

# Deeside Ice Skating Club

## Rules and Constitution

### TITLE

1. The name of the Club shall be "The Deeside Ice Skating Club" (DISC), hereafter referred to as "The Club" which shall be based at the Deeside Leisure Centre, Queensferry in North Wales.

### AIM

2. The aim of the Club shall be to promote and maintain a practical interest in figure skating and the promotion of a good social atmosphere.
3. The Club shall be affiliated to the National Ice Skating Association (NISA) and IceSkateWales. The rules of both these organisations, so far as they apply to the Club as an organisation and to its members as individuals, shall be observed. All full members of DISC are automatically members of IceSkateWales.

### MANAGEMENT AND CONTROL

4. The management and control of the Club shall be vested in the Annual General Meeting, Extraordinary General Meetings, the Committee and its Officers.

### MEMBERSHIP AND SUBSCRIPTIONS

5. Membership shall be confined to eligible persons as defined by the National Ice Skating Association. Acceptance of membership of the Club shall bind each member to accept these rules and observe them as a condition of membership. The minimum standard of skating required by members shall be decided each year at the Committee's discretion.

6. There shall be 4 types of membership:-

a) **Full Membership** – these members have access to all Club activities and programmes without further cost with the exception of:-

- i) Club competitions, whereupon a nominal entry fee will be charged to cover judges' costs
- ii) Show productions, whereupon a contribution towards production costs may be required and
- iii) Open competitions organised by DISC, whereupon relevant entry fees will be as published.

Full members may enter all Club events and competitions, subject to any ISU/NISA eligibility requirements that may apply to these events and competitions and subject to specific rules that may be devised by the committee, which will be clearly posted prior to the event or competition. Full members, who are 16 years of age or over have voting rights.

b) **Non-skating Membership** – these members have voting rights if they are 16 years of age or over, and may attend all Club sessions. They do not hold any skating rights, unless they wish to take part in an on-ice Club fund-raising event, in which case the Club's published skating fee for that event would apply.

This membership is required by parents or guardians of members less than 14 years of age as at 1<sup>st</sup> May each year. At least one parent or guardian must be nominated as a Non-skating member, unless they have joined as a Full or Associate member.

c) **Associate Membership** – these members pay a reduced annual fee and may attend Club sessions with full skating rights, whereupon an additional charge per session will apply. Associate members are not eligible to take part in Club shows. Associate members are not eligible to vote. Associate members under the age of 14 must be accompanied by a parent or guardian, who will be required to join as a Non-skating member.

d) **Honorary Life Membership** – see rule 10.

7. Each child member under the age of fourteen must have at least one named adult member to act as a chaperone during Club activities. Any and all parents or guardians who intend to act as such a chaperone must sign the relevant section of part 3 of their child's Code of Conduct form.

8. All applications from those seeking to become Members of the Club shall be subject to approval by the Committee. The Committee may refuse an application at their absolute discretion, without giving reasons. If they so wish, the Committee may delegate this function to one member of the Committee, to be known as the Membership Secretary who will act in accordance with criteria decided by the Committee. However, no individual shall be refused Membership without reference to the Committee.
9. Subject to rules 12 and 13, existing Club members applying for continuance of their membership at the commencement of the new membership year will automatically have such membership granted on payment of the relevant subscription fee.
10. The Committee may nominate, and the Annual General Meeting endorse, Life Members to honour those skaters who have given outstanding meritorious service to the Club. Such Members may not, subject to Rule 11 below, have their Life Membership revoked and shall not be required to pay a subscription. Such members shall have the privileges of Full Membership.
11. The Committee shall, at its absolute discretion, have the power to suspend or expel any Member failing to comply with this constitution, or for any serious misdemeanour likely to bring the Club into disrepute, or behaving in such a manner as to be to the detriment of other Club Members. The decision to suspend or expel the member shall be by a majority of two thirds of those committee members present. Following such a decision:-
  - a) The Committee shall inform the member in writing of the reasons for its proposed disciplinary action. Before any sanction is imposed the member shall have the right to explain his/her conduct either in writing to the Committee or at a Committee Meeting, or both, as appropriate.
  - b) If the Committee upholds its decision to suspend or expel the member, the member shall have the right to appeal to an Extraordinary General Meeting of the Club, called for this specific purpose by the Secretary, at the request of such a member.
  - c) This does not place the Committee under any obligation to refund the whole or part of the member's subscription, which may still be current.
12. Subject to rule 14 members shall pay an annual subscription, due on 1<sup>st</sup> April each year, at the rate determined at the Annual General Meeting of the Club for the ensuing year. Members failing to renew their Membership by payment of the appropriate annual subscription by 1<sup>st</sup> May each year shall forfeit all Membership rights until a further Membership application has been accepted in accordance with Rule 8.
13. The financial and membership year shall commence on the 1<sup>st</sup> April and end on 31<sup>st</sup> March. Subscription fees for Full Club members shall be paid thus:-
  - a) in one annual payment, payable by 1<sup>st</sup> May
  - b) in two half yearly payments, the first by 1<sup>st</sup> May and the second by 1<sup>st</sup> October
  - c) in twelve monthly payments with the first payment starting in April.

