

INVERNESS GYMNASTICS CLUB

CLUB CONSTITUTION

1. TITLE

- I. The Club shall be known as “Inverness Gymnastics Club”, noting that the club has previously operated under the title “Inverness Gymnastic Club” and “Inverness and District Amateur Gymnastics Association”.

2. OBJECTIVES

- I. The Club and it's Executive Committee will work to encourage and promote the sport of Gymnastics in Inverness and the surrounding areas, identifying the following objectives:
 - a. To increase capacity for, and encourage participation of gymnastics in Inverness and the surrounding areas.
 - b. To identify and nurture talent through involvement in regional and national pathways, competitions and structures.
 - c. To affiliate and work with the National Governing Bodies to support the above objectives.
 - d. To plan and operate The Club in a manner that ensures operational and financial sustainability whilst offering best value for current and potential members.

3. OFFICE BEARERS

- I. The Office Bearer roles of the Club shall be each held by a separate individual and are listed as follows:

1. Chairman
2. Vice-Chairman
3. Secretary
4. Membership Secretary
5. Treasurer
6. Safeguarding Officer

- II. The definition of roles should be available and kept up to date by the Executive Committee separate to the constitution.
- III. Each office bearer must hold membership within the Club and are subject to re-election at the Annual General Meeting, or at an Emergency General Meeting if required. There is no restriction on coaches standing for these roles with the exception of Safeguarding Officer, as determined by Scottish Gymnastics..
- IV. There is no maximum term for which an office bearer may hold a position

4. EXECUTIVE COMMITTEE

- I. Composition: The Executive Committee shall consist of a minimum of 9 members consisting of the 6 Office Bearers, Head coach and 2 ordinary members. As a minimum, including the Head Coach, two coaches must sit on The Executive Committee.
- II. In line with the Child Protection and Welfare policies, the role of
- III. Elections: The Executive Committee shall be elected at the Annual General Meeting.
- IV. Voting: Each member shall have one vote. In addition, the Chairman shall have a casting vote.
- V. Quorum: A quorum for any Executive Committee meeting shall be five members of the Executive Committee with at least two holding Office Bearer Roles.
- VI. Non Office Bearing Members shall be brought onboard the Executive Committee following a 2/3 majority of the Elected Office Bearers.

5. MANAGEMENT

- I. The business and administration of the club shall be controlled by the Executive Committee.
- II. The Executive Committee shall meet not less than once per quarter in addition to the Annual General Meeting.

6. GENERAL MEETINGS

- I. Annual General Meeting: This shall be held in June at such time and place as arranged by the Executive Committee. Preliminary notice of the date, inviting Notices of Motions, shall be intimated to Club Members not less than four weeks prior.
 - a. Notice of Motions shall be sent to the Secretary, to arrive not less than two weeks prior to the Annual General Meeting.
 - b. Copies of Notices of Motion will be forwarded to members not less than one week prior to the date of the Annual General Meeting.
 - c. Copies of the Agenda, Audited Statement of Accounts and other relevant papers shall be available at the Annual General Meeting.
- II. Agenda: The Agenda of the AGM shall include the following:
 - a. Adoption of minutes at previous AGM
 - b. Presentation and Adoption of Accounts
 - c. Presentation and Adoption of Annual Report
 - d. Consideration of Notices of Motion
 - e. Election of Auditors
 - f. Election of Office Bearers
- III. Voting:
 - a. Each member over the age of 16 shall be entitled to one vote.
 - b. The Chairman shall have one vote, as well as a deliberative/casting vote.
- IV. Special General Meeting: A Special General Meeting or Extraordinary General Meeting may be called by the Executive Committee or by request of fifteen members. A member request must be submitted in writing to one elected Office Bearer. Notice shall be sent to all Members not less than two weeks prior to date of the meeting.

