



# STIRLING NEW FIGURE SKATING CLUB CONSTITUTION 2022

## 1. Name

The club will be called **STIRLING NEW FIGURE SKATING CLUB** and will be affiliated to British Ice Skating (previously known as the National Ice Skating Association), the sport's governing body.

## 2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in the sport of Figure Skating.
- To promote the club and the sport within the local community as well as nationally.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

## 3. Membership

All members of the club are subject to the Constitution of the club as well as its Codes of Conduct and by so joining will be deemed to have accepted same.

Membership of the club will consist of office bearers and members.

Membership of the club is open to all, and no person shall be refused membership on grounds of race, colour, creed, religion, sex/sexual preference, impairment or disability. Membership of the club is open to all prepared to demonstrate a skating proficiency equal to Current skate UK level 8.

All applications for membership shall be accompanied by the appropriate fee as determined by the Committee on an annual basis as well as the club's membership form.

Members will be enrolled in one of the following categories:

- Skating member
- Family member
- Non skating member.

Membership fees shall be waived for all non-skating committee members.

Members shall have power to vote at General Meetings. Under 18 year old members shall not have voting powers, but a parent of an under 18 year old member may vote on his/her behalf. Should there be more than one under 18 year old Member in a family, the parent will exercise only a single vote.

Resident club coaches shall be ex-officio committee members with the rights to attend meetings with the exception of disciplinary and complaints proceedings unless requested to attend by the committee. Coaches do not have voting powers at committee meetings, but will at AGM's and EGM's.

## 4. Suspension, Refusal or Termination of Membership

The management committee shall be entitled to :

- refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this Constitution. The Committee shall not be obliged to offer any reason for such a refusal.

- for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by a quorum of the management committee before a final decision is made. Such a hearing must be specifically requested by the member/member's parent within 3 weeks of the notice having been sent out by the Committee.

The member may apply for reinstatement at the next general meeting.

Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid (see point 5 below).

Any member under suspension shall be barred from taking part in any match or event under the control of the club.

The management committee shall inform the member in writing of any decision to terminate their membership.

## **5. Membership fees**

Annual membership fees will be set yearly and agreed by the Executive Committee or determined at the Annual General Meeting, and may be amended by the Executive Committee if and when the need arises. Members will be given a minimum of 30 days advance notice of any alterations in the fee structure. Members will pay one twelfth of the stipulated annual membership fee every month by means of a standing order into the Club's bank account. Should a member wish to use any other form of payment of the monthly subscription she/he will submit such a request in writing to the executive committee, who will agree or decline such a request at their discretion. Any member whose monthly subscription is outstanding by more than 60 days may be suspended immediately until the entire outstanding amount has been paid, or until a reasonable alternative financial arrangement has been made with the approval of the Executive Committee. Should a member not have paid all her/his outstanding subscriptions within 120 days of the start of a period of non-payment, and not had an alternative arrangement agreed by the Executive Committee, the member may then have her/his membership of the Club terminated.

## **6. Officers of the club**

The officers of the club will be:

- Chairperson
- Vice-Chairperson
- Membership Secretary
- Secretary
- Treasurer
- Child Protection Officer

Officers will be elected annually at the Annual General Meeting.

All officers and ordinary committee members will retire each year but will be eligible for re-appointment.

## **7. Committee**

The club will be managed through the Officers of the club and a committee consisting of up to 10 ordinary members. Only these posts will have the right to vote at meetings.

The Committee will be convened by the Secretary of the club and held no less than four times per year.

The quorum required for business will be five persons.

The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.

The Committee will have powers to appoint sub-committees or co-opt members as necessary and appoint advisers as necessary to fulfil its business.

The Officers, Committee members, Sub-Committee or Working Party members shall not be liable, other than as Club members, for any loss suffered by the Club as a result of their duties on the Club's behalf except when such loss arises from wilful default.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings. Any member alleged to have acted in such a manner shall be so informed in writing by the Secretary and be asked to attend a meeting of the Committee to give an explanation before any disciplinary measure is decided. A Junior Member may be accompanied at such a meeting by either or both parents.

## **8. Finance**

All club monies will be banked in an account held in the name of the club. Authorised signatories on club cheques shall be the Chairperson, Treasurer and Secretary, and any two signatories of three will be effective for club business.

