



# Severn Trampoline Club

## Club Constitution

Last updated 1<sup>st</sup> day of December 2010.



# Severn Trampoline Club Constitution

## 1) NAME

- (1) The name of the club shall be "*Severn Trampoline Club*" hereafter referred to as "STC" or 'the Club'.

## 2) OBJECTIVES

- (1) The aim of STC is to promote and facilitate trampolining within Shrewsbury and Shropshire.

## 3) MEMBERSHIP

- (1) Membership of the Club shall be open to all members of the public over the age of five
- (2) All club members that actively participate (bounce on trampolines) will be required to become members of British Gymnastics for the duration of their club membership. Non bouncing member need to just become club members.
- (3) Prospective members are entitled to attend two training sessions (as specified by insurance regulations), paying a fee per session, prior to becoming members of British Gymnastics (BG). The executive committee (the exec) and/or the coach in charge shall have the right to limit the attendance of non-members when deemed necessary.
- (4) The exec may expel any member whose conduct seems likely to bring the Club into disrepute, or who disregards safety procedures. Each member has a right to representation before the exec if threatened with expulsion. Members have the right to an appeal or lodge a complaint as stated in the clubs complaints and grievance policy. Such expulsion shall be subject to confirmation at the next General Meeting of the Club. There is no right to refund in the event of expulsion

#### 4) SUBSCRIPTIONS

- (1) Fees for training sessions will be set annually by the exec.
- (2) Each member will receive a receipt, and be registered in STC's records, upon payment of an annual or termly training fee.
- (3) Members of the same family will receive a reduction on the second member. Members who attend more than one hour training session will also receive a reduction.

- (4) Current reductions and charges September 2010

Current reduction £1

First member or first hour £4.00

Second family member or second hour £3.00

Example 1, one member for one hour per week for a six week half term  $6 * £4 = £24$

Example 2, two family members for one hour per week for a six week half term  $6 * £4 + 6 * £3 = £24 + £18 = £42$

- (5) All fees are non-refundable, except in exceptional circumstances at the discretion of the exec. The exec has the power to change these fees at their discretion.
- (6) Separate fees will be payable to BG for membership of BG. There are two levels of membership fee; one for members and one for competitive members. Membership can be increased to competitive by payment of the relevant amount

## 5) OFFICIAL MEETINGS

- (1) Official meetings shall consist of committee meetings and general meetings (AGM and EGM). All official meetings need to reach the appropriate quorum for any official business to take place. If not met business may take place but must be ratified at next meeting.
- (2) All meetings will be subjected to standing orders and procedural motions, which will be addressed through the chair and take president over any other motion or discussion. Standing orders and procedural motions may be submitted at any point during a meeting by calling "standing order" or "procedural motion".
- (3) Standing orders do not need to be voted on and need no seconder.
- (4) If a procedural motion is called the proposer will explain the nature of and the reason(s) for the procedural motion. The chair will then ask if there is a seconder. If there is no seconder, the procedural motion shall be denied. If there is a seconder, it shall then be put to the vote and shall be decided by a show of hands. In a result of a tie the chair will have the casting vote.
- (5) For the interests of the club, founder members have the power of veto on any motion. This power can be executed at that meeting any time when two founder members are in agreement to use the veto. This vote is a privileged motion and can be used after a motion is carried and before the meeting is close.
- (6) Only full members or guardians may be elected to and vote at official meetings. Other persons may be granted speaking rights at the discretion of that meeting.

## 6) COMMITTEE MEETINGS

### EXECUTIVE COMMITTEE MEETINGS

- (1) The day-to-day management of STC's affairs shall be in the hands of the Executive Committee ('the Exec), which shall consist of the three founder members and six other officers who will normally be elected at the Annual General Meeting (AGM).
- (2) Founder Members are:
  - Julia Clarke
  - Anthony Wakenshaw
  - Tabitha TallerineAll founder members are honouree life vice-presidents and have the right to attend and vote at any meeting.
- (3) The six posts on the Executive Committee shall be President Secretary, Treasurer, Competitions officer, Head coach (elected by the other members of the executive committee) and the Welfare officer  
Quorum at this meeting shall be 3 members
- (4) The exec may set up and elect sub committees to aid in the running of the club. Appointment to these sub committees will be via an AGM or the executive committee

**Full (extended) Committee** - Consisting of Executive committee members, Health and Safety Officer, Web Master, Entertainments Officer, Press Officer, Head coach, Coaching representative, Members/parents representative, Volunteer coordinator, disabilities officer, partnerships officer and any other the positions the exec deems necessary

#### **Current sub committees**

**Coaching committee** - Consisting of All BG qualified (and trainee) coaches.

**Judging committee** - Consisting of all Judges and Head coach

**Competitions committee** - Consisting of Head coach, Competitions officer, Press officer and any member of the executive committee

- (5) The elected members of the Committee shall be club members (over the age of 14 years) or parents and/or guardians of club members.
- (6) In conjunction with point 3, any member of STC 14 years and over may stand for election to the Committee. The exception will be the position of president, treasurer, secretary and welfare officer of who must be aged 18 or over (and the member's representative can be any age).
- (7) The exec will meet at least once a term with extra meetings if required. Other committee meeting as and when required. Voting at Committee meetings shall take place by simple majority.
- (8) One weeks notice will be given to all committee members of any committee meeting
- (9) The Head Coach must be a British Gymnastics (BG) qualified coach.
- (10) Meetings of the Committee shall be chaired by the President (unless stated) or in his or her absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting.
- (11) The quorum for a meeting of sub Committee shall be three voting members and a written record of each meeting shall be kept.
- (12) Expulsion from any Committee requires a unanimous vote of no confidence by all other members of the Committee (absent members may give a written confirmation of their vote) or two thirds majority at a general meeting. Motions for votes of no confidence must be presented to the committee and put on the agenda 7 days before a meeting.
- (13) Founder Members can not be expelled from the committee, but can be expelled from position of office. (This will be known as the 'founders' expulsion rule')
- (14) If during the period between the annual elections vacancies occur amongst the members of the executive Committee and the Founder Members shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.

- (15) Each member of the Committee must, on relinquishing his or her appointment, promptly hand to his or her successor (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Clubs bank accounts, building society accounts, or other financial affairs.
- (16) Members of committees only hold one vote regardless of the number of positions they hold

## **7) GENERAL MEETINGS**

- (1) STC shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Shrewsbury during Autumn Full Term. All Members shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM.
- (2) The meeting will be opened by the president or deputy in his/her absence. The first item on the agenda will be to elect a chair for that meeting. Any member or their parent/guardian over the age of 16 is eligible to chair.
- (3) The AGM shall approve Minutes of the last General Meeting and the Club's Accounts for the preceding year elect the Executive Committee for the year ahead and conduct such other business as is necessary. (Term in office shall be one year, running from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December)
- (4) Candidates for election to office shall be proposed and seconded by other members. Notice of prospective candidates must be give to the committee 7 days before a general meeting. Election of candidates to office will take place by secret ballot on the day of the general meeting. The count will be witnessed by at least 2 non candidate members. Voting will only take place if the position is contested.
- (5) Founder member positions may be carried forward from year to year at their own discretion. Their position will only become available for election if they resign of if a vote of no confidence is successful.
- (6) The position of head coach will be decided by the executive committee and can be any person over the age of 18. This person we become a full member of the executive committee with full speaking a voting rights

- (7) Every motion at a *General Meeting* shall be proposed and seconded by another member. The proposer will then give a speech for the motion and in turn another member may give a speech against. The for/against agreements will continue at the chair's discretion with the proposer giving a summing up speech. Voting shall be by simple majority by a show of hands. Secret voting can take place when called for by using procedural motions. In the result of a tie the chair will have the casting vote.
- (8) Motions for discussion and any other business should be presented to the committee 7 days before a general meeting. Motions for votes of no confidence and dissolutions of club must be presented to the committee 7 or 21 days respectively before a general meeting.
- (9) Motions can be made up of four parts. Motion title, the club notes, the club believes, the club resolves. If the motion is carried then it will become policy. All motions will have a three year expiry date from the date carried.
- (10) Only full members or their guardian are entitled to right of audience or vote at general meetings. Non members may attend and speak at the discretion of the meeting but have no right of vote.
- (11) An *Extraordinary General Meeting (EGM)* may be held at any time during Full Term. It shall be held in Shrewsbury and may be called by the Executive Committee or at the written request of at least ten members. Seven days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM.
- (12) The quorum for a *General Meeting* shall be ten members, or 50% of members; whichever is fewer. A written record of every *General Meeting* shall be kept.

## **8) FINANCIAL MATTERS**

- (1) The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Treasurer to ensure that monies received are properly accounted for and that the Club's financial records are kept in good order.



- (3) The yearly accounts and all other club business will run from the 1<sup>st</sup> Monday in September each and every year.
- (4) The Treasurer shall make arrangements for the Club's Accounts to be checked by an independent third party approved by the Committee.
- (5) Following the AGM, STC's Accounts will be available, by application to the Treasurer, for any member to read.
- (6) The Treasurer shall not be liable for any financial debt or other obligation of the Club unless he or she has personally authorised such a debt in writing.
- (7) It is the duty of the Committee to ensure that the Club complies with the requirements for registration as a BG Club.

## **9) INSURANCE**

- (1) STC and all members are insured via affiliation to British Gymnastics. Non-members are insured to attend two sessions as limited by the insurer.
- (2) The Treasurer shall ensure all equipment owned by STC is appropriately insured.

## **10) CHANGES TO THE CONSTITUTION:**

- (1) The Constitution may be amended at a General Meeting, at which 50% of current executive committee members of STC members must be present and 10 non executive committee members. Two thirds of those present must vote in favour for any changes to be passed. (With the exception of the point 6.12, 'founder's expulsion rule' which can not be removed)

## **11) DISSOLUTION:**

- (1) The Club may be dissolved at a *General Meeting* provided that at least twenty-one days written notice of the intention to dissolve the Club has been given to the members.
- (2) At least two thirds of those present and voting at the *General Meeting* must vote in favour of the motion for Dissolution for it to be effective.
- (3) Any motion for Dissolution of the Club shall provide that assets remaining after all liabilities have been met shall be transferred either to another Club, or any other organisation at the discretion of the committee that has similar aims and objectives.

**12) DECLARATION:**

- (1) All club officials must sign the following declaration indicating that they are willing to uphold this constitution and abide by the rules herein. This constitution was ratified at the first *AGM* on 15<sup>th</sup> November 2007. The last update to the constitution was on the 20<sup>th</sup> November 2008)
- (2) As a club official I agree to abide by the rules of the Club constitution and office which I hold.

President \_\_\_\_\_ DATE \_\_\_\_\_

Secretary \_\_\_\_\_ DATE \_\_\_\_\_

Treasurer \_\_\_\_\_ DATE \_\_\_\_\_

Competitions \_\_\_\_\_ DATE \_\_\_\_\_

Head coach /  
Coaching representative \_\_\_\_\_ DATE \_\_\_\_\_

Welfare officer \_\_\_\_\_ DATE \_\_\_\_\_

## **SEVERN TRAMPOLINE CLUB PROCEDURAL MOTIONS AND POINTS OF ORDER**

Procedural Motions and Points of Order have precedence over all other business except that they may not be raised during a speech unless it relates to the conduct of the meeting during that speech or during a vote unless relating to the conduct of that vote.

To call a point of order or procedural motion simply place your hand up when no one is speaking and say "point of order" or "procedural motion". The chair will then follow the correct procedure to each.

Procedural Motions and Points of Order shall have priority in the following order:

### **Points of Order:**

- 1) A request for a veto vote on a previous motion
- 2) A request for a quorum count
- 3) A request for a ruling or interpretation
- 4) A request for a secret ballot
- 5) A request for a re-vote

### **Procedural Motions:**

- 6) The meeting has no confidence in the Chair of the meeting
- 7) The Chair of the meeting's ruling be overturned
- 8) That the meeting be adjourned
- 9) That the meeting goes into recess
- 10) That the meeting be closed
- 11) That the motion shall be voted on in parts
- 12) That there be another round of speeches
- 13) That the question specified not be put
- 14) That the question specified now be put
- 15) That the question specified be adjourned to a later Meeting or remitted  
to another body or person
- 16) That a person be granted speaking rights
- 17) That the Agenda paper be re-ordered in a specific manner
- 18) That a member or non member be removed from the meeting

All procedural Motions shall be voted by simple majority after at least one speech in favor and one speech against.

If Procedural Motion (6) or (7) is called for then the current Chair of the meeting shall hand over the Chair to the vice Chair. The outgoing Chair of shall be given the right to speak against the Procedural Motion, which shall be discussed in the normal way. If the Procedural Motion is passed in the case of no-confidence then the Chair of the meeting will continue with the person to which it was handed, otherwise the former Chair of the meeting shall re-take the Chair.

