

## **London Adult Figure Skating Club – Constitution**

### **1. NAME**

- 1.1 The Club will be called London Adult Figure Skating Club or, in abbreviated form, LAFSC (hereinafter referred to as "**the Club**") and it will seek affiliation to the National Ice Skating Association (hereinafter referred to as "**NISA**").

### **2. OBJECTS**

- 2.1 The objects of the Club will be to:

- (a) promote, encourage and facilitate participation by adults in the sport of figure skating; and
- (b) organise competitive, training and social events for adult skaters in the wider London area.

- 2.2 The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

### **3. MEMBERSHIP**

- 3.1 There will be two categories of members, namely: (i) ordinary adult members; and (ii) single event group members (together "members"). Single event group membership shall be offered at the discretion of the Committee in relation to specified events hosted by the Club which offer the opportunity to participate as a group of four persons or more and will treat each member of such a group as members of the Club for the purposes of group participation in that event only, subject to the remaining provisions of this clause 3.

- 3.2 Members must be aged 18 or over.

- 3.3 Members will pay membership fees as fixed at each Annual General Meeting ("**AGM**"). For ordinary adult members, membership fees are due on or before February 7 each year for continuous membership to apply in accordance with clause 3.6, although ordinary adult membership may be applied for at any time during the year. If agreed by the applicable AGM, a reduced rate may apply for those joining part way through the year. For single event group members, membership fees are due on the date specified by the Committee when announcing that single event group membership will be available in relation to a specified event hosted by the Club.

- 3.4 All members joining the Club will be deemed to accept the terms of this Constitution and any bye-laws from time to time adopted by the Club, in particular the club's Code of Conduct.

- 3.5 Any person seeking to join the Club will submit an application to the Committee. Members will be admitted by the Committee. Subject to clause 3.2, membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious,

political or other opinion.

- 3.6 Ordinary adult members failing to renew their membership by payment of the appropriate membership fee by February 7 will forfeit all membership rights until a further membership application has been submitted and accepted.
- 3.7 Single event group members shall have membership rights only in respect of the single event in relation to which they have applied for membership and shall forfeit all membership rights once that event has concluded unless: (i) they are also ordinary adult members, in which case they shall retain their membership rights subject to clause 3.6; or (ii) they submit a further application for membership (either ordinary adult membership or single event group membership) together with the appropriate membership fee and such application is accepted by the Committee.
- 3.8 The Committee will have absolute discretion to suspend or expel any member for failure to comply with this Constitution or any bye-laws from time to time adopted by the Club or for any misdemeanour likely to bring the club into disrepute or for behaviour which may be to the detriment of other club members.
- 3.9 If the Committee proposes to take such disciplinary action, it will inform the relevant member in writing of the reasons for its proposed action and the member will have the right to explain his/her conduct in writing to the committee or at a committee meeting.

#### 4. **MANAGEMENT**

##### 4.1 **General management of the Club**

The affairs of the Club will be conducted by the Committee which will consist of the Officers of the Club, all of whom will be elected at the AGM for a term lasting until the following AGM in accordance with the procedure set out in clause 4.3 (Elections to the Committee).

##### 4.2 **Composition of Committee**

The Officers of the Club will be the Chair, Vice-Chair, Treasurer, Secretary, Membership Secretary and Publicity Officer. If the post of any Officer should fall vacant at any time, the remaining Officers will have the power to fill the vacancy until the succeeding AGM.

##### 4.3 **Elections to the Committee**

All Committee members must be members of the Club and, from the end of the Club's first year, will be elected by a simple majority of those members of the Club present and voting at the AGM from among those members of the Club who either volunteer to become a Committee member or are nominated by another member of the Club. The names and proposed roles of all volunteers/nominees should be submitted to the outgoing Membership Secretary no later than seven days before the date of the AGM so that a list of volunteers/nominees (including details of the role for which they have volunteered/been nominated) may be made available to members of the Club for consideration no later than five days before the AGM. The first Committee will be elected by those members of the Club present and voting at the launch meeting on 19 January 2014 from those members of the Club who either volunteer or are nominated to

fill the roles at that time.