Subscription fees for Associate or Non-skating members shall be paid in one instalment by 1 May for continuing members, or at the time of joining for new members.
14. Individuals, who join the Club as Full Members after the membership year has started, shall pay a proportion of the annual subscription fee. The proportion shall be equal to one twelfth of the annual subscription fee for every month and part-month remaining in the membership year at the time of joining. There are no proportional payments for individuals joining as Associate members or Non-skating members at any time during a membership year. Proportional payments shall be paid in one of the following ways: -
  - a) in a single payment, payable upon joining.
  - b) in two payments – the first payable upon joining and covering membership up to 30th September, and the second payable by 1st October, covering membership from 1 October to 31st March.
  - c) in monthly payments, starting with the month of joining.

15. No member of the Club shall remain a member of the Club and/or enjoy any of the privileges of the Club if his or her subscription remains unpaid to the Club for one calendar month after becoming due or if s/he ceases to qualify as a member of the Club.

#### **VISITORS AND GUESTS**

16. Members may introduce a Guest to Club facilities at the discretion of a Committee member up to 4 occasions per guest in any one year, and on payment of the appropriate guest fee, after which a Membership application in accordance with Rule 6 shall be required. The guest intending to skate must have the appropriate level of skating (Rule 5). No person shall be introduced as a guest who has been expelled or suspended from membership of the Club or whose presence or conduct is considered by the Committee as objectionable, undesirable or prejudicial to the interests of the Club or of its Members. The appropriate guest fee shall be decided by the Committee.

#### **THE COMMITTEE AND OFFICERS**

17. The management and control of the Club between Annual General Meetings shall be vested in a Committee comprising the Officers and at least 5 but not more than 11 Full, Non-skating or Honorary Life Members. Members of the committee must be over the age of 16 years. The Officers shall be Chair, Vice Chair, Secretary and Treasurer. The President and Vice President of the Club are honorary positions.
18. The Committee shall have the power to:-
  - a) Co-opt additional Members in an advisory capacity or to fill vacancies that occur during its term of office subject to no objection being received, in writing, by the Secretary from Club members after displaying the proposed members' names on the Club notice board for two consecutive weeks
  - b) Rule on any matter not covered by this Constitution or Club rules;
  - c) Appoint sub-committee(s) of members of the Club as required. Each sub-committee shall have one Committee member delegated to attend all its meetings and such Committee member would normally be the Chair of the sub-committee and would report at the next Committee meeting.
19. In matters of urgency only, an officer of the Club shall be empowered to act on behalf of the Committee, but must give full account of the circumstances at the next meeting.
20. The Committee shall meet at such times as it may determine, but not less than six times each year.
21. The Secretary shall maintain Minutes of all Annual General, Extraordinary General and Committee Meetings, draft copies of which shall be circulated to Committee members no later than two weeks after each meeting.
22. The Secretary shall maintain an accessible file containing copies of minutes for members to review should they so wish.
23. The Committee shall represent the best interests of the majority of its members and shall seek regular discussion and feedback from the Club members.
24. Committee meetings shall be called by the Chair or Secretary or on requisition signed by three or more Committee members. Half of the members, subject to a minimum of 5, of the Committee shall form a quorum at Committee meetings.
25. In the event of a Committee member failing to attend three consecutive meetings of which that person has been notified, without presenting a reasonable excuse in writing to the Committee, that person may, at the discretion of the Committee, be considered to have resigned from the Committee.
26. In the absence of the Chair or Vice Chair from a Club or committee meeting the members present shall appoint a Chair for the meeting.
27. In the event of an equal number of votes at a committee meeting or an Annual General Meeting or an Extraordinary General Meeting of the Club the Chair shall have a further or casting vote.

