



Tetbury Gymnastics Club

Tetbury Gymnastics Club Constitution

1) Title

The name of the Club shall be **Tetbury Gymnastics Club**

2) Aims and Objectives

- a) The objectives of the club shall be to encourage, promote and develop the sport and practice of gymnastics through coaching, recreational and competitive opportunities.
- b) The affiliation of the above club is to Gloucestershire Clubs Amateur Gymnastics Association, the South West Amateur Gymnastics Association (SWAGA) and the British Amateur Gymnastics Association
- c) To co-operate or affiliate with any organisation whose aims and objects are in line with those of Tetbury Gymnastics Club
- d) To promote the club within the local community
- e) To ensure a duty of care to all members of the club. The Club it will adopt and implement the British Gymnastics 'Safeguarding Children: Recognising & Responding to Abuse & Poor Practice' policy and any future version of the policy.
- f) To ensure that all current and future members receive fair and equal treatment. The Club adopts the British Gymnastics Equality Policy confirming its agreement to the principles of equality of opportunity and aims to ensure that no individual receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief. This includes job applicants, employees, participants, volunteers and spectators.

3) Management

- a) The affairs of the Club except in those matters reserved under these rules for the Club in general meeting shall be managed by the Management Committee of the Club, supported by any sub-committees deemed necessary and agreed by the Management Committee. The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- b) The Management Committee shall exercise the powers given to it in the day to day management of the club under these rules and shall consist of the following officers:
 - i) Chairman
 - ii) Secretary
 - iii) Treasurer
 - iv) Child Welfare Officer
 - v) Coaching Representative
 - vi) Health & Safety Officer
 - vii) Club Development (Gym Mark)

viii) Plus two (2) co-opted members

- c) The Management and Sub Committees of the Club shall agree and publish meeting dates via the Secretary. The Management Committee will meet at least SIX times per year. The dates to be agreed at the AGM (which will be held in September).
- d) All meetings of the Club shall be recorded and made available for future reference.
- e) The Secretary shall take minutes of all meetings of the Committee – in his/her absence the meeting shall appoint one of its number to take the minutes.
- f) A management meeting shall require a quorum of at least five members. (only in exceptional circumstances will a lower number be acceptable at the discretion of the Chairman).
- g) The resolution of a simple majority of those Management Committee members present and voting at any meeting of the Committee shall be binding upon the Committee and the Club.
- h) Every officer will shall retire from office each year but shall be eligible for re-election.
- i) All candidates for election to the Committee shall be proposed by a member and seconded by another member and the said proposals to be in writing and submitted to the Secretary before the start of the AGM. Only members of the Club or their parental representatives shall be eligible to the Committee, unless otherwise agreed that they become an ex officio member.
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- j) If at the time of the General Meeting there are no candidates for any of the committee posts, the Committee, shall after due consideration appoint another member of the Club to fill the vacancy before the second Management Meeting.
- k) Voting for the election of the Committee members shall be by ballot or as directed by the Secretary at the Meeting.
- l) If a casual vacancy occurs in a Committee by virtue of the death, resignation or expulsion of one of its members the Committee shall appoint another member of the Club to fill the vacancy such person to hold office during the remainder of the period of tenure of the member he replaces.
- m) Should the Chairman be at any time incapacitated one of the-Management Committee shall succeed to this position if approved by a majority of the Management Committee until the following AGM of the Club.
- n) The Chairman shall preside at all meetings of the Committee at which he / she is present. If they are unable to attend the meeting then the committee will appoint one from amongst its number
- o) The Secretary shall take minutes of all meetings of the Committee – in his/her absence the meeting shall appoint one of its number to take the minutes.
- p) If the Chairman/Director of any of the sub committees responsible for the operations of the Club is unable to attend a Management Committee meeting, they should send a deputy.
- q) The sub committees responsible for the operations of the Club will operate using the objectives as the Management Committee.
- r) The Management Committee will be responsible for disciplinary hearings of members who infringe the

club rules / regulations / constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

4) Membership Fees

Membership fees will be set annually and agreed by the Management Committee. Fees will be paid termly. Fees must be paid by the date specified on the invoice. Failure to comply with this will incur a late payment fee. Non-payment may lead to suspension.

5) Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31st August.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

A written statement of annual accounts will be presented by the Treasurer at the Annual General Meeting and also at each meeting, along with the proposed annual budget

6) Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the accounts. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members or their representatives have the right to vote at the AGM.

The quorum for AGMs will be usually 25% of those members attending or who have indicated their wishes and /or intentions by email.

7) Extraordinary General Meeting

An Extraordinary General Meeting may be called at any time by the Chairman on behalf of the Management Committee or by any body of parents who must number twelve or more. Not less than 14 days notice of such a meeting shall be given and no business other than the business specified shall be dealt with at the meeting.

8) Discipline and Appeals

All complaints regarding the behaviour of members, committee members, coaches and ex-officio members should be submitted in writing to the Secretary, and will be dealt with in accordance with the Club's Disciplinary and Complaints Policy. (a copy of which can be obtained from the Club Secretary

9) Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the

membership.

In the event of dissolution, any assets of the club that remain will become the property of some other club or organisation with similar objectives to those of the club to be determined by the management committee as they see fit.

10) Amendments to the Constitution

- a) The constitution or a part thereof may be added to, amended or replaced by a resolution of a two-thirds majority of those present and voting at a general meeting of the Club called for the purpose
- b) In the absence of a General Meeting, the constitution may be added, amended or replaced via a simple majority vote managed by email. The Secretary shall record the responses with null responses deemed to be abstaining from the vote.

10) Declaration

Tetbury Gymnastics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed.....Date.....

Name.....

Club Chair (Acting)

Signed.....Date.....

Name.....

Club Child Welfare Officer

May 2016