



Constitution And Rules

1. TITLE

The title of the club shall be the 'Bury Spectrum Gymnastics Club' and will be affiliated to British Gymnastics and any relevant bodies.

2. OBJECTS OF THE CLUB

- a. To further the interest of and engender the spirit of friendship, cooperation and sportsmanship between all members and those involved in gymnastics.
- b. To promote and encourage the knowledge of and participation in gymnastics.
- c. To provide facilities, equipment and coaching tuition for members at all levels and disciplines in gymnastics. To provide all its services in a way that is fair to everyone.
- d. To raise the standards of gymnastics through participation, training and competition.
- e. To ensure a duty of care to all members of the club.

3. CONSTITUTION AND RULES

A copy of the constitution and rules will be available on request to all members. A copy will be displayed on the notice board at all times.

Alterations or additions to the Constitution and rules may only be made on a simple majority of those present and voting at the Annual General Meeting or at an Extraordinary General Meeting called specifically for that purpose. Notice of such proposed changes must be given in writing to the Hon Secretary not less than twenty one days before that meeting and notice thereof shall be sent to members not less than 14 days before that meeting.

Bye-Laws may be modified or added to by the Management as circumstances require.



4. MEMBERSHIP AND SUBSCRIPTIONS

a. There shall be 3 types of membership.

I GYMNASTIC MEMBER

A person approved by the Management Committee and attending any group run by the club but such a person shall not be entitled to be a member until the club shall have received the appropriate period subscription set by the Management Committee. Each Gymnastic Member over the age of eighteen to have one vote.

II ASSOCIATE MEMBERS

Parents or guardians of a Gymnastic Member shall be entitled automatically to become Associate Members of the club. Any other person interested in supporting and furthering the objects of the club, may become a member if approved by the Management Committee but such a person shall not be entitled to be a member until the club has received the appropriate annual subscription set by the management Committee. Each Associate Member over the age of eighteen to have one vote.

III HONORARY MEMBERS

A person interested in supporting and furthering the objects of the club, nominated and approved by the Management Committee. All coaches who give coaching in the club to Gymnastic Members shall automatically become Honorary Members.

Honorary Members shall be entitled to all the privileges of membership without payment of subscriptions. Each Honorary Member over the age of eighteen to have one vote.

b. Applications for membership must be made on the appropriate form. Applications will be considered by the Management Committee who will recommend their acceptance or otherwise. The reason for their decision will be given privately by letter.

c. Resignations. Any member may resign by notifying the Honorary Secretary in writing. If such notice is given after the first day on which subscriptions are due, the member is liable for the current subscription. Refunds of subscriptions may be made at the Management Committees discretion.

d. Termination of membership.

I The membership of a gymnastic Member whose subscription is more than 2 weeks in arrears shall be deemed to have lapsed. The Parent/Guardian of that Gymnastic Member shall be notified to this effect by letter allowing a seven day period of grace, during which membership may be redeemed.

II The membership of an Associate Member whose subscription is more than 2 months in arrears shall be deemed to have lapsed. That Associate Member shall be notified to this effect by letter allowing a seven day period of grace, during which membership may be redeemed.



III Expulsion of a member is at the discretion of the Management Committee. Such a member shall be notified by letter, and may appeal at a special management meeting called for that purpose.

e. Subscriptions

I Membership subscriptions shall be fixed periodically by the Finance Committee.

II Associate Members subscription shall be fixed annually by the Finance Committee.

f. B.G.A., E.C.G.A., S.G.A and club subscriptions.

All Gymnastic Members and Coaches will be required to become a member of the governing bodies. The subscription fee fixed by the governing bodies will be collected by the club.

Coaches fees will be met by the club.

Details of the insurance cover given by membership of the B.G.A. will be available on request.

(Cases of hardship will be considered by the Management Committee)

5. OFFICERS

The officers of the club shall be: President, Chairperson, Vice Chairpersons, Honorary Secretary, Honorary Treasurer, Chairperson of the Coaches sub committee, Competition Secretary, Membership Secretary and Chairperson of Fundraising Committee.

6. MANAGEMENT

The affairs of the club except those in rule 7, shall be administered by the Management Committee which shall consist of the officers of the club and not more than eight other Associate or Honorary Members including one coach representative from the Coaches Sub Committee.

By rota a different coach will attend Management Meetings to give the opportunity for all sections of gymnastics at the club to be represented.

Officers and Committee Members shall be eligible for re-election annually at the Annual General Meeting.

Nominations for Officers and Committee Members may be delivered to the Honorary Secretary, prior to the Annual General Meeting.

