

Rules for Technical Sub-Committees including Model Terms of Reference

The Board of Directors will establish sub committees for Technical Disciplines (referred to as Technical Committees or TCs) in line with the company Articles and as needed to meet its objects to support the sport of gymnastics in the Yorkshire Region.

1) Technical Committee Structure

1.1) Each Technical Committee will have the following Executive Officers to be deemed a viable committee.

1.1.1) Chairperson.

- (a) The Chairperson will act the Board's representative on the Technical Committee and the Technical Committee's representative on the Board.
- (b) The elected Chairperson will need to be eligible and willing to become a Director of YGA Ltd and a member of the Board of Directors.
- (c) The Chairpersons role description should reflect their Board of Director's role.
- (d) The Chairperson will vote on behalf of the discipline on the Board of Directors.

1.1.2) Secretary

- (a) The Secretary will be responsible for ensuring that notices, nominations, agendas and minutes are in line with the requirements of YGA Ltd's articles, rules and byelaws.
- (b) The following items are deemed records of YGA Ltd and the Secretary will be responsible for sending a copy of these to the Regional Secretary in a timely manner;
 - (i) Notices of General Meetings
 - (ii) Nominations of Officers
 - (iii) Notices of Motions
 - (iv) General Meeting Agendas
 - (v) Minutes of General Meetings
 - (vi) List of appointed officers and titles
 - (vii) Amendments to Terms of Reference
 - (viii) Minutes of Committee Meetings

1.1.3) Treasurer/Finance Officer

- (a) The Treasurer/ Finance Officer will be responsible for ensuring that financial records and transactions are in line with the requirements of YGA Ltd's articles, rules and byelaws.

- (b) The Treasurer/ Finance Officer is responsible for keeping records of all receipts, invoices, transactions and other financial records in line with legal retention obligations and at the end of each YGA financial period handing these over in full to the Regional Treasurer.
- (c) The following items are deemed records of YGA Ltd and the Treasurer/ Finance Officer will be responsible for sending a copy of these to the Regional Treasurer in a timely manner;
 - (i) Quarterly Statement of Accounts including as a minimum the following subsections:
 - a. Income/Expenditure from events
 - b. Other income/expenditure
 - c. Officer Expenses
 - d. Other Expenses
 - e. Current Balance
 - (ii) Annual Full Accounts for reconciliation and reporting of YGA Ltd annual accounts.
 - (iii) Supporting documentation as required and requested to verify accounts including invoices and other relevant records.
 - (iv) The Treasurer/ Finance Officer will be responsible for reconciling all bank accounts for the discipline and retaining bank statements.
 - (v) The Treasurer/ Finance Officer will be responsible for reconciling all invoices, proformas receipts and income and retaining these documents.
 - (vi) On the election of a new Treasurer/ Finance Officer the outgoing Treasurer/ Finance Officer is responsible for passing the above documents to the incoming Treasurer/ Finance Officer to ensure continuity and legality of financial record keeping.

1.2) Optional Additional Officers

- 1.2.1) The Discipline may have an optional additional Executive Officer role of Vice Chair and allocate duties to this role as it sees fit providing these do not conflict with YGA Ltd Articles Rules and Bye Laws.
- 1.2.2) The Discipline may opt to make an elected welfare officer an additional member of the Committee Executive and allocate duties to this role as it sees fit providing these do not conflict with YGA Ltd Articles Rules and Bye Laws.
- 1.2.3) The Discipline may have any number of additional non-executive roles structured to suit the needs of the individual discipline.

1.3) Naming of officers

- 1.3.1) The Officers of each as Technical Committee need to be titled as follows for consistency across the organisation and for ease of members understanding.
 - (a) Chair or Chairperson
 - (b) Vice Chair or Vice Chairperson
 - (c) Secretary
 - (d) Treasurer or Finance Officer
 - (e) Non-executive officers may be titled as necessary to reflect the roles and requirements of the Technical Committee.
 - (f) Technical Committee role titles may NOT include the word Director to ensure that members do not experience confusion with the Board of Directors.