The Club Treasurer will be responsible for keeping proper accounts of all income and expenditure and general finances of the club.

The financial year of the club will end on 31st March and commence on 1st April

An audited statement of the clubs annual accounts will be presented by the Treasurer at the Annual General Meeting by a qualified external auditor, not being a member of the club.

The committee has the authority to organise such competitions or social events as it thinks appropriate. Open competitions organised by the club shall conform to the then current rules of the sport's national governing body, British Ice Skating (previously known as NISA)

## **9. Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice will be given to all members, giving the date, time and location and the Agenda of the AGM. The AGM will receive reports from the Executive Committee and a statement of the audited accounts.

AGM will be held annually in the month of May.

Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM and not later than 5 days prior to the date of the meeting. In the event that no nominations are received, or, if there are insufficient, then nominations may be received from the membership present at the AGM.

Elections of officers are to take place at the AGM.

All paid up members have the right to vote at the AGM.

The quorum for AGMs will be 25 per cent of the membership

Voting at the AGM shall be by show of hands or by secret ballot at the discretion of the Chairperson unless a majority of those present and eligible to vote request a secret ballot before the vote is taken.

The Chairperson will have the casting vote at all committee meetings, AGM's

Except for items of special Business (Rule 9), proposals shall be decided by a simple majority. Proposals constituting Special Business shall be decided by a majority of 75% of the votes cast.

## **10. Special General Meeting**

The Management Committee has the right to call an Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

Voting at the EGM shall be by show of hands or by secret ballot at the discretion of the Chairperson unless a majority of those present and eligible to vote request a secret ballot before the vote is taken.

The Chairperson will have the casting vote at EGMs.

Except for items of special Business (Rule 9), proposals shall be decided by a simple majority. Proposals constituting Special Business shall be decided by a majority of 75% of the votes cast.

An EGM may be called at any time by the Committee and the Secretary shall give 14 days notice to all members giving the date, time and location and the Agenda of the EGM.

On the receipt of a written request from not less than 6 Full Members stating the purpose for which the Meeting is to be called, the Secretary shall convene a EGM to take place within one month of the request. Should the EGM not be convened within the specified time, the Members submitting the request may themselves convene the EGM. Those convening the EGM shall be given access to the current list of members.

At an Extraordinary General Meeting no business other than that specified in the Notice of the Meeting shall be discussed and voted upon. Special Business at an EGM shall consist of:

1. A proposal to amend the Rules of the Club.
2. Disciplinary proceedings.

## **11. Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within fifteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within seven days of the Secretary receiving the appeal.

## **12. Coaching & Club Ice**

The Executive Committee will have the final right of veto over club ice issues, including applications made by guest/visiting coaches to use club ice. Matters including health and safety grounds and the club ice being fully committed will take precedence over all other issues.

All visiting coaches will be required to apply in writing to the club requesting permission to join club ice.

All requests will be reviewed on an individual basis, and before any decision is made a communication will be sent out to all the SNFSC coaches for their input in order to make an informed decision on the benefits to the club and its skaters. Only after this process is completed will a decision be made.

In exceptional circumstances the committee will call an emergency, quorate meeting to reach quick agreement on a specific request which requires a speedy response.

The committee are under no obligation to provide reasons for refusals.

The club at its sole discretion may permit guest/visiting skaters to use club ice for a maximum of 4 visits, at which time they will be required to join the club as per section 3. All skaters are required to pay for club ice at the appropriate fee determined by the Executive Committee.

## **13. Dissolution**

Any resolution to dissolve the club may be passed at any General Meeting provided that :

- the terms of the proposed resolution are received by the Secretary at least 42 days before the meeting at which the resolution is to be brought forward, and that
- at least 28 days of the proposed resolution shall be given in writing by the secretary to all members, and that
- such a resolution shall receive the assent of two thirds of those present and entitled to vote.

Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a nominated charity, as determined by the meeting, to be employed for the development of the sport.

## **14. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM

## **15. Declaration**

Stirling New Figure Skating Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

### **Club Chairperson:**

Name : Lorna Kujawa

Signature :

Date : 26/05/2022

### **Club Secretary:**

Name : Mandy O'Donnell

Signature :

Date : 26/05/2022