

Constitution of Sussex Gymnastics

Adopted: 16 May 2016



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1. Organisation's Name

The name of the Association shall be the Sussex Gymnastics Association (hereinafter referred to as "The Association"), the boundaries of which shall be those of the Local Authorities of the Counties of East and West Sussex (hereinafter referred to as "The County").

2. Aims

- 2.1. The aims of the Association shall be to regulate, encourage, develop, facilitate and safeguard the interests of the sport of Gymnastics within the County, and the specific interests of all disciplines recognised by the National Governing Body (NGB) for gymnastics.
- 2.2. The Association shall encourage and promote:
 - a. The affiliation of all gymnastic clubs and organisations with training facilities in the County to the Regional Gymnastics Association (RGA), and the NGB
 - b. The enrolment of individual members to the NGB
 - c. The organisation of championships and other competitions in the County, in accordance with Regional Strategy where possible
 - d. The organisation of courses for coaches, judges and gymnasts in the County, subject to the approval of the Regional Technical Committees where appropriate
 - e. To co-operate or affiliate with any organisations whose objectives support, but do not conflict with, those of the Association, including acting as a link between affiliated clubs and the RGA.

3. Powers of the Association

In order to achieve its aims, the Organisation may:

- 3.1. Raise money
- 3.2. Open bank accounts
- 3.3. Take out insurance
- 3.4. Employ staff
- 3.5. Acquire and manage buildings
- 3.6. Organise courses and events
- 3.7. Work with other groups and exchange information
- 3.8. Do anything that is lawful which will help it to fulfil its aims.

4. Membership

- 4.1. Any gymnastics club may affiliate to the Association provided the club
 - a. Has training premises located within County
 - b. Is willing to help the Association achieve its aims
 - c. Is willing to abide by the rules of the Association
 - d. Is willing to pay any subscription agreed by the Management Committee.
- 4.2. Affiliation shall be subject to the payment of an annual subscription which has been approved at the Annual General Meeting or at a Special General Meeting called for that purpose.
- 4.3. Each affiliated club shall have one vote at General Meetings.
- 4.4. The Management Committee shall have the power to suspend or expel any affiliated club for conduct which, in its opinion, is:
 - a. Prejudicial to the best interest of gymnastics
 - b. Likely to bring the sport of gymnastics into disrepute
 - c. Likely to be a hindrance to the Association achieving its aims.
- 4.5. No suspension or expulsion will take place until the affiliated club has been given the opportunity to state their case.
- 4.6. Any club suspended or excluded may appeal to the Association. The decision of the Association after this appeal shall be final.

- 4.7. Affiliation to the Association shall automatically cease if the subscription has not been paid within four weeks of the renewal date.
- 4.8. Membership of the Association assumes acceptance of this Constitution.

5. Management

- 5.1. The Association shall be administered by a Management Committee comprising members elected at the Association's Annual General Meeting (AGM).
- 5.2. The Association's Management Committee shall consist of the following voting members:
 - a. The Officers who shall comprise the Chairperson, Vice-chairperson, Honorary Treasurer and Honorary Secretary
 - b. A representative from each gymnastics discipline
 - c. Volunteer Co-ordinators representing any specific working parties set up by the Association.
- 5.3. The Officers should be from different clubs where possible.
- 5.4. Every member of the Management Committee must be a member of an affiliated club.
- 5.5. The Management Committee shall meet at least four times a year.
- 5.6. The Chairperson shall chair all meetings of the Association.
 - a. In the event of the absence of the Chairperson, the Vice-chairperson will chair meetings.
 - b. In the event of absence of the Chairperson and Vice-chairperson, the Chair for that meeting shall be elected from among the members present, by a majority vote on a show of hands.
- 5.7. The quorum for Management Committee meetings shall be four Committee members.
- 5.8. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote the Chairperson shall have a second vote.
- 5.9. The Management Committee may remove any Committee member, provided:
 - a. There is good and proper reason for the removal,
 - b. The Committee member concerned has been given the opportunity to state their case,
 - c. After the Committee member concerned has been given the opportunity to state their case, and that case has been duly considered by the Committee, there is a two-thirds majority vote for that member's removal.
- 5.10. The Management Committee may appoint somebody from an affiliated Club as a Committee member to fill a vacancy.
- 5.11. The Management Committee shall appoint delegates from its affiliated clubs to represent the Association on Regional or National committees and other committees as and when required. Only delegates officially appointed by the Management Committee shall be entitled to represent the Association.