**MOTION –**

**Proposer:**

**Secunder:**

**THIS CLUB NOTES** (These are the facts on which your argument is based or the reasons behind your idea. Best to keep them true)

**THIS CLUB BELIEVES** (This is the explanation of your idea, or the opinion which your argument is based on.)

**THIS CLUB RESOLVES** (This is what you want to happen as a result of the motion.)

---

**VOTE ON MOTION:**

**CARRIED / DEFEATED**

---

**Committee Member Duties include but are not limited too.**

### **President**

The President is responsible for the overall running and organisation of STC.

Responsibilities include:

- 1) Chair meetings of the management committee/organising committee.
- 2) Play an executive role as the principal officer throughout the year.
- 3) Take the lead role in the planning and development of the club.
- 4) Delegate tasks as required.
- 5) Manage the agenda and control discussions in club meetings.
- 6) Liaise with the secretary in regards to the agenda for each meeting and approve the minutes before they are circulated.
- 7) Ensure meetings and discussions do not contradict the Memorandum and Articles of Association / Constitution.
- 8) Hold the casting vote of the club committee.
- 9) Act as a conciliator between two or more parties in order to resolve a disagreement.
- 10) Liaise with the club treasurer to ensure that funds are spent appropriately and in the best interests of the club.
- 11) Prepare and present the annual report in conjunction with the club secretary.
- 12) Act as a point of reference for external agencies in conjunction with the club secretary.

### **Competitions**

The Competitions Officer is responsible for organising STC's participation in external and internal competitions. Duties include:

- Supplying information about competitions via email, and at sessions.
- Being enthusiastic and encourage people to enter.
- Collecting entries and sending them to competition organisers.
- Organising transport/accommodation.
- Ensuring emergency contacts get taken to competition.
- Ensuring members are prepared for competitions.

- Ensuring we have sufficient judges and officials attending competitions.

### **Secretary**

The club secretary is responsible for a number of duties. These include:

- 1) Deal promptly with all correspondence on the club's behalf.
- 2) Take minutes of all management committee meetings.
- 3) Ensure agendas are prepared in partnership with the President.
- 4) Maintain records of meetings correspondence.
- 5) Collect and record annual subscriptions and fees.
- 6) Record all members' names, addresses and other information.
- 7) Issue membership cards to each member.
- 8) Record all payments for subscriptions, equipment etc and pass to the Treasurer.
- 9) Ensure all members are informed of events and decisions as necessary.
- 10) Co-ordinate all preparations for the AGM ensuring this is in line with the constitution.
- 11) Lead specific projects as required.
- 12) To attend meetings as follows:
  - (i) All Management Committee meetings
  - (ii) Disciplinary Committee meetings
  - (iii) With Local Authority and other partners as required
  - (iv) Act as the club representative as required

### **Treasurer**

The treasurer's responsibility is to ensure that the club continues as a financially viable and independent society. Duties include:

- 1) Responsible for the club finances.
- 2) Deal efficiently and effectively with all invoices and bills.
- 3) Keep up to date records of all the financial transactions.
- 4) Ensure that funds are spent properly.

- 5) Issue receipts and record all money received.
- 6) Attend committee meetings and present the budget report.
- 7) Prepare the end of year accounts to present to the auditors.
- 8) Agreement with the committee, plan the annual budget.
- 9) Monitor the budget throughout the year.

### **Head Coach -**

The head coach should be a qualified trampoline coach and has overall responsible for safety and quality of coaching at STC. The head coaches' responsibilities include, but are not limited to:

- 1) To take full responsibility for the club's coaching sessions in those disciplines for which he/she is qualified.
- 2) To plan and prepare all coaching sessions beforehand.
- 3) To work with other coaches in the preparation, running and evaluation of each session.
- 4) To act as a mentor in the development of other coaches.
- 5) To attend Club Committee meetings to report on progress.
- 6) To provide cover or suitable notice for cancellation of any sessions that cannot be attended.
- 7) To attend competitions and events with club representatives.
- 8) To notify the Welfare Officer immediately of any incidents, referrals or disclosures or if this is not possible, follow the *Child Protection Policy* guidelines.
- 9) To act in a responsible and appropriate manner at all times in accordance with the British Gymnastics code of conduct, ethics and best practice.
- 10) To fulfil the duty of care towards all participants and members of the Club.