
 - a) Confirm minutes of previous Annual General Meeting.
 - b) Receive the Annual report and audited financial statement.

9. REVENUE

- i) The Council may direct the payments of the Board's monies shall be made to the General Manager at any time considered necessary and after consultation with the Board.

MAITLAND SPORTS ADVISORY BOARD (Cont.)

- ii) The Treasurer shall be responsible for the proper keeping of the books and accounts which shall be kept in accordance with the General Manager's directions and shall be made available to the Council when required by the General Manager.
- iii) All monies received by the Group shall be banked in the name of Maitland Sports Advisory Board.
- iv) All cheques etc drawn on behalf of the Board shall be signed by the Chairperson or Vice Chairperson and the Secretary, Treasurer or any two of these signatures.
- v) All revenue shall be managed in such a manner as may be directed by the General Manager.

10. EXPENDITURE

- i) The Board must not at any time incur expenditure in excess to the amount at its credit in the bank.
- ii) Accounts for expenses incurred shall be confirmed at the next meeting of the Board.

11. FINANCIAL YEAR

The financial year shall be the period from the 1st July to the 30th June. All books, cheque books, bank statements will be sent to Councils Finance Department for the financial year Audit.

12. ANNUAL REPORT AND FINANCIAL STATEMENTS

- i) Not later than fourteen (14) days after such Annual General Meeting a copy of the Annual Report and Financial Statement duly certified by the Chairperson and Treasurer shall be forwarded to the General Manager.

13. ALTERATION AND AMENDMENTS

- i) No amendments shall be made to this Constitution unless notice of the proposed amendment is given in writing to the Board at least fourteen (14) days prior to a meeting.
- ii) The amendment must be passed by at least two-thirds of those Board members present. The amendment will also be subject to the approval of Maitland Council.