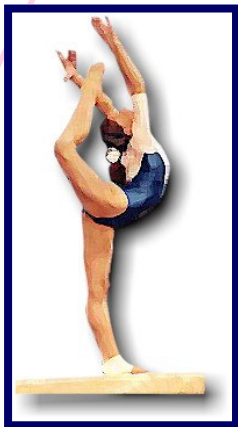




# CONSTITUTION

## AND STANDING ORDERS



# CONSTITUTION OF THE LONDON GYMNASTICS FEDERATION

## 1 TITLE

- 1.1** The name of the organisation shall be the London Gymnastics Federation (hereinafter referred to as the LGF). The region of which is defined by the Local Authority boundaries of the London Boroughs, and the City of London (hereinafter referred to as the "Region").

## 2.0 OBJECTS

- 2.1** The objects of the LGF shall be to co-ordinate, promote, encourage, develop, facilitate and safeguard the interests of the sport of gymnastics. Thereby assisting in the physical, social and educational development of all persons for the benefit of the community and in the interests of social welfare and particularly but without affecting the general objects referred to:

- 2.2** Within this constitution the sport of gymnastics includes the following disciplines.

Women's Artistic gymnastics (WA).  
Men's Artistic gymnastics (MA).  
Acrobatic gymnastics (Acro).  
Rhythmic Gymnastics (RG).  
General Gymnastics (GG).  
Trampoline Gymnastics (Tr).  
Aerobic Gymnastics (Aer).  
Gymnastics for people with disabilities (GMPD).  
Teamgym (TG).  
Festival Gymnastics (FG).

- 2.3** The affiliation to the LGF of all gymnastic clubs and organisations in the Region with training facilities in that area which are registered clubs of the National Governing Body (NGB) at the time of application.
- 2.4** The enrolment of individual members of the NGB active within the Region.
- 2.5** The promotion and organisation of gymnastic events.
- 2.6** The promotion and organisation of courses for officials, coaches, judges and gymnasts in the Region.
- 2.7** The provision of judges and officials for regional and other competitions.
- 2.8** To co-operate or affiliate with any organisations whose objects support but do not conflict with those of the LGF.

## 3.0 MEMBERSHIP

- 3.1** Affiliation and enrolment shall be subject to the payment of such an annual subscription, as the Executive Council (EC) shall from time to time determine. Affiliation must be applied for in writing, to the Regional Secretary. The Membership year for affiliations shall run concurrently with that of the Club Associate membership year of National Governing Body BG, (i.e. commencing on the 1st October and finishing on the 30th September the following year). However, the financial accounts of membership shall be governed by Rule 8.

- 3.2** All clubs seeking or renewing membership with the Region must be registered with National Governing Body.
- 3.3** Each member club shall also be able to register with the disciplines of their choice through payment of an extra fee to be determined by the E C.
- 3.4** Individuals may become Associate members of the LGF by application and payment of an annual fee to be determined by the EC. Associate members do not have voting rights at AGM / SGM's.

#### **4.0 MANAGEMENT**

- 4.1** The LGF shall be managed by an Executive Council which shall make all the decisions necessary to ensure the objectives are carried out. The EC shall consist of a Management committee (MC) and a Joint Technical committee (JTC) whose elected members must be Full/Joint/Life or Hon. Life members of the NGB. Appointed members of these committees would normally be at least Associate members of NGB.
- 4.2** The Management committee shall consist of the following elected persons.
- i) Chairperson of the EC
  - ii) Finance officer
  - iii) Event, Marketing and Media officer
  - iv) JTC rep for Olympic disciplines
  - v) JTC rep for Non Olympic disciplines

"In the event of no nomination being received for Chairperson, the elected members of the Management Committee and JTC shall appoint a Caretaker Chairman from amongst the elected members to these bodies. This Caretaker chairman will have full voting right and will hold office until the next AGM, when further nominations will be sought.

The EC shall appoint the Regional Secretary, Treasurer and Regional Welfare officer.

