



DON BOSCO SPORTS ACADEMY CONSTITUTION

ESTD: 2022

“A TEAM ABOVE ALL, ABOVE ALL, A TEAM”

1. NAME:

- 1.1 The organization hereby constituted will be called Don BoscoSports Academy
- 1.2 Its abbreviation will be DBSA (hereinafter referred to as an Academy).

1.3 BODY CORPORATE:

The organisation shall:

- 1.3.1 Exist in its own right, separately from its members.
- 1.3.2 Continue to exist even when its membership include of different officebearers.
- 1.3.3 Be able to own property and other possessions.
- 1.3.4 Be able to sue and be sued in its own name.

1.4. ADDRESS

The Headquarters of the academy shall be based St. Anthony's Higher Secondary School Shillong, East Khasi Hills District, Meghalaya – 793003, and will extend its services to other districts where necessary.

1.4 Vision

To enable all children to reach their optimum potential in sports so that maximal function is achieved, deformity prevented and produce quality sportsmen and women. Thus, transforming them and through them, the Society.

1.5 Mission

To provide quality and relevant education to all, in value-based environment, thus, forming young men and women of character, competence, conscience and deep compassion and commitment.

2. Objectives

- 2.1 To provide community service to the communities around us towards community development
- 2.2 To promote the growth of sports of different discipline for both girls and boys and to facilitate practicing the sport in the state and the country at large.
- 2.3 To create a positive learning environment for both boys and girls by combining a fun and friendly atmosphere with discipline and modern coaching methodologies.
- 2.4 To address early pregnancies that result into early marriages and providing Sexual and Reproductive Health Education and Rights.
- 2.5 To rehabilitate the street kids using sports and counselling so that they can have a bright future.
- 2.6 To host seminars, workshops and clinic in line with youth self-development and talent.
- 2.7 To promote oneness among youth with an aim of helping them to grow as responsible and law-abiding citizens with a disciplined purpose and for them to live a life worth living
- 2.8 To conserve the environment and addressing climate change

3. Foundation Phase Coaching Outline Coaching Philosophy

- 3.1 To create a positive learning environment in which players are encouraged to express themselves and play freely without fear.
- 3.2 To create an atmosphere & environment which produces confident, self-assured players.
- 3.3 To nurture young players so that they can achieve their full potential.
- 3.4 To concentrate on long-term development rather than short-term goals.

- 3.5 To encourage players to play creative, attacking football with a winning mentality.
- 3.6 To develop technically accomplished players.
- 3.7 To create intelligent, tactically-aware players who can adapt to the demands of the game.
- 3.8 To motivate players to play with imagination and give them opportunities to explore.
- 3.9 To stimulate players to think for themselves and become skilled, independent learners who make their own decisions.
- 3.10 To deliver enjoyable, inspirational, creative, age-appropriate coaching sessions which are challenging but achievable.
- 3.11 To demand high standards, but accept mistakes and rectify them through a variety of coaching styles.
- 3.12 To teach players in analyzing their performances and encourage them to take responsibility for their own development.
- 3.13 To agree individual reviewed plans with all players, which recognize their own needs, and provide them with the necessary support to carry out these plans.
- 3.14 To recognize that players need to be given time to develop & flourish.
- 3.15 To uphold the Club's philosophy, vision, values and culture and be positive role models to the players.
- 3.16 To develop good individuals as well as good players.

4. Programs and Activities

- 4.1. sports programs of different discipline developed to focus on the positive aspects of the games.
- 4.2. Technical and tactical practices for developing the fundamental techniques of control.
- 4.3. Form teams of, U12, U14, U17 and senior team
- 4.4. Organise tournaments and athletics competitions within the North Eastern region and participate in other events and competitions.
- 4.5 Provide the youth and the community with Income generating activities.
- 4.6 Community mobilization, sensitization and training and Counselling. carry out fitness and nutrition activities to the communities

5.0 Governing Body

- 5.1 The Governing body is the top most body in the academy and it administers and regulate all the activities of the academy.
- 5.2 The governing body has the authority to have a final say or decision on any matter that cannot be solved by the management committee.
- 5.3 The governing body must be comprised of a President /, Legal Adviser and Treasurer.
- 5.4 In the event the members of the management committee are not available to sign for assets, the life President is authorized by this constitution to sign for assets of the organization and choose two other members to accompany him.

5.5 Both the Honorary and Life President are to act or work and do other duties to the betterment and growth of the organization.

6.0 Management

6.1 A management committee will help to manage the organisation. The management committee will be made up of not less than 7 (Seven) members. They are the office bearers of the organisation.

6.2 Office bearers will serve for three years, but they can stand for re-election for another term in office after that. Depending on what kind of services they render to the organisation, they can stand for re-election into office again and again.

6.3 If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.

6.4 The management committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum. It is when the committee forms a quorum that decisions can be made.

6.5 Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

6.6 The academy has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions, the management committee ratifies them.

6.7 All members of the academy have to abide by the decisions that are taken by the management committee.

7 Powers of the organisation

The management committee may take on the power and authority after the approval of the governing body that it believes it needs to be able to achieve the objectives. Its activities must abide by the law.

