1. **Name of Association:**

The Association will be called ‘Elite Majorette Association’ and it may also be known as ‘EMA’.

1. **Aims and Objectives:**

* To promote the activities and awareness of majorettes.
* To organise and co-ordinate competitions, Regional and National, and other similar events within the UK, which are designed to promote the interest of majorettes in general.
* To encourage the development of the sport for all.
* Training of the majorettes’ adjudicators, coaches and any other participants.
* Ensuring a duty of care to all members and providing a supportive environment for majorettes to compete in.

1. **Powers *(To further these aims EMA may exercise the following powers)*:**

* To raise funds and receive contributions, donations and otherwise provided EMA shall not undertake any permanent trading activities.
* To bring together representatives of voluntary and statutory organisations, and individuals to, for example, but not limited to, promote EMA, to hold meetings, to pay the necessary expenses involved in running the group, to undertake any other lawful activity to further the association aims.

1. **Membership:**

The signatories to these rules are the first members of EMA.

A troupe applying for membership must submit a signed and dated application form,

* The troupe’s name.
* That the troupe has been given and has read a copy of the rules, supports the object(s) of EMA and agrees to be bound by the rules immediately upon admission to membership.
* The prospective troupes’ consent to the holding of relevant data for the purposes of the Data Protection Act 2018.

Until the troupe is approved for membership, they are not entitled to any privileges of the association.

Membership fee to be agreed annually in AGM – to be paid yearly in November (although membership will not be required for the first year due to newly constructing association and funding being gifted from a similar closed former association).

1. **Troupe Resignation from Membership:**

A troupe may resign at any time by notice in writing to the Secretary. On receiving the notice, the Secretary will immediately remove that troupe from the troupe register, which terminates membership.

The resigning troupe is not entitled to a return or rebate of subscription and remains liable for any unpaid subscription and any other sums due from troupes to the association.

1. **Disciplinary Offences:**

Any troupe who is in serious or persistent breach of the rules or who otherwise acts in a way, which in the opinion of the Executive Committee is seriously or persistently inappropriate for a member of EMA, may be disciplined as set out in the Disciplinary Regulations in point 14.

1. **Sport Equity:**

Every person associated with EMA must abide by the principles of equality by the following policy:

* Everyone must respect the rights, dignity and worth of any persons and their right to self-determination.
* Everyone must be treated fairly and equally regardless of their gender, sexual orientation, age, ethnic origin, religion or disability.
* Discrimination will not be tolerated.
* Sexual and racial harassment and discrimination is prohibited.
* EMA understands its legal obligation and any inequality or bullying deemed to be because of this will result in immediate removal from EMA.

1. **Officers and their Duties:**

EMA has the following officers who are elected at the Annual General Meeting (AGM);

Co-Chairs – who chairs all general meetings and all executive committee meetings when present.

Vice Chair – who chairs all general meetings and all executive committee meetings when the Co-Chairs are unavailable.

Secretary – who is responsible for the keeping of all books and records of EMA, including the members register (containing the name and address of each troupe and such other contact details as the member supplies) and the taking of minutes of all general meetings and executive committee meetings.

Treasurer – who ensures that the financial affairs of EMA are kept in good order and that annual accounts and a financial report are submitted to the Executive Committee for it to be placed before the members at the Annual General Meeting.

Trustee – individuals who are appointed to hold or administer property or assets for the benefit of EMA.

The officers will be elected for a one-year term and be eligible for re-election. The officer bearers will be Chairperson (Chair), Vice Chair, Secretary and Treasurer and such others as may be required. The role of Chair can be a joint role.

All officers and Trustees of EMA to hold a valid DBS.

1. **Executive Committee:**

The business of the Association shall be managed under the control of the Executive Committee which consists of:

* Officers of EMA who are elected annually and reappointed at the AGM.
* A quorum for executive committee meetings is five.
* The vice chair will take over whenever the co-chairs are unavailable.
* Minutes of executive committee meetings must be taken and made available to all EMA members.
* Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson’s casting vote shall be used only in the event of a tie.

The Executive Committee have the following powers and responsibilities:

* Supervision and direction of the day to day running of EMA.
* Preparation and presentation to the AGM a written annual report on EMA and its activities (annexing the annual independently audited accounts and the treasurers financial report).
* Appointment of Sub-Committees (if needed), whose membership must include at least one member of the Executive Committee, to which it may delegate powers and duties on such terms as the Executive Committee thinks fit. All members of the Sub-Committee are to hold a valid DBS.

1. **Finances:**

Funds of the Association shall be lodged in a bank account in the name of EMA**.**

* A bank account will be opened in the name of ‘Elite Majorettes Association’.
* The account will need a minimum of two account holders and will require two signatories to sign for cheques (although cheques are not likely to be issued due to advanced banking). BACS payments are made where possible and require authorisation by two named committee members. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance on the last day of October prior to the AGM at which they are to be presented and the accounts shall be examined by the independent examiner appointed at the previous AGM by the committee.
* EMA’s financial year runs to the 31st of October. An income and expenditure account must be made for that year and the balance sheet struck at that date.
* Accounts are to be audited by an independent auditor.
* A statement of accounts, verified by a competent person who is independent of the group, shall be tabled at the AGM.
* No member shall derive any financial benefit from EMA, except for payment of reasonable expenses (which will be agreed prior).
* No money will be paid out without a receipt being presented.
* Any money raised shall be used to further the aims of EMA and for no other purpose.

