



**British Cheerleading Association**

# Nomination for Committee Member/Area Representative

Position applied for			
Proposed by	Name	Membership Number	Signature
Seconded by	Name	Membership Number	Signature

Name	
Address	
Squad (optional)	
Detail relevant experience in support of your application;	

I ..... hereby consent to my nomination to the position as listed above and if elected duly accept to for fill the duties required for this position to the best of my ability.

..... Name ..... Signature



## British Cheerleading Association

### GUIDANCE & COMMITMENT NOTES

Listed below are excerpts taken from the British Cheerleading Association's Constitution. These notes are for guidance and demonstrate the responsibilities' and commitment required by anyone whom wishes to take up a management position within the British Cheerleading Association.

All Management & Committee positions are voluntary and do not attract a salary, the BCA is prepared to reimburse reasonable out of pocket expenses for any approved work/duties carried out on its behalf.

All Nominations must received by the Honorary Secretary no later than 7 days prior to the Date of the Annual General meeting.

#### **Committee**

10.1 The Committee shall be called the "General Committee" and its prime responsibility shall be setting the overall strategy and constitution of the Association. At least five (5) members of the "General Committee" must be either individual Members, Senior Members of organisations or companies that hold current membership of the Association The quorum at a General Committee Meeting shall be seven (7) members:

10.2 The General Committee shall comprise of the:

- Officers of the Association
- Web- Master
- Administrator
- Book-Keeper
- Up to 2 other Members

Any such appointment shall be made in line with Rule 7.1.5 and shall be limited to one (1) representative per body, company or organisation.

10.3 If a vacancy shall occur for an elected Member of the Committee between one Annual General Meeting and the next such vacancy shall be filled by the Committee

10.4 If a Member of the Committee shall commit and offence which is deemed to be detrimental to the constitution, rules and ethics of the Association or shall be adjudged bankrupt or if a court order is made appointing a receiver to administer such member's property such member shall thereupon cease to be a Member of the Committee.

10.5 Committee Members shall receive no remuneration for serving on the Committee other than the payment of authorised expenses for carrying out their duties.

10.6 The Officers of the Association shall be:

- President
- 3 x Directors
- Honorary Secretary



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### **Election of Committee Member**

- 7.3 The election of Committee Member shall be subject to the following provisions:
- 7.3.1 Any paid up Member shall have the right to make nominations, with the written consent of a candidate, for election to any one or more of the Officers named in or created under the provisions of Rule 11.1. Such nominations must be sent in writing say as to reach the Honorary Secretary by the 31<sup>st</sup> September. The Committee shall also have the right to make nominations for the election of Officers.
- 7.3.2 The election of each Committee Member shall be decided by a majority of votes recorded.
- 7.3.3 In the event of an equal number of votes being cast for two or more candidates for any office a further election for that office shall be held immediately for those candidates for whom the votes cast are equal in number.

### **Election of Area Representatives**

Area Representatives shall be from the following areas::

- Northern (incl. Scotland) x 2
- Midland (Incl. north Wales) x 2
- South West (Incl. South Wales) x 2
- Southern x 2
- South Eastern x 1

The Area representatives shall not be part of the “General Committee” and their prime responsibility shall be promoting the overall strategy and constitution of the Association within their designated area.

The Area Representatives will make themselves available as a contact point to all membership clubs and individual members with a view of putting forward individual views and opinions to the general Committee of the Association.

The election of Area representative shall be subject to the following provisions:

- 15.1 Any paid up Member shall have the right to make not more than one (1) nominations, with the written consent of a candidate, for election as one of the Committee Members provided for under the provisions of Rule 11.1. Such nominations must be sent in writing say as to reach the Honorary Secretary by the 31<sup>st</sup> August. The Committee shall also have the right to make nominations for the election of Officers.
- 15.2 The election of each Area representative shall be decided by a majority of votes recorded.
- 15.3 In the event of an equal number of votes being cast for two or more candidates for any office a further election for that office shall be held immediately for those candidates for whom the votes cast are equal in number.

### **General Meetings**

- 1.1. The General Committee shall meet not less than four times (4) each year
- 1.2. The Management Committee shall meet on monthly intervals throughout the year and shall be combined with General Committee Meetings in those months in which a General Committee Meeting is scheduled



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- 1.3. At least seven days notice must be given for all General Meetings and at least three (3) days notice for a Management Meeting.
- 1.4. All General and Management meetings shall be held at the companies registered address or elsewhere as the Committee may determine and any such meeting other than an Annual General Meeting shall be called a General Meeting.

### **Conflict of Interest**

- 10.7 During the period of office the Appointee shall not (except as a representative or nominee of the Association or Company or otherwise with the prior consent in writing of the Committee) be directly or in-directly engaged, concerned or interested in any other business which is wholly or partly in competition with business carried out by the Association

### **Confidentiality**

- 10.8 The Appointee shall not either during his/her appointment or at any time for one (1) year after its term of office:
  - disclose to any person or persons (except to those authorized by the Association to know or as otherwise required by law);
  - use for his/her own purposes or for any purposes other than those of the Association; or
  - through any failure to exercise all due care and diligence cause any unauthorised disclosure of any confidential information of the Association (including particular lists or details of members or the Association or information relating to the working of any process or invention carried on or used by the Association or in respect of which the Association is bound by an obligation of confidence to a third party.
- 10.9 The provision of clause 16.1 shall apply mutatis mutandis in relation to the confidential or secret information of the Association or Company which the appointee may have received or obtained during his/her appointment.
- 10.10 All notes, memoranda, records and writing made by the appointee relating to the business of the Association or Company shall remain the property of the Association or Company to whose business they relate and shall be delivered by him/her to the Association to which they belong forthwith upon request.