



CONSTITUTION

of the

JAZZY JUMPERS

Adopted September 2011

TABLE OF CONTENTS

	Page
PART A: PRELIMINARY	
A 1. Name	4
A 2. Definitions	4
A 3. Common Seal	4
PART B: PURPOSE AND OBJECTIVES	4
B 1. Purpose	4
B 1. Objectives	4
PART C: MEMBERSHIP	
C 1. Basis of Membership	5
C 2. Fees	5
C 3. Disciplining of Members	5
PART D: COMMITTEE	
D 1. Constitution and Membership	5
D 2. Duties of Office Bearers	6
D 3. Committee Meetings	7
D 4. Removal of Committee Members	7
D 5. Vacancies	7
PART E: ELECTIONS	
E 1. Office Bearers	8
E 2. Ordinary Committee Members	8
E 3. Voting	8
PART F: GENERAL MEETINGS	
F 1. Annual General Meeting	8
F 2. General Meeting	9
F 3. Decision Making and Voting	9
PART G: FINANCE	
G 1. Financial Year	9

G 2.	Budget and Financial Planning	10
G 3.	Funds Source	10

PART H: ALTERATION OF THE CONSTITUTION

H 1.	Notice of Proposed Change	10
H 2.	Voting	10

PART I: CONCLUDING PROVISIONS

I 1.	Lodgement of Annual Return	10
I 2.	Custody and Inspection of Books	10
I 3.	Dissolution	10

APPENDIX 1:	CODE OF CONDUCT	11
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PART A: PRELIMINARY

A 1. NAME

- 1) The name of the organisation is 'Jazzy Jumpers Incorporated'.
- 2) The organisation may also be referred to as the 'Jazzy Jumpers Club', hereinafter referred to as the 'Club'

A 2. DEFINITIONS

- 1) In this constitution, unless the contrary intention appears:
 - "Act" means the Associations Incorporation Act of the A.C.T;
 - "Club" means the organisation established under this constitution;
 - "Committee" means the Office Bearers and Ordinary members elected at an Annual General Meeting;
 - "Fully Paid" means inclusive of Skippers who have a payment plan arrangement with the Treasurer;
 - "Skipper" means an enrolled, fully paid member of a Recreation or Competitive Class.

A 3: COMMON SEAL

- 1) The common seal of the association must be kept in the custody of the Secretary.
- 2) The common seal may only be applied to a document by resolution of a General Meeting.
- 3) A document to which a seal is applied must be signed by two (2) office bearers.

PART B: PURPOSE AND OBJECTIVES

B 1. PURPOSE

- 1) The purpose of the Club is to:
 - (a) to foster the sport of Skipping, as defined by Skipping Australia, in the Canberra area.

B 2. OBJECTIVES

- 1) The objectives of the Club are to:
 - (a) to teach skipping skills through Recreation and Competitive classes.
 - (b) to compete in State, National and International events as deemed appropriate by the Head Coach.
 - (c) to employ the funds of the club as deemed by the Committee to be in the best interest of the sport.

PART C: MEMBERSHIP

C 1. BASIS OF MEMBERSHIP

- 1) The membership of the club shall consist of the following persons:
 - (a) GENERAL MEMBER - Any person, over the age of 18, who is the legal guardian of a fully paid, enrolled skipper or an enrolled skipper over the age of 18. Club coaches are also deemed to be General Members as agreed by the Committee. General members have voting rights and are entitled to hold any office.
 - (b) JUNIOR MEMBER - Any enrolled, fully paid skipper under the age of 18 years. Junior Members shall have no voting rights nor be entitled to hold any office.

C 2. FEES

- 1) Enrolment fees shall be set by the Committee as deemed appropriate.
- 2) Enrolment fees must be paid at the start of each term unless alternative arrangements have been made with the Treasurer.
- 3) Overdue notices will be given out during Week 2 of each term. If payment remains outstanding and no arrangements are made with the Treasurer then attendance at training is suspended.
- 4) A discount on enrolment fees will be offered to office-bearers. The discount will be agreed on by the Committee each year at the Annual General Meeting.