2) Non-Viable Discipline Committees

- 2.1) Where it is not possible for a discipline to form a viable Technical Committee, responsibility for the discipline's activities will revert to the Board of Directors who will decide/act from the following options;
- (a) Establish a new viable Technical Committee through liaison with members of the discipline and calling of a Special General Meeting, chaired by a member of the Board of Directors.
 - (b) The Board directly managing the activities and the communications of the discipline until such time as a viable Technical Committee can be established.
 - (c) Suspend the separate discipline with an annual review, allocating the duties, ring fencing the resources and distributing the communications and activities to one or more of the other disciplines until such time as a viable Technical Committee can be established.

3) Committee Governing Documents

- 3.1) Each technical committee should have the following governing documents in place.

3.1.1) Terms of Reference acting as the Technical Committee's governing document.

- (a) This must be based on the model Terms of Reference (Appendix A – Page 6) included in this document.
- (b) Sections identified in the model Terms of Reference (Appendix A – Page 6) as mandatory cannot be modified by the discipline and must be included in full in the Technical Committees adopted Terms of Reference.
- (c) The Technical Committee's Terms of Reference must be in line with the model Terms of Reference (Appendix A) and may only vary from the model Terms of Reference in the sections of the document where it is explicitly stated that this an option. i.e. Sections 5.1.2 and 6.4.3.
- (d) Sections identified as allowing optional wording may be adapted to suit the requirements of the discipline providing these adaptations remain in line with YGA Ltd's Articles, Rules and Byelaws. All other sections must be included as stated.

3.1.2) Role descriptions for each Officer which must include the following;

- (a) All committee members act on behalf of and are answerable to the {insert technical committee name} on committee matters and activities.
- (b) All committee members are answerable through the Chairperson of their Technical Committee to the YGA Ltd Board of Directors.
- (c) All committee members have a responsibility to report back to the {insert technical committee name} on any activities conducted in the name of Yorkshire Gymnastics Association Ltd and {insert technical committee name}.
- (d) All committee members are representatives of Yorkshire Gymnastics Association Ltd and {insert technical committee name}. Officers should conduct themselves at all times in line with the Yorkshire Gymnastics Association Ltd Articles, Rules and Byelaws, {insert technical committee name} Terms of Reference and governing documents, the Yorkshire Gymnastics Association Ltd Code of Conduct and British Gymnastics procedures and codes of conducts.
- (e) All committee members should consider themselves as representatives and ambassadors of the sport and the region, conducting themselves with this in mind at all times.

- 3.1.3) Role descriptions for each Executive Officer must include the following IN ADDITION to the wording in section 3.1.2;
- (a) The {insert Executive Officer role title} along with the {insert other Executive Officer role titles} constitute the {insert Technical Committee name} Executive with a responsibility to provide oversight and appropriate management of the {insert Technical Committee name}.
- 3.1.4) Role descriptions for the Chairperson of Technical Committee must include the following IN ADDITION to the wording in section 3.1.2 and section 3.1.3;
- (a) The Chairperson will be a Director of Yorkshire Gymnastics Association Ltd,
 - (b) The Chairperson will act as the Board's representative on the Technical Committee and as the Technical Committee's voting representative on the Board of Directors.

4) Remit of the Technical Sub Committees

- 4.1) The Technical Committees providing that they are operating within the Articles, Rules and Byelaws of YGA Ltd will have the following devolved areas,
- (a) Promoting athlete welfare.
 - (b) Deciding a calendar for activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (c) Setting criteria for activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (d) Financial decisions, expenditure and income relating activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (e) Athlete development, education, support and queries relating to activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (f) Coaching development, education, support and queries relating to activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (g) Judging development, education, support and queries relating to activities including competitions, workshops, courses, events, national entries and other development activities including any regional squads for its designated discipline.
 - (h) Communications directly from the technical committee to the member clubs of the designated discipline, as well as discipline specific communications from The Board of Directors, British Gymnastics, England Gymnastics and NTC. Any communication should be an appropriate and fair representation of YGA LTD.
 - (i) Discipline specific website and/or social media accounts as appropriate to the discipline and providing these are in line with any relevant YGA Ltd Articles Rules, Bye laws and policies as well as meeting Safeguarding requirements of British Gymnastics and YGA Ltd. Website and Social Media pages of YGA LTD and its sub committees and any other part of the organisation must follow the YGA LTD Website and Social Media Policy.
 - (j) Initial problems and complaints relating to the designated discipline which must be resolved in line with YGA Ltd complaints and discipline process.
 - (k) Other devolved activities as applied for from and agreed by the Board of Directors.