- 4.3** The Joint Technical committee shall consist of;
- i) The elected Chairs of all TC's or their appointed representative.
- And the following non voting members.
- i) A Regional Development Officer
  - ii) The Regional representative to the English Gymnastic Association
  - iii) The Licence officer
  - iv) A representative from the British Schools Gymnastic Association
  - v) The Regional Coaching Co-ordinator

The MC and JTC shall also have powers to co-opt additional specialists as and when appropriate

- 4.4** The MC should meet a minimum of four times between each Regional AGM with a quorum of 60 percent.
- 4.5** The JTC should meet a minimum of four times between each Regional AGM with a quorum of 60 percent.
- 4.6** The Olympic and non Olympic disciplines shall each elect a representative to the MC.

## **5.0 TECHNICAL COMMITTEES**

- 5.1** A chairman for each of the Technical Committees will be elected, for a period of three years, at the Technical Assemblies of the clubs and licence officials registered with that discipline. The TC shall consist of an elected chairman with powers to appoint the committee (a secretary, a treasurer to be the minimum).
- 5.2** Candidates for election must be duly nominated by a member club and / or a licence official who is registered with the relevant discipline and seconded by a similar body.
- 5.3** In the event of a Technical Assembly failing to elect a chairman the EC has the power to appoint a person to oversee the committee until the next AGM when nominations for the post will be called for in the usual manner. The Caretaker Chairman will have full voting rights.
- 5.4** The Technical Assemblies are to be held prior to but no more than eight weeks prior to the LGF Annual General Meeting.
- 5.5** Notice of elections should be sent to all member clubs registered in the discipline at least three weeks prior to the Technical Assembly and include a list of nominated candidates together with their CV's.
- 5.6** All TC's should hold regular meetings, with a minimum of three per year. Copies of the minutes of these meetings should be sent to the EC.
- 5.7** TC's may have their own constitution which must not be in conflict with that of the LGF. these must be agreed by the MC before publication

## **6.0 HONORARY PRESIDENT AND VICE PRESIDENTS**

- 6.1** The Executive Council may present nominations for the post of Honorary President for approval at the AGM. The President shall serve for three years with no maximum number of terms.
- 6.2** The Executive Council shall nominate the Life Vice Presidents for exceptional or distinguished service to the LGF. such nominations to be approved at the following Annual General Meeting. There shall normally be a maximum of 15 Life Vice Presidents at any one time.

## **7.0 SUSPENSION**

- 7.1** The Executive Council shall have power to suspend or reinstate any club or individual member. All suspensions and re-instatements will be reported to the BG within one month during which time the club or individual member may appeal to the Chairperson of the EC.

## **8.0 FINANCE**

- 8.1** The financial year of the LGF shall close on the 31st March of each year and all accounts closed as of that date. The accounts shall be presented to the Annual General Meeting each year.
- 8.2** The finances of the region shall be held in bank accounts and all cheques shall require a minimum of two signatures of officers. These signatories to be The Chairman, The Secretary and The Treasurer. All Technical Committee accounts are to be subject to the same requirement for two signatories from three officers.

- 8.3** The EC shall employ the funds of the LGF for the purpose and objects of the LGF in such a manner as shall be deemed to be in the best interests of the sport. Funds belonging to the LGF shall be applied towards the advancement of the LGF's objects or for any other charitable purpose beneficial to the community or in the interest of social welfare.
- 8.4** Provided that nothing herein contained shall sanction the support by the LGF, financially or otherwise, of any particular party as such, or permit the LGF to be used by any particular party as a party organisation.
- 8.5** Provided also that the LGF shall not support with its funds any objects, or endeavour to impose on or procure to be observed by its members or any other regulation, restriction, which, if an object of the LGF, would make a Trade Union.

## **9.0 GENERAL MEETINGS**

- 9.1** The Annual General Meeting shall be held on a weekend in early September or the nearest convenient weekend.
- 9.2** Clubs shall receive an invitation to submit resolutions and nominations to the AGM at least 30 days prior to the closing date for receipt of such nominations and resolutions.
- 9.3** Nominations for office and notice of the other relevant business for inclusion on the agenda must be received by the Regional Secretary at least 30 days before the date of the Annual General Meeting. Nominations and notices duly proposed and seconded may only be submitted for and on behalf of affiliated clubs, TC's or the Executive Council.
- 9.4** The notice convening the AGM shall be accompanied by copies of the Management committee report, Statement of Accounts and the Technical Committee reports for the previous year and shall be circulated to all the officers, members of the Executive Council and its sub-committees, affiliated clubs and organisations, individual members, Honorary President and Vice Presidents at least 21 days before the meeting.

