

# CONSTITUTION

## Spalding and District Gymnastics Club

### Version Control

Version	Notes / Amendment	Date
1.0	Final Approved Document AGM June 2024 – <i>Supersedes all previous constitution documents</i>	June 2024



## CONSTITUTION

### Spalding and District Gymnastics Club

#### 1. The Club

- 1.1. The name of the club shall be Spalding and District Gymnastics Club (herein after called The Club).
- 1.2. The assets of The Club are owned and insured by The Club. Purchase and Disposal of any assets will be decided by the Committee.
- 1.3. The Club will be affiliated to British Gymnastics, East Midlands Gymnastics and Lincolnshire Gymnastics and will adopt the policies and procedures of British Gymnastics.
- 1.4. The aims and objectives of The Club are to promote the sport of gymnastics within the community and town of Spalding and surrounding areas and to provide training in line with the recommendations laid down by British Gymnastics and the Head Coach.

#### 2. Membership and Member Responsibilities

- 2.1. Membership shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. All gymnastic members of the club must be registered with British Gymnastics.
- 2.2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 2.3. The 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, breach of rules or Safeguarding and Welfare issues. Appeal against such a decision may be made to The Club's members.
- 2.4. The Club will operate an Equal Opportunities Policy in accordance with The Equalities Act 2010 and British Gymnastics Equalities Policy.
- 2.5. A member of the club shall:
  - a) Be anyone over the age of 16 who has completed a 'membership form' and have paid the relevant club fees by the due date.
  - b) For members under the age of 16 the parent or guardian is entitled to one proxy vote per junior member.
  - c) Coaches or volunteers working at the Club who are registered to British Gymnastics. Any paid member of staff of The Club would not be entitled to vote on any matter which relates to remuneration. If a Coach or volunteer leaves the Club, then membership automatically ceases.
  - d) A gymnast who misses four consecutive weeks of training without contact to the Club or without an exceptional reason will be deemed to have resigned their membership of the Club.
  - e) A gymnast whose fees are more than 4 weeks in arrears may be asked to leave and will cease to be a member of the Club. The Committee have the discretion to reduce or delay the payment of fees where personal circumstances change or cause difficulty. The Committee's discretion must be applied in a consistent manner.

### **3. The Committee**

- 3.1.** The Committee will comprise of Chair, Vice Chair, Secretary, Treasurer, Welfare Officer and seven Committee Members. In addition to the Head Coach/Manager who will have voting rights.
- 3.2.** The Chair, Vice Chair, Secretary and Treasurer will form the Executive. In the event of a resignation from the Executive the Committee may appoint a replacement from within the Committee to serve until the next AGM.
- 3.3.** The Committee may co-opt other non-voting members for the purpose of expertise or specific projects.
- 3.4.** The Committee can, at their discretion, set up additional sub committees and appoint its members to further develop the Club in line with the aims and objectives of the Club.
- 3.5.** Each Sub-committee:
  - a) Should have at least one member from the main Committee.
  - b) Should appoint a lead.
  - c) Report back to the Committee in a timely manner and seek approval from the main Committee for matters arising.
  - d) Will have a defined role for which the main committee has set parameters. Examples of sub-committees are fund raising, competitions and Health and Safety. The main Committee may add other sub committees or may cease a sub committee that is no longer required.
  - e) Any funds raised by a sub-committee are solely owned by the Club and will always be held in the Club bank accounts. Final approvals on how to spend funds by any sub-committee will remain with the main Committee.
  - f) Sub-committee members will not have voting rights on the main Committee unless they are a main Committee member.
- 3.6.** Committee members must act in the club's best interests and actively manage its affairs. If a committee member falls below our code of conduct standards or loses the committee's confidence, a vote of no confidence can be called by the committee. For this purpose, a quorum of the committee shall be two thirds. For the vote to be passed two thirds of those present must vote in favour of the proposal. If passed, the committee member will be asked to resign. If this is not forthcoming or appealed, then the matter will be taken to all members at an EGM.

### **4. The Annual General Meeting**

- 4.1.** An Annual General Meeting (AGM) shall be held once in every calendar year, usually in the Summer, and not more than 15 months after the last AGM at which all voting members of the Club shall be entitled to be present, speak and vote for the purpose of conducting the following business:
  - a) Receipt an approval of the minutes of the previous AGM (and any special or Extraordinary Meetings held subsequently).
  - b) To receive a report from the Chair and Treasurer of the Club.
  - c) To receive and formally adopt the accounts of the Club for the previous year.
  - d) To appoint the Club's auditors.
  - e) To conduct an election / re-election of Officers to sit on the Committee.