5) Areas outside the remit of the Technical Committees which should be referred back to the Board of Directors.

- (a) Second level discipline related Complaints and / or appeals following the YGA Ltd complaints and discipline process.
- (b) Anything not listed above or agreed as a devolved power by the Board of Directors.

6) Technical Committee Annual General Meetings

- 6.1) Technical Committee should hold an Annual General Meeting (AGM) in the 6 weeks prior to the YGA Ltd Annual General Meeting.

7) Other General Meetings

- 7.1) Other General Meetings may be called as the Technical Committee requires providing these are called and held in line with the Technical Committee's Terms of reference and YGA Ltd's Articles Rules and Byelaws.

Appendix A – Model Terms of Reference for YGA Ltd Technical Sub Committees

1) Interpretation

- 1.1) In the following unless the context otherwise requires the singular shall include the plural.
- 1.2) References to gymnastics shall be considered applicable to the sport and practice of {Insert name of discipline}
- 1.3) In the following articles, references to club shall include any club, body or organisation practicing {Insert name of discipline} in the region or environs of Yorkshire.

2) Name

- 2.1) The committee/section shall be called/referred to as the {insert technical committees name } or (insert committee abbreviation) or
The Yorkshire Gymnastics Association Ltd (YGALtd) insert {technical committees name} or
The Yorkshire Gymnastics Association Ltd (insert committee abbreviation) or
(insert discipline name) Section.

3) Aims and Objectives

- 3.1) The aims and objectives of the committee shall be to develop and promote the sport of {insert discipline name} gymnastics within the region in a fair and unbiased manner and in accordance with YGA Ltd's Articles rules and byelaws.

4) Membership

- 4.1) Membership of the {insert discipline name} Section shall be open to any club involved in {insert discipline name} gymnastics in the Yorkshire Region and Environs that has paid the appropriate membership fee and whose constitution and membership criteria satisfies the YGA requirements.
- 4.2) All member clubs must be affiliated to YGA Ltd and the {insert discipline name} section.
- 4.3) Membership shall terminate automatically for any member club failing to pay the annual membership fee 1 calendar months after the due date. This info will be obtained from the Regional Secretary.
- 4.4) All members of an affiliated club must be current full members of British Gymnastics.
- 4.5) Member Clubs (or any of their members/representatives) with lapsed or terminated membership may not participate in any of the section's activities in accordance with the YGA Ltd Articles, rules and byelaws.
- 4.6) Membership may be automatically terminated for any member club in accordance with the YGA Ltd Articles, rules and byelaws.

5) The {Insert Discipline name} Technical Committee

5.1) Committee Structure

5.1.1) The {insert discipline name} Technical Committee will consist of the following Executive members;

- (a) The Chairperson (Chair)
- (b) The Vice Chair (optional)
- (c) The Treasurer
- (d) The Secretary

5.1.2) The full {insert discipline name} Technical Committee comprises additionally of;

[Optional section: The structure of the additional officers should be listed here. The structure, roles and titles of the additional members may vary to suit the needs of each section and committee providing these do not contravene this document or YGA Ltd's Articles, Rules and Byelaw. Non-executive officers may be titled as necessary to reflect the roles and requirements of the Technical Committee. Technical Committee role titles may NOT include the word Director to ensure that members do not experience confusion with the Board of Directors]

- 5.1.3) Each officer shall have only one vote excepting, in the event of a tied vote, the Chair shall have the deciding vote in all matters.
- 5.1.4) If one officer fulfils the duties of more than one role they remain limited to one vote.
- 5.1.5) Clubs are limited to a maximum of 2 voting officers on the committee regardless of the number of roles filled by that club.
- 5.1.6) The term of office shall run from 1st December to 30th November each year.
- 5.1.7) The Chair will be a Director on the Board of Directors and vote on behalf of the discipline. If the Chair is unable to attend or fulfil this duty another member of the committee may be nominated in line with the rules in the YGA Ltd Articles relating to alternate directors.
- 5.1.8) Additional Officers of the Committee may apply to attend a Board of Directors meeting in a non-voting capacity up to a maximum of 2 Officers per section including the Chair providing the application is made in advance and has been agreed unanimously by the Board of Directors in advance of the meeting. Additional Officers may be asked to absent from any section of a Board of Directors meeting that any Director states they consider is not appropriate for that Officer to attend. No notice needs to be given for the request to absent. There is no right of appeal on attendance of non-Directors at Board of Directors meetings.
- 5.1.9) Additional Officers of the Committee may be invited to attend a Board of Directors meeting or a section of a Board of Directors meeting in a non-voting capacity to provide expertise of information to the Board of Directors. The invited Officer may be in addition to the maximum 2 Officers per section. Additional Officers may be asked to absent from any section of a Board of Directors meeting that any Director states they consider is not appropriate for that officer to attend. No notice needs to be given for the request to absent. There is no right of appeal on attendance of non-Directors at Board of Directors meetings.
- 5.1.10) The committee is fully accountable to the YGA Ltd Board of Directors and must accept their directions and decisions in all matters including but not limited to policy and financial matters. Board of Director decisions override any devolved powers or activities.

5.2) Election of Officers

- 5.2.1) Invitation for Nominations for posts shall be circulated to all member clubs together with the notice of the AGM each year and an election of officers shall take place each year.
- 5.2.2) Invitation for Nominations for posts shall be circulated at least one calendar month prior to the meeting.
- 5.2.3) Nominations for positions of office shall be made in writing to the {insert Technical Committees name} Secretary, following invitation for nominations, up to 2 weeks prior to the Annual General Meeting (AGM).
- 5.2.4) Nominations must be proposed and seconded by two different member clubs affiliated to the {insert discipline name} discipline.
- 5.2.5) Notices of nomination shall be made in writing, by the {insert Technical Committees name} Secretary, at least 7 days in advance of the AGM to all member clubs affiliated to the {insert discipline name} discipline.

- 5.2.6) Each member club affiliated to the section shall have one vote at the AGM or SGM and must be present to cast their vote (attendance can be virtual).
- 5.2.7) All voting will be by closed (secret) ballot at the meeting unless otherwise stated in advance of the meeting for example if a virtual meeting makes a closed ballot not possible. Notice must be given in advance to all attendees of the meeting that a closed ballot is not possible and stating the reason why.
- 5.2.8) Individuals receiving the highest number of votes shall take up office on 1st December. In the event of a vote between more than 2 candidates and the result between those receiving the highest number of votes is tied, a further ballot will take place between the tied individuals.
- 5.2.9) In the event of a vote between only 2 candidates and a tied vote the Chairperson has the casting vote to break the tie.
- 5.2.10) In the event of a post becoming vacant during the year, the Committee shall have the power to appoint another individual to the post for the remainder of that year, with due preferences being given to individuals involved in prior ballots.
- 5.2.11) Any Officers elected to the {insert Technical Committees name} for the first time should receive the following documents prior to them taking up position on the 1st December and should sign to say they have received, read and understood the documents;
- (a) A copy of the {insert Technical Committees name} Terms of Reference
 - (b) A copy of the role description for the role they have agreed to take.
 - (c) A copy of the YGA Ltd's Code of Conduct
 - (d) Any other pertinent documents to the governance of their role for the {insert Technical Committees name}.
- 5.2.12) A copy of Officers' signed acceptance of the governing documents for {insert Technical Committees name} must be held on file by the {insert Technical Committees name} Secretary for the Officer's tenure and for 1 year after.
- 5.2.13) The {insert Technical Committees name} shall determine additional roles, duties and responsibilities for positions on the {insert Technical Committees name} as it sees fit from time to time providing these do not contravene the structure outlined in the terms of reference. This includes the addition of non – voting officers (Co-opted Officers) as per section 5.3 of this document.
- 5.2.14) Changes to the {insert Technical Committees name} outlined in the terms of reference must be made through a motion at a general meeting and voted on and passed by the attending members.
- 5.2.15) Only representatives of member clubs affiliated to YGA Ltd and the {insert Technical Committees name} discipline shall hold office (unless the Board of Directors agrees and votes to an exception).
- 5.2.16) An individual shall no longer hold a position of office, with immediate effect, should they pass away, resign or no longer meet the requirements to hold office. Resignations must be made in writing to the {insert Technical Committees name} Secretary or Chair (where possible).
- 5.2.17) An elected officer can only be removed in line with the YGA Articles rules and byelaws.

