



CONSTITUTION

1. Name

The name of the organisation shall be 'North East of Scotland Touch Association', and shall hereinafter referred to in this constitution as 'NE Touch'.

2. Objectives

- a) NE Touch exists to provide a structure and framework for the running and development of the game of Touch (also referred to as Touch Rugby) within the North East of Scotland region.
- b) To raise, secure and employ funds in a manner which shall be deemed to be in the best interests of the game, and to meet the objectives of NE Touch.
- c) To work as a fully affiliated member of the Scottish Touch Association, complying with, and supporting any national initiatives for the betterment of the game.

3. Affiliation

NE Touch shall be affiliated to the Scottish Touch Association (STA) and comply with any requirements necessary to remain so.

4. Legal Status

NE Touch shall exist as a members association.



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5. Membership

- a) All members of NE Touch are subject to the Constitution of the Association and the regulations of the National Governing Body.
- b) Membership of NE Touch can be granted to any distinct groups(s) or individuals, listed below, within the NE Touch geographical area.
- c) The following categories of membership shall exist within NE Touch:
 1. Constituted Clubs
 2. Non-Constituted Teams
 3. Individual Players
 4. Individuals
- d) All applications for membership shall be accompanied where appropriate by annual membership or fee, which shall thereafter be payable on demand.
- e) Representatives from any category of NE Touch membership, as above, are entitled to serve on the Management Committee.
- f) Every NE Touch member as above shall be entitled to attend at any NE Touch General Meetings.
- g) Only NE Touch member clubs and teams as above shall be entitled to vote at General Meetings. Voting shall be by representatives of clubs/teams; there shall be two votes per club and one vote per team.
- h) All members will have access to a copy of the Constitution.



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6. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
- Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the association as set out in Rule 2 of this constitution.
 - For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the management committee before a final decision is made.
- b) The member may apply for reinstatement at the next Annual General Meeting.
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the association until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any match or event under the control of the association.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the National Governing Body.



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7. General Meetings

Annual General Meeting (AGM)

NE Touch shall hold an AGM each and every year at a time and place determined by the existing management committee, at approximately twelve monthly intervals.

Publicized notice for an AGM shall be a minimum of 21 days.

At each AGM the following business shall be conducted:

1. Receive and confirm the minutes of the previous AGM.
2. Presentation of Presidents report.
3. Presentation of the association's financial accounts for the year.
4. Presentation of association's projected financial situation for the forthcoming year, and the setting of all fees
5. Election of officers to the management committee.
6. Any other business (AOB) brought before the meeting – this must submitted in writing to the secretary not less than three days prior to the AGM,
7. Any other business deemed relevant by the chairperson

A quorum for each AGM shall be 25% of members entitled to vote as defined below.

Extraordinary General Meeting (EGM)

An EGM may be called following the written demand of any of the below parties to the existing management committee:

1. 33% of the membership entitled to vote.
2. The President
3. 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and the business to be discussed and agenda to be forwarded to the Committee Secretary with a minimum of 10 days' notice.



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8. Rules for General Meetings

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or Secretary in their absence, or in both absences a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting, and apologies sent no later than two days prior.
- d) On voting matters constituted member clubs shall have two votes each, non-constituted teams shall have one vote each.
- e) All members of the existing management committee shall be entitled to one vote, barring the Club Reps as described above.
- f) All votes shall be determined by a simple 'in the room' majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- g) Proxy voting on publicized votes is permitted so long as requested to the Committee Secretary no later than two days prior to the General Meeting.
- h) The quorum shall be 25% of those eligible to vote, the eligibility to vote includes all clubs, teams and individuals who are members of NE Touch.
- i) To establish the quorum the local event provider (currently ATR) can provide list of clubs, teams in addition to list of referees held by NE Touch
- i) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.



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9. Election of Officers to the Management Committee

- a) The members of the management committee shall be drawn from the NE Touch membership, as defined in clause 5 of this constitution.
- b) Candidates should be elected by voting at the AGM as defined in clause 8, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall:
- Have the consent of the nominee
 - Be made in writing;
 - Be seconded by another member
 - Be received by the secretary in at least three days advance notice of the meeting.
- d) Uncontested posts may be filled by nomination(s) as per 9c of this constitution and elected at the AGM
- e) The Secretary shall publicize a list of all nominations not less than two days prior to the AGM.



