CONSTITUTION

of the

JAZZY JUMPERS

Adopted September 2011
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1 PART A: PRELIMINARY

1.1 NAME

1.1.1 The name of the organisation is 'Jazzy Jumpers Incorporated'.

1.1.2 The organisation may also be referred to as the 'Jazzy Jumpers Club', hereinafter referred to as the 'Club".

1.2 DEFINITIONS

1.2.1 In this constitution, unless the contrary intention appears:

a. "Act" means the Associations Incorporation Act of the A.C.T;

b. "Club" means the organisation established under this constitution;

c. "Committee" means the Office Bearers and Ordinary Members elected at an Annual General Meeting (AGM);

d. "Fully Paid" means inclusive of Skippers who have a payment plan arrangement with the Treasurer; and

e. "Skipper" means an enrolled, fully paid Member of a Recreation or Competitive Class.

1.3 COMMON SEAL

1.3.1 A common seal of the association must be kept in the custody of the Secretary.

1.3.2 The common seal may only be applied to a document by resolution of a General Meeting.

1.3.3 A document to which a seal is applied must be signed by two (2) Office Bearers.

2 PART B: PURPOSE AND OBJECTIVES

2.1 PURPOSE

2.1.1 The purpose of the Club is:

a. To foster the sport of Rope Skipping, as defined by Skipping Australia, in the Canberra regional area.

2.2 OBJECTIVES

2.2.1 The objectives of the Club are:

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/s;

c. To grow the sport of Rope Skipping through competitions and demonstrations in the community.

3 PART C: MEMBERSHIP

3.1 BASIS OF MEMBERSHIP

3.1.1 The Membership of the Club shall consist of the following:

a. **General Member.** Any person, over the age of 18, who is the legal guardian of a Skipper or a Skipper over the age of 18. Club Head 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. **Affiliate Member.** An affiliate Member is an individual who does not satisfy the Membership criteria for the other two categories but wants to be involved with the Club as either an official, volunteer, supporter or coach. Each Member applying for 'Affiliate Membership' status must seek Membership at either an AGM, or via a committee nomination if occurring throughout the calendar year. This nomination will be voted upon at the AGM or committee meeting. No Membership fees are attached to 'Affiliate Member' status. Each approved 'Affiliate Member' will become void at the next AGM and must renominate.

3.2 FEES

3.2.1 Enrolment fees shall be set by the Committee as deemed appropriate.

3.2.2 Notice of Enrolment fees will be sent to families 2 weeks prior to the start of term. Enrolment fees must be paid by the end of week 2 of each term unless alternative arrangements have been made with the Treasurer.

3.2.3 Overdue notices will be given if not paid by the end of 2 of each term. If payment remains outstanding and no arrangements are made with the Treasurer then attendance at training may be suspended.

3.2.4 A discount on enrolment fees may be offered to office-bearers. The discount will be agreed on by the Committee each year at the AGM.

3.3 CLUB INFORMATION PACK AND DISCIPLINE

3.3.1 The Code of Conduct is issued to each skipper at the start of each calendar year for acknowledgement and signing. Each Skipper, or parent of Skipper, must sign this Code of Conduct in order to continue participation with the Club.

3.3.2 This Code of Conduct outlines the behaviour and conduct expectations in relation to all Skippers, parents and Members.

3.3.3 If the Committee is of the opinion that any Member (whether General, Junior or Affiliate):

a. Has refused or neglected to comply with a provision of the Code of Conduct; or

b. has wilfully acted in a manner prejudicial to the interests of the Club;

Then the committee may, by resolution - expel the Member from the Club, or take other action as deemed necessary.

3.3.4 An expelled Member has the right of appeal against their expulsion by presenting their case at a General Meeting or Committee Meeting called for such purpose. The type of meeting shall be decided by the Executive Committee in consultation with the Member. Voting on this issue is by secret ballot and the decision of the Meeting shall be final.

4 PART D: COMMITTEE

4.1 CONSTITUTION AND MEMBERSHIP

4.1.1 Management of the Club shall be vested in the Committee.

4.1.2 The Committee consists of:

a. The Office Bearers of the Club;

b. Ordinary Committee Members; and

c. up to two (2) Head Coaches.

4.1.3 The Office Bearers of the Club are:

a. President;

b. Vice-President;

c. Treasurer; and

d. Secretary (includes the duties of Public Officer).

4.1.4 The Ordinary Committee Members of the Club are:

a. Communications Member;

b. Fundraising Member;

c. Vice-Treasurer;

d. Ropes Member;

e. Athlete Liaison Officer;

f. And other positions as determined and agreed at an AGM.

4.1.5 Each Member of the Committee holds office, subject to these rules, until the conclusion of the AGM following the date of the Member's election.