5.3) Non – voting officers (Co-opted Officers)

- 5.3.1) Non – voting (Co-Opted Officers) may be added to the {insert Technical Committees name} as per 5.2.13.
- 5.3.2) Non – voting (Co-Opted Officers) must be representatives of member clubs affiliated to YGA Ltd and the {insert Technical Committees name} discipline (unless the Board of Directors agrees and votes to an exception).
- 5.3.3) Non – voting (Co-Opted Officers) may;
- (a) be given titles providing that these do not contravene the {insert Technical Committees name} or the YGA Ltd’s Articles, Rules and Byelaws
 - (b) be given email addresses and other necessary tools for the purposes of fulfilling their duties,
 - (c) may partake fully in the activities of the {insert Technical Committees name} excepting the limitations in section 5.3.4 of this document.
- 5.3.4) Non – voting (Co-Opted Officers) may not;
- (a) cast a vote as an officer (they may represent and cast a vote on behalf of their club in any votes opened to member Clubs and where they are authorised to do so by that member Club.)
 - (b) be considered Quorate and do not count towards the Quorum requirements for officers in any meeting or vote,
 - (c) communicate with the Region as a representative of the {insert Technical Committees name} or YGA Ltd except on matters authorised explicitly by a Committee vote.
- 5.3.5) Non – voting (Co-Opted Officers) remain answerable to {insert Technical Committees name} and YGA Ltd Board of Directors on all Committee matters.
- 5.3.6) Non – voting (Co-Opted Officers) should consider and conduct themselves as a representative of {insert Technical Committees name} and YGA Ltd on the same basis as an elected officer and abide by the governing documents and the codes of conducts.
- 5.3.7) Non – voting (Co-Opted Officers) may be removed from post without appeal at any time by a vote of the Elected officers of {insert Technical Committees name}.
- 5.3.8) Non – voting (Co-Opted Officers) cease to be in post automatically on 30th November and must be reappointed by a vote of the new {insert Technical Committees name} after they take office on 1st December.

6) Meetings of {insert Technical Committees name}

6.1) The {insert Technical Committees name} shall meet at least three times each year excluding the Annual General Meeting (AGM).

6.2) Annual General Meeting

- 6.2.1) The AGM of the {insert Technical Committees name} shall take place in the 6 week period prior to the YGA Ltd AGM.
- 6.2.2) Notice of Meeting – shall be circulated to all member clubs and committee members at least 1 calendar month in advance of the meeting. Including any requests for notices of motion and nominations for committee members
- 6.2.3) Notices of Motion – to be submitted in writing to the Secretary at least 2 weeks prior to the meeting and to be circulated to members at least 7 days prior to the meeting.
- 6.2.4) Attendance at General meetings should be open to all member clubs for that discipline and will be deemed quorate if attended by a minimum 5% of those member clubs.
- 6.2.5) Failure to receive notice by any individual or member club shall not invalidate any proceedings at that meeting.
- 6.2.6) Voting at AGMs
 - (a) Technical issues – One vote per affiliated member club whose representative is present at the meeting (attendance can be virtual). Simple majority required.
 - (b) Constitutional Issues – One vote per affiliated member club whose representative is present at the meeting (attendance can be virtual). Two thirds majority required.
 - (c) Chairperson has casting vote in all tied matters.
- 6.2.7) Nominations and election of committee members must be in line with section 5 of this document.
- 6.2.8) The Chairperson for that year will preside. If not present either the Vice Chair, Secretary or another Officer for that year will preside.
- 6.2.9) All voting will be by closed ballot at the AGM unless otherwise stated, for example if a virtual meeting makes a closed ballot not possible in line with section 5.2.7 of this document.
- 6.2.10) The following agenda and business shall be conducted at the AGM:
 - (a) Welcome and Introductions
 - (b) Request for declarations of conflicts of interest.
 - (c) Approval of the minutes of the previous AGM
 - (d) Annual report of the {insert Technical Committees name} activities.
 - (e) Annual report of the {insert Technical Committees name} accounts including as a minimum ;
 - (i) balance at the end of the previous year
 - (ii) income
 - (iii) expenditure
 - (iv) current balance
 - (v) any outstanding items.
 - (f) Election of all voting Officers in the following order;
 - (i) Chairperson
 - (ii) Vice Chair (optional)
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Other officers
 - (g) Notices of Motion
- 6.2.11) Minutes of the AGM shall be circulated to the member clubs of the {insert Technical Committees name} discipline within 2 months of the AGM taking place.

