

**BRADFORD SECONDARY SCHOOLS
SPORTS ASSOCIATION**

CONSTITUTION & GENERAL RULES

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1. Name

- 1.1 The Association shall be named the “Bradford Secondary Schools’ Sports Association” (BSSSA).

2. Purpose

- 2.1 The Bradford Secondary Schools’ Sports Association is a partnership made up of organisations that share an interest in ensuring the development of school sport in Bradford. The Purpose of BSSSA is to:

2.1.1 Increase the number and range of quality, inclusive opportunities for secondary schools to participate in school sport competitions and events

2.1.2 Support those with talent to progress through established pathways to a performance level as players, performers, leaders, coaches or officials

3. The Strategic Objectives of BSSSA

- 3.1 The strategic objectives of The Bradford Secondary Schools’ Sports Association are to:

3.1.1 Provide an inclusive range of school sport competitions and events, in a wide range of sports and at a number of different levels, in order to engage the maximum number of young people in school sport opportunities

3.1.2 Ensure the provision of a range of talent development opportunities in selected sports are in place so that those with talent can progress to the highest possible levels of performance and Bradford teams compete successfully on the county, regional, national and international stage.

3.1.3 Support the development of young people in schools as sports leaders, coaches and officials

3.1.4 Ensure that there are sufficient funds within BSSSA to deliver all aspects of the BSSSA delivery plan to high standards

- 3.1.5 Recognise and celebrate the contributions, successes and achievements of individuals, teams, schools and organisations within BSSSA
- 3.1.6 Monitor and evaluate the initiatives of BSSSA in order to report effectively to partners and to measure progress year on year
- 3.1.7 Support and encourage innovation by all organisations within BSSSA, so that the opportunities for young people in school sport in Bradford continue to improve
- 3.1.8 Establish an effective organisational structure and communication plan so that BSSSA is recognised as the voice of school sport in the city and regarded as a highly efficient and effective organisation by its members and associates

4. Membership

- 4.1 The members of BSSSA shall be all affiliated schools within the Bradford Metropolitan District Council (BMDC) boundaries. Schools shall become members upon paying the affiliation fee due to BSSSA each year
- 4.2 Schools outside the CBMDC may also affiliate to the Association on the payment of the appropriate fees

5. Affiliation Fees

- 5.1 Applications for membership from schools shall be made on a form determined by the Executive Group and accompanied by payment of the appropriate fee.
- 5.2 The level of the affiliation fee shall be agreed at the Annual General Meeting.
- 5.3 Any school failing to make payment within 2 months of the agreed date shall not be entitled to any of the rights and privileges of membership of the Association. Schools will not be eligible to compete until the affiliation fee is paid in full.

6. Structure of BSSSA

- 6.1 The affairs of BSSSA shall be overseen by the Executive Group, who shall have the powers to delegate the operational matters to other groups or individuals agreed by the Executive Group
- 6.2 The Executive Group shall also have the powers to withdraw these powers from any individual or any working groups it may establish.

7. The Role of the Executive Group

7.1 The Executive Group shall act in accordance with the terms of this Constitution to achieve the aims of BSSSA.

7.2 The role of The Executive Group is to:

7.2.1 Provide a strategic lead to BSSSA and determine major policies and principles

7.2.2 Manage the finances of BSSSA by producing an annual budget plan and managing income and expenditure each year

7.2.3 Identify opportunities to raise new funds for BSSSA through grants and sponsorship

7.2.4 Propose amendments to the constitution and ensure the organisation runs according to the constitution

7.2.5 Propose the BSSSA Executive Group members to the AGM for approval

7.2.6 Develop the business plan and annual operating plan

7.2.7 Monitor and report progress of activities within the business plan

7.2.8 Approve plans and reports received from the individual sports associations and/or other working groups

7.2.9 Review the structure and membership of BSSSA as required.

7.2.10 Oversee communications with members and to ensure good media coverage of BSSSA activities

8. Executive Group Membership

8.1 Executive Group members shall be expected to act in the best interest of BSSSA.

8.2 The Executive Group shall consist of the following members/representatives who shall be nominated or elected as shown below:

- 8.2.1 The Chair – elected by AGM from nominations received
 - 8.2.2 The Vice Chair – elected by AGM from nominations received
 - 8.2.3 The Secretary – elected by AGM from nominations received
 - 8.2.4 The Minutes Secretary – elected by AGM from nominations received
 - 8.2.5 The Treasurer– elected by AGM from nominations received
 - 8.2.6 3 teacher representatives - elected by AGM from nominations received
- 8.3 Substitutions for nominated members shall be permitted on the assumption that they have the authority to represent their organisations and vote on the matters in the meeting.
- 8.4 The Executive Group may, in addition, appoint not more than four co-opted members. Each appointment of a co-opted member shall be approved by the Executive Group and confirmed at the following AGM.
- 8.5 Executive Group members shall serve on the Executive Group for one year.
- 8.6 Executive Group members shall be eligible for re appointment to the Executive Group for a further terms.

9. The appointment of Chair, Vice Chair and other Office Bearers

- 9.1 The Executive Group Meetings shall be chaired by the Chair of BSSSA who shall be elected at the AGM. In the absence of the Chair, the meeting shall be chaired by the Vice Chair and if the Vice Chair is not present the members may elect a chair for the meeting.

10. Executive Group Meetings

- 10.1 The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 10.2 The Executive Group have the power to fill any vacancy that may occur during the year. If this involves filling an elected position then that person must offer themselves for election at the next Annual General Meeting following their initial appointment.

- 10.3 The Executive Group shall hold a minimum of four meetings each year, one of which shall be the Annual General Meeting.
- 10.4 Each meeting shall include a financial report.
- 10.5 Meetings shall be conducted in ways which encourage participation and discussion.
- 10.6 The agenda and supporting papers shall be circulated to members at least 7 working days in advance of the meeting.
- 10.7 A copy of the minutes of each meeting of the Executive Group shall be circulated to members, and posted on appropriate web sites within 30 days of each meeting.

11. Decision Making

- 11.1 All members of the Executive Group shall have one vote
- 11.2 The quorum of the Executive Group shall be 5 members
- 11.3 Wherever possible, decisions should be reached by consensus. Where a consensual decision cannot be reached, a majority vote shall decide the issue. In the event of a tied vote the Chair shall have the casting vote.
- 11.4 The Executive Group shall have the authority to delegate the power to one of its members or a small group of members to act on behalf of the Executive Group provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

12. Disclosure of Interest

- 12.1 Each Executive Group Member shall disclose to the Executive Group any interest (whether direct or indirect) in any contract or proposed contract being considered by the Executive Group and shall refrain from discussing or voting upon such business.
- 12.2 No Executive Group Member shall take any loan from the Association
- 12.3 No Executive Group Member shall use any information obtained as an Executive Member for personal gain.

13. Sports Associations

- 13.1 BSSSA will seek to establish a sports association for every sport in which it organises competitions and events.
- 13.2 Each sports association shall take the lead for the delivery and ongoing development of competitions in line with the strategic objectives of BSSSA..
- 13.3 The terms of reference for the sports associations shall be agreed by
BSSSA Executive Group.
- 13.4 Sports associations shall manage their own affairs in line with the Constitution and general rules of the BSSSA.
- 13.5 Sports Associations shall minute the business conducted within their meetings and keep records of sports associations minutes, accounts and inventories and make these available to The Executive Group as requested.
- 13.6 The secretary of each sports association shall keep a record/copy of any programmes produced and all results of competitions within their section and report these to the Executive Group as requested. These records shall remain the property of the Executive Group.
- 13.7 Each sports association shall submit an annual plan, including contact details of their office bearers, to BSSSA Executive.
- 13.8 Each sports association shall report to the Executive Group in writing at least once a year as requested by the Executive Group.
- 13.9 Each sports association shall hold its annual meeting, at a time suitably prior to the BSSSA AGM.

