

# Sunrise Gurkha Sports Club - Constitution

## Name

1. The club shall be called, 'Sunrise Gurkha Sports Club' (SGSC). In this document, it shall be referred to as the 'Club.'

## History and Aim

2. The Club was established on 27<sup>th</sup> of May, 2014 with the aim of giving equal opportunities to all those living within the Club's borough in order to lead an active and healthy lifestyle through various indoor and outdoor sports and activities to help build confidence and promote cooperation, team spirit, harmony and understanding among local communities.

## Objectives

3. The Club's objectives shall be the following:
  - a. to provide training instruction and coaching to Taekwondo members
  - b. to promote the sport of orienteering
  - c. to ensure a duty of care to all Club members.
  - d. to provide all its services in a way that is fair to everyone
  - e. to ensure that all present and future members receive fair and equal treatment

## Membership

4. Membership is open to anyone wishing to join the Club. By joining the Club, Members shall be deemed to accept its Constitution and Codes of Conduct as well as the policies and rules of British Orienteering. Members shall be enrolled in one of the following categories:
  - a. Taekwondo Membership
  - b. Sports Membership
  - c. Honorary Membership

## Membership Fees

5. Membership fees shall be determined and set annually at the Annual General Meeting (AGM). Fees shall be paid through annual subscription. The current annual membership fees are as follows:
  - a. Taekwondo Membership - £120
  - b. Sports Membership - £30

- c. Honorary Members – agreed and selected by the Executive Committee Board (ECB).

### **Executive Committee Board**

6. This shall consist of the following:
  - a. Managing Director
  - b. Chairman
  - c. Vice Chairman
  - d. General Secretary
  - e. Assistant General Secretary
  - f. Treasurer
  - g. Assistant Treasurer
  - h. Publicity Officer
7. The ECB shall decide, select and appoint a number of advisors required to sit on the Board. The tenure of ECB members and those of the advisors shall be no more than 3 years. They may be re-elected provided there are no other candidates to fill their posts.
8. The ECB shall be responsible for adopting new policies, codes of conduct and rules that affect and ameliorate the standard of the Club. The ECB shall have the powers to appoint sub-committees or ad-hoc groups as deemed necessary.
9. The ECB shall be responsible for any disciplinary hearings of members who infringe upon the Club's rules/regulations or constitution. They shall be responsible for taking any appropriate actions against the offenders following such hearings.

### **Responsibilities of the ECB**

10. These shall be as follows:
  - a. **Managing Director (MD)** – shall be responsible for:
    - i. Overall management of the Club ensuring that it abides by its constitution and codes of conduct in the professional and efficient running of the Club.
    - ii. Liaising with other organizations to represent and promote the Club on all invited functions and events.
    - iii. Where required, helping, advising and supporting the Chair on all Club matters and directing the Club in the right direction to successfully achieve its aim and objectives.
    - iv. Being present on all Club meetings and disciplinary hearings and grievances.

- b. **Chair** – shall be responsible for:
  - i. Ensuring that the Club is running effectively and efficiently within its budget and informing the MD of any serious concerns.
  - ii. Ensuring that his Executive Committee Members (ECM) are carrying out their roles and responsibilities to the best of their abilities.
  - iii. Consulting with the MD on any serious concerns on any member of the ECM or the Club and taking appropriate timely actions to rectify the situation.
  - iv. Chairing all Club meetings and the AGM in ensuring that agendas for each meeting is produced and disseminated to all concerned on time.
  - v. Producing the Club’s forecast of events at the AGM in prior consultation with the MD and Chief Advisor.
  - vi. Deputizing the MD in his absence and being present on all Club disciplinary hearings and grievances.
- c. **Vice-Chair** - shall be responsible for:
  - i. Taking over the role of the Chair in his absence and carrying out all given tasks as delegated by the Chair.
- d. **General Secretary** – shall be responsible for:
  - i. Organizing and producing agenda for all Club meetings in consultation with the Chair and taking down, producing and disseminating minutes of the meetings to all concerned.
  - ii. All communications concerning the Club.
  - iii. Keeping all Club members fully up to date with happenings of the Club.
  - iv. Where required, producing all required administrative instructions in prior consultation with the Chair as well as organizing required manpower for each event. Also ensuring that delegated individuals fully understand their given task details.
  - v. Checking and ensuring that all Club events are fully prepared and ready to commence on time. Where required, producing the required number of event programmes.
  - vi. Sending out invitations on time to invited guests and confirming their attendance to arrange the required number of seats.
- e. **Assistant General Secretary** – will take on the responsibility of the General Secretary in his absence.
- f. **Treasurer** – shall be responsible for:
  - i. All transactions of the Club within the limit imposed by the committee.