- f) If any new Committee members are proposed at the AGM by members, a written letter accepting the nomination and giving a brief resume of skills should be submitted to the Secretary not less than seven days before the AGM. If more nominations than positions are received a ballot will take place.
- g) To elect officers to any sub-committees as deemed required.
- h) Any other business brought to the meeting which has been submitted in writing to the Secretary not less than fourteen days prior to the meeting, and any other business deemed urgent by the Chair.
- i) The quorum shall be 10% of the total eligible Club membership. If a quorum is not present within half an hour from the time appointed from the meeting, the meeting shall stand adjourned to the same day in the next week or to such time and place as the Chair may determine, and if at that adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

## **5. Other General Meetings**

- 5.1.** Rules for General Meetings – all other meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. A minimum of 14 days' notice or shorter notice if it is agreed so by the majority of the members having the right to attend and vote at that meeting.
- a) If a special resolution is to be proposed, the notice must include the proposed resolution and specify that it is proposed as a special resolution.
  - b) The Chair of the Committee or in their absence the Vice Chair will take the Chair or an appointed member of the Executive.
  - c) The Chair of the meeting may permit other persons who are not members of the Club to attend and speak at a General Meeting.
  - d) All members shall register with the Secretary (who will be the current Secretary of the Committee) prior to the start of the meeting – all Members entitled to vote must have been members of the Club one month before the meeting date.
  - e) Each member shall have one vote. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may be entitled to exercise a casting vote in addition to any other vote they may have. A special resolution will be determined by 75% of those eligible to vote at the meeting.
  - f) A quorum shall be 10% of the total eligible Club's membership.
  - g) The secretary shall keep the minutes and record all proceedings and resolutions.
  - h) Only items on the agenda may be voted on.

## **6. Committee Meetings**

- 6.1.** Committee meetings will be held at least once every two months.
- 6.2.** Meetings will be chaired by the Chair or in their absence the Vice Chair.
- 6.3.** Agenda items should be notified through the Chair at least 7 days prior to the meeting.
- 6.4.** Minutes will be recorded by the Secretary.
- 6.5.** Meetings may be held in person or using an on-line secure platform.
- 6.6.** Urgent items not on the agenda may only be considered with the approval of the Chair.
- 6.7.** In the event of a tied vote for a proposal, and no amendment can be agreed, the chair would have a casting vote.

## **7. Day to Day Management**

- 7.1.** The day to day running of the Club shall be done by the Head Coach / General Manager and Executive.
- 7.2.** The Head Coach / General Manager will direct the Club's paid staff to deal with the daily aspects of running the Club and is responsible for the management and development of the paid staff, maintaining direction and focus and ensuring a high standard of coaching.
- 7.3.** The Executive is responsible for matters that require a higher level of confidentiality.
  - a) The appointment of Head Coach / Manager.
  - b) The appointment of other paid staff with the Head Coach/ General Manager.
  - c) All aspects of confidential matters between the Club and paid staff for example pay and bandings (within the annual budget set by the Committee), performance, disciplinary and other functions associated with HR management
  - d) Health and Safety.
- 7.4.** Child Welfare. The appointed Welfare Officer will guide and direct the Executive on all Safeguarding policies and practices.
- 7.5.** The Club Treasurer is responsible for the finances of the Club.
- 7.6.** The Committee are responsible for all other business matters arising in the running of the Club. Including Building and Equipment maintenance, marketing and compliance with policies and procedures.

## **8. Finance**

- 8.1.** Membership fees, subscriptions and monthly session fees will be set by the Committee and approved at the AGM.
- 8.2.** The Club's bankers will be the NatWest Bank or other such bank that the Committee may decide from time to time.
- 8.3.** Withdrawals may only be made by dual authority. Authority should be either the Chair, Secretary and Treasurer.
- 8.4.** Expenses of the Officers running the Club will be placed before the Committee before such expenditure can be made from Club funds.
- 8.5.** Entrance fees for competitions will be paid for by the participants before competing.
- 8.6.** The Club will affect all insurances necessary to cover all Club gymnastic activities.
- 8.7.** All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

## **9. General**

- 9.1.** The Club, staff, Committee, sub-committees, and all members shall always act in accordance with the Codes of Conduct in the best interests of the Club.
- 9.2.** The Club may appoint a President. The appointment to the post of President should reflect commitment and dedication to the sport of gymnastics and / or the Club.
- 9.3.** The Constitution may only be amended by a proposal passed by the majority of members present and entitled to vote at an Annual General Meeting or other General Meeting. Proposed changes should be sent to the Secretary four weeks prior to the AGM or GM.

- 9.4. Club discipline at training sessions and competitions will be the responsibility of the Head Coach and other Coaches in charge.
- 9.5. Team squad selection for competitions is the responsibility of the Head Coach with recommendations from Coaches.
- 9.6. Welfare: All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- 9.7. Interpretation of all the rules must be consistent with the statutory requirements for a Community Amateur Sports Club (CASC) as first provided for by the Finance Act of 2002.

## **10. Dissolution of the Club**

- 10.1. Any resolution to dissolve the Club may be passed at any General Meeting provided that:
  - a) 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:
  - b) At least twenty-eight days' notice of the proposed resolution shall be given in writing by the Secretary to all members, and that:
  - c) Such a resolution shall receive the assent of 75% of those present and entitled to vote.
- 10.2. Upon dissolution of the Club, after all Club liabilities have been cleared, all remaining financial and material assets shall be paid to, or distributed, subject to agreement another registered Community Amateur Sports Club for gymnastics, to the governing body of Gymnastics for use in community related charitable initiatives, or to a registered charitable organisation.