

ENIGMA GYMNASTICS CLUB CONSTITUTION

1. Name

The club will be called Enigma Gymnastics Club and will be affiliated to the sports governing body.

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in gymnastics.
- To promote the club within the local community and gymnastics.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership will consist of officers and individuals of the club.

Membership will be open regardless of nationality, age, gender, ethnic background, sexual orientation, disability, political persuasion or religious opinions to all interested parties.

- Individuals from the age of 3 years shall be eligible for membership;
- Membership is made up of a two part fee: Scottish Gymnastics Association and Club registration fees;
- Membership entitles the bearer to attend training sessions, meetings and/events (as appropriate) as long as a yearly membership fee and training fees (if applicable) are paid;
- Membership fees shall be set by the Committee;
- Any member may resign membership at any time by informing the Club Secretary. Any fees paid may not normally be returned.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

4. Training Fees

Fees shall be set annually and agreed by the Committee of the Club;

Fees should be paid monthly by bankers order;

Any member who fails to pay their fees by the date required shall forfeit their right to take part in any class or event under the control of the Club until such fees are paid.

5. Officer Bearers

The officers of the club shall consist of a Chair, a Vice Chair, a Secretary and a Treasurer.

Officers will be elected annually at the Annual General Meeting. Only members of the club are eligible to become Office Bearers.

All officers retire each year but will be eligible for re-appointment.

6. Management Committee

The club will be managed through the Management Committee who will be appointed at the Annual General Meeting. The committee will consist of the Officers of the Club (Refer to Section 5) and up to 6 additional committee members.

The Management Committee will be convened by the Secretary of the club and hold no less than 4 meetings per year and will record a written record.

Public notification of Club meetings will be given. Individuals interested in the Club and its affairs may attend in a non-voting capacity. They can request any point they want raised to the Chair, by giving written notification of such points at least 7 days in advance of the meeting, which maybe raised at the Chair's discretion.

Management Committee only meetings are possible for operational, confidential and financial business.

The quorum required for business to be agreed at Management Committee meetings will be not less than 50% of the Committee membership, one of whom shall be an Office Bearer.

The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.

Management Committee members can only vote on issues that do not directly affect them.

The Management Committee shall have power to co-opt any other person on to the Committee;

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

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.

7. 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 treasurer will be responsible for opening an appropriate bank account, maintaining up to date financial records and documents on behalf of the Club and for banking all monies belonging to the Club.

All monies raised by the Club shall be applied to further the objects of the Club and no other purpose.

The Treasurer shall present financial statements to committee meetings.

The financial year of the club will end on 31st July.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

An appropriate and suitably qualified person shall be appointed by the Management Committee at the AGM to examine the accounts of the Club at least once per year and present a report to the AGM.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary once a year, in the month of September, to which all members shall be invited formally to attend. Not less than 21 clear days' notice to be given to all members.

All members have the right to vote at the AGM.

The quorum for AGMs will be a quarter of the total membership or 20 members of the Club, whichever is the smaller.

The AGM shall transact the following business:

- a. Minutes of previous AGM
- b. Constitution
- c. Consideration of Annual Reports

- d. Consideration of Annual Accounts and Report from Independent Examiner
- e. Election of Office Bearers and Management Committee
- f. Appointment of Independent Examiner

Nominations for officers of the Management Committee should be made in writing with a minimum of 24 hours prior to the AGM. Such nominations should be sent to the Secretary with a proposer and seconder identified. Both proposer and seconder should be present at the AGM.

Where there are insufficient nominations prior to the AGM, nominations can be accepted from the floor.

The Management Committee shall be empowered to convene an Extraordinary General Meeting (EGM) outside the AGM, provided 14 clear days is given to all members, for specific issues of policy or urgency.

The membership may call for an EGM provided the request and the resolution are supported by not less than 20 members of the Club. The resolution shall be lodged with the Secretary who will convene the EGM within 14 days.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. 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 Scottish Gymnastics or some other club with similar objectives to those of the Club.

11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

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

Signed:Date:

Name: JENNIFER MANN (Chair)

Signed:Date:

Name: TRACY McKAIN (Secretary)