- ii. Collecting and maintaining annual membership fees on time along with other incomes of the Club.
  - iii. Maintaining and keeping all financial records up to date – all incomes and expenditures.
  - iv. Ensuring that the Club's annual financial account is audited on time to be ready for presenting at the Club's AGM and producing enough copies of the audited report at the AGM.
  - v. Not releasing any cheque until it has been signed by the appropriate signatories.
- g. **Assistant Treasurer** – will take on the responsibility of the Treasurer in his absence.
- h. **Publicity Officer/Media Coordinator** – shall be responsible for:
- i. All public relations and advertisements in relation to the Club's activities and public interests.

## Meetings

11. The Club shall be managed by the ECB as stated in the above paragraph. They shall have the powers to vote to decide on any crucial issues of the Club.
12. Meetings shall be decided by the ECB and forecast of meeting dates and events shall be decided at the AGM which shall normally be held in the month of December.
13. Meetings shall be held as per the forecast but emergency meetings may be called to decide on crucial Club matters.
14. Meetings shall convene on time once a Quorum has been reached which shall consist of the Managing Director, Chairman, Vice Chairman and General Secretary, Treasurer and advisers. It shall be the responsibility of the General Secretary to convene all meetings on time.

## Finance

15. The management of the Club finance shall be the responsibility of the Treasurer. All Club money shall be held in the Club's bank account. The financial year of the Club shall run from May to May of each year with 31<sup>st</sup> being the last date.
16. It shall be the responsibility of the Treasurer to present the annual statement of the Club at the AGM.
17. Any cheques drawn against the Club funds shall hold the signature of the Treasurer and one other appointed member.

## Annual General Meeting

18. Notice of the AGM shall be promulgated to all members by the Club General Secretary not less than 21 clear days of the AGM.
19. The setting of the agenda for the AGM shall be the responsibility of the ECB.
20. When required, nominations for the ECB shall be notified to the General Secretary by the present Board member prior to the AGM.
21. Elections of ECB members shall take place on the day of the AGM. All active members shall have the right to vote at the AGM.
22. The quorum required for AGM to commence shall be *25% of membership*.
23. The ECB shall have the right to call Extraordinary Meeting (EM) when such situations warrant it. Procedure for the EM shall follow the same format as for the AGM.

### **Discipline and Appeals**

24. All complaints regarding the behavior of members shall be submitted in writing to the General Secretary.
25. The ECB shall meet to hear the complaint(s) within *14 days* of a complaint being lodged. The Board shall have the power to take appropriate disciplinary actions including the termination of Club membership.
26. ECB will issue an initial warning order in writing to the person if found guilty. This will be followed by a second warning order if he still continues to commit such behaviour. A final warning order will be given if he still fails to improve himself and this will automatically lead to the individual's dismissal from the club.
27. The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and to the member against whom the complaint was made within 30 days of the hearing.
28. There shall be the right to appeal to the ECB following disciplinary action being announced. The ECB shall consider the appeal within *14 (fourteen)* days of the General Secretary receiving the appeal. The decision of the ECB shall be final.

### **Dissolution**

29. A resolution to dissolve the Club shall only be passed at an AGM or EGM through a majority vote of its members.

### **Amendments to the Constitution:**

30. The constitution shall only be amended on agreement through majority vote of the members at the AGM or at the EGM.

## **Declaration**

31. SGSC hereby adopts and accepts this constitution as the current operating guide regulating the actions of its members.