



Constitution

South Devon School of Gymnastics

Issue v.07.2008

CONSTITUTION

1. **THE NAME OF THE CLUB** shall be: -

The South Devon School of Gymnastics.

All references to "The Club" within the constitution and official correspondence shall mean "The South Devon School of Gymnastics".

2. **THE AIM OF THE CLUB** is to promote the amateur sport of gymnastics in the Torbay area and provide a safe environment for individuals, regardless of age; gender; race; religion or ability to participate in, and develop their gymnastic skills, commensurate to their chosen level and ability, and community participation in the same.

3. **THE MEMBERSHIP** shall be open to any person, and new members will be admitted by a management decision.

- **Junior members** (*persons under the age of 18 years*) may be admitted on payment of the membership fee, but they have no voting rights.
- **Honorary members** maybe appointed at anytime, by a majority vote of the committee, but they have no voting rights.
- **Full members** having voting rights;
 - i. Those aged 18 years or over having an interest in furthering the club and who have paid their membership.
 - ii. Legal guardians of junior members. (Maximum of 2).
 - iii. Coaches working within the club and who have attained the age of 18 years.
 - iv. Duly elected committee members.

Any person listed in i to iv above and who is engaged in coaching/ administration of other gymnastics clubs, or who are self employed gymnastic coaches, being paid by the club on an invoice basis shall be excluded from the voting rights due to possible conflicts of interest.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the committee.

4. **RESIGNATIONS:** Any member wishing to resign from the club shall give notice to the management team before the end of term. Should no notice of resignation be forthcoming the member will remain liable for the current training fees.

5. **THE DAILY RUNNING OF THE CLUB** shall be by the Management Team, who will be appointed by the committee. The Management Team shall consist of a minimum of two people led by a General Manager/ Head Coach. Job descriptions and breakdown of responsibilities for each member of the management team shall be agreed by the committee.
6. **THE AFFAIRS OF THE CLUB** shall be managed, in liaison with the Management Team, by the committee, which shall consist of a maximum of 15 members, inclusive of the officers. The committee shall consist of the following officers: -
 - Chairperson.
 - Vice Chairperson.
 - Secretary.
 - Treasurer.
 - Publicity/ Fund raising officer.
 - Health & Safety officer.
 - Welfare officer.
7. **THE COMMITTEE** shall meet at least 4 times a year, and on other occasions as shall be deemed necessary. Five members shall form a quorum. Committee members are required to attend a minimum of 3 committee meetings a year and failure to do so, without reasonable excuse, will result in automatic expulsion from the committee. If a member is on authorised club business and is unable to attend, it would be counted as an attendance.
8. **APPOINTMENT OF COMMITTEE MEMBERS** will be dealt with as and when required and the co-opting of members on to the committee shall be by way of a majority vote of the committee.
9. **NOMINATIONS AND VOTING FOR OFFICERS:** Each nomination shall be proposed and seconded by two full members of the club, with the consent of the nominee, and submitted to the secretary in writing at least 10 days before the AGM. Lists of such nominations, their proposers and seconders shall be made available to members of the club. Voting shall be by a show of hands. There may also be a ballot if agreed necessary by a majority of members present.
10. **THE ANNUAL GENERAL MEETING (AGM)** shall be held at such a time and place as shall be decided by the committee. The business of the AGM shall be to:
 - Receive and approve reports from The Chairperson.
 - Receive and pass the certified Income and Expenditure Accounts of the club, as defined in section 14.
 - Transact any other business on the agenda.

11. **EXTRAORDINARY GENERAL MEETING (EGM):** The committee shall have the power to call an EGM, and shall be bound to set a date for such a meeting within 21 days of receiving notice in writing, signed by not less than 5 members, and the date set must be within 42 days of receipt of the duly signed written notice. The business to be transacted must appear on the agenda and no other business is to be discussed.
12. **ALTERATION OF RULES:** No amendment or alteration to the constitution shall be permitted other than at an AGM or EGM by a majority vote by the members present. The committee is empowered to make emergency by-laws, which must be submitted to the next AGM or EGM.
13. **SUB-COMMITTEES:** The committee shall have the authority to appoint sub-committees for any purpose connected with the club whenever their advice or assistance may appear desirable.
14. **FINANCIAL YEAR:** The club's financial year shall end on 31st August. The committee shall appoint a qualified auditor, who shall certify that the Income and Expenditure Account has been correctly prepared from the Books, Records and Bank Statements of the Club and is in agreement with the Books, Records and Bank Statements. The Income and Expenditure accounts for the previous financial year shall be submitted at the AGM.
15. **SUBSCRIPTIONS** shall consist of the required annual insurance fee for British Gymnastics (BG), which may be varied at any time in accordance with any increase made by BG, and an agreed amount for the annual subscription of the club, which is to be agreed at any time. All fees shall be payable in advance. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
16. **TRAINING FEES:** The club training fees can be considered at any time. No increase can be made without the approval of the committee by a majority vote, and advance notification must be sent to the gymnasts or their parents/ guardians.
17. **CLUB FUNDS:** The Club shall be non-profit making. All surplus income or profits shall be re-invested in the Club. No surpluses or assets will be distributed to members or third parties. All money belonging to the club and not invested shall be paid by the treasurer in to a separate account in the name of the club at a bank to be agreed by the committee. The treasurer and another, as agreed by the committee and management team, shall sign all cheques over the value of £500.

18. **CONFIDENTIALITY:** All information held by the club in respect of coaches; committee members; helpers and gymnasts is considered confidential. All matters discussed at committee meetings are considered confidential and it remains the responsibility of The Chairperson to authorise the release of any such information to persons outside of the committee. All matters discussed at coaches meetings is considered confidential and it remains the responsibility of the Manager to authorise the release of any such information to persons outside of that meeting. In the absence of The Chairperson or Manager respectively, and where an urgent need arises, the deputy post holder may authorise any such release of information. The unauthorised release of information from meetings could be considered prejudicial to the interests of the club. It may also leave the individual liable to discipline proceedings within the club and/ or proceedings under civil or criminal law.
19. **CODE OF CONDUCT/ COMPLAINTS PROCEDURE/ DISCIPLINE:** The club shall produce and make available for inspection a policy on Discipline; Conduct; Complaints and Appeals. This policy shall be agreed by the committee and may be amended by agreement of the committee at any time as circumstances may dictate.
20. **WINDING UP/ DISSOLUTION:** If, at an AGM or EGM a special resolution to wind up the affairs of the club is duly proposed and passed, so much of the assets of the club shall be realised as may be required to discharge all liabilities. The remaining assets of the club shall be distributed on a 2/3 to 1/3 basis between two local registered CASC's or registered charities. Both CASC / registered charities are to be children orientated. The 1/3 going to a CASC / registered charity for disabled (special needs) children. The committee will nominate the CASCs / charities at that time.

Presented at the AGM of the South Devon School of Gymnastics and accepted as the constitution of the club.

The Chairperson

Signed.:

Date.:

Name.:

Witnessed by.:

Name

Signature

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