

CONSTITUTION

July 2019



1 Name of Club

The club will be called Moray Figure Skating Club (hereinafter will be referred to as the Club) and may also be known as MFSC. The Club will be an unincorporated, non-for-profit organisation affiliated to British Ice Skating (BIS).

2 Mission statement

The Club's mission is to promote, develop and support ice skating within a safe and constructive environment that provides participants the opportunity to fulfil their potential and personal goals, within a recreational, fitness or competitive activity.

3 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and development opportunities in Ice Skating for all levels of participation.
- To promote Ice Skating within the local community.
- To ensure a duty of care to all members of the Club.
- To provide all of its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

4 Powers

It shall be in the Club's powers to raise funds; access grants; obtain/ collect/ receive contributions for fees and subscriptions; to affiliate to a national governing body; to do lawful things to further the aims.

5 Membership

- (a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in Ice Skating, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories
 - i. Full Member
 - ii. Junior Member
 - iii. Student Member
 - iv. Pre-member

Definitions for each category of membership can be found in our Membership Policy.

- (c) All members will be subject to the regulations of this constitution and by joining the Club will be deemed to accept these regulations and codes of practise that the Club has adopted and the policies and rules of British Ice Skating.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (f) All members must compete in the figure skating discipline for MFSC.

CONSTITUTION

July 2019



6 Sports Equity

- (a) The Club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment and abuse.
- (b) All Club members have a responsibility to oppose discriminatory behaviour and to promote equality of opportunity.
- (c) The Club will investigate any reported incidence of discriminatory behaviour promptly and, where appropriate, the disciplinary policy will be followed.

7 Committee

- (a) The affairs of the Club shall be conducted by a Committee which should consist of:
 - i. Chair
 - ii. Treasurer
 - iii. Secretary
 - iv. Child Protection Officer
 - v. Any other officer appointments agreed at Annual General Meeting and decided on an annual basis.
 - vi. Ordinary committee members
- (b) The Executive Committee shall be comprised of 5(a) i, ii, iii, iv and v; 'Officers'
- (c) Committee members are limited to holding only one of the aforementioned officer's roles at any given time.
- (d) All Committee members must be either members of the Club or a junior member's representative.
- (e) The committee shall consist of no less than five and no more than twelve.
- (f) The quorum required for business to be agreed at committee meetings will be five.
- (g) The term of office shall be for one year, and members shall be eligible for re-election.
- (h) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (i) Committee members demitting from office at the Annual General Meeting shall be deemed continuing committee members in the event of not enough committee members being appointed to the quorum and must include the executive committee.
- (j) Members continuing under clause 5(i) will only be effective until a new committee is appointed at Special General Meeting called no later than 8 weeks from the Annual General Meeting.
- (k) The Committee will be responsible for adopting and reviewing policies, codes of practise and rules that affect the organisation of the club.
- (l) The Committee will have powers to appoint any advisors to the Committee as necessary to fulfil its business. Non members appointed in an advisory capacity will hold no voting rights.
- (m) The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking action of suspension or discipline following such hearings.
- (n) The Committee meetings will be convened by the Secretary of the Club and be held no less than four times per year.
- (o) Whenever a committee member finds that there is a personal interest as defined in sub clauses 5(r) and 5(s), they have a duty to declare this to the committee meeting in question.
- (p) A committee member must not vote at a committee meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the Club.

CONSTITUTION

July 2019



- (q) It will be up to the Chairperson of the meeting in question to determine:
- i. Whether the potential or real conflict simply be noted in the Minutes of any relevant meeting or:
 - ii. Whether the committee member in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter or:
 - iii. Whether the committee member in question should be required to be absent during that particular element of the meeting. Where a committee member leaves, or is required to leave, the meeting they no longer form part of the quorum for that meeting.
- (r) A committee member will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.
- (s) An interest held by an individual who is “connected” with the committee member (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that committee member.