## **10.0 SPECIAL GENERAL MEETING**

- 10.1** A Special General Meeting (SGM) may be summoned at any time by the Executive Council or on a requisition signed for and on behalf of not less six affiliated clubs which shall submit to the Regional Secretary therewith the reason for such a meeting.
- 10.2** The EC will arrange a SGM within 60 days of such a request.
- 10.3** Not less than 21 days notice of such a meeting shall be given and no business other than the business specified in the notice or the meeting shall be dealt with at the meeting.

## **11 OMISSION**

- 11.1** The accidental omission to give notice of a meeting or the non-receipt of a notice of a meeting by any person entitled to attend shall not invalidate the proceedings of that meeting.

## **12.0 PROCEEDINGS AT GENERAL MEETINGS**

- 12.1** The EC Chairperson or in his/her absence, an Executive Council representative shall preside at the AGM of the LGF or at any Special General Meeting thereof.

### **13.0 BUSINESS OF AGM**

- 13.1** The following business shall be transacted at the Annual General Meeting:
- i)** Approval of the minutes of the last AGM.
  - ii)** To consider, and if thought proper, approve the EC report and Statement of Accounts for the previous year.
  - iii)** To elect and / or approve the officers of the Executive as necessary.
  - iv)** To approve the nomination of the Honorary President and / or Vice Presidents in accordance with Rule 6.
  - v)** To transact any other relevant business of which due notice has been given in accordance with Rule 9.2

### **14 VOTING**

- 14.1** All voting shall be by using voting cards unless the meeting and nominees request a ballot.
- 14.2** At meetings of the Executive Council each voting member shall have one vote only, but the chairman shall have the option of a casting vote where necessary.
- 14.3** (i) At Annual General Meetings and Special General Meetings each affiliated club shall be entitled to one vote. A representative of the club must be present at the meeting to record the vote(s).
- (ii) Applications for a proxy vote may be made to the EC Chairperson and will be granted only in exceptional circumstances. Any proxy vote should be given or sent to the General secretary seven days prior to the AGM / SGM.
- 14.4** At all meetings the person presiding shall have a casting as well as a deliberative vote.
- 14.5** At AGM / SGM the Chairs of each Technical Committee or their representative shall have one vote.
- 14.6** At all meetings voting will be based on a simple majority except on constitutional changes where a seventy percent majority of those in attendance will be required.
- 14.7** At Technical Assemblies the right to one vote each will be afforded to LGF clubs who have affiliated to that discipline and licence officials in that discipline.

### **15.0 QUORUM**

- 15.1** At AGM's those in attendance shall be considered a quorum.
- 15.2** At a Special General Meeting no business shall be transacted unless the clubs (minimum of six) who called for such a meeting are all present.
- 15.3** At MC's and TC's there shall be 60 percent of s members to form a quorum provided proper notice of the meeting has been served to all members.

### **16.0 ALTERATION TO RULES.**

- 16.1** No alteration or addition to the Constitution shall be made except at any Annual General Meeting or Special General Meeting. Notice of any such proposal must be sent to the General Secretary at least 30 days prior to any general meeting and the proposal shall be set out in the notice convening such a meeting. The procedure in respect of Special General meetings is set out in Rule 13.

**17 DISSOLUTION.**

- 17.1** If, upon the winding up or dissolution of the LGF, there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members but shall be given or transferred to some other institution or institutions having the same or similar objects as the LGF and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent as least as great as is imposed on the LGF under or by virtue of this clause. Such institution or institutions to be determined by the members at or before the time of dissolution or, in default thereof, by a judge of the high court of justice having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to such provision then to some charitable object approved by the Charity Commissioner.

Amended Constitution adopted at EGM 10/09/06

Signed by Bill McLoughlin (Chairman)

**L. G. F. STANDING ORDERS FOR AN A.G.M. / S.G.M.**

- 18.0** The Chairperson shall have the power to rule on any matter set out in these standing orders, or on other points of order or procedure, this ruling may not be questioned, except as provided for in the standing orders.
- 18.1** The Chairperson may not propose or second a resolution, or nomination. If he/she wishes to do so he/she must vacate the chair for the duration of the relevant debate. Before vacating the chair he/she should ensure that the meeting nominates a replacement to take the chair during the debate. In most circumstances this would normally be a neutral member of the executive.