C 3. DISCIPLINING OF MEMBERS

- 1) The Code of Conduct for the Jazzy Jumpers Skippers and Parents is detailed in Appendix 1. If the Committee is of the opinion that a member, either General or Junior,
 - (a) has refused or neglected to comply with a provision of this code; or
 - (b) has wilfully acted in a manner prejudicial to the interests of the club; the committee may, by resolution -
 - (c) expel the member from the club.
- 2) An expelled member has the right of appeal against their expulsion by presenting their case at a General Meeting called for such purpose. Voting on this issue is by secret ballot and the decision of the General Meeting shall be final.

PART D: COMMITTEE

D 1. CONSTITUTION AND MEMBERSHIP

- 1) Management of the club shall be vested in the Committee. The Committee consists of:

- (a) the Office Bearers of the club;
 - (b) up to three (3) Ordinary Committee Members; and
 - (c) up to two (2) Coaches Representatives.
- 2) The office bearers of the club are:
- (a) the president;
 - (b) the vice-president;
 - (c) the treasurer;
 - (d) the assistant treasurer; and
 - (e) the secretary (includes the duties of Public Officer).
- 3) Each member of the Committee holds office, subject to these rules, until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- 4) If necessary, a Committee member may hold two (2) positions concurrently, however will only have one (1) vote.

D 2. DUTIES OF OFFICE-BEARERS

- 1) The President shall:
- (a) chair all meetings including Annual General Meeting, General Meetings and Committee Meetings;
 - (b) host as Master of Ceremonies for any club event;
 - (c) prepare the Annual Report for presentation at the Annual General Meeting.
- 2) The Vice-President shall:
- (a) fulfil all duties of the President in their absence.
- 3) The Treasurer shall:
- (a) collect and receive all amounts owing to the club and make all payments authorised by the club;
 - (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the club.
- 4) The Assistant Treasurer shall:
- (a) assist the Treasurer with all duties as deemed appropriate by the Committee.
- 5) The Secretary shall:
- (a) keep minutes of all elections and appointments of Office Bearers and Ordinary Committee Members;

- (b) keep minutes of all proceedings and attendance of members at Committee Meetings and General Meetings;
- (c) give notice of all meetings in accordance with these rules; and
- (d) lodgement of Annual Return
- (e) duties of Public Officer as deemed by the Registrar under the Act.

D 3. COMMITTEE MEETINGS

- 1) The committee shall meet at least twice in each year.
- 2) The quorum at a committee meeting shall be a minimum of three (3) members with at least two (2) Office Bearers.
- 3) If after thirty (30) minutes after the time appointed in the notice of the opening of the meeting, the quorum is not reached the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be deemed competent to discharge the business at the meeting.
- 4) At meetings of the committee:
 - (a) the president or, in the absence of the president, the vice president presides;
 - (b) if the president and vice president are absent, 1 of the remaining members of the committee may be chosen by the members present to preside.

D 4. REMOVAL OF COMMITTEE MEMBERS

- 1) The Club in a General Meeting may by resolution subject to the Act, section 50, remove any member of the Committee from the office of member of the Committee before the end of the member's term of office.

D5. VACANCIES

- 1) A vacancy in the office of a member of the committee happens if the member:
 - (a) dies;
 - (b) ceases to be a member of the Club;
 - (c) resigns the office;
 - (d) is removed from office under section D4;
 - (e) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.
- 2) If either an office bearer or ordinary member vacancy arises all general members must be notified within fourteen (14) days. The notification is to invite interested members to nominate themselves for the vacancy.
- 3) If the number of nominations exceeds the vacancies then voting is to take place at the next general meeting by secret ballot.

PART E: ELECTIONS

E 1. OFFICE BEARERS

- 1) The Office Bearers are to be elected at the Annual General Meeting.
- 2) Notification of the election is to be circulated to all members in conjunction with the notice of the Annual General Meeting.
- 3) Nominations are to be invited at the Annual General Meeting and are to be on the basis of self-nomination. Nominations in writing will be accepted prior to the meeting if the member is unable to attend.

E 2. ORDINARY COMMITTEE MEMBERS

- 1) The election of the ordinary committee members is to be held at the Annual General Meeting following the election of the Office Bearers.
- 2) The processes for notification and nomination are the same as for the Office Bearers.