4.1.6 Each Member of the Committee is then eligible for re-election.

4.1.7 If necessary, a Committee Member may hold two (2) positions concurrently, however will only have one (1) vote.

4.1.8 An Executive committee shall consist of Office Bearers and up to two Head Coaches. Should actions relating to the functioning of the Club be required with a turn-around time that makes it unpractical to contact all Members of the Committee, the Executive is able to make these decisions. All other decisions are to be made in consultation with all Members of the Committee.

4.2 DUTIES OF OFFICE-BEARERS

4.2.1 The President shall:

a. Chair all meetings including the AGM, General Meetings and Committee Meetings;

b. host as Master of Ceremonies and serve as a spokesperson for the Club when required;

c. oversee the preparation of the Annual Report for presentation at the AGM;

d. be responsible for maintaining a Child Safety policy for the club; and

e. work with the Vice President to respond to emails and requests from Jazzy Jumper families as soon as practical.

4.2.2 The Vice-President shall:

a. Fulfil all duties of the President in their absence;

b. assist Head Coaches with uniforms;

c. work with the President to respond to emails and requests from Jazzy Jumper families as soon as practical.

4.2.3 The Treasurer shall:

a. Collect and receipt 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;

c. provide advice to the Committee in the management of the Club finances;

d. pay junior coaches (pay slips) salary and gifts to Head Coaches;

e. prepare reports for taxation, if required (quarterly returns and end of year reports);

f. issue overdue Term Membership fees in Week 2 of each Term;

g. on approval from the Committee, make payment of major or unusual expenditure; and

h. prepare books for the audit at the end of the calendar year.

4.2.4 The Secretary shall:

a. Keep minutes of all elections and appointments of Office Bearers and Ordinary Committee Members;

b. record the Minutes of all club meetings, ensuring minutes are distributed to Members shortly after each meeting and no later than 7 days;

c. give notice of all meetings in accordance with these rules;

d. be responsible for lodgement of Annual Returns including the duties of a Public Officer as deemed by the Registrar under the Act;

e. give two weeks notice of all meetings to Members;

f. maintain records of the Committee and ensure effective management of the Club's records; and

g. be responsible for development of the meeting agenda in consultation with other Committee / Club Members, and for distribution prior to the meeting.

4.3 DUTIES OF ORDINARY COMMITTEE MEMBERS

4.3.1 The Communications Member shall:

a. Develop Club Key Messages for specific groups, initiatives or activities;

b. identify opportunities to better communicate Club activities to Members;

c. take primary responsibility for response to questions on email and social media channels;

d. draft promotional materials, website content, articles and other communication materials as required;

e. provide a report at regular meetings (if required);

f. assist Head Coaches with updating and maintaining website and social media platforms;

g. manage the Registration process and advise coaches of new Members and ensuring all Members have signed all online required online forms;

h. liaise with community groups regarding performances at local sporting fairs, community and school fetes, etc; and

i. manage online Google drive and set up appropriate forms when required by club needs.

4.3.2 The Fundraising Member(s) shall:

a. Review all previous Club fundraising activities and make recommendations for improvements for the new Committee year;

b. plan and coordinate fundraising activities throughout the year with the aim of one activity per term;

c. investigate and follow up on potential sponsorship activities;

d. draft sponsorship letters and thank you letters for any donations or sponsorship given to the Club; and

e. provide reports as required for the Committee.

4.3.3 The Ropes Member shall:

a. Manage the stock of ropes, handles and all other Jazzy skipping and tumbling equipment, whether held in the storage shed or otherwise, and update the inventory document accordingly;

b. order skipping and tumbling equipment when required;

c. identify for opportunities to source ropes directly from suppliers and present to Committee for final review and decision; and

d. coordinate a roster for volunteer rope making from Members of the Club.

4.3.4 The Athlete Liaison Member/s shall;

a. Listen to Skipper's concerns and report such concerns to the Executive Committee;

b. provide the Committee with suggestions to improve conditions for athletes; and

c. assist in uplifting the profile of the club.

4.4 COMMITTEE MEETINGS

4.4.1 The Committee shall meet at least once a term in each year.

4.4.2 The quorum at a Committee meeting shall be a minimum of three (3) Members with at least two (2) Office Bearers.

4.4.3 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 a meeting there is no quorum those Members present shall be deemed competent to discharge the business at the meeting.

4.4.4 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, one of the remaining Members of the Committee may be chosen by the Members to act as President.

4.5 REMOVAL OF COMMITTEE MEMBERS

4.5.1 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.

4.6 VACANCIES

4.6.1 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 4.5; and/or

e. is absent without the consent of the committee from all meetings held during a period of 6 months.

4.6.2 If either an Office Bearer or Ordinary Member vacancy arises, efforts must be made to notify all General and Affiliate Members within fourteen (14) days using contact details provided by Members. The notification is to invite interested Members to nominate themselves for the vacancy.