**BUSINESS**

- 19.0** Business shall follow the order of the agenda and no business, which is not on the agenda, shall be considered except for procedural motions.

**SPEECHES**

- 20.0** Speakers shall always address themselves to the chair.
- 20.1** The person he/she first observed.
- 20.2** A member shall remain quiet if instructed to do so by the Chairperson. If the person disregards this ruling, the Chairperson may instruct him/her to leave the meeting.
- 20.3** Information.
- 20.4** as set out in these standing orders.

## **PROCEDURE**

- 21.0** The Chairperson shall open discussion on tabled resolutions by calling upon the proposer.
- 21.1** If any member has indicated before the meeting that he/she wishes to oppose the resolution, that member may be called upon to make the initial opposing speech.
- 20.2** After the opening speeches, the resolution is open for general debate.
- 21.3** The Mover of the resolution shall be expected to speak first, and then the seconder shall be invited to speak. After this opening the resolution is open for general debate.
- 21.4** The Executive Council shall have the right to nominate a speaker either for or against any resolution being proposed.
- 21.5** At the conclusion of the general debate of a resolution, the proposer or, his/her nominee shall have the right to sum up, without introducing new matter to the debate.

## **ORDER AND INFORMATION**

- 22.0** Points of information may be raised at any time if the speaker holding the floor will accept them.
- 22.1** Points of Order may be raised at any time, except that the Chairperson shall not be interrupted.
- 22.2** Points of Order may be raised only to question the procedure of the meeting.
- 22.3** Points of Order shall be attended to immediately by the Chairperson, whose ruling may not be questioned, except as provided for in these standing orders.
- 22.4** If in the opinion of the Chairperson, points of Order or of Information are being raised to prevent a speaker from stating his/her arguments, or to obstruct the course of the meeting, the Chairperson may refuse to permit any further requests for information or points of order during the remainder of that speaker's remarks.

## **MEMBERSHIP AND VOTING RIGHTS**

- 23.0** Each club affiliated to the L.G.F. during the current membership year shall have the right of one vote at the AGM.
- 23.1** Clubs may only vote on matters "Technical" within the discipline(s) in which they are registered.
- 23.2** Clubs may nominate one of their members to carry their vote.
- 23.3** A person carrying a club vote may not represent more than one regional club.
- 23.4** Clubs nominating or seconding a committee member or proposing or seconding a resolution are expected to be present at the meeting.
- 23.5** The Chairperson has the right to vote on any item, and in addition has a second "casting" vote if the first vote is tied.

## **PROCEDURAL MOTIONS**

**24.0** Procedural motions may be put at any time except that they will not normally be permitted during the main speeches to a resolution or during a vote.

**24.1** Once a procedural motion has been proposed and seconded, discussion on the resolution under consideration is suspended until the procedural motion has been determined.

**24.2** Only the following procedural motions may be put:

- i)** That the meeting suspends standing order no.....
- ii)** That the meeting sets aside the ruling of the Chairperson as to (in this instance, the chairperson shall vacate the chair until the outcome is determined.)
- iii)** That the question be not put.
- iv)** That the question be now put.
- v)** That the meeting proceeds to the next business.
- vi)** That the meeting adjourns until....

## **PROPOSALS AND AMENDMENTS**

**25.0** Any club or TC chairman shall be entitled to propose or second any resolution or amendment.

**25.1** Amendments to resolutions may be proposed by any speaker during debate on that resolution, and require a seconder.

**25.2** Amendments must be such as to modify, and not wholly negate, the original resolution.

**25.3** An amendment to a resolution, once proposed and seconded, must be discussed and voted upon before discussion of the original resolution can continue. No further amendment to the original resolution may be proposed until the first amendment has been resolved.

**25.4** If an amendment is carried, the amended resolution displaces the original resolution, and becomes the main resolution. It can, in its turn, then be amended or voted upon.

**25.5** A resolution must have a proposer and seconder before the meeting can move on the matter.

## **STANDING ORDERS COMMITTEE**

**26.0** The members of the Executive Council that arranged the AGM / EGM shall constitute a Standing Orders Committee.

**Adopted at LGF AGM 15/09/02**