## **ANNUAL GENERAL MEETING**

28. The Annual General Meeting of the Club shall be held during April each year, and at least 28 days notice of the date, time, venue and agenda shall be given by the Secretary to all members, whether voting or non voting members. All members shall be entitled to attend but only Full, Non-skating and Honorary Life Members aged 16 and over may vote.
29. Resolutions, and other items for inclusion in the Agenda shall be submitted to the Secretary no later than 14 days before the Annual General Meeting date, and the amended agenda shall be posted on the notice board 7 days before the AGM and shall include the following:
  - a) The Chair's report of the Club's activity during the year
  - b) A statement of the accounts
  - c) Election of a Chair for the meeting
  - d) Election of Tellers for the meeting
  - e) Election of Club President for the following year
  - f) Election of Vice President(s) for the following year
  - g) Election of Officers of the Committee for the following year
  - h) Election of the remainder of the Committee for the following year
  - i) Presentation of a Budget plan including proposed level of subscriptions for Club members for the following year
  - j) Any other business brought forward by the retiring Committee or previously notified in writing to the Secretary no later than ten days before the Annual General Meeting
  - k) No other business
30. Nominations for Committee members shall be submitted in writing to the Secretary prior to the date of the Annual General Meeting and shall bear the names and signatures of the proposer, the seconder and the nominee. Nominees for Committee members, and proposers and seconds, must be fully paid up members of the Club. Where more than eleven nominees are proposed for the committee each attending qualifying member will vote for eleven nominees. Nominees must be at least 16 years of age and have been members of the Club for a minimum of 6 months.
31. The whole Committee, the President and Vice President(s) shall resign at the Annual General Meeting but shall be eligible for re-election. However, any person elected three successive years as an officer shall not be eligible to stand for re-election to the same post until one full year has passed.
32. The Officers and Committee members and any sub-committee not previously discharged shall normally continue in office until the time appointed for the first meeting of their successors and shall make any arrangements necessary for the continuance of the Club's activities.
33. The Officers shall cause all documentation, accounts, records and tools needed to affect the work of the Committee, to be available at the time of the AGM, to ensure that the business of the Club continues smoothly and without interruption or inconvenience to the members.
34. Twenty Club members, who are eligible to vote, or 25% of the voting membership, whichever is fewer, shall be the quorum for any General Meeting of the Club.
35. For the purpose of the Annual General Meeting any person who was a fully paid up member at the end of the Club financial year ending immediately prior to the AGM, shall be considered as a current member, unless s/he has resigned or has been removed from membership as provided for under rule 11.

## **EXTRAORDINARY GENERAL MEETINGS**

36. Extraordinary General Meetings may be convened:-
  - a) by the Committee
  - b) by the Chair or by the Secretary at the written request of three Committee members, a majority of whom must be present at the meeting
  - c) by the Chair or by the Secretary at the written request of ten Club members, a majority of whom must be present at the meeting.
  - d) by ten members if the Chair, Secretary or Committee fail to comply with the members' request subject to the conditions laid down in Rule 38.
37. All members shall be entitled to attend but only Full, Non-skating and Honorary Life Members aged 16 and over may vote.

38. The Secretary shall give at least 14 days notice of an Extraordinary General Meeting to the members. The notice shall indicate the date, time, venue and agenda. If 14 days after receiving a request from ten members to call for an EGM, the Committee has not issued a notice calling the desired meeting, those members may convene the EGM giving 14 days notice to all members in accordance with the conditions of this rule.
39. No business other than that specified in the notice calling the meeting may be transacted at an EGM.

#### **FINANCE**

40. The financial year of the Club shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. Income and expenditure shall be regularly monitored by the Treasurer and adhere to the current Budget plan. Any variation from that plan shall be reviewed and approved by the Committee; budget variations shall be subject to a formal committee vote and only be effected upon a majority vote in favour. All Club funds shall be administered by the Treasurer, and the Committee shall be held accountable for their actions.
41. A bank account has been opened in the name of the Club, and the two authorised signatories on Club cheques shall be the Treasurer plus any other Officer.
42. The Treasurer shall:
  - a) Keep account of all income and expenditure and shall submit a statement of Account to each Annual General Meeting. Such a statement should be independently certified by an independent accountant. The appointed accountant may be a member of the Club but not a member of the Committee.
  - b) Notify the balance of the Club funds to each Committee Meeting if requested at least 7 days in advance.
  - c) Ensure that as at 31<sup>st</sup> March each year there are sufficient funds to cover the cost of six months ice time.

