



Constitution

Shetland Island Games Association

1) Title

- a) The Association shall be known as the Shetland Island Games Association (hereinafter referred to as 'The Association')

2) Objects

- a) To maintain membership of the International Island Games Association.
- b) To be responsible for the planning, preparation and management of the Shetland Island Games Team.

3) Membership

- a) Any sport organisation in Shetland shall be eligible to apply for membership of the Association.
- b) Following acceptance of such application at a General Meeting, membership shall be dependent upon payment of the recognised biennial membership fee.

4) General Meetings

- a) Not less than twenty-one clear days' notice shall be given to all members, of all General Meetings.
- b) The quorum for a General Meeting shall be not less than half of the membership of the Association.
- c) Members shall be entitled to one vote at General Meetings of the Association.
- d) The Biennial General Meeting of the Association shall take place within four months* of the end of the financial period end, for the purposes of:
 - i) receiving the Chairman's report
 - ii) agreeing subscription fees for the ensuing period
 - iii) receiving the Treasurer's Financial Statement
 - iv) receiving applications for membership
 - v) transacting any other competent business (refer to point 4e)
- e) Members of the Association shall have an opportunity, on giving at least fourteen days written notice to the Secretary, to raise any business at a Biennial General Meeting. Written notice should include the specific business to be raised.
- f) A Special General Meeting of the Association shall be called by the Secretary or in his/her absence another member of the Committee appointed by the Committee for this purpose, upon either:
 - i) The authority of the Committee, or:
 - ii) A requisition stating the object for which the meeting is desired and signed by not less than two-thirds of the Members.
- g) In the case of a Special General Meeting, the notice shall state the purpose for which the meeting is called and no other business shall be transacted at such meetings.

5) Office Bearers

- a) The Office Bearers shall consist of a Chairperson, a Secretary, a Treasurer, and a Sponsorship Coordinator*, plus any additional office bearers who may be elected as assistants to the office bearers.
- b) Office bearers will retire at the Biennial General Meeting but will be eligible for re-election.
- c) Office bearers will be elected from within the newly formed committee on a biennial basis.

6) Composition of the Committee

- a) The Committee will comprise of one representative of each full member, plus up to two representatives of the Sport & Leisure Service of Shetland Islands Council.
- b) Any individual who can offer special service to the Association may also be elected to the Committee, by majority agreement of members present at quorate committee meeting. Such persons may also be eligible for election to an Office Bearer's position.

- c) Meetings of the Committee shall be held as often as is necessary to enable the efficient discharge of the business of the Committee.
- d) The quorum for the Committee shall be representatives of six member organisations.
- e) At all meetings of the Association, the Chairperson, or in his/her absence, a member of the Committee, shall be appointed to conduct the meeting.
- f) All Committee members will have one vote, but in the case of equality of votes, the Chairperson shall have a casting vote as well as a deliberate vote.

7) Sub Committee

- a) The Committee shall appoint from time to time, such sub-committees as may be necessary to fulfil its business.
- b) The Chair and Vice Chair of sub-committees shall be nominated from within their members.

8) Finance

- a) The Association's financial year shall run from the first day of September to the last day of August.
- b) In the intervening years between the Biennial General Meetings, a financial statement shall be presented to the Committee.
- c) Monies received on behalf of the Association shall be paid into bank accounts in the name of 'Shetland Island Games Association'.
- d) All cheques drawn against the Association shall be signed by the Treasurer and one other office bearer.
- e) The Committee may authorise expenditure out of the Association funds only for the furtherance of the objects of the Association.

9) Miscellaneous

- a) Any matter not provided for in these rules shall be dealt with by the Committee as they in their absolute discretion shall deem necessary or desirable, subject only to the ordinary Biennial General Meeting following.
- b) The Committee shall adopt and comply with Operational Guidelines, created to assist in achieving the Objects of the Association. These Guidelines may be varied and amended at any quorate Committee meeting, by a simple majority vote of those present.
- c) Individual competitors representing Shetland at any NatWest Island Games events must be currently affiliated to the relevant sport governing body in Shetland, including having paid the necessary individual membership fees.*

10) Additions and amendments to Constitution

- a) Additions and/or amendments to this constitution may only be considered at a General Meeting.
- b) Notice of intention to amend this constitution must be given with notice of the meeting, specifying the working of the amendment.
- c) Any motion to amend this constitution will require a majority in the ratio of 3:1 of those Members present at the meeting and eligible to vote, in order that it may be adopted.

11) Dissolution

- a) The Association shall not be disbanded except by a resolution carried by a majority of 3:1 of those present and eligible to vote at a Special General Meeting of the Association called for this purpose.
- b) In the event of dissolution, all funds and other assets will not be distributed among the Association Members but will be devoted to an organisation with similar aims, or to a philanthropic or charitable organisation, to be decided at the Special General Meeting.

This constitution was adopted as the Constitution of "Shetland Island Games Association" at the Biennial General Meeting in Islesburgh Community Centre, Lerwick on 25th October 2017 (* amendments 2017)

Signed by

Karen Woods, Chairperson & Bob Kerr, Secretary