

L.I.S.C. Policy Document	<h1 style="margin: 0;">Constitution</h1>
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Date originated:	August 2012	Written by:	Management Committee
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Status:	Draft	<input checked="" type="checkbox"/>	Final
Approved by:	Management Committee	Approval date:	

Implementation
<ul style="list-style-type: none"> The constitution will be adopted by all members and officers of 'the club'. The constitution will remain until such time that a notice to amend is received and approved. The management committee will be responsible for ensuring all rules and regulations stated within the constitution are fairly implemented.

1. Name Of 'the club'

1.1. 'The club' will be called the Lammas Ice-skating club, to be referred to as "the club" and will be affiliated to the National Ice-skating Association (NISA) the UK governing body for the sport of ice-skating.

2. Aims And Objectives

The aim of "the club" is:

2.1 'the club' exists with the aim of encouraging and promoting the sport of ice-skating within the community and to provide opportunities for sports development, coaching, competition and leisure in a safe, enjoyable and respectful environment.

The objectives of 'the club' are:

2.2 To encourage all members to participate fully in the activities of 'the club' and to inspire them in their passion, progression and skill in the sport of ice-skating.

2.2.2 To offer coaching and competitive opportunities in the sport of ice-skating with the express intention of providing purposeful improvement of sports performance through a planned programme of support.

2.2.3 To ensure a duty of care to all members of 'the club' by making sure that appropriate policies, procedures and codes of conduct, with a clear focus on welfare, safeguarding, equality and good behaviour management, are implemented and that all members abide by them. 'The club' will align and / or adopt policies, procedures and codes of conduct with the relevant policies of NISA as the UK governing body for the sport of ice-skating and the SLM as the facilities provider.

2.2.4 To ensure fair and equal treatment in the provision of club services to all members.

3. Membership

3.1 Membership of 'the club' will consist of committee officers and members paying full participation fees.

3.2 Membership of 'the club' will be open to anyone coached by the Lammas Leisure Centre Ice Rink Coaches and who has Gold Passport Skate UK working towards NISA level 1. 'The club' will work within the principles of the Equality Act 2010, and will ensure that those with protected characteristics are not discriminated against in relation to club membership. However, limitation

of membership according to available resources, facilities and skating ability, as detailed in the membership policy is allowable on a non-discriminatory basis.

- 3.3 'The club' will offer two classes of membership, which will consist of 'full' and 'honorary'.
- 3.4 Application for 'the club' will be by invitation of the committee and the applicants level 2 Coach and when the availability permits. A membership application form will require completion and verified by the applicants level 2 NISA approved coach and an annual membership fee paid for the year.
- 3.5 Membership of 'the club' will be by completion of a club enrolment form, commitment to club policies, procedures and codes of conduct and by payment of the relevant membership / subscription fees as presented at the annual general meeting of 'the club'. Renewal of membership will take place on an annual basis. If membership fees / subscriptions are not paid for a period of one month, and this has not been approved by consultation with the management committee, the membership will be terminated.
- 3.6 Membership of 'the club' will be offered on condition of meeting the minimum skating level requirement and individual registration with NISA under the NISA membership scheme.
- 3.7 No person will be eligible to take part in the business of 'the club' unless the appropriate membership / subscription / entry fees have been paid by the specified date.
- 3.8 'The club' management committee may refuse membership, or remove it, where there is good cause such as conduct or character likely to bring 'the club' into disrepute or where behaviour is detrimental to the aims and objectives of 'the club'. Appeals against refusal or removal can be made to the management committee who will appoint an appeals committee to hear the appeal.
- 3.9 All members will be subject to the regulations of the constitution and by joining 'the club' will be deemed to accept these regulations and any codes of conduct / policies that 'the club' has implemented including the adopted policies of NISA as the UK governing body for ice-skating and the SLM as the facilities provider.
- 3.10 Members will be enrolled as 'Full Membership' and 'Honorary Membership'.
- 3.11 Membership numbers for each category will be determined by the amount of available resource and coaching / member ratios.
- 3.12 A list of members for each category will be maintained by the secretary of 'the club' and membership of all categories, will be reviewed by the management committee on an annual basis.
- 3.13 Where members are under the age of 18 years, a parent / guardian will take responsibility for agreeing to the terms and conditions of membership on behalf of 'the club' member. Parents must adhere to the rules as laid down by the facility re children left alone. Any child left at club sessions must be collected promptly. The club will ensure that it adheres to the Ofsted requirements of adult to child ratios and NISA requirements re coach to skater ratios.
- 3.14 No person shall be refused membership on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.
- 3.15 Members will forfeit the right to membership of the club and any annual membership fee paid if they fail to attend 50% of sessions available to them in any period as detailed by the club. Holidays and injuries need to be pre-notified to the secretary of the club in writing.

4. Membership Fees

- 4.1 Membership fees will be set annually and presented at the annual general meeting. The fees structure will be based on an annual membership fee and a monthly session subscription fees. Monthly session fees must be paid by standing order and become due on the 1st day of each calendar month. Additional fees will be incurred for participation in club competitions and events.

5. Club Attire

- 5.1 All members will be required to adhere to 'the club' uniform which will consist of:
- T-shirt, Leggings or Skating Dress
 - Trainers for off-ice sessions 'Health & Safety'
 - Hair to be tied up in a ponytail or bun
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A donation by 'the club' will be provided to each skater for a club Jacket, however; if for any reason the skater leaves 'the club' within 12 months then this amount will need to be reimbursed back to 'the club'.

6. Officers Of 'the club'

- 6.1 'The club' will appoint individuals into the following officer roles with the intent that these officer roles will take responsibility for carrying out various tasks associated with the running of 'the club'.
- 6.2 The roles of chair, vice chair, treasurer, coach liaison, communications officer and secretary which form the core of 'the club's management committee, will be elected annually at the annual general meeting. These officers will be eligible for re-election to the same office or to another office the following year.
- 6.3 The remaining officer roles will be appointed by the management committee on an annual basis following the annual general meeting. Appointment of officers will be based on the skills and professional expertise individuals can bring to the running of 'the club' based on their match to the role descriptions for each position.
- 6.4 The officers of 'the club' will be:
- Chair
 - Vice Chair
 - Treasurer
 - Coach Liaison Officer
 - Communications Officer
 - Secretary
 - Welfare & Safety Officer
 - Facilities Officer
 - Fundraising Officer – co-opted role
 - Club Merchandise Officer – co-opted role
 - Skating Representative – co-opted role
 - Volunteers – co-opted role
- 6.5 The full club committee meetings will be assembled by the secretary of 'the club' and convened not less than six times per year.

- 6.6 An elected officer ceases to be such if he or she resigns by written notice, or is removed by the committee for good cause. If an officer is to be removed from the committee, they will be given the chance of putting their case to the management committee prior to a decision being made. The officer can appeal against removal to the appeals committee convened by the management committee.

7. Management Committee

- 7.1 'the club' will be managed through the management committee consisting of:
- Chair
 - Vice Chair
 - Treasurer
 - Coach Liaison Officer
 - Communications Officer
 - Secretary
 - Welfare & Safety Officer
 - Facilities Officer
 - Fundraising Officer – co-opted role
 - Club Merchandise Officer – co-opted role
 - Skating Representative – co-opted role
 - Volunteers – co-opted role
- 7.2 Only members of the management committee (with the exception of co-opted roles) will have the right to vote at meetings of the committee.
- 7.3 The management committee roles have been selected to provide fair representation of 'the club's members, and 'the club's main partners. The management committee will be formed to manage the day-to-day operation of 'the club', make decisions affecting 'the club's ability to meet its aims and objectives and are responsible for direct policy making. The main duties of the management committee will be:
- To control the affairs of 'the club' on behalf of the members.
 - To keep accurate accounts of the finances of 'the club'. These should be available for reasonable inspection by members and should be independently reviewed before every annual general meeting. 'The club' will maintain a bank account with a minimum requirement of the treasurer and secretary as authorised signatories.
 - To be responsible for disciplinary hearings of members who breach 'the club' rules / regulations / constitution. The management committee will be responsible for taking any action of suspension or discipline following such hearings.
 - Where applicable, to engage with people and service providers to provide services, facilities, equipment, coaching, training and any other reasonable service required to enable 'the club' to carry out its duties and responsibilities.
 - To make sure that 'the club' maintains adequate and appropriate insurances and affiliations.
 - To co-opt additional members onto the committee or to appoint sub-committees as the management committee feel is necessary. Co-opted members will not be entitled to a vote on the committee.
 - To co-opt advisors who may be non club members invited to advise on specialist subjects, or to form partnerships with different organisations for the benefit of 'the club'.
 - Co-operate with and affiliate to NISA as the UK governing body for the sport of ice-skating.
 - Co-operate with the SLM as the provider of facilities to 'the club'.
 - To take responsibility for adopting new policy, codes of conduct and rules that affect the organisation and the running of 'the club'.

- Do all other things reasonably necessary to advance the aims and objectives of 'the club'.
- 7.4 None of the above powers can be used other than to advance the aims and objectives of 'the club' in a manner consistent with the rules and general law.
- 7.5 The management committee will be assembled by the secretary of 'the club' and convened not less than four times per year.
- 7.6 The quorum required for business to be agreed at management committee meetings will be greater than half of voting members of the management committee. In the case of equal votes, the chair will be entitled to an additional casting vote.
- 7.7 An officer of the management committee ceases to be such if he or she resigns by written notice, or is removed by the management committee for good cause. If an officer is to be removed from the management committee, they will be given the chance of putting their case to the management committee prior to a decision being made. The officer can appeal against removal to the appeals committee.

8. Finance

- 8.1 The financial year of 'the club' will be 1st September to 31st October.
- 8.2 'the club' treasurer will be responsible for the approval of accurate financial records covering all income and expenditure in relation to the finances of 'the club'.
- 8.3 'the club' will maintain a bank account for club business, which the treasurer and secretary will, as a minimum be authorised signatories for. However, other members of the management committee are eligible to become signatories on 'the club' bank account. Any cheques drawn against club funds should hold the signatures of the treasurer plus one other officer from the management committee.
- 8.4 All club monies (with the exception of a small float) will be banked in the account held in the name of 'the club'.
- 8.5 The treasurer will be responsible for providing an accurate report on the financial position of 'the club' at management committee meetings, which will be endorsed by the chair.
- 8.6 The treasurer / secretary will ensure that 'the club' maintains appropriate and adequate insurance to cover the activities of 'the club'.
- 8.7 Any surplus income will be reinvested in 'the club'.
- 8.8 At least twice yearly (inclusive of the AGM) 'the club' will provide a financial summary to the members on 'the club's financial position.
- 8.9 The financial accounts relating to 'the club' will be independently examined each year; 'the club' will seek the services of a financial professional to conduct this service on behalf of 'the club' for an agreed fee.
- 8.10 A statement of annual accounts will be presented by the treasurer at the annual general meeting.
- 8.11 The assets and funds of 'the club' cannot be used for the direct or indirect private benefit of members or officers of 'the club'.

9. General meetings

- 9.1 For the purposes of general meetings, where members are under the age of 18 years, a parent / guardian (one per member) will have the right to attend and vote at general meetings on behalf of 'the club' member.
- 9.2 The annual general meeting of 'the club' will be held no later than the end of October each year. Notice of the annual general meeting (AGM) will be given by the secretary with at least 21 clear days' notice to be given to all members.
- 9.3 Members must advise the secretary in writing of any other business to be moved at the AGM at least 14 days before the meeting. The secretary will circulate or give notice of the agenda for the meeting to members no less than 7 days before the meeting.
- 9.4 The business of the AGM, as a minimum, will be to:
- Confirm the minutes of the previous AGM and any general meetings held since the last AGM
 - Receive the statement of accounts for the year from the treasurer
 - Receive the annual report of the committee from the secretary / chair
 - Elect the officers of 'the club'
 - Review club subscription rates and membership categories and present them for the forthcoming year
 - Conduct such other business received in writing by the secretary from members prior to the meeting and included on the agenda.
- 9.5 Nominations of candidates for election as officers will be made in writing to the secretary at least 14 days in advance of the AGM.
- 9.6 All members have the right to vote at the AGM, and voting will take place by a show of hands.
- 9.7 The quorum for AGMs will be 20% of membership.
- 9.8 The management committee has the right to call special general meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM.
- 9.9 The management committee has the right to call general meetings outside of the AGM to provide members with an in-year update on 'the club's business.
- 9.10 Members have a right to make a request to the management committee to call a general meeting on consensus of 20% of membership.

10. Discipline and appeals

- 10.2 'The club' has in place robust policies and procedures to deal with the behaviour and discipline of all members of 'the club'. The procedures outlined within these policies / procedures should be followed when dealing with the following:
- 10.2.1 All official complaints regarding the behaviour of members or officers should be submitted in writing to the secretary.
- 10.1.2 The management committee will meet to hear complaints within 14 days of a complaint being lodged. The management committee has the power to take appropriate disciplinary action, in line with relevant policies, including the termination of membership or officer role.

10.1.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member / officer against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the management committee following disciplinary action being announced. The committee will appoint an appeals committee who should consider the appeal within 14 days of the secretary receiving the appeal.

11. Dissolution

11.1 A notice of intended dissolution of ‘the club’ stating the reasons why must be made to the secretary formally in writing. The secretary and other officers will then decide on the date of a special general meeting if this has not been provided as part of the AGM. As much notice as possible of the meeting will be given to members.

11.2 A resolution to dissolve ‘the club’ can only be passed at an AGM or SGM through a majority vote of the membership.

11.3 In the event of dissolution, any funds of ‘the club’ will be used to pay any existing debts. Funds and / or assets of ‘the club’ that remain will be returned to their providers, or if this is not possible will be donated to a charity or not-for-profit group at the discretion of the management committee.

12. Amendments To The Constitution

12.1 Any amendments to this constitution must be notified to the secretary in writing. The secretary and other officers will then decide if this will be presented at the AGM or if an SGM will need to be called. In the event of a SGM as much notice as possible of the meeting will be given to members.

12.2 The constitution will only be changed through agreement by majority vote at an AGM or SGM.

13. Declaration

13.1 The Lammas Ice-skating club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and officers.

Signed:

Date:

XXXXXXXXXXXX

Julia Sumner – Lammas Ice-skating Club Chair

Signed:

Date:

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Peter Steele – Lammas Ice-skating Vice Chair