- 6.2.12) In the event of the election of a new {insert Technical Committees name} Secretary Minutes of the Annual General Meeting shall be circulated to the member clubs of the {insert Technical Committees name} discipline by the outgoing Secretary prior to them leaving office on 30th November.
- 6.2.13) Minutes of the AGM will be voted on as an accurate record at the next AGM.
- 6.2.14) A copy of the minutes of the AGM must be sent to the Chair and Secretary of the YGA .
- 6.2.15) Failure to receive notice or minutes by any individual or member club shall not invalidate any proceedings at that meeting.

6.3) Special and other General Meetings

- 6.3.1) Special and other General Meetings may be requested, in writing by 5% of member clubs.
- 6.3.2) Attendance at General meetings should be open to all member clubs for that discipline and will be deemed quorate if attended by a minimum 5% of those member clubs.
- 6.3.3) The request can come from any member of a member club affiliated {insert Technical Committees name} discipline but must be done in conjunction with and confirmed by the Secretary of that club. Email confirmation will count as a signature.
- 6.3.4) Any request to hold Special and other General Meetings must be made in writing, submitted to the Chairperson or Secretary of {insert Technical Committees name} and include the notices of motion to be considered at the meeting.
- 6.3.5) The {insert Technical Committees name} Secretary shall be required to act on the above request and plan a Special or other General Meeting.
- 6.3.6) In the event of a request a Special or other General Meeting it must be arranged within 6 weeks of receipt of the request.
- 6.3.7) Notice of the Special or other General Meeting and all motions to be considered shall be circulated in writing, by the {insert Technical Committees name} Secretary to all member clubs at least one calendar month before the meeting
- 6.3.8) Failure to receive notice by any individual or member club shall not invalidate any proceedings at that meeting.
- 6.3.9) Voting at Special and other General Meetings will follow the same rules and guidelines detailed for Annual General Meetings as per section 6.2 of this document.

6.4) Normal Meetings

- 6.4.1) Normal Meetings of the {insert Technical Committees name} are called by the Chairperson or Secretary on their initiative or on the request of a member of the {insert Technical Committees name} with suitable notice where possible.
- 6.4.2) Agendas may be set by the {insert Technical Committees name} as required but should include as a minimum;
- (a) Welcome and Introductions,
 - (b) Request for declarations of conflicts of interest,
 - (c) Approval of the minutes of the previous meeting,
 - (d) A list of items or areas to be covered,
 - (e) Any other business (AOB).
- 6.4.3) Attendance at normal meetings.

[Optional section: The attendance at normal meetings may be set by the {insert Technical Committees name} to meet the needs of their discipline providing it meets the minimum require of Articles of YGA Ltd and is clearly stated in the committees terms of reference.

Suggested options and wording are but not limited to;

*Normal committee meetings may be attended by all Elected Officers and Non-Voting (Co-Opted) Officers.
Normal committee meetings may be attended by all Elected Officers and Non-Voting (Co-Opted) Officers and representatives of member clubs affiliated to {insert Technical Committees name} .*

Normal committee meetings may be attended by all Elected Officers and Non-Voting (Co-Opted) Officers. The committee may open specified normal meetings to representatives of member clubs affiliated to {insert Technical Committees name} discipline and other appropriate experts by invite.]