7.1 The management committee has the power and authority to raise funds or to invite and receive contributions.

7.2 The management committee does, however, have the power to buy, hire or exchange for any Property that it needs to achieve its objectives. The governing body has full authority in controlling the assets of the organization.

7.3 The management committee has the right to make by-laws for proper management, including Procedure for application, approval and termination of membership.

7.4 The Academy will decide on the powers and functions of the office bearers.

7.5 Meetings and procedures of the committee

At least one general meeting shall be held during the school year, including the Annual General Meeting; Members will be given sufficient notice of each of these

meetings.

The Academy shall hold its Annual General Meeting in the month of December each year, to:

- Receive reports from the President and Secretary
- Receive a report from the Treasurer and approve the Annual Accounts
- Elect the Executive Committee for the ensuing year
- Fix the subscriptions for the ensuing year

8. Consider changes to the Constitution

- Review and consider any by-laws
- Deal with other relevant business

8.1 Nominations for election of members as Executive Officers shall be made in writing by the Proposer and the seconder, both of whom must be existing members of the Academy, to the Academy's Secretary not less than 21 days before the AGM. Notice of any resolution to be Proposed at the AGM shall be given in writing to the Academy's Secretary not less than 21 days

Before the meeting.

8.2 An AGM may be called at any time by the Executive Committee and shall be called within 21 days of the receipt by the Academy's Secretary of a requisition in writing, signed by not less than three Executive Officers stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

8.3 The Secretary shall send to each member at their last known address a written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

8.4 The quorum for a General Meeting shall be 3/4

8.5 The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.

8.6 The Secretary, or in their absence a member of the Executive Committee, shall enter minutes of General Meetings into the Minute Book of the Club.

8.7 If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling for the meeting must give the other committee members not less than 30 days' notice.

8.8 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

8.9 There shall be a quorum whenever such a meeting is held. And if a quorum is formed that constitute decision making.

8.10 When necessary, the management committee will vote on issues or decisions. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote or alternatively, the deciding vote can be passed on to the Life Presidents/life members.

8.11 Minutes of all meetings must be kept safely and always be on hand for members to consult.

8.12 If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a subcommittee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

9.0 Annual general meetings

The annual general meeting must be held once every year, towards the end of the organization's financial year. The organisation should deal with the following business, amongst others, at its annual general meeting:

- A note on their attendance.
- Write down who is there and who has sent apologies because they cannot attend.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- Open agendas.
- Close the meeting.

10. Finances

10.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.

10.2 The treasurer's job is to control the day-to-day finances of the organisation. And shall make arrangements of accounts in the name of the organisation.

The treasurer must also keep proper records of all the finances.

10.3 Whenever funds are debited from the bank account, the president and at least two other members of the organisation must sign the withdrawal or Cheque

10.4 The organizations' accounting records and reports must be ready and handed to the Director of Non-profit Organizations within six months after the financial year end.

10.5 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions.

10.6 A bank account shall be opened and maintained in the name of the Academy (the "Academy Account"). Designated account signatories shall be the President, the Secretary and the Treasurer OR anyone authorised by a resolution

10.7 No sum shall be drawn from the Academy's Account except by cheque signed by two of the three designated signatories. All monies payable to the Academy shall be received by the Treasurer and deposited in the Academy's Account.

10.8 The Executive Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Academy (although an Academy

shall not remunerate a member for playing).

10.9 The Academy may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits in order to meet its mandate when funds allow.

10.10 The Academy may also in connection with the sports purposes of the Academy:

- (i) Sell and supply food, drink and related sports clothing and equipment;
 - (ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present;
 - (iii) Pay for reasonable hospitality for visiting teams and guests;
 - (iv) Indemnify the Executive Committee and members acting properly in the course of the running of the Academy against any liability incurred in the proper running of the Academy
- (But only to the extent of its assets).

The finances of the organisation shall consist of:

- Individual donations/financial contribution from member
- Donation and grants
- Money realized from fundraising
- Fees from young girls and boys training in the academy
- other source of income

Financial Year

The financial year of the academy shall follow the calendar year i.e. shall run from 1st January to 31st December of each year.

11 Changes to the constitution

11.1 The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

11.2 Two thirds of the members shall be present at a meeting ("the quorum") before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice

11.3 A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

11.4 No amendments may be made which would have the effect of making the organisation cease to exist.

12 Dissolution/Winding-up

12.1 The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter are in favor of closing down.

12.2 When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisations' general meeting can decide what organization this should be.

12.3 The Academy is a non-profit making organization. All profits and surpluses will be used to maintain or improve The Academy Assets, assist in meeting the mandate of The Academy. No profit or surplus will be distributed other than to another non-profit making body.

12.4 A resolution to dissolve the Academy shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

12.5 The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Academy.

13. ACADEMY TEAMS

At its first meeting following each AGM the Executive Committee shall appoint a Coach to be responsible for each of the Academy's football teams. The appointed Coaches shall be responsible for managing the affairs of the team. The appointed Coaches shall present to the Executive Committee at every quarter, a written report of the activities of the team.

14. RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

14.1 The Life President shall:

Oversee the other members of the executive committee in fulfilling their responsibilities;

- Chair all meetings;
- Have signing authority for the Academy
- Ensure that the Academy is managed in accordance with its by-laws, policies, mission

Statement, code of ethics and guiding principles

- Ensure that all decisions and/or directives of the Executive Committee are implemented in a timely manner
- Preside in all the Academy meetings and direct where necessary.
- Prepare a President's report for presentation at the Annual General Meeting.
- Ensure that all positions required to run the Academy are staffed.
- Appoint committees as required to carry out Academy's business.
- Ensure all committees are run in an appropriate manner.
- Sign the Minutes of Meetings once they have been accepted by all committee members as a true and accurate account of what transpired.
- Have signature authority, in addition to the Secretary and Vice President for Academy expenditures.
- Represent the club when called.

14.2 The First Vice President shall:

- Act as President in his/her absence.
- Chair the Budget and Disciplinary Committee.
- Organize the Yearly Grassroots Invitational.

- Organize activities involving oversee travel and teams.
- Liaise with the Executive Committee on recipients of various awards.

14.3 The Second Vice President shall:

- Act as President in his/her absence and the absence of the 1st Vice President.
- Chair the Fund-Raising Committee.
- Organize the inter-house and district competitions.
- Assist the 1st Vice President with duties as a when required

14.4 The Secretary shall:

- Assist the President in his/her duties
- be responsible for recording the minutes of all meetings
- be responsible for the dissemination of information on behalf of the Academy
- Ensure a register of all members is maintained.
- Ensure a register of all Executive Committee members and other committee members isMaintained.
- Ensure a record is kept of all attendees at all meetings.
- Issue a calendar of Academy activities to the Executive Committee Members, Parents,Guardians and the general membership. Attend to all correspondence and issue notices asRequired.
- Redirect all relevant material to the appropriate persons.
- Notify all Executive Committee Members of Executive Committee meetings.
- Maintain a record in a minute book of all proceedings of each meeting.
- Ensure copies of all Meeting minutes are provided and distributed to Executive CommitteeMembers.
- Ensure an agenda is prepared for all meetings.
- Ensure that copies of all reports are available for scrutiny by organizations affiliated to.
- be the custodian of all official records of the Academy (i.e. minutes, insurance documents,Bylaws, etc.)
- Collect and distribute accordingly all correspondence received by theAcademy.
- Plan, schedule, secure location and notify the Executive Committee members of upcomingand scheduled meeting

14.5 The Treasurer shall:

- be responsible for overseeing all financial dealings of Academy
- Keep complete records of all financial dealings of Academy
- be responsible for the preparation of Annual Accounts of Academy; and
- Have signing authority for Academy
- be responsible for the financial management of the Academy.
- Implement and/or maintain the bookkeeping system and accounting processes required to

Provide a detailed set of records of income and expenditure of the Academy.

- be responsible for all day-to-day bookkeeping and handling of accounts payable andAccount receivable issues, and to produce them on request of the Executive Committee.

- Have custody of all funds, securities, financial records and tax documents of the Academy.
- Keep a record of the assets and liabilities of the Academy.
- Publish a monthly and year-end financial statement.
- Submit a written financial report at Executive Committee and General Meetings.
- Receive all financial aspects to the club and issue receipts as required

Bank all monies within 7 days of receipt.

- Pay all accounts as they fall due.
- Present an audited balance sheet at the Annual General Meeting.
- Invest and manage funds on behalf of the club at the direction of the Executive Committee.
- establish an annual operating budget as chairperson of the Budget Committee and submit it

For Executive Committee approval prior to the start of the fiscal year.

- File all reports to the appropriate Government Agency in a timely manner, including, but not

Limited to yearly income tax returns.

- Ensure that the Academy maintains a non-profit tax status.
- Pay all bills that are within the approved limits of the Academy annual operating budget or

Have been otherwise approved by the Executive Committee in a timely manner

- Obtain Executive Committee approval for expenditures not covered in the annual budget

- Maintain a Bank Account in the Academy's name.

- be one of the three persons, together with the President and Vice President, authorized to sign checks

14.6 The Event Coordinator(s) shall:

- Ensure that the organising of any Academy's event is the responsibility of a club member
- Make sure that all Academy's events are properly organized well in advance of the event date
- Draw up a diary of Academy's events for distribution to Academy's members
- The Trustees shall:
 - Prepare, adopt and amend the Academy's bylaws, amendments, Code of Ethics, policy manual and other legal documents
 - be the keeper of the Academy's Constitution, bye laws, Code of Ethics, policy manual and other legal documents.
 - Suspend or expel a member according to established policy and procedures
 - Remove any officer or trustee from office according to established policy and procedures
 - Perform such other duties as may be assigned by the Academy's membership

15. EQUALITY STATEMENT

We, the Don Bosco Sports Academy, aim to promote the sports of many disciplines for all people at large, and will be mindful of the need to carry out our functions in a

manner which promotes equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.
- Between men and women generally.
- Between persons with disability and persons without. This constitution was approved and accepted by members of DON BOSCO SPORTS ACADEMY.