Sub-committees, except the Coaches Sub-Committee which shall be a permanent sub committee, shall be appointed by the management Committee where deemed necessary. (see officers)

The Management Committee shall have the power to fill any vacancy which may occur during the year and shall also have the power to co-opt. Co-opted Members shall not have a vote on the Management Committee.



A list of the names, of all Management Committee Members shall be maintained on the notice board of the club.

7. APPOINTMENT OF COACHES

All persons involved in coaching at the club must be approved by the Management Committee. The Management Committee will annually appoint a coach in charge of each section of gymnastics at the club.

These coaches shall be responsible for:

- a. Which groups the Gymnastic Members will attend.
- b. Training programme for the gymnastic member.
- c. The competitions which the club should enter and which Gymnastic Member should be entered.

8. COACHES SUB-COMMITTEE

Shall be formed by the coaches in charge of each section of gymnastics at the club. The Coaches Sub-Committee shall be responsible for liaising with the coaches in charge of each section to determine the following:

- a. Which group the Gymnastic Member will attend.
- b. The timetable for the sections and groups.
- c. Whether the membership of a Gymnastic Member should be terminated and recommend this decision to the Management Committee for approval.
- d. The selection of equipment for approval by the Management Committee.
- e. The Chairperson of this committee will report as necessary to the Management Committee after each meeting.

9. MEETINGS

- a. The Annual General Meeting shall be held during the third week of April. The venue being the Spectrum Gymnastics Club for the purpose of:-
 - I Presenting the certified as correct accounts.
 - II Reports from the Chairman of the Management Committee and the Chairman of the Coaches Sub-Committee.
 - III The Election of Officers and Management Committee.
 - IV Dealing with other Business, as indicated on the agenda.
- b. Management meetings shall be held on a regular basis at a maximum of 8 weekly intervals.
- c. Coaches Sub-Committee meetings shall be held on a regular basis.



- d. An Extraordinary General Meeting may be called by the Chairperson of the Management Committee, the Management Committee or any twenty Associate Members or Honorary Members.
- e. A notice of all meetings will be displayed on the club notice board.

10. FINANCE

The financial year shall run from 1st April to 31st March. All monies received on behalf of the club shall be deposited in its bank account. Monies thus deposited may be re-invested as the management Committee may direct. No money or property of the club or any gain arising from the running of the club shall be applied otherwise than for the benefit of the club as a whole or for some charitable or benevolent purpose chosen by resolution of the Management Committee.

The clubs cheques will require the signatures of any two of the following officers:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Honourary Treasurer
- (d) one other member of the Management Committee.

Outside agency shall be appointed as auditor by the Management Committee when necessary. He shall certify as correct the annual statement of accounts and balance sheets before they are printed.

The Management committee are empowered to seek and authorise all types financial loans from any available source on behalf of the Bury Spectrum Gymnastics Club.

Expenses incurred on behalf of the club shall be paid at the Management Committee discretion.

FINANCIAL SUB COMMITTEE

The financial sub-committee shall consist of Chairperson, Vice chairpersons, Treasurer and Chairperson of Coaches.

The committee is authorised to make minor financial decisions on behalf of the club.

Any major decisions to be ratified by the Management Committee.

11. REGISTER OF MEMBERS

The membership secretary shall keep a register of the names, addresses and telephone numbers of all Gymnastic Members, Associate Members and Honorary Associate Members.

An index of relevant information e.g. emergency contacts for each gymnastic member, shall be kept accessible to the coaches of the club at all times.

The coaches shall keep attendance registers of all groups run by the club.

Personal data shall be adequate, relevant and not excessive in relation to the purposes or purpose for which they are processed.



Personal data shall not be kept for longer than is necessary for that purpose or purposes.

12. COMPLAINTS

All complaints shall be made in writing to the officers whose names appear on the Complaints and Grievance Procedures Notice displayed on the clubs notice board.

13. CLUB PROPERTY

No member shall take away or permit any property to be taken away from the club's premises under any pretence whatsoever, except as and when required for the clubs activities outside the club's premises as authorised by the Management Committee, or shall not damage or destroy any property of the club.

14. NOTICES

No notice or placard written or printed shall be exhibited on the clubs premises or in any way brought to the notice of members without the sanction of an officer of the club or the Management Committee.

15. HEALTH AND SAFETY

It is the responsibility of the Management Committee and the coaches to see that the club conforms to the relevant current legislation.

16. CHILD PROTECTION

All coaches are C.R.B. checked and adhere to the rulings of the National Body.

17. EQUITY POLICY

The club will ensure that all members and staff adhere to the following equity principles.

- I All persons must respect the rights, dignity and worth of every human being.
- II All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- III Equity must permeate throughout strategic and development plans.
- IV An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- V Sexual and racial harassment and discrimination will be prohibited.



18. MEMBERS BOUND BY RULES

Every member shall be bound by the constitution and rules of the club.

19. DISSOLUTION

If at an Annual General Meeting or at an Extraordinary General meeting, called for this purpose, a special resolution to wind up the affairs of the club shall have been duly proposed and passed, so much of the assets of the club shall be realized as may be required to discharge all liabilities and any remaining assets shall be realized and the proceeds held in trust by the Suffolk Gymnastics Association until such time that a new club is formed in Bury St Edmunds. If after a period of five years a new club has not been formed, then the proceeds held in trust should be distributed to clubs in Suffolk as directed by the Suffolk Gymnastics Association.

20. DUTIES OF THE OFFICERS OF THE CLUB

PRESIDENT

To preside over the Annual General Meeting until the election of a new Chairperson.

CHAIRPERSON

To preside over all Management Committee meetings. They shall give a report on the years activities of the Club at the Annual General Meeting.

HONORARY SECRETARY

Shall conduct the correspondence of the club and shall have the custody of all documents relevant to the office. They shall keep full and accurate minutes of all Management Committee meetings and of the Annual General meeting.

MEMBERSHIP SECRETARY

Shall keep records of all members of the club and a list of those wishing to join the club and notify them when places become available.

They shall notify all members of when subscriptions are due, two weeks prior to the due date and be responsible for collection of these subscriptions

HONORARY TREASURER

Shall keep proper and accurate accounts of the finances of the club. They shall have custody of all documents relevant to the office. At the end of the club's financial year they shall prepare accounts and balance sheet which, after certification by the outside agency appointed by the Management Committee shall be available for inspection by all Associate and Honorary members prior to the Annual General Meeting. They shall report to the Management Committee at each meeting the status of the accounts.



They shall prepare and present a report of annual accounts and a balance sheet at the Annual General Meeting. They shall receive all monies on behalf of the club and pay all debts as directed by the Management Committee.

COMPETITION SECRETARY

Shall work in close liaison with the Coaches Sub-Committee and shall be required to maintain a complete list with dates of all types of gymnastic competition, local regional and national. To receive from the Coaches Sub-Committee names of Members to be entered in competitions and to ensure entry by the correct date. They shall notify the entrants of the details and required fee, prior to the competition and be responsible for the collection of these fees. They shall report to the Management Committee at each meeting on competition activity of the club.

CHAIRPERSON OF COACHES SUB-COMMITTEE

To preside over all coaches sub-committee meetings. They shall report to the management Committee at their meetings. They shall prepare and present a report at the Annual General Meeting.

STANDING ORDERS

1. The person presiding at a meeting in the absence of the Chairperson may exercise all the powers and duties of the Chairperson in relation to the conduct of this meeting.
2. The Hon Secretary shall be responsible for taking minutes of management and Annual General Meetings.
3. A quorum shall consist of:
 - a. At an Annual General Meeting – not less than 20 members.
 - b. At a Management Committee Meeting – not less than 1/3 of Committee.

If a quorum is not present or if during a meeting the number falls below the quorum, the business not transacted shall be dealt with at the next meeting.

4. Voting at Management, Annual General Meetings: Each Associate Member or Honorary Member present shall be allowed one vote, unless stated otherwise all motions shall be decided by simple majority. In the event of an equality of voting, the Chairperson shall have a second or casting vote.

The Chairperson or any two associate members or Honorary Members present may demand, that voting be by ballot.

5. Order of business at a Management Meeting
 - a. Election of Chairperson, if Chairperson or Vice Chairperson are absent.
 - b. Apologies for absence.
 - c. Minutes of the previous meeting are to be read, approved by the meeting and signed by the Chairperson.



- d. Matters arising from the minutes, and not on the Agenda.
 - e. Correspondence
 - f. Reports from: Hon Treasurer
 Coaches Sub-Committee
 Other Sub Committees (If applicable)
 - g. Items on the agenda
 - . Any other business
6. Procedure
- a. Speakers shall address the chair and all members shall preserve order.
 - b. No discussion shall take place on the minutes (except for accuracy) until approved and signed. Corrections to the minutes shall be made by resolution.
 - c. Items of business must be the subject of either motions or amendments and be properly proposed and seconded at the Chairman's discretion.
 - d. Amendments shall be taken in order and one amendment shall be disposed of before another is moved.
 - e. Procedure motions such as "to adjourn", "next business" etc, shall be proposed, seconded and put to the meeting.
 - e. The ruling of the Chairman on procedure, on point of order, or any point not provided for, shall not be disputed.
7. Rescission of resolution
- A resolution of the club may not be rescinded without notice and then only by simple majority of those present and voting, provided there is a quorum.
8. Suspension of standing orders
- Standing orders may be suspended at any meeting by a simple majority of those present and voting, provided there is a quorum.