1. **General Meetings of Members**

* Annual General Meeting (AGM): a general meeting of all members must be held annually and called by the Secretary on 14 days written notice to the members; stating the date, time and place of the meeting, and the business to be conducted.
* The business will include:
* a. The work of the Association via a report from the Chairperson(s)
* b. Treasurer’s report and accounts
* c. Approval of the accounts
* d. Appointment of an independent examiner for the association
* e. Election of members to serve on the committee

At all General Meetings voting shall be on the basis of one vote per member present and at all General Meetings the quorum shall consist of at least five members or at least 50% of voting members, whichever is greater.

* The committee or at least five members shall have the power to call an Extraordinary General Meeting giving at least 14 days’ notice and including a formal agenda. Again, voting shall be on the basis of one vote per member present at the meeting and the quorum shall consist of five members.
* The written notice to all members to include; the date, time and place of the meeting, and the business to be conducted.
* The quorum for the annual general meeting and any special meeting is five or at least 50% of voting members, whichever is greater.
* The vice chair will take over whenever the co-chairs are unavailable.
* Minutes of general meetings must be taken and made available to all members.

1. **Trustees and EMA Property:**

* There will be trustees of EMA who hold official roles, including Co-Chairs, Vice Chair, Treasurer and Secretary, elected in the general meeting.
* A general meeting may remove or appoint trustees at any time.
* A trustee holds office until death, resignation or removal by general meeting.
* All property of EMA, including money, is to be held and used by the trustees for the benefit of EMA.
* The trustees will hold and use EMA’s property in accordance with all lawful directions of the Executive Committee.

1. **Amendments to the Constitution/Rules:**

* Changes or amendments to the Constitution must be made at an AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

1. **Discipline and Appeals:**

* Any member who is in serious or persistent breach of the Rules or who otherwise acts in a way, which in the opinion of the Executive Committee is seriously or persistently inappropriate for a member of EMA, may be required by the Executive Committee to attend for a hearing to explain his/her conduct.
* The Secretary will notify the member in writing at least 14 days before the hearing of:
* The date, time and place of the hearing.

- The conduct alleged to:  
i) be a serious or persistent breach of the Rules, specifying which rule or rules;

OR

ii) be seriously or persistently inappropriate for a member of EMA.

* The member may respond in writing to the Executive Committee and will also in any case be given a fair opportunity at the oral hearing to refute, explain or excuse the conduct and to say why he/she should not be penalised or what penalty is appropriate for any proven allegation.
* The procedure to be adopted for the oral hearing will be entirely at the discretion of the Executive Committee.
* The member does not have any right to be represented at the oral hearing (by a lawyer or otherwise) but it will be at the discretion of the Executive Committee as to whether the member is allowed to have such representation.
* There will be no oral hearing in any matter if either:
* The member waives his/her right to an oral hearing;

OR

* The Executive Committee resolves, and writes to the member stating, that it is not considering suspension or expulsion and that consequently in the circumstances an oral hearing is not proportionate.
* If the Executive Committee finds any allegation to be proven on the facts it may:
* Suspend the member from some or all rights and/or benefits of membership for a period or periods determined by the Executive Committee, with or without conditions;

OR

* Expel the member with immediate effect.
* The decision as to whether any allegation is established, and the appropriate penalty must be made and notified to the member on the day the hearing is concluded or the following day. The decision must also be made known to the other members by noticeboard or newsletter within a reasonable time following the decision.

1. **Appeal Committee:**

* A member who is expelled or suspended from any rights or benefits of membership for a period of longer than 1 month has the right to appeal against the decision by written notice to the Secretary within 14 days of receiving the decision of the Executive Committee. The notice must state the reasons why the decision should be set aside or varied, either on the finding of proof of any allegation or the penalty or both. There is no right of appeal where any other action has been taken.
* The Appeal Committee will be constituted of 5 members appointed by the Executive Committee including at least one person who sits on the Executive Committee.
* The Secretary will notify the member in writing at least 14 days before the oral hearing stating the date, time and place at which the hearing will be conducted by the Appeal Committee. The member will be given a fair opportunity at the oral hearing to explain why the Disciplinary Committee decision should be set aside or varied.
* The procedure to be adopted for the oral hearing will be entirely at the discretion of the Appeal Committee.
* The member does not have any right to be represented at the oral hearing (by a lawyer or otherwise) but it will be at the discretion of the Appeal Committee as to whether the member is allowed to have such representation.
* The Appeal Committee may set aside the decision of the Disciplinary Committee if it is satisfied that the decision was unreasonable or otherwise unfair, or if the proceedings leading to the decision were either unreasonable, unfair or prejudicial to the member. The Appeal Committee must not consider new evidence which was not put before the Disciplinary Committee unless it is satisfied that there are good reasons why that evidence was not put before the Disciplinary Committee and for allowing the new evidence to be considered.
* If the Appeal Committee does set aside or vary the decision of the Disciplinary Committee, it may:
* Suspend the member from some or all rights and/or benefits of membership for a period or periods determined by the Executive Committee, with or without conditions;

OR

* Expel the member with immediate effect.

1. **Dissolution:**

* The association may be dissolved by a resolution passed by strictly more than 80% of the members present when the vote is taken but only if there are at least 50% of all members voting in favour of the resolution.
* The resolution takes effect immediately unless it expressly states that it is to take effect on a specified date not more than four weeks later.
* As soon as the resolution takes effect the Executive Committee must pay or otherwise settle all debts and other liabilities of EMA. Any remaining assets, including funds, will be transferred to another local voluntary group or community group with similar aims.

1. **Declaration:**

Elite Majorettes Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

Adopted on the 21st day of May 2024.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair 1

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair 2

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice Chair

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trustee

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trustee

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trustee