8 Policies, Procedures and Documents

The Club shall have in place:

- Disciplinary Procedure
- Social Media Policy
- Child Protection Policy
- Complaints Procedure
- Equalities Policy
- BIS’ Coach’s Code of Ethics
- Finance policy
- Membership Policy
- Sub Committees Terms of Reference
- Privacy Statement
- General Data Protection Regulations (GDPR) Policy
- General operating procedures
- Codes of Conduct

9 Finances

- a. The Club Treasurer will be responsible for the finances of the Club.
- b. The financial year of the Club will run from 1st April to 31st March.
- c. All Club monies will be banked in an account held in the name of the Club.
- d. An examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- e. There must be at least three signatories to the accounts:
 - i. Treasurer and
 - ii. Chair and
 - iii. Secretary and
 - iv. any other committee member as agreed at committee
- f. Any transactions drawn against Club funds should be approved by the Treasurer plus another signatory neither of whom should be the payee.

CONSTITUTION

July 2019



- g. The Officers, Committee members, Sub -Committee 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 arises from wilful default.
- h. Funds will be devoted to the objectives of the Club.

10 Annual General Meetings and Special General Meetings

- a. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b. The Club shall hold the Annual General Meeting (AGM) in the months of May or June to:
 - i. Approve the minutes from the previous year's AGM.
 - ii. Receive reports from the Chairperson.
 - iii. Receive a report from the Treasurer and approval of the examined Annual Accounts.
 - iv. Elect a new Committee then, from those elected, appoint the Officers on the Committee.
 - v. Agree the membership fees for the following year.
 - vi. Resolution of amendments to the Constitution.
 - vii. Set dates for the review of Club policies and procedures.
 - viii. Prior notice for the submission of resolutions will be given with at least 21 clear days' notice to all members.
- c. Notice of the AGM will be given by the Club Secretary with at least 28 clear days' notice to be given to all members.
- d. Notice of every members' meeting must be given to all members of the Club, and to all the committee members; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- e. All eligible members have the right to vote at the AGM and SGMs.
- f. The quorum for AGMs and SGMs will be no less than 10% of the membership as defined in the membership policy.
- g. The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- h. 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.
- i. A Special General Meeting (SGM) shall be called by an application in writing to the Secretary supported by at least 20 members of the Club. The committee shall also have the power to call an SGM by decision of a simple majority of the committee members. In both cases the SGM must be held within 6 weeks of this notice being given.
- j. All procedures shall follow those outlined above for AGMs.
- k. The references to "clear days" in clauses (a), (c), (e) and (f) shall be taken to mean that, in calculating the period of notice, the day the notice is posted, and also the day of the meeting, should be excluded.

11 Amendments to the Constitution

The constitution will only be changed through agreement by majority vote of attending eligible members at an AGM or SGM.

CONSTITUTION

July 2019



12 Child Protection

All concerns, allegations or reports of poor practise/abuse relating to the welfare of children and young people participating in Club activities will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and procedures. The Child Protection Officer is the lead contact for all members in the event of any child protection concerns. All Child Protection enquiries should be directed to the elected Child Protection Officer directly or via the CPO@morayfigureskatingclub.co.uk email in the first instance.

13 Complaints

All complaints should be presented and submitted in writing to the Secretary in accordance with the Club's Complaints Procedure and will be investigated per said Procedure.

14 Dissolution

Any resolution to dissolve the Club will only be considered at a Special or Annual General Meeting provided that:

- The terms of the proposed resolution are received by the Secretary at least 42 clear days before the meeting at which the resolution is to be brought forward, and that
- At least 28 clear days notice 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.

If upon winding up of dissolution of the Club there remains after the satisfaction of all of the Club's debts and liabilities any property whatsoever, the same shall be given to some charitable objects.

15 Declaration

MFSC hereby adopts and accepts this constitution as a current guide regulating the actions of members.

Signed _____	Signed _____
Name _____	Name _____
Position _____	Position _____
Date _____	Date _____