



**British Gymnastics Registered Club Number: 40306**  
**Hart Gymnastics Club – Constitution**

### **1. Nomenclature**

The Club shall be known as **Hart Gymnastics Club**, hereafter referred to as “the Club” and shall be affiliated to the British Gymnastics (BG).

### **2. Objectives**

The objective of the Club shall be to foster and promote the sport of Gymnastics at all levels, providing opportunities for recreation and competition, in particular:

- To offer coaching and competitive opportunities in gymnastics;
- To promote the benefits of the club within the local community and the wider gymnastics family;
- To provide appropriate training facilities, equipment and to maintain a duty of care for all those involved with the club; and
- To ensure that services are equally applied to all current and future treatment.

### **3. Membership.**

All members of the Club shall be registered as Full or Associate members of BG. All members must support the objectives of the Club identified in Section 2.

Full membership of the Club shall be open to any person completing a membership application form and paying the annual club membership fee, as determined by the Club Committee, plus the payment of the current BG membership payment. The offer of a place in any particular class is at the discretion of the Club and where suitable classes are full, the gymnast may be put on a waiting list. Age or ability, as determined by the Head Coach / Coach Manager restricts the offer of a place in certain classes. Membership of Squad Groups is by invitation and subject to acceptable progress being maintained.

The General Committee of the Club can refuse or withdraw membership to persons considered not to support the objectives of the Club or abide by the clubs’ code of conduct.

All Coaches, Judges and General Committee Members who are registered by the Club as Full or Associate members of BG shall be classed as full members of the Club without the requirement to pay an additional club membership fee. Payment of the registration of coaches and judges is at the discretion of the Treasurer and the club management team /General Committee. Members of the General Committee will be registered as a minimum of associate member of BG as recommended by BG for Insurance Liability purposes.



3.1 There shall be the following classes of membership:

- A. **Full Member** – As defined in paragraph 3, including gymnasts aged 16 years and over, Coaches, Judges and Elected Committee members as defined above.
- B. **Junior Member** – Gymnasts who are under 16 years of age who are attending regular training sessions.
- C. **Honorary Members** – to be agreed at an AGM, and open to Officers of the Club retiring from, or leaving the committee membership after a number of years' service to the Club.
- D. **Temporary Members** – gymnasts attending short courses and paying only a temporary or membership fee.

3.2 The following rules shall apply to membership:

- A. Any gymnast who has failed to attend for a period of four successive weeks, without written notification or contact, will be deemed to have left the Club.
- B. Any gymnast whose fees are more than two weeks overdue may be asked to leave the Club, and will cease to have membership of the Club. The Treasurer and Club management/ Committee have the discretion to reduce or delay the payment of fees where the gymnast's personal circumstances cause difficulty in making payment.
- C. Membership of Full Members of the Club can be revoked by the Club Management/ General Committee.  
In such an event a member can appeal, in writing, to the General Committee who will review the appeal in the light of evidence produced by the member. Any member who is expelled by BG or who is refused membership of BG, will cease to be a member of the Club.
- D. Any Junior Member or participating Gymnast of the Club can be suspended from club sessions upon a warning from a Coach and Head Coach / Coach Manager. Such a warning will be confirmed, in writing to the parents (or to the Gymnast if over 16). In the event of a second warning, the gymnast's membership may be withdrawn. If the problem relates to the safety of the gymnast or other members of the Club, membership may be withdrawn immediately. Parents or gymnasts (over 16) can appeal, in writing, against withdrawal of membership. The case will be reviewed with the parent by Head Coach/Coach Manager, and the gymnast's personal Coach, and either the Chairperson, Secretary or Treasurer or Welfare Officer if required. If the parent is still not satisfied, then the case will be referred to the General Committee. This warning may not be limited to the gymnast but can also include the behaviour or actions of a junior members parent or guardian. If the parent is deemed to be causing conflict within the club and not supporting the club's ethos, objectives or code of conduct. The parent will receive a 3-step warning if deemed to be causing a detrimental effect to the club or children within the club. This may lead to the membership of their child being suspended or revoked from the club.

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#### 4. Financial hardship

The club will consider a financial hardship grant for current members with shortage of finances which has the effect of ending people's involvement in gymnastics or makes it unreasonably difficult for people to continue to be involved in gymnastics. Information and how to apply will be published on the club website., and review annually.

#### 5. Officers. The Officers of the Club shall be as follows:

**Chairperson.** Who will assist in the running of the Club working alongside the Club management team, and will organise at least three full General Committee meetings per year and will oversee the running of the AGM. The Chairperson will also act as the link between the coaching and the fundraising committees. The Chairperson may be assisted by an Vice Chair, who will act as Chair in the chairperson absences.