14. Annual General Meeting

- 14.1 The Annual General Meeting shall be held usually in May or June each year
- 14.2 The business of the meeting shall include:
 - 15.2.1 Election of the Chair, Vice-Chair, Treasurer Secretary and Minutes Secretary
 - 15.2.2 Election or appointment of other officers within the Executive Group
 - 15.2.3 Receiving the annual report
 - 15.2.4 Receiving the accounts and auditors report
 - 15.2.5 Receiving the annual business plan for the forthcoming

year

15.2.6 Receiving the annual budget for the forthcoming year

15.2.7 Agreeing the affiliation fees for the forthcoming year

15.2.8 Considering amendments to the constitution

- 14.3 Individual member schools shall have the right to mandate a representative to attend the AGM. That Representative and shall have one full vote
- 14.4 All Executive Group Members shall have the right to attend the AGM and each shall have one full vote
- 14.5 All votes must be placed in person with no proxy votes allowed
- 14.6 Except where otherwise stated in the notice calling a General Meeting, all voting shall be carried out by a show of hands
- 14.7 If a secret ballot is demanded and seconded, the chair shall call for a secret ballot and collect and count the ballot papers.
- 14.8 The Secretary shall give at least 28 days notice of the date, place and time of the Annual General Meeting.
- 14.9 Notice of business, alterations to rules, and nominations of Officers and Executive Committee shall be submitted in writing to the Secretary at least 21 days before the meeting, for inclusion in the agenda of the Annual General Meeting.
- 14.10 The Secretary shall circulate a copy of the AGM Agenda and papers for the meeting a minimum of 7 days beforehand
- 14.13 The quorum for the Annual General Meeting shall be one third plus one, of those members entitled to vote
- 14.14 Any alteration in the Constitution and general rules must be carried by a majority vote of those members present with voting powers.

15. Extraordinary General Meetings

- 15.1 An Extraordinary General Meeting (EGM) of the Association may be called either by resolution of the Executive Group or on receipt by the Association of a valid requisition signed by the duly authorised person from at least 10 member schools requiring that an Extraordinary General Meeting be held and specifying the business to be covered.
- 15.2 The association shall within 14 days of receipt of such request,

fix a date and venue for the EGM and shall give at least 21 days prior written notice of an EGM to the members, area and sports associations, Executive Group members and Honorary Life Members. The EGM should be held no more than 42 days from the date of receipt of the request.

15.3 This written notice shall specify the time, date and venue and shall confirm the business of the EGM. The accidental failure to give notice to any of these groups entitled to receive such notice shall not invalidate the proceedings at the Extraordinary General Meeting.

15.4 Only those entitled to vote at the AGM are entitled to vote within an EGM.

16. Finance

16.1 The financial year of BSSSA will run from 1st April to 31st March annually.

16.2 The funds of the Association shall be managed by the Executive Group. The Executive Group shall have the power to raise funds and make grants and payments, in accordance with the objects of the Association, as the Executive Group and AGM shall decide

16.3 Funding requisitions on behalf of the Association shall be signed by the Treasurer and at least one other member of the Executive Group as agreed by the Executive.

16.5 The Treasurer shall prepare, for each Executive Group Meeting and the Annual General Meeting of the Association, a statement showing the financial position of BSSSA including any requests for grants and the distribution of all available income.

16.6 All assets of the sports associations and BSSSA Executive Group shall remain the property of BSSSA. The Executive Group shall retain the responsibility for managing the asset register. In the case of the dissolution of any area association or sports association, the assets of that association shall all pass to BSSSA.

16.7 The Executive Group, each sports associations shall submit to the Executive Group annually or as requested, an inventory of trophies and other equipment or property held including location details

17. Honorary Life Members

17.1 The AGM may approve the appointment of Honorary Life Members of

BSSSA. Honorary Life Members shall be persons who have given outstanding service to sport in schools in Bradford. Nominations for Honorary Life Membership may be made by schools, sports associations or Executive Group.

19 Colours

- 19.1 Colours shall be awarded to anyone who shall represent Bradford Schools' Sports Association in approved activity, to be determined by the Executive Group.

20. Dissolution of BSSSA

- 20.1 BSSSA may be dissolved by the agreement of the members at a General Meeting, by a resolution of at least three quarters of the maximum number of eligible votes.
- 20.1.1 Upon the termination of BSSSA: The members of BSSSA (the schools) shall be liable for any outstanding costs in terminating the organisation. The Executive Group shall plan to have anticipated termination costs reserved within contingency funds
- 20.1.2 Any remaining resources once grants have been returned and termination costs have been covered shall be distributed to the funding partners and schools, pro rata to the level of their contributions in the financial year of termination.