4.6.3 If the number of nominations exceeds the vacancies then voting is to take place at the next general meeting by secret ballot.

5 PART E: ELECTIONS

5.1 OFFICE BEARERS

5.1.1 The Office Bearers are to be elected at the AGM.

5.1.2 Notification of the election is to be circulated to all Members in conjunction with the notice of the AGM.

5.1.3 Nominations are to be invited at the AGM 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.

5.2 ORDINARY COMMITTEE MEMBERS

5.2.1 The election of the Ordinary Committee Members is to be held at the AGM following the election of the Office Bearers.

5.2.2 The processes for notification and nomination are the same as for the Office Bearers.

5.3 VOTING

5.3.1 Each Member in attendance shall have one (1) vote.

5.3.2 If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot must be held.

5.3.3 In the event of an equality of voting, the Chairperson of the meeting shall have a second or casting vote.

6 PART F: GENERAL MEETINGS

6.1 ANNUAL GENERAL MEETING

6.1.1 The Annual General Meeting (AGM) of the Club shall be held no later than the 31 March in each year.

6.1.2 At least fourteen (14) days written notice shall be given to each Member using contact details provided by Members, but accidental omission to give notice to any Member shall not invalidate the meeting.

6.1.3 The notice must state the time, date and place of meeting.

6.1.4 The quorum at the AGM 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 a meeting there is no quorum those Members present shall be deemed competent to discharge the business at the meeting.

6.1.5 The business of the AGM shall be:

a. Opening of Meeting,

b. Apologies,

c. Confirmation of minutes from previous AGM,

d. Consideration of Affiliate Member applications,

e. Presentation of Annual Report,

f. Adoption Of Annual Report,

g. Presentation of audited statement of the previous year's accounts,

h. Election of Office-Bearers,

i. Election of ordinary Committee Members,

j. Appointment of Auditor,

k. Determination on signatories to the Club account/s,

l. Determination of discount of enrolment fees for Office Bearers,

m. Urgent general business, and

n. Closure.

6.2 GENERAL MEETING

6.2.1 The Committee may, whenever it considers appropriate, call a general meeting of the Club.

6.2.2 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.

6.2.3 The notice must state the purpose, time, date and place of meeting.

6.2.4 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

a meeting there is no quorum those Members present shall be deemed competent to discharge the business at the meeting.

6.3 DECISION MAKING AND VOTING

6.3.1 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.

6.3.2 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 secret ballot, then a secret ballot shall be taken.

6.4 ONLINE DECISIONS & VOTING

6.4.1 In the interests of timely decision making, the Committee may, whenever it considers appropriate, discuss issues arising outside designated meeting times. This discussion is to be done on the Committee WhatsApp Chat where all Committee Members are to vote and if a decision is reached, this is to be formally recognised in an email to the admin@jazzyjumpers.org.au address. This decision will also be recorded and tabled at the next Committee meeting for inclusion in the minutes.

6.4.2 The above may also be appropriate in the interest of timely decision making for the Executive Members of the Committee to make Executive decisions via the Executive WhatsApp Chat as per the above process. Any such decisions will also be recorded and tabled at the next Committee meeting for inclusion in the minutes.

7 PART G: FINANCE

7.1 FINANCIAL YEAR

7.1.1 The Financial Year of the Club is the calendar year.

7.2 BUDGET AND FINANCIAL PLANNING

7.2.1 The Treasurer is to prepare a draft budget as soon as possible after each AGM, and circulated to the Committee. This draft budget is to be presented to the next Committee meeting for discussion, review and approval.

7.2.2 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.

7.2.3 The signatories to the Club's account/s will be the Treasurer and two other Office Bearers as decided at the AGM.

7.3 FUNDS SOURCE

7.3.1 The funds of the Club must be derived from enrolment fees, 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.

7.3.2 The Committee decides on the level of enrolment fees, and when they are set.

8 PART H: ALTERATION OF THE CONSTITUTION

8.1 NOTICE OF PROPOSED CHANGE

8.1.1 The Constitution may be altered by the passing of a special resolution at either an AGM or a General Meeting.

8.1.2 Notice must be given to all Members of any proposed changes, of at least fourteen (14) days prior to the AGM or General Meeting.

8.1.3 Notifications of proposed changes must be given in writing and must set out the specific change(s) sought.

8.2 VOTING

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

9 PART I: CONCLUDING PROVISIONS

9.1 LODGEMENT OF ANNUAL RETURN

9.1.1 The Committee, through the Secretary, must lodge with the Registrar, within six months of the start of each calendar year, an Annual Return.

9.2 CUSTODY AND INSPECTION OF BOOKS

9.2.1 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 with reasonable notice given.

9.3 DISSOLUTION

9.3.1 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.

9.3.2 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 3.2.

9.3.3 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.