**Secretary.** The Club Secretary will record the proceedings of General Meetings, General Committee meetings and will give notice of all meetings as defined in the Constitution.

**Treasurer.** Who will responsible for the day to day finances of the Club including fees, competitions etc. The Treasurer will deputise for the Chairperson/ vice chair in their absence. The Treasurer may be assisted by an Assistant Treasurer, who will be responsible for collection of fees and banking monies etc.

**Club Manager.** The Club Manager is the appointed representative of the Club in respect of the Club as a legal entity and will be responsible for the formal appointment of staff (coaches and any other associated 'paid' role), their contracts of employment, their behaviour and discipline of staff, the payment of wages, and where appropriate, the collection and payment of Tax and National Insurance etc. In support of the coaches and with support from the treasurer, the Club Manager will be responsible for the administration aspects of club apparel and for the registration of club members with BG. The Club manager will co-run club with the Director of coaches and their chosen management team.

**Fundraising Officer** Who will oversee and organise fundraising events. Fundraising will be for the purpose of purchase of equipment, the funding of gymnastics facilities, courses, or any other development purpose agreed by the General Committee and or Club management.

**Welfare Officer (Internal)** The Welfare Officer should preferably be a member of the coaching team, or a parent who is able to regularly attend training sessions. They will mediate on any issues relating to the welfare of gymnasts in the gym and will be a point of contact for parents and gymnasts who may wish to raise issues relating to the wellbeing of the gymnast. Normal training issues will be dealt with by the gymnast's Coach and the Head Coach / Coach Manager.

**Plus** four additional officers, at least one of whom should be a parent representative, who shall form the remainder of the General Committee. These officers should be willing to take on roles within the Committee, either in relation to coaching, administration or fundraising.

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The Committee can also co-opt members onto the Committee on a time/task basis and these members will not have voting rights. The Committee will appoint a Head Coach / Coach Manager who will be co-opted onto the Committee (with voting rights), and who will attend Committee meetings to report on coaching progress.

#### **Head Coach / Coach Manager.** Brief description of duties:

- Work with existing coaches to develop a structured programme of Women's, Men's, Gymnastics, Pre-School and General gymnastics for the Club to meet the requirements of the Club's Gymnastics Development Plan;
- Agree the plans with the Club Treasurer to ensure that the plan will achieve sufficient income to support the activities of the Club, and further its long term aims;
- Work with and mentor/support the Club's existing Coaches to achieve the above and develop the skill of these Coaches;
- Coach gymnasts as agreed, to achieve the aims of the plan;
- Work with other organisations as agreed with the Committee or its representatives to develop the Club and its activities.
- The Head Coach / Coach Manager will arrange a meeting of Coaches on approximately 2 monthly basis and will be responsible for the structure and operation of Club sessions, competition and squad selection, and gymnast's performance, within financial guidelines set out by the Treasurer.

## **6. Election of Officers**

All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club as defined in Section 3. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6.1 Voting rights at any General, or Special Club meeting shall be as follows:

- All Full or Honorary Members shall have one vote per person.
- All Junior Members shall have one vote per member, which shall be cast by their parent or legal Guardian (in the case of dispute, the parent of the same gender as the junior member shall be the parent eligible to vote).
- No person shall have more than one vote at such a meeting.
- All votes must be in person. There will be no proxy or postal voting.

## **7. General Committee**

The affairs of the Club shall be controlled by the General Committee comprising of the Executive officers of the Club and up to four other officers elected from, and by, the membership as defined in Section 5. Such members should either be willing to support the Club by joining the Fundraising Sub-committee, or should be a parent or coaches or judges within the Club.

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### 7.1 The Duties of the General Committee shall be:

- To control the affairs of the Club on behalf of the members;
- To keep accurate records of the finances of the Club through the Treasurer;
- These should be available for reasonable inspection by members and should be audited before every Annual General Meeting.
- The Club shall keep a bank current account for the receipt of income and payment of club associated expenditure. Payments will be made as follows:
  - Authorised payments up to and including £1,000 will be, whenever possible, made by bank transfer by the Club Treasurer.
  - Authorised payments in excess of £1,000 or under £1000 where a Bank Transfer is not possible will be made by cheque requiring two signatures. The following officers shall be authorised to sign club cheques: Treasurer, Secretary and Coach Manager/ Member of the management team. The Club Treasurer is to ensure that the bank is aware of this operation and that specimen signatures are lodged with the bank.
- If considered necessary, the committee will appoint other persons to be approved to administer/sign cheques or account transactions.
- Additional accounts may be opened as agreed by the general committee

7.2 To co-opt additional members as necessary. Co-opted members shall not be entitled to a vote on the Committee unless otherwise stated.