#### **INDEMNITY AND RISK**

43. Officers, Committee members and members of any subcommittees shall not be liable, other than as Club members, for any loss suffered by the Club as a result of their performance of their respective duties on the Club's behalf, provided that they act in accordance with the constitution, in honesty and good faith and except where such loss arises from their wilful default. They shall be entitled to indemnity from Club funds for all expenses and other liabilities incurred by them in the performance of their respective duties.
44. Any person making use of the Club facilities or attending a Club function, including full members, non-skating members, honorary life members, associate members and guests does so entirely at his or her own risk, other than in circumstances involving third party negligence.
45. The Deeside Ice Skating Club carries 3<sup>rd</sup> party liability insurance cover for official club activities.

#### **CONSTITUTIONAL AMENDMENT AND DISCUSSION**

46. No alteration may be made to this Constitution and Rules except at the Annual General Meeting or at an Extraordinary General Meeting, and then only by a majority of two-thirds of those members present and voting.
47. A proposition to dissolve the Club shall only be moved at an Annual General Meeting or at an Extraordinary General Meeting convened expressly for this purpose, and then only by a majority of three-quarters of those members present and voting. On dissolution, the retiring Officers shall be responsible for the winding up of the Club's affairs. Any funds or properties left over after settling liabilities shall be placed at the disposal of the IceSkateWales.
48. All Members shall be entitled to receive a copy of this Constitution and to attend General Meetings of the Club.

#### **EQUALITY**

49. The Club is fully committed to the principles of equality of opportunity. No officer, member, participant or volunteer of the Club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other. The Club will ensure that there is open access for all members who

wish to participate in the activities of the Club, except those events requiring qualification, in whatever capacity and that members are treated fairly.

50. The Club recognises its legal obligations not to discriminate and will regard discrimination by any officer, member, participant or volunteer as grounds for disciplinary action under the relevant Club rules.

#### **WELFARE**

51. The Club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are members of the Club. The Club will aim to provide activities in a safe environment by adopting the procedures and working practices of the National Ice Skating Association UK Ltd, specifically the Child Protection Procedures (England and Wales); the NISA Policy for officials and the UK National Anti-doping policy (NISA and IceSkateWales).

#### **SAFETY**

52. The committee reserve the right to limit the number of skaters/members participating in any activity organised by the Club at any venue as part of its "Duty of Care" under its Health and Safety responsibility.

#### **CLUB SESSIONS**

53. Times of Club sessions will be displayed on the Club notice board. The Club aims to provide at least 40 bi-weekly sessions throughout the year. The Club cannot accept any liability for the loss of Club ice time as a result of Deeside Leisure Centre arrangements or as a result of failure of the plant.

#### **PARTICIPATION IN SHOW PRODUCTIONS**

54. In order to participate as a skating performer in a Show production, a member must hold continuous full membership from the first day of July preceding the show production until the end of the month in which the last performance of the show production takes place, unless the member joins the Club after 1<sup>st</sup> July and he or she has never been a Club member of any type in the previous 24 months, in which case he or she may be permitted to participate as a skating performer at the sole discretion of the committee and provided always that he or she maintains full membership until the end of the month in which the last performance of the show production takes place. Participation in show productions in roles other than skating performer are not subject to continuous membership requirements, but are subject to the approval of the committee. Persons participating in roles other than skating performer, who do not have skating rights by virtue of any type of membership with skating rights, may not go on the ice unless they have the permission of the committee to do so. Associate members fulfilling roles other than skating performer may skate on the ice without incurring a fee.

#### **IMAGE CAPTURING**

55. The use of any image-capturing device of any description (camera, camcorder, mobile phone etc) to capture images of club members during Club sessions or any competition organised by the Club is strictly prohibited, unless
- (a) an authorised permit to use an image-capturing device has been issued by the Deeside Leisure Centre, and
  - (b) permission has been given by a member of the Club's committee to capture such images,
- in advance of the capturing of the images.

Permission to capture images of club members shall take one of two forms:

- (a) *Official Image-Capturing Permission*. This type of permission shall be issued to individuals engaged or allowed by the Club to capture images for particular purposes. These purposes shall be specified by the committee and may include providing photographic or video-recording services at Club competitions and events, acquiring images for use on the Club's own website or notice board, and press photo and video shoots. This is not an exhaustive list. The scope and duration of Official Image-Capturing Permission will be determined at the committee's absolute discretion.

- (b) *Private Image-Capturing Permission*. This type of permission may be issued to individuals who propose capturing images for their own purposes. Whenever this permission is granted, a written record shall be completed recording the date, time, the permit holder's identification and the skater whose image is to be captured.

Under no circumstance shall any image or images captured under the authority of a *Private Image-Capturing Permission* be posted on the internet without the consent of all the members contained therein.

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