6.4.4) Quorum at normal meetings.

- (a) The committee shall not be deemed to have met (be quorate) unless 50% of filled roles are present including a minimum of 2 executive members.

6.4.5) Voting at normal meetings.

- (a) Officers of the {insert Technical Committees name} are entitled to vote on all matters in line with the limitations outlined in sections 5.1.3. to 5.1.5 of this document unless the Chair has opened a Club Only Vote as detailed below.

- (b) Where a normal meeting has been opened to member clubs affiliated to {insert Technical Committees name} discipline the Chair may where appropriate;

- (i) open a vote to include votes from member clubs in attendance (Committee Club Combined Vote). In this instance;

the total number of votes will comprise of one vote per eligible voting officer and one vote per member club present.

where all representatives of a club in attendance are Officers, the rules and limitations around voting Officers will override and apply as per sections 5.1.3 to 5.1.5 of this document, the club will not have a separate vote to those of the Officers.

non-voting (Co-opted) officers may not vote unless representing a club as outlined in section 5.3.4 of this document.

- (ii) open a vote only to member clubs in attendance. (Club Only Vote) in this instance;

an Officer may be the representative of that club and vote accordingly whether they are a voting or non-voting officer.

rules and limitations on Officer voting would not be relevant.

voting is limited to one vote per club.

An individual may not cast 2 votes under any circumstances including where there are both an eligible voting officer and a club representative.

- (c) An individual may not cast 2 votes under any circumstances including where there are both an eligible voting officer and a club representative.

7) Income/Finances

7.1) {insert Technical Committees name} is authorised by the YGA Ltd Board of Directors to have one bank account.

7.2) Additional bank accounts have to be approved by the Board of Directors.

~~7.3) All cheques will be banked within 4 weeks of receipt.~~

7.4) There will be a minimum of two signatories who will authorise any financial transactions from the {insert Technical Committees name} account(s).

7.5) No two people from the same club may be signatories on any one financial transaction.

- 7.6) Signatories must be elected officers of the {insert Technical Committees name}
- 7.7) The minimum of two signatories must include the Chair and Treasurer/Finance Officer.
- 7.8) Non – voting (co-opted) Officers may not be signatories.
- 7.9) The accounts will be reported to the Treasurer of YGA Ltd quarterly as per section 1.1.3
- 7.10) The accounts will be published in the {insert Technical Committees name} Treasurers report at the {insert Technical Committees name} AGM as per section 6.2.10.
- 7.11) All financial activities must be processed by the designated officer(s) as approved by the {insert Technical Committees name}.
- 7.12) If the {insert Technical Committees name} discipline is dissolved the money and property remaining shall become the property of the YGA Ltd.

8) Alterations to the Terms of Reference

- 8.1) Alterations may only take place at an AGM or another General Meeting and to be approved needs a majority of two thirds of the member clubs present (attendance can be virtual where allowed).
- 8.2) Alterations must be in line with the YGA Ltd Articles rules and byelaws.
- 8.3) Alterations must be by a notice of motion at an AGM or another General Meeting in line the timescales for such notices outlined above.

9) Correspondence

- 9.1) Any official correspondence should be addressed to the Secretary or Chair of the {insert Technical Committees name} and be labelled clearly as correspondence.

10) Discipline Procedure

- 10.1) Any member club, individual representative of a member club or individual member of YGA Ltd who is found to be in breach of these Terms of Reference, YGA Ltd Articles rules and byelaws, YGA Ltd Codes of Conduct, England Gymnastics Codes of Conduct or British Gymnastics Codes of Conduct will be dealt with through the YGA Ltd Code of Conduct complaints and Disciplinary Procedure which the {insert Technical Committees name} is bound by and operates under.

11) Constitution

- 11.1) The {insert Technical Committees name} does not have an independent constitution and is a devolved sub-committee of YGA Ltd. {insert Technical Committees name} operates under its Terms of Reference, is bound by the Articles rules and byelaws of YGA Ltd and is answerable through the Chair of {insert Technical Committees name} to the Board of Directors.

12) GDPR

- 12.1) The {insert Technical Committees name} is bound by and operates under the GDPR statement and policies of YGA Ltd.