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10. Members of the Management Committee

a) The NE Touch Management Committee shall be made up of the following essential and non-essential positions:

- President (essential)
- Secretary (essential)
- Treasurer (essential)
- Referee Coordinator (essential)
- Representative from each of the constituted clubs (non-essential)
- Coaching Coordinator (non-essential)
- Development Officer (non-essential)
- Non-Constituted Representative (non-essential)
- Ordinary Members (non-essential)

b) No individual may hold more than one of the listed positions; the duties of any vacant position will be delegated across the other positions by the President until filled, on the understanding this is a stop gap measure.

c) All positions on the committee listed above can vote on any matters as raised during normal activities performed by the committee; with each position carrying 1 vote each.

d) The committee may co-opt any NE Touch member to any unfilled post until the conclusion of the following AGM, so long as this appointment is made with the majority backing of the committee.

e) The management committee may appoint any activity specific sub-committees it may deem necessary to deal with the matters of the association, until either the conclusion of the activity or the following AGM. These sub-committees may draw on resources of the committee as well as the wider NE Touch membership

f) The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee at agreed intervals.



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11. Rules for the Management Committee

a) The President shall act as chairperson and shall chair any meetings, or in their absence the Secretary, or a nominee from the committee in the event of all those mentioned being absent.

b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:

- i. The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.
- ii. In an emergency the Chairperson may call a meeting at four days' notice.

c) The quorum shall be three of those Officers entitled to vote, as listed at Rule 10 a)

d) All members of the management committee as listed at Rule 10. a) Shall be entitled to vote.

e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

f) Meetings shall be open to all members of the association, but do not require a quorum of the wider NE Touch membership to attend; Committee attendance is sufficient.

g) Any non-committee members attending a meeting that is not a General meeting are welcome to voice opinion, but as such have no voting powers in this setting.



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12. Powers of the Management Committee

- a) The income and property of NE Touch, however derived, shall be applied solely towards the objectives of NE Touch as set out in Rule 2, of this constitution.
- b) NE Touch shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting only.
- c) All monies shall be lodged in a bank account in the name of NE Touch.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of NE Touch, of which two signatories shall be needed before any cheques can be issued.
- e) The financial year of NE Touch shall run from 1st day of the month following the AGM until the 31st of the month of the AGM
- f) The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association described in rule 5
- g) All members of the committee must abide by this constitution.
- h) The Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.
- i) In the absence of the President the Secretary will adopt the role of Chair, and the Treasurer Secretary. In the Absence of two of the Executive positions, the Club Reps will hold the position of Secretary, whilst the remaining Executive position holds that of Chair



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13. Resignation of Committee Position

If for any reason, at the sole discretion of the existing position holder, there is a desire or a necessity to resign from their position the following steps must first be taken;

1. Formal resignation of position to be handed to NE Touch Secretary, or emailed to northeast@scottishtouch.org.uk
2. This resignation must detail the position, the proposed date of resignation and identify any potential replacement, although this is not mandatory.
3. The resignation does not need to elaborate further unless deemed appropriate by the position holder i.e. 'no questions asked. This remains the right of any NE Touch committee member at all times
4. Once said resignation has been acknowledged, an agenda item must be added to the next formal meeting of the committee to action; this does not have to be a General Meeting, but the position holder must attend this meeting.
5. Agreement must be made between the post holder and the existing committee that the duties of this position are fulfilled until the end of this meeting.
6. If no suitable replacement can be found by the end of the next meeting, as described, and the position is 'essential' as per 10a) this position will be seconded to a non-essential committee position until a replacement can be found



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14. The Dissolution of the Association.

a) Any resolution to dissolve NE Touch may only be passed at an Annual General Meeting provided that:

- The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
- At least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
- Such a resolution shall receive the assent of two thirds of those present and entitled to vote.

b) Upon dissolution of NE Touch, after all association and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred as determined by the meeting, to be employed for the development of the sport.

14. Declaration

It is hereby certified that this document represents the true and most up to date version of the Constitution of North East of Scotland Touch Association (NE TOUCH).

SIGNATURES

Chair Person

JAN MACKENZIE

Date

5/10/2016

Secretary

KIRSTY WHEELER

Date

5/10/16

