



CONSTITUTION

MIDLAND SKI CLUB

1 NAME

- 1.1 The Club shall be called the Midland Ski Club (the Club) and will be affiliated to Snowsport England (SSE) or subsequent governing body for snowsports in England.

2 AIMS AND OBJECTIVES

The aims and objectives of the Club will be:

- 2.1 To offer recreational, coaching and competitive opportunities in all snowsports.
- 2.2 To promote the club within the local community and within the skiing family.
- 2.3 Ensure a duty of care to all members by adopting and implementing Snowsafe Children and Young People and Snowsafe Adult policies and any future versions thereof.
- 2.4 To provide all its services in a way that is fair to everyone.
- 2.5 To ensure that all present and future members receive fair and equal treatment.

3 MEMBERSHIP

- 3.1 Membership shall be open to anyone upon application and on payment of the appropriate subscription provided such application is approved by the committee.
- 3.2 All members will be subject to the regulations of this constitution and by joining the club will be deemed to accept these regulations and the following policies and any future versions thereof as listed on the SSE's and the MSC's websites: -
- SSE's Code of Conduct
 - SSE's Policy on Safeguarding Children & young people-Snow Safe
 - SSE's Policy on Safeguarding Adults-Snow Safe
 - SSE's Equality Policy
 - Any other policy deemed appropriate to be endorsed by the committee

3.3 Members will be enrolled in one to the following categories:

3.3.1 Individual

3.3.2 Family – all adults and juniors living at the same address

3.3.3 Junior (supported by a responsible adult) – under eighteen years old on 1st October for season of application

3.3.4 Student – in full time education, i.e. for more than sixteen hours per week

3.3.5 Honorary – decided upon by the Committee

4 MEMBERSHIP FEES

4.1 Membership fees will be set annually and agreed by the Committee and then ratified at the Annual General Meeting. Fees will be payable annually from 1st October each year. Membership fees for new members joining after 1st April will be half price.

4.2 Any member who has not paid their subscription for the year (i.e. 1st October/30th September of the following year) by 1st January shall be deemed to have resigned from the Club.

4.3 Membership shall be terminated:

4.3.1 By resignation (including above).

4.3.2 By a two-thirds majority decision of the Committee. The Committee shall not be required to give any reason for such decision.

4.3.3 By non-payment of subscription by 1st January.

4.4 Termination of membership for whatever reason shall not entitle the member concerned to any refund of subscription or other monies paid to the Club; however the Committee may at their discretion make refunds.

5 MANAGEMENT OF THE CLUB

5.1 The Officers of the Club shall be:

5.1.1 Chair (*or Joint Chairs with no Vice-Chair appointed)

5.1.2 Honorary Secretary

5.1.3 Honorary Treasurer

Other Committee members may include:

5.1.4 *Vice-Chair

5.1.5 Race Manager

5.1.6 Publicity Officer

5.1.7 Volunteer Coordinator

5.1.8 Membership Secretary

5.1.9 Head Coach

5.1.10 Welfare Officer

5.1.11 Any other relevant position

- 5.2 The President of the club shall be elected by the Committee (ex-officio).
- 5.3 The Committee shall have the power to co-opt not more than four other Club Members.
- 5.4 The Committee shall have the power to fill casual vacancies in their number occurring during the year.
- 5.5 The Officers and Committee members shall be elected annually at the Annual General Meeting (AGM).
- 5.6 The President shall be proposed by the committee at the AGM and their appointment ratified by members present.
- 5.7 Retiring Officers and Committee members are eligible for re- election.
- 5.8 Nominations shall be received in writing or by Email to the Honorary Secretary for the Committee members up till the actual commencement of the elections at the AGM.
- 5.9 Nominations for the Officers, a minimum of seven days before the advertised date of the AGM, by the Honorary Secretary with the prior consent of the nominee. All nominations shall include the details of the proposer and seconder.
- 5.10 Elections shall be by ballot of members present if more than one nomination is received for any vacant post.
- 5.11 Officers, elected Committee members and their proposers must be members of the Club of at least one year standing.
- 5.12 The Committee will meet at least three times a year. A quorum will consist of five members of the Committee of whom one must be an Officer and one other an elected member.
- 5.13 The Chair will have a second, casting vote, at all meetings of the Club or the Committee, in the case of Joint Chairs only the Chair taking the meeting has the second, casting vote.
- 5.14 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 5.15 The Committee will have power to appoint Sub-committees as necessary and appoint advisers as necessary to fulfil its business.
- 5.16 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.