E 3. VOTING

- 1) Each member in attendance shall have one (1) vote.
- 2) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot must be held.
- 3) In the event of an equality of voting, the Chairperson of the meeting shall have a second or casting vote.

PART F: GENERAL MEETINGS

F 1. ANNUAL GENERAL MEETING

- 1) The Annual General Meeting of the club shall be held no later than the 31 March in each year.
- 2) At least fourteen (14) days written notice shall be given to each member, but accidental omission to give notice to any member shall not invalidate the meeting.
- 3) The notice must state the time, date and place of meeting.
- 4) The quorum at the Annual General Meeting shall be a minimum of five (5) members. If after thirty (30) minutes after the time appointed in the notice of the opening of the meeting, the quorum is not reached the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be deemed competent to discharge the business at the meeting.
- 5) The business of the Annual General Meeting shall be:

- Opening of Meeting
- Apologies
- Confirmation of minutes from previous Annual General Meeting
- Presentation of Annual Report
- Adoption Of Annual Report
- Presentation of audited statement of the previous years accounts
- Election of office-bearers
- Election of ordinary committee members
- Appointment of Auditor
- Determination on signatories to the club account/s
- Determination of discount of enrolment fees for office bearers.
- Urgent general business.
- Closure

F 2. GENERAL MEETING

- 1) The Committee may, whenever it considers appropriate, call a general meeting of the club.
- 2) At least seven (7) days written notice shall be given to each member, but accidental omission to give notice to any member shall not invalidate the meeting.
- 3) The notice must state the time, date and place of meeting.
- 4) The quorum of a General Meeting shall be a minimum of five (5) members. If after thirty (30) minutes after the time appointed in the notice of the opening of the meeting, the quorum is not reached the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be deemed competent to discharge the business at the meeting.

F 3. DECISION MAKING AND VOTING

- 1) Any motion put forth at a general meeting must first be Moved by a member and then Seconded by a different member before being accepted by the club.
- 2) In the event of an objection to the motion then a poll must be taken. Each member personally present at any meeting shall have one vote, and in the event of an equality of voting on any matter, the Chairperson of the meeting shall have a second or casting vote, as well as the first or deliberate vote. All voting may be by show of hands but if any member present should require the voting be by way of ballot, then a ballot shall be taken.

PART G: FINANCE

G 1. FINANCIAL YEAR

- 1) The financial year of the Club is the calendar year.

G 2. BUDGET AND FINANCIAL PLANNING

- 1) The Treasurer is to prepare a draft budget as soon as possible after each Annual General Meeting.
- 2) The purpose of the budget is, in particular, to provide guidance to the committee and to provide an opportunity to consider issues of priorities and planning.
- 3) Cheques made out on behalf of the club must be signed by any two office bearers of the committee as decided at the Annual General Meeting.
- 4) The signatories to the Club's account/s will be the Treasurer and any two other office bearers as decided at the Annual General Meeting.

G 3. FUNDS SOURCE

- 1) The funds of the club must be derived from enrolment fees as deemed appropriate by the committee, donations and fundraising and, subject to any resolution passed by the club in general meeting and subject to the Act, section 114, any other sources that the committee decides.

PART H: ALTERATION OF THE CONSTITUTION

H 1: NOTICE OF PROPOSED CHANGE

- 1) The constitution may be altered by the passing of a special resolution at either an Annual General Meeting or a General Meeting.
- 2) Notice of twenty-one (21) days prior to the Annual General Meeting, or seven (7) days prior to the General Meeting is required.
- 3) Notifications of proposed changes must be given in writing and must set out the specific change sought.

H 2. VOTING

- 1) A change is passed if carried out by a three fourths (75%) majority of the members present and voting.

PART I: CONCLUDING PROVISIONS

I 1: LODGEMENT OF ANNUAL RETURN

- 1) The Committee, through the secretary, must lodge with the Registrar, within six months of the start of each calendar year, an Annual Return.