7.3 To make decisions based on a simple majority vote. In the case of equal votes, the Club Manager, Director of Coaches and Chairperson shall be entitled to an additional casting vote.

7.4 Following any resignation or other vacancy of an Officer a replacement officer may be elected to serve until the next annual general meeting, without any requirement for prior notice or nomination. Such elected officers will have voting rights on the Committee.

7.5 At any General Committee meeting, a minimum of four officers, including at least one from the Chairperson, Treasurer, Secretary and coaching team shall form a quorum.

7.6 The Fundraising Officer will form a sub-committee including elected General Committee members. The Chairperson, Secretary and Treasurer will attend as necessary. The Fundraising Officer will ensure that income and expenditure is recorded, and will provide a summary of accounts to the General Committee at its meetings, and to the Treasurer on an annual basis. These should be available for reasonable inspection by Officers of the Club and should be audited before every Annual General Meeting. The Treasurer will consolidate them into an overall set of accounts. The expenditure of fundraising monies will be subject to the agreement of the General Committee.

## 8. General Meetings

8.1 The AGM of the Club shall be held no later than the end of July each year. 21 clear days written notice of the meeting shall be given to Members of the Annual General Meeting by posting a copy of the notice on the Club Notice board and Website.

Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before the meeting. The Secretary shall give notice of the agenda for the

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meeting not less than 7 days before the meeting by posting the details on the Club notice board and Website.

8.2 The Business of the Annual General Meeting shall be to:

- Receive a report from the Secretary of the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting. The Secretary will also report on any other issues pertinent to the meeting (apologies for absence etc.);
- Receive a report from the Chair;
- Receive the report of the accounts from the Treasurer;
- Elect an Auditor to review the accounts; if necessary
- Receive a report from the Coach Manager/Head Coach;
- Transact such other business received in writing by the Secretary from members at least 7 days prior to the meeting and included on the agenda.
  - Items received (in writing) at less than 7 days' notice will only be discussed at the discretion of the Chairman/ Club Manager.
  - Items of AOB cannot be raised at the AGM.
- Elect the Officers of the Club as indicated in the previous Sections;

8.3 Special General Meetings may be convened by the General Committee, or on receipt by the Secretary of a request in writing from not less than 25 Full Members of the Club, and/or Parent of Junior Members of the Club. (one parental vote per Junior member as defined in Section 5). At least 21 days' notice shall be given as per the Notice Requirements in Section 8.1. Nomination for candidates for election of Officers shall be made in writing to the Secretary at least 14 days prior to the Annual General Meeting date. Nominations can only be made by a Full Member / Parent as defined in Section 5 and must be seconded by another such person. Where insufficient nominations have been received prior to the meeting then nominations for unfilled posts can be received from the floor of the AGM. Nominations for membership of the General Committee will be taken from the floor of the AGM.

8.4 At all General Meetings the Chair will be taken by the Chairperson or, in their absence, by the Vice Chair/Treasurer or other Officer of the Club appointed by the membership of the General Committee attending the meeting.

8.5 Decisions at General Meetings will be made by simple majority vote from those members defined as eligible to vote in Section 5. In the event of equal votes, the Coaching manager shall be entitled to an additional casting vote.

8.6 A quorum for a General Meeting (Annual or Special) shall be a minimum of ten Full Members or Parents as defined in Section 5, which shall include at least four officers or General Committee Members of the Club and at least one from the Chairperson, Secretary, coaching manager or Treasurer.

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## **9. Alterations to the Constitution**

Any proposed alterations to the Club Constitution can only be considered by an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration must be proposed by a person with voting rights as in Section 6 and seconded by another such member. Such alterations shall be passed if supported by not less than two thirds of those members with voting rights according to Section 5 present at the meeting. Alternatively, the constitution will be reviewed bi-yearly and signed off by the standing General Committee and presented at the AGM.

## **10. Dissolution**

10.1 If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by not less than two thirds of the full members and parents, as defined in Section 5, present at the meeting, then the General Committee shall thereupon, or at a date to be specified in the resolution, proceed to realise the assets of the Club in order to discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but will be passed to a local gymnastics club or school. It will be recommended that such funds are distributed for the benefit of Gymnastics.

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