6 FINANCE

- 6.1 The Committee shall ensure that adequate accounting records are kept, in particular, these shall contain:
- (a) entries from day to day of all sums of money received and expended by the Club and the matters in respect of which the receipt and expenditure takes place; and
 - (b) a record of the assets and liabilities of the Club.
- 6.2 The accounting records shall be kept by the Honorary Treasurer and shall be available for inspection by the Committee at any time. No Club Member has any right to inspect any accounting records of the Club unless authorised to do so by the Committee. The accounting records of the Club shall be preserved for at least six years from the date on which they are made.
- 6.3 The financial year of the Club shall end on 31 March. For each financial year, the Treasurer shall prepare the annual financial statements of the Club for that financial year comprising: a balance sheet as at the last day of the financial year and an income and expenditure account, giving a true and fair view of the Club's financial position. The Club's annual financial statements shall be approved by the Committee and signed on behalf of the Committee by the Chair and Treasurer of the Club.
- 6.4 An Independent Examiner shall be appointed by the Committee and confirmed at the AGM. The Independent Examiner shall have the necessary knowledge and experience to carry out their duty. The Independent Examiner's Report will be attached to the Club's financial statements.
- 6.5 Copies of the Club's annual financial statements for each financial year shall be available to all persons entitled to attend the Annual General Meeting at least 21 days prior to the meeting.
- 6.6 The Committee shall have power to open Bank Accounts and all cheques issued by the Club must bear the signature of an officer of the Club, authorisation to spend must be received via email from a second officer of the club to ensure the integrity of such actions and all credit/debit and bank transfer payments must be similarly authorised.
- 6.7 The Club is authorised to pay reasonable expenses to its Officers or other members duly authorised by the Committee.
- 6.8 Any real property belonging to the Club shall be vested to nominated persons appointed by the Committee and any vacancy shall be filled by the Committee. A nominated person may be removed by a two-thirds majority of the Committee present at a meeting. The nominated persons shall be indemnified by the Club against any liability properly incurred in connection with the performance of their functions as nominated persons.

7 MINUTES

- 7.1 The Honorary Secretary shall keep Minutes of all Committee and General Meetings. These shall be approved by the Chair at the following meeting.
- 7.2 Any sub-committees formed must appoint a secretary who will keep minutes of all such meetings with copies being sent to the main Committee.
- 7.3 The minutes of the previous Annual General Meeting shall be presented at the Annual General Meeting each year.

8 GENERAL MEETINGS

- 8.1 The AGM shall be held each year, with at least twenty-eight days' notice of the date being given to members in writing by the Honorary Secretary.
- 8.2 The AGM will receive a report from officers of the Committee and a statement of the independently verified accounts.
- 8.3 Nominations for Officers of the Committee will be sent to the Honorary Secretary prior to the AGM.
- 8.4 Elections of Officers and Committee members will take place at the AGM. All members over 18 have the right to vote.
- 8.5 The quorum for AGMs will be 5% of the members.
- 8.6 Voting will be by a show of hands determining a simple majority unless otherwise required by the Constitution; or unless a ballot is demanded by not less than ten members. In such event, ballot papers shall be posted to all members within fourteen days for the purpose of determining the ballot within twenty-eight days of its being demanded. Voting is based upon one member one vote, parents or guardians of junior members are able to act (speak, vote, propose or second) in the interest of the junior member, strictly on the basis of one member one vote.
- 8.7 The Committee or at least 5% of the members have the right to call Extraordinary General Meetings (EGMs) outside the AGM. The Honorary Secretary shall have 14 days in which to call the EGM following such a request and that meeting must be held within 28 days of the meeting being called.

9 DISCIPLINE AND APPEALS

- 9.1 All complaints regarding the behaviour of members should be submitted in writing to the Honorary Secretary.
- 9.2 The Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.3 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 fourteen days of the hearing.
- 9.4 There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within fourteen days of the Honorary Secretary receiving the appeal.

10 AMENDMENTS TO THE CONSTITUTION

The Constitution will only be altered by a two-thirds majority vote at an AGM or EGM. Notice of proposed amendments to the Constitution, signed by the Proposer and Seconder, shall be submitted to the Honorary Secretary in writing not less than twenty-one days before the Meeting at which they are to be proposed. Such amendments shall be notified to all members in writing not less than fourteen days before the appropriate Meeting

11 DISSOLUTION

A motion to dissolve the Club may only be made at an AGM or EGM through a majority vote of the members present. If such a motion is carried, the Club's assets and property (*if any*) shall be disposed of in accordance with the Club's aims either for charitable purposes or for other purposes in connection with snowsports. If the members in meeting fail to decide on such purposes, the purpose shall be decided by board or committee of the national governing body for snowsports, to the intent that no member of the Club shall receive any of the funds, assets or property by virtue of their membership.

12 POLICY ON OFFERS OF FREE HOLIDAYS

- 12.1 It will be the policy of the Club that no free or cut-price holiday place offered to the Club or an individual member as representative of the Club shall be accepted by any member unless it has been first offered to as many members as is possible in the time available, through the Newsletter, at club meeting or at coaching sessions whichever is the most practicable.
- 12.2 In the event of more than one member wishing to accept an offer lots shall be drawn or a competition held to decide the recipient. No previous recipient of such an offer in any membership year shall take part in the future draw or competition. An exception to this policy shall be made in the case of a Holiday Organiser who may accept a place on a promotional trip, the prime purpose of which is to inspect facilities with a view to organising a future Club Holiday to the resort concerned.

13 INTERPRETATION

Any disagreement on the interpretation of this Constitution or any matter not provided for herein will be decided upon by the Committee whose decision will be final and binding.

14 DECLARATION

Midland Ski Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

SIGNED: - _____ DATE: - _____

NAME: - _____

POSITION: Club Chair

SIGNED: - _____ DATE: - _____

NAME: - _____

POSITION: Club Honorary Secretary