



ACTIVE CHELMSFORD

Governing Document

Active Chelmsford is a Community Sports Network and is an independent, voluntary group formed to bring together all sectors with an interest in the provision of physical activity including sport in the administrative area covered by Chelmsford City Council which includes South Woodham Ferrers and rural areas surrounding the city itself.

1. Name The organisation's name is Active Chelmsford

2. The purpose of the network is:-

to encourage and promote the delivery of physical activity and sports activities in order to increase the participation levels of people who live, work or visit the City.

3. Management.

The network is managed by a Steering Group who may delegate day to day activities to officers appointed at the Annual General Meeting (AGM).

4. Carrying out the purposes

In order to carry out the purpose, the Steering Group has the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out its work
- (3) co-operate with and support other groups with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 Membership

- (1) Membership of the network is granted as of right to representatives of bodies on the Steering Group as identified in 6 (1)
- (2) Membership of the network is also open on application to any individual over age 18 or group/organisation who subscribe to the network's purpose.
- (3) Approval of applications under 5(2) shall rest with the Steering Group and shall stand either for three years or shorter if the member resigns or the Steering Group so determines is in the best interests of the network. Approval shall not be unreasonably denied.
- (4) Membership of the Activities Group is open to all individuals over age 18, clubs, groups and organisations who deliver or plan to deliver physical activity and/or sport in Chelmsford. It is not a requirement that those attending the Activities Group be a member of the network.
- (5) Appeals against eligibility for or refusal of membership may be made to Active Essex whose decision will be final.

6. Steering Group

The Steering Group is the strategic body that oversees the network

(1) Membership of the Steering Committee is open to bona fide representatives of the following organisations or spheres of activity:

- Chelmsford City Council
- Education (to encompass HE/FE, SE and schools)
- Public Health
- National Health Service
- Social Care
- Voluntary Sector
- Active Essex
- The Activities Group

(2) The Steering Group shall hold at least 3 meetings each year and keep minutes of all meetings.

(3) Each body represented on the Steering Group shall have one vote.

(4) The Steering Group may act by majority decision.

(5) At least 3 individuals eligible to vote must be present at the meeting to be able to take decisions.

(6) If representatives of Steering Group members have a conflict of interest they must declare it as soon as it is apparent. They may stay in the meeting to answer any questions and observe. In particular they may not vote on decisions where money is allocated to them or organisations they represent.

(7) The Steering Group may make reasonable additional rules to help run the network. These rules must not conflict with this constitution or the law.

7. The Activities Group

The Activities Group is the body that includes and represents the multiple individuals and groups that deliver physical activity and sport.

(1) The Activities Group shall aim to meet at least once in any calendar year. Most communication to and from Activity Group members is likely to be through electronic means.

(2) The Activities Group shall be entitled to select two representatives on the Steering Group.

8. Money and property

(1) Money and property must only be used for the network's purposes.

(2) The Steering Group must ensure accounts are kept. The most recent annual accounts shall be available to any member as defined in 5 (1), (2) and (4) on request.

(4) Money must be held through a reputable body approved by the Steering Committee and use of resources must be formally authorised by 2 officers.

9. General Meetings

(1) A General Meeting must be held if 5 members of the network request it.

(2) Notice of each General Meeting must be given to all members as defined in 5 (1), (2) and (4) at least 14 days before the meeting giving time, place and agenda.

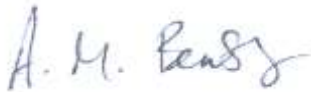
(3) The AGM is considered to be a General Meeting and must be held in each calendar year.

(4) The AGM will be presented with an annual report and accounts approved by the Steering Group.

- (5) The AGM shall elect at least 3 individuals to act as officers for the next year to include a Chairman and Treasurer. They will retire at the next AGM but may stand for re-election.
- (6) Minutes must be kept for all General Meetings
- (7) Eligibility to vote at General Meetings shall be held by up to 2 bona fide representatives of each Steering Group member, each of the individuals having one vote.
- (8) There quorum for General Meetings shall be 5 individuals eligible to vote.
- (9) Voting at General Meetings shall be by simple majority apart from the following where the majority must be 2/3.
 - (a) Winding up - any money or property remaining after payment of debts and refund of grants must be passed to Active Essex.
 - (b) Changes to the Constitution
- (10) In the event of a tied vote the Chairman of the meeting shall have a second casting vote.

This Governing Document was adopted at the Annual General Meeting of Active Chelmsford on 14th March 2017.

Signed by

A handwritten signature in blue ink that reads "A. M. Bensley". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Antony Bensley
Chair Active Chelmsford