6. Duties of the Officers and other members of the Association

- 6.1. The duties of the Chairperson are to:
 - a. Chair meetings of the Committee and the Association
 - b. Represent the Association at functions/meetings that the Association has been invited to
 - c. Act as spokesperson for the Association when necessary.

- 6.2. The duties of the Secretary are to:
 - a. Take and keep minutes of meetings
 - b. Prepare the agenda for meetings of the Committee and the Association in consultation with the Chairperson
 - c. Maintain the membership list
 - d. Deal with correspondence
 - e. Collect and circulate any relevant information within the Association.
- 6.3. The duties of the Treasurer are to:
 - a. Supervise the financial affairs of the Association
 - b. Keep proper accounts that show all monies collected and paid out by the Association
 - c. Prepare accounts which must be audited for approval at the AGM.
- 6.4. Official delegates of the Association on other committees are expected to:
 - a. Discuss meeting agendas with the Association's Management Committee beforehand if possible
 - b. Submit meeting reports to the Association's Management Committee
 - c. Put forward the views of the Association
 - d. Act in the best interests and wishes of the Association.

7. Finance

- 7.1. Any money obtained by the Association shall be used only for the Association.
- 7.2. Any bank accounts opened for the Association shall be in the name of the Association, and approved by the committee.
- 7.3. Any cheques issued shall be signed by the Treasurer and one other nominated official.
- 7.4. The Management Committee shall employ the funds of the Association to further the aims of the Association in a manner deemed to be in the best interests of the sport.
- 7.5. The Honorary Treasurer shall be empowered to make payments of a regular and continuing nature without reference to the Committee.
- 7.6. No other financial liabilities shall be incurred by the Treasurer or any other member without specific authority granted at a Management Committee Meeting or General Meeting. Such authority must be recorded in the Minutes of the meeting.

8. Responsibility for Accidents

The Association shall not be held responsible for any accident, damage or loss suffered or caused by members, or non-members.

9. Annual General Meeting

- 9.1. The Association shall hold an Annual General Meeting (AGM) in the month of April or May.
- 9.2. All affiliated clubs shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- 9.3. The Notice convening the AGM shall be accompanied by the Statement of Account for the previous year.
- 9.4. The quorum for an AGM shall be five affiliated clubs.
- 9.5. The Association's year shall commence on 1st April in any year.
- 9.6. The business of the AGM shall include:
 - a. Approval of the Minutes of the last AGM
 - b. Receiving a report from the Chairperson on the Association's activities over the year
 - c. Receiving a report from the Treasurer on the finances of the Association
 - d. Electing a new Management Committee
 - e. Considering any other matter as necessary.

- 9.7. Nominations for office and notices of other relevant business for inclusion on the Agenda must be received by the Secretary by the return date specified on the call for nominations prior to the date of the AGM.
- 9.8. Nominations and notices proposed may only be submitted by affiliated clubs, or members of the Management Committee.
- 9.9. The existing Officers are automatically nominated for re-election if the Officer is prepared to stand and if there are no other nominations for that post.

10. Special General Meeting

- 10.1. A Special General Meeting (SGM) may be called by the Management Committee or by any three affiliated clubs to discuss an urgent matter.
- 10.2. The Secretary shall give all members fourteen days' notice of any SGM together with notice of the business to be discussed to all affiliated clubs.
- 10.3. All affiliated clubs and Committee members shall be entitled to attend and vote at an SGM.
- 10.4. The quorum for an SGM shall be five affiliated clubs.
- 10.5. No business other than the business specified in the notice of meeting shall be dealt with at the SGM.

11. Alterations to the Constitution

- 11.1. Alterations or additions to this Constitution shall only be made at a General Meeting where at least five affiliated clubs are represented.
- 11.2. Notice of any proposal for alterations to the constitution must be sent to the Secretary at least thirty days prior to the General Meeting.
- 11.3. The proposed alterations shall be set out to all affiliated clubs on the notice convening such a General Meeting.
- 11.4. Any proposed alterations must be agreed by at least two-thirds of those members present and voting at the General Meeting.

12. Dissolution

- 12.1. The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another association with similar aims.

*This constitution was adopted at the Annual General Meeting of the Association on Monday, 16 May 2016.
Signed by:*

Chairperson:

Secretary:

Treasurer:

Other Committee members: