

THE SHEFFIELD ICE SKATING CLUB CONSTITUTION

1. The Club shall be called the Sheffield ice Skating Club.
2. The object of the Club shall be the promotion of Ice Dance and Figure Skating (including synchronized). The Club shall be affiliated to the National Ice Skating Association of the United Kingdom.
3. The Club shall raise funds to be used for the development and promotion of ice skating including off-ice training, bursaries, training equipment as decreed appropriate by the Sheffield ice Skating Club Committee.
4. All equipment and assets bought for the benefit of the Club (e.g. computers, training equipment) shall remain the property of the Club and be properly accounted for.
5. The Club will consist of the following sub-sections:
 - a. Child Protection
 - b. Fundraising/Social
 - c. Skater Development
 - d. Competitive Events
 - e. Elite Skaters Development
 - f. Publicity/Website/Communications

Other sub-sections will be added as required.

MEMBERSHIP

6. The membership of the Club shall be confined to eligible persons as defined by the National Ice Skating Association of the United Kingdom.
7. Membership of the Club shall comprise of the following categories:-

Junior Active Membership non-voting
Senior Active Membership with voting rights
Senior Non Active Membership with voting rights

Active Member: Entry to the rink and skating privileges during Sheffield ice Skating Club sessions subject to payment of academy fees and patch ice as set out by iceSheffield. It is clearly understood that because of the diverse nature of ice skating, some academy times are given over to the exclusive use of certain disciplines, dance, free, competitions, Showtime etc. However, full members are encouraged to participate in every section of the Club. Senior Active members over the age of 18 are eligible to vote at any AGM or SGM and are also eligible for election to the committee.

Senior Non Active Member: Non skating members over the age of 18 who are eligible to vote at any AGM or SGM and are also eligible for election to the committee.

8. Junior Members (under the age of 18 years) are not eligible to vote at an AGM or SGM. However, they are permitted a Parental Vote.

THE SHEFFIELD ICE SKATING CLUB CONSTITUTION

The Parental vote is restricted to one per family, i.e. if there are one or more Junior members in a family then one (1) vote is allocated to that family. The eligible voter MUST be the parent/guardian who is the signatory on the Junior Membership Form(s). This confirms that the signatory agrees to abide by the Club's Rules, Policies and Constitution.

For the parent to exercise the right to vote, the parent MUST:

- a) Register their wish to use the allocated vote at the commencement of each Club year (no later than May 31st)
- b) Be present at the AGM or SGM
- c) Be prepared to volunteer at Club and NISA events (a current valid CRB check may be required); this will be a minimum of two events per Club year

Parental Voters are eligible to be co-opted on to the Club's Committee (Senior non-Active Membership is then required)

If the signatory on the Junior Membership Form is a Senior Active Member, it is deemed that the family already has a representative vote and therefore only the Senior Active Member vote is valid.

9. Skaters will be invited to join the Sheffield ice Skating Club at the same time as being invited on the iceSheffield Development Team or the completion of Skate UK Bronze, Silver & Gold.
10. All members will be eligible to:-
 - Take part in any Club run events such as annual closed competitions
 - Be eligible for skating in team events
 - Attend Sheffield ice Skating Club social events
 - Attend any masterclasses, or pre-championships training sessions arranged by the Club
11. All classifications of membership are to be regarded as members of the Sheffield ice Skating Club.
12. Applications for Club membership shall be made on an application form.
13. Members' subscriptions become due on the 1st May each year, in full.

COMMITTEE

14. The Committee shall comprise of a minimum of 5 and a maximum of 8 elected members, three of which will be officers, Chairman, Secretary and Treasurer. The Chairman will have a casting vote if required. The Committee will be elected at the AGM.
15. Sudden vacancies will be filled at the time they occur unless an AGM is imminent and will be at the discretion of the Committee. Election will be by ballot of committee members. A new member or Officer so elected will serve only until the next AGM.
16. Three members shall constitute a quorum, **one to be an officer**.
17. The Committee may appoint sub-committees or working parties to deal with specific areas of club business at its discretion. Such sub-committees or working parties shall report to the Club committee.

THE SHEFFIELD ICE SKATING CLUB CONSTITUTION

18. The committee may co-opt additional members up to a maximum of three, with power to vote.
19. The committee shall meet not less than twice each year.
20. The Secretary shall inform all concerned of the time, date and venue of the committee meeting, giving not less than seven days' notice.
21. At a Committee Meeting the Chairman if present will normally take the Chair. In their absence the Chair will be taken by another officer or committee member as decided by the meeting.
22. At each committee meeting the Secretary shall keep minutes which shall be circulated prior to the next meeting and agreed at that meeting.
23. The committee shall have the authority to warn, suspend or expel any member should the conduct of the member be such that it brings the club into disrepute. All written complains should be investigated and all parties will be invited to explain their position on the grievance. Any member alleged to have acted in such a manner shall be so informed in writing by the Hon. Secretary and be asked to attend a meeting of the committee to give an explanation before any disciplinary action is taken.
24. If the committee decides that the conduct of the member warrants suspension or expulsion, the member may submit a written appeal to the Chairperson against the decision of the Committee for consideration by a Special General Meeting. The decision of such a Special General Meeting is final
25. The committee has the authority to organise closed ice skating competitions or social events as it thinks appropriate. Open competitions organised by the Club shall conform to the rules of NISA in force at the time.
26. The committee has the authority to decide any matter not covered by this constitution.
27. All Club Officials will be required to sign up to the NISA Code of Conduct for Officials.
28. The Club will comply with the NISA Child Protection Procedures Manual.

GENERAL MEETINGS

29. The Annual General Meeting of the Club shall be held between June and September each year.
30. A notice giving the date, time and location of the AGM shall be sent or made available to all members one month prior to the AGM. The notice shall inform members that any proposals for the AGM Agenda must reach the Secretary two weeks prior the AGM.
31. The Agenda and **any proposals** for the AGM shall be displayed on the Sheffield ice Skating Club Notice Board one week prior to the AGM.
32. At the AGM, business discussed shall include:
 1. Report of the Chairman

THE SHEFFIELD ICE SKATING CLUB CONSTITUTION

2. Report of the Treasurer and the presentation of the audited accounts
 3. Election of the Committee for the year
 4. The elected Committee will then elect the officers for the coming year.
 5. Agenda proposals
 6. Appointment of auditors for the ensuing year
33. Voting at the AGM shall be members of 18 years and over by a show of hands or by secret ballot at the discretion of the Chairman of the meeting unless a majority of those present and eligible to vote request a secret ballot before the vote is taken.
34. Except for items of Special Business (rule 24) proposals shall be decided by a simple majority of members present and voting. Abstentions will not count as a NO vote. Proposals constituting special business shall be decided by a majority of 75% of the votes cast.
35. A Special General Meeting 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 venue and the agenda of the SGM.
36. On the receipt of a written request from not less than 30% of the voting members stating the purpose for which the meeting is called, the Hon Secretary shall convene a Special General Meeting to take place within one month of the request. Should the SGM not be convened within the specified time, the members submitting the request may themselves convene the SGM.
37. At a Special General Meeting no business other than that specified in the notice of the meeting shall be discussed and voted on.
38. Special business at a General Meeting shall consist of:-
- Proposals to amend the rules of the Club
 - Disciplinary procedures
39. No alteration may be made to these rules other than at the Annual General Meeting or Special General Meeting. Any proposals to alter these rules shall be set out in full on the agenda for the meeting.
40. Any proposal to dissolve the Club shall only be moved at the Annual General Meeting or a Special General Meeting called for that purpose. Any assets remaining after all debts and liabilities have been met shall be used for the furtherance of ice skating in a manner decided by the General Meeting. The officers at that time will be responsible for winding up the affairs of the Club.
41. The Club may invite a suitable individual to be Honorary President. This position will be discussed at the first AGM.

THE SHEFFIELD ICE SKATING CLUB CONSTITUTION

FINANCE

42. The financial year of the Club shall be from 1st May to 31st April following. Club funds shall be administered by the Treasurer and the Committee.
43. A current bank account will be opened in the name of the Club and the authorised signatories on the club cheques shall be the Treasurer and any other appointed officer.
 - a. In addition, the Treasurer, Secretary and Competition Secretary shall be issued with debit cards and registered for internet banking
44. In addition, an interest bearing account will be opened into which funds will be transferred as appropriate.
45. The Treasurer shall keep proper accounts of all income and expenditure and submit an audited statement of accounts at each Annual General Meeting. Only properly receipted invoices and expenses claims agreed in advance by the Committee will be paid or reimbursed from Club funds.
46. The Club Accounts shall be audited each year by one Club Member and an independent person deemed to be qualified to act in this capacity appointed by the committee and who shall not be officers or committee members.
47. Incumbent Officers, Committee members, sub-committee members 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 clubs behalf except when such loss arises by wilful default or negligence. Any such liabilities extend to past officers, committee members, sub-committee members or working party members for accountabilities during their tenure.
48. The Club will take out public liability insurance as recommended by NISA through Perkins Slade or the insurance broker recommended by NISA.
49. Any person making use of the Club facilities or attending a club function does so at their own risk.

STANDING ORDERS

Subscription rates shall be as follows:-

Junior / Senior Active Member - £10.00 per annum

Non Active Member only - £10.00 per annum

These amounts may only be altered at an AGM or SGM.