I 2: CUSTODY AND INSPECTION OF BOOKS

- 1) The Committee is to provide for the safe custody of all books and other records of the Club. The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

I 3: DISSOLUTION

- 1) The Club may be wound up voluntarily following a motion that has been passed by a majority vote recorded at a General Meeting, having been convened for that purpose.
- 2) The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section C2.
- 3) Any property remaining after meeting the debts and liabilities of the Club is to be disposed of in accordance with the requirements of the Act at that time.

Appendix:

1. Code of Conduct

Jazzy Jumpers

Code of Conduct – Skippers

Skippers Code of Behaviour

As a valued member of Jazzy Jumpers, each skipper is required to read, accept and sign the Code of Conduct. If at any time a skipper does not abide by the agreement, appropriate action will be taken.

As a skipper with Jazzy Jumpers, I will try to:

1. Have a positive attitude at all times.
2. Be a good sport towards all skippers and respect their rights.
3. Respect the talent, potential and development of fellow skippers.
4. Congratulate other skippers and show my enthusiasm.
5. Treat all skippers as I would like to be treated, and not bully or take advantage of another skipper.
6. Display my best behaviour during training sessions, performances and competitions.
7. Care for and respect the ropes and equipment provided to me as part of my training sessions, and help pack/tidy up at the end of training sessions.
8. Be responsible for my own ropes and belongings, and wear appropriate clothing and shoes to training sessions.
9. Always arrive at training, performances and competitions on time.
10. Inform my coach if I cannot attend a training session, performance or competition.
(The team is affected if a skipper continually misses training sessions).

A Skipper's Summary

I will participate in rope skipping for my own enjoyment and sense of achievement. I will respect all other skippers as they work to achieve skills and develop their abilities. I will listen to the coach and display good behaviour at all times.

A breach of the Code of Conduct

An initial breach of the code of conduct will lead to a verbal warning by the coach. Any repeated behaviour may lead to suspension from training sessions. The coach and Jazzy Jumpers Inc. reserve the right to refuse membership/enrolment or to cancel membership/enrolment of a skipper at any time where breaches of the Code of Conduct have occurred.

Please retain this copy for your records.

Please sign the attached signatory form as part of the Registration Form – Code of Conduct section is to be signed by both the skipper (acknowledging the Skippers Code of Conduct) and the parent (acknowledging the Parents Code of Conduct). Jazzy Jumpers reserves the right to refuse membership/enrolment, where the Code of Conduct has not been signed and accepted.

Jazzy Jumpers

Code of Conduct – Parents

Parents Code of Behaviour

As a valued parent of a Jazzy Jumper, each parent is required to read, accept and sign the Code of Conduct. If at any time a parent does not abide by the agreement, appropriate action will be taken.

As a parent with Jazzy Jumpers, I will try to:

11. Respect the rights, dignity and worth of others.
12. Remember that my child participates in sport for their own enjoyment, not mine.
13. Focus on my child's efforts and performances rather than winning or losing.
14. Never ridicule or yell at my child or other children for making a mistake or losing a competition.
15. Show an appreciation for good performances by all skippers.
16. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as my words and actions are an example.
17. Respect the coaches' decisions and teach my children to do likewise.
18. Not physically or verbally abuse or harass the coaches or anyone associated with skipping.
19. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
20. Be a positive role model and understand the repercussions if I breach this code of conduct.

A Parent's Summary

I will remember that my child participates in rope skipping for their own enjoyment and sense of achievement. I will respect all other skippers as they work to achieve skills and develop their abilities. I will display good behaviour and be a positive role model at all times.

A breach of the Code of Conduct

An initial breach of the code of conduct will lead to a verbal warning by the coach. Any repeated behaviour may lead to suspension from training sessions. The coach and Jazzy Jumpers Inc. reserve the right to refuse membership/enrolment or to cancel membership/enrolment of a skipper at any time where breaches of the Code of Conduct have occurred.

Please retain this copy for your records.

Please sign the attached signatory form as part of the Registration Form – Code of Conduct section is to be signed by both the skipper (acknowledging the Skippers Code of Conduct) and the parent (acknowledging the Parents Code of Conduct).

Jazzy Jumpers reserves the right to refuse membership/enrolment, where the Code of Conduct has not been signed and accepted.