

DERBYSHIRE SCHOOLS SPORTS ASSOCIATION
CONSTITUTION & GENERAL RULES

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CONSTITUTION & GENERAL RULES

1. Name

- 1.1 The Association shall be named the "Derbyshire Schools' Sports Association" (DSSA).

2. Purpose

- 2.1 The Derbyshire Schools' Sports Association is a partnership made up of organisations that share an interest in ensuring the development of school sport in Derbyshire. The Purpose of DSSA is to:

2.1.1 Increase the number and range of quality, inclusive opportunities so that more young people from primary, secondary and special schools can take part in school sport festivals and competitions

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

2.1.3 Organise Derbyshire schools' squads and teams which compete successfully at regional and national level

3. The Strategic Objectives of DSSA

- 3.1 The strategic objectives of The Derbyshire Schools' Sports Association are to:

3.1.1 Provide an inclusive range of school sport festivals and competitions, 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 so that those with talent can progress to the highest possible levels of performance and Derbyshire teams compete successfully on the 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 DSSA to deliver all aspects of the DSSA delivery plan to high standards

- 3.1.5 Recognise and celebrate the contributions, successes and achievements of individuals and teams within DSSA
- 3.1.6 Monitor and evaluate the initiatives of DSSA 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 DSSA, so that the opportunities for young people in school sport in Derbyshire continue to improve
- 3.1.8 Establish an effective organisational structure and communication plan so that DSSA is recognised as the voice of school sport in the county and regarded as a highly efficient and effective organisation by its members and associates

4. Membership

- 4.1 The members of DSSA shall be all affiliated schools in Derbyshire – secondary, primary, special and independent schools. Schools shall become members upon paying the affiliation fee due to DSSA each year
- 4.2 Non-maintained schools, grant-maintained schools and tertiary colleges may also affiliate to the Association on the payment of an appropriate fee
- 4.3 It is recognised that DSSA will need to work with many partners in order to achieve its purpose and strategic goals. These many partner agencies shall not be members of DSSA but shall be recognised as partners or stakeholders of DSSA and represented within the governance structure of the Association.

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 for the following academic year.
- 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 DSSA

- 6.1 The affairs of DSSA shall be overseen by the Executive Group, who shall have the powers to delegate the operational matters to the area

associations, sports associations and other groups or individuals agreed by the Executive Group.

- 6.2 The Executive Group shall also have the powers to withdraw these powers from area or sports associations 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 DSSA.

- 7.2 The role of The Executive Group is to:

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

7.2.2 Manage the finances of DSSA by producing 4 year and annual budget plans and managing income and expenditure each year

7.2.3 Identify opportunities to raise new funds for DSSA 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 DSSA Executive Group members to the AGM for approval

7.2.6 Develop the 3 year business plan and annual operating plan

7.2.7 Monitor and report progress of activities within the delivery plan or 3 year business plan

7.2.8 Approve plans and reports received from the area associations and the sports associations

7.2.9 Review the structure and membership of DSSA as required.

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

8. Executive Group Membership

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

- 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 2 from the sports associations – nominated at meeting of sports associations, organised annually by Executive Group
 - 8.2.3 3 from the area associations - elected by AGM from nominations received
 - 8.2.4 2 teacher representatives - elected by AGM from nominations received
 - 8.2.5 1 teacher representative from Special Schools’ Sports Association - elected by AGM from nominations received
 - 8.2.6 1 from school sport partnerships – nominated by Sport in Education Group
 - 8.2.7 1 competition manager – nominated by Derbyshire Sport
 - 8.2.8 1 local authority sports development officer – nominated by Sports Development Officers Forum
 - 8.2.9 1 from Derbyshire County Council – nominated by Derbyshire County Council
 - 8.2.10 1 from Derby City Council – nominated by Derby City Council
 - 8.2.11 1 from Derbyshire Sport – nominated by Derbyshire Sport
- 8.3 Each stakeholder or stakeholder group shall mandate their representative to attend the AGM and Executive Group Meetings throughout the year.
- 8.4 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.
- 8.5 The Executive Group may, in addition, appoint not more than two co-opted members. Each appointment of a co-opted member shall be approved by the Executive Group and confirmed at the following AGM.
- 8.6 The nominated members of the Executive Group shall be recommended by the Executive Group and approved annually at the AGM.
- 8.7 Executive Group members shall serve on the Executive Group for two years. At the end of each year, one half of the members of the Executive Group shall resign their position. This process shall be determined by the Executive Group.
- 8.8 Executive Group members shall be eligible for re appointment to the Executive Group for a further term of two years.
- 9. The appointment of Chair, Vice Chair and other Office Bearers**
- 9.1 The Executive Group Meetings shall be chaired by the Chair of DSSA 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.

- 9.2 The position of Chair may be nominated either from the positions identified in 8.2.2 – 8.2.11 or an independent Chair may be appointed if elected by the AGM.
- 9.3 The positions of Vice Chair, secretary and treasurer shall be appointed from within the Executive Group from the positions identified in 8.2.2 – 8.2.11.
- 9.4 The treasurer shall be an employee of either Derby City Council or Derbyshire County Council.

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 shall hold a minimum of four meetings each year, one of which shall be the Annual General Meeting.
- 10.3 Each meeting shall include a financial report.
- 10.4 Meetings shall be conducted in ways which encourage participation and discussion.
- 10.5 The agenda and supporting papers shall be circulated to members at least 7 working days in advance of the meeting.
- 10.6 A copy of the minutes of each meeting of the Executive Group shall be circulated to members, and posted on the DSSA Web site 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 one half of the total members of the Executive Group or 5 members, whichever is the greater.
- 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. No Executive Group Member shall use any information obtained as an Executive Member for personal gain.

13. Area Associations

- 13.1 The area associations will be responsible for the co ordination and delivery of activities in line with the strategic objectives of DSSA outlined in paragraph 3.
- 13.2 Area Associations will co ordinate activities to cater for pupils of all ability levels within all educational establishments for 5-19 year olds.
- 13.3 The terms of reference for the sports associations shall be agreed by DSSA Executive Group.
- 13.4 Sports associations shall manage their own affairs as indicated by the Terms of Reference and Constitution and general rules of the D.S.S.A.
- 13.5 The geographical coverage of each area association shall be agreed between the members and any alteration to these areas shall be agreed at an Executive Group meeting of DSSA
- 13.6 Area Associations may develop their own local structure to meet the local needs, but shall be accountable to the Executive Group. This local structure shall cater for the needs of special, primary and secondary schools. Whilst administrative tasks shall be undertaken within area associations, this does not preclude competitions being organised across area boundaries.
- 13.7 Area associations shall minute the business conducted within their meetings and keep records of area minutes, accounts and inventories and make these available to The Executive Group as requested.
- 13.8 The secretary of area associations 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.

- 13.9 Each area association shall submit an annual plan, including contact details of their office bearers, to DSSA Executive.
- 13.10 Each area association shall hold its AGM, at a time suitably prior to the DSSA AGM.
- 13.11 Each area association shall report to the Executive Group in writing at least once a year as requested by the Executive Group.

14. Sports Associations

- 14.1 DSSA will seek to establish a sports association for every sport in which it organises competitions or runs county teams.
- 14.2 Each sports association shall take the lead for the delivery and ongoing development of competitions and district and county squads within their sport in schools, in line with the strategic objectives of DSSA outlined in paragraph 3.1.
- 14.3 The terms of reference for the sports associations shall be agreed by DSSA Executive Group.
- 14.4 Sports associations shall manage their own affairs as indicated by the Terms of Reference and Constitution and general rules of the D.S.S.A.
- 14.5 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.
- 14.6 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.
- 14.7 Each sports association shall submit an annual plan, including contact details of their office bearers, to DSSA Executive who shall approve this and make an appropriate grant award to support delivery of the sports plan.
- 14.8 Each sports association shall report to the Executive Group in writing at least once a year as requested by the Executive Group.
- 14.9 Each sports association shall hold its AGM, at a time suitably prior to the DSSA AGM.

15. Annual General Meeting

- 15.1 The Annual General Meeting shall be held usually in May or June each year
- 15.2 The business of the meeting shall include:
 - 15.2.1 Election of the Chair, Vice-Chair, Treasurer and 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
 - 15.2.9 Receiving nominations for Honorary Life Members
- 15.3 Each Area Association shall have the right to be represented at the Annual General Meeting by no more than two people, of whom one shall have full voting powers
- 15.4 Each sports association shall have the right to be represented at the Annual General Meeting by no more than two people, of whom one shall have full voting powers.
- 15.5 All Executive Group Members shall have the right to attend the AGM and each shall have one full vote
- 15.6 Individual member schools shall also have the right to mandate a representative to attend the AGM. That Representative may enter into discussions but shall not have the right to vote
- 15.7 Honorary Life Members shall be invited to attend the AGM. They may enter into discussions but shall not have the right to vote
- 15.8 All votes must be placed in person with no proxy votes allowed
- 15.9 Except where otherwise stated in the notice calling a General Meeting, all voting shall be carried out by a show of hands
- 15.10 If a secret ballot is demanded and seconded, the chair shall call for a secret ballot and collect and count the ballot papers.
- 15.11 The Secretary shall give at least fourteen days notice of the date, place and time of the Annual General Meeting. With the notice of the meeting, the Secretary shall circulate a copy of the AGM Agenda and papers for the meeting.
- 15.12 Notice of business, alterations to rules, and nominations of Officers and Executive Committee shall be submitted in writing to the Secretary at

least twenty-one days before the meeting, for inclusion in the agenda of the Annual General Meeting.

- 15.13 The quorum for the Annual General Meeting shall be one third plus one, of those members entitled to vote
- 15.14 Any alteration in the Constitution and general rules must be carried by a majority vote of those members present with voting powers.

16. Extraordinary General Meetings

- 16.1 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 30 member schools, or 5 area associations or 5 sports associations, requiring that an Extraordinary General Meeting be held and specifying the business to be covered.
- 16.2 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.
- 16.3 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.
- 16.4 Only those entitled to vote at the AGM are entitled to vote within an EGM. Sports association and area association representatives must be mandated to vote at an Extraordinary General Meeting and must produce at the meeting the mandate signed by the secretary of the area association or sports association.

17. Finance

- 17.1 The financial year of DSSA will run from 1st April to 31st March annually.
- 17.2 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
- 17.3 Cheques 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.

- 17.4 Receipts for all expenditure shall be collected and preserved by all sports associations and area associations. Area association and sports association secretaries shall present financial reports annually or at the special request of the Executive Group.
- 17.5 The Treasurer shall prepare, for each Executive Group Meeting and the Annual General Meeting of the Association, a statement showing the financial position of DSSA including any requests for grants and the distribution of all available income.
- 17.6 All assets of the area associations, sports associations and DSSA Executive Group shall remain the property of DSSA. 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 DSSA.
- 17.7 The Executive Group, each sports associations and each area association shall submit to the Executive Group annually or as requested, an inventory of trophies and other equipment or property held including location details

18. Honorary Life Members

- 18.1 The AGM may approve the appointment of Honorary Life Members of DSSA. Honorary Life Members shall be persons who have given outstanding service to sport in schools in Derbyshire. Nominations for Honorary Life Membership may be made by schools, area associations, sports associations or Executive Group.

19. Badge

- 19.1 The badge of the Association shall be the County badge as defined by the Derbyshire County Council, within a collar, lettered "Derbyshire Schools' Sports Association".
- 19.2 The colours of the Association shall be Scarlet and Royal Blue.

20. Colours

- 20.1 Colours shall be awarded to anyone who shall represent Derbyshire Schools' Sports Association in approved activity, and such persons shall be entitled to wear the Colours Award of the Derbyshire Schools' Sports Association.

21. Dissolution of DSSA

- 21.1 DSSA 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.

21.1 Upon the termination of DSSA:

- 21.1.1 The members of DSSA (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
- 21.1.2 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.

22. Disputes

22.1 Any dispute arising from the day to day management within DSSA, which cannot be resolved within an area or sports association, should be referred in writing to the Executive Group, which should:

- 22.1.1 Obtain full details of the concern
- 22.1.2 Investigate the matter in full
- 22.1.3 Agree a course of action with the parties involved
- 22.1.4 Manage the implementation of agreed actions.

22.2 If one of the parties involved is of the opinion that the dispute has not been resolved satisfactorily within a reasonable period, the matter shall be referred to Derbyshire Sport, Derby City Council or Derbyshire County Council, whichever is determined to be the most appropriate organisation, by the DSSA Executive Group.

22.3 They shall:

- 22.3.1 Consider all available information
- 22.3.2 Agree procedures for resolving the dispute
- 22.3.3 Oversee the implementation of agreed actions

22.4 The findings of this organisation shall be final.