7. MEMBERSHIP

- I. Eligibility: Membership shall be open to:
 - a. Persons whose application has the approval of the Executive Committee for the purpose of training and competing in the sport of Gymnastics.
 - b. Other person's interested in the sport of Gymnastics whose application has the approval of the Executive Committee for the purpose of assisting the club in a coaching, administrative or other capacity which will further the objectives of the club.
- II. Form: The form of membership conferred shall, on payment of due subscriptions, include the parent or guardian of an applicant accepted in the terms of paragraph 7(i)a. above where the member is under the age of 16. Otherwise membership shall be granted on an individual basis.
- III. Admissions: New applicants for membership in terms of paragraph 7(i)a shall be assessed for ability by relevant coaches. Admissions may be limited in number subject to availability of coaching and facilities.
- IV. Discipline: Members will behave in a disciplined manner, and abide by all club rules, codes of conduct and expectations as managed and published by the coaches and Executive Committee, supplementary to this constitution.
- V. Suspension: The Executive Committee shall have the right to suspend or terminate the membership of any individual who has acted in a manner contrary to the interests of the club. A final resolution must be agreed by a two-thirds majority of the Executive Committee. This does not override an initial decision to remove an individual from club related activities whilst a resolution is determined, where their actions, omissions or concerns raised pose a risk to other members.

8. TERM FEES

- I. The amount of term fees shall be determined at each AGM. Fees shall be determined in order that the club may operate in a financially sustainable manner. Fees are per term and under normal circumstance, will not be refunded for sessions missed by for reasons determined by the member.
- II. Part refunds of fees may be applicable should training be unable to run for any unplanned reason.
- III. The Executive Committee holds the right to suspend or terminate the membership of an individual who fails to pay up to date fees within four weeks.
- IV. The Executive Committee holds the right to waive or reduce an individual's fees where it is deemed appropriate and proportional to circumstance.
- V. The Executive Committee holds the right to act to recover any debt owed to Inverness Gymnastics Club by a member including the right to appoint a third party.

9. CHILD PROTECTION POLICY

- I. The Club will adopt the Child Protection and Welfare policy written and provided by the recognised National Governing Body as the minimum standard of operation to ensure the safety and wellbeing of all children and vulnerable adults. This policy must include the enrollment of relevant adult members in a national disclosure scheme.
- II. The Club will produce and adopt a child protection and welfare policy that builds on that mentioned in paragraph 9(i)a to specifically support the operation of the club.
- III. Matters of Child Protection and Welfare should be addressed by The Club's Safeguarding Officer(s) with support of the Executive Committee and Lead Coaches in a timely manner.
- IV. All members as defined in paragraph 7(i)a shall be made aware of The Club's child protection policies and nominated Safeguarding Officer(s).

10. EQUALITY POLICY

- I. The Club operates an Equal Opportunities Policy where no one is denied the right to equal access on the grounds of age, race, creed, colour, gender, disability, occupation, religion, sexual orientation or political persuasion or marital status or having or not having dependents.

11. RECORDS

- I. Financial Year: The financial year of The Club shall run from the 1st April until the 31st March.
- II. Treasurer: The Treasurer shall be empowered to maintain full financial records and accounts, including banking accounts, in accordance with the instructions of the Executive Committee.
- III. Expenses: No extraordinary expenditure shall be incurred or met from Club funds without the prior approval of the Treasurer, and recorded and reimbursed in the manner determined by the Treasurer.

12. DATA PROTECTION

- I. It is the responsibility of the Executive Committee to ensure all data held regarding the club members and associated parties is shared solely for reasons of club business, and the welfare and safety of its members.
- II. All data held by The Club should be stored and shared in a manner that supports the best interests and privacy of its members and associates.

13. ALTERATION TO CONSTITUTION

- I. Alteration to the Constitution shall be made only at an AGM or at a Special General Meeting called for that purpose. Such alteration shall require a two-thirds majority of those present.

14. DISSOLUTION

- I. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

15. CONTINGENCIES

- I. Any contingency not covered in this Constitution shall be treated in a manner consistent with the Constitution of the Scottish National Gymnastics Association.

Amended June 2016, as adopted at AGM
Amended 3rd June 2001, as adopted at AGM
Amended 20th October 1995, as adopted at AGM.