#### **4.4 Committee meetings and procedures**

The Committee will meet regularly, at least three times a year, and may meet in person or by telephone conferencing (including via Skype or other voice over internet protocol system). The Committee will make decisions by a simple majority vote and the Chairman will have both a deliberative and a casting vote. The quorum for Committee meetings will be four of the Committee members. The Secretary will maintain minutes of all Committee meetings, copies of which will be circulated to all Committee members. For the avoidance of doubt, the Committee may make decisions via email or other means of electronic communication (by a majority of votes of the members of the Committee) between meetings of the Committee. Any such decisions made will be recorded by the Secretary and stored with the minutes of meetings of the Committee (as required by this clause).

#### **4.5 Sub-committees**

The Committee will have the power to form sub-committees for specific purposes and will provide governing rules for such sub-committees as appropriate. Minutes of meetings of any such sub-committees will be stored with the minutes of meetings of the Committee (as required by clause 4.4 (Committee meetings and procedures)).

#### **4.6 Committee powers**

The Committee will have full power to deal with all matters relating to the Club not reserved to a General Meeting under the terms of this Constitution, including the power to make public and enforce such bye-laws as the Committee feel necessary to govern the activities of the Club, including bye-laws relating to discipline. The Committee will also have the power to raise funds to permit the Club to pursue its objects.

### **5. GENERAL MEETINGS**

#### **5.1 Annual General Meeting**

The Club will hold an AGM in the month of January to:

- (a) approve the minutes of the previous year's AGM;
- (b) receive reports from the Chair and Secretary;
- (c) receive a report from the Treasurer and approve the Annual Accounts;
- (d) receive a report from those responsible for certifying the Club's accounts;
- (e) elect the Committee for the next year;
- (f) appoint someone responsible for certifying the Club's accounts;
- (g) fix the subscription for the next year;
- (h) consider changes to the Constitution;

- (i) review and consider any bye-laws; and
- (j) deal with other relevant business.

## 5.2 **Extraordinary General Meeting**

An Extraordinary General Meeting will be called by an application in writing to the Secretary supported by at least 10% of the members of the Club at the relevant time. The Committee will also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

## 5.3 **Notices**

At least 14 days' notice will be given to all voting members of any General Meeting, along with a copy of the Agenda for that General Meeting. No business will be conducted unless fair notice thereof is contained in the Agenda.

## 5.4 **Voting and minutes**

Subject to clause 5.6 (Changes to the Constitution), decisions put to a vote will be resolved by simple majority at General Meetings.

Each member of the Club shall have one vote, save that the Chair of the Club will have both a deliberative and a casting vote at general meetings.

The Secretary will maintain minutes of all General Meetings, copies of which shall be made available to all members of the Club.

## 5.5 **Quorum**

The quorum at General Meetings will be six members, including at least three members of the outgoing Committee.

## 5.6 **Changes to the Constitution**

Any change to the Constitution will require a two thirds' majority of those present, eligible to vote and voting at a General Meeting.

A proposal to change the Constitution must be submitted in writing to the Secretary, who will circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting in accordance with the procedure set out in clause 5.3 (Notices).

All proposals for changes to the Constitution will be signed by two members eligible to vote at a General Meeting.

## 6. **FINANCE AND ACCOUNTS**

6.1 The financial year of the Club will run from January 1 to December 31.

6.2 The Treasurer will be responsible for the preparation of the Annual Accounts of the Club.

- 6.3 The Annual Accounts will be certified by an appropriate independent person elected annually at the Annual General Meeting from among the members of the Club.
- 6.4 A bank account will be opened in the name of the Club.
- 6.5 All cheques drawn against the Club's funds will be signed by the Treasurer and one other nominated Officer.
- 6.6 All members of the Club will be jointly and severally responsible for the financial liabilities of the Club.

## 7. **INDEMNITY AND RISK**

- 7.1 Members of the Committee or of any sub-committees will 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, except such loss as arises from their wilful default.
- 7.2 Members of the Committee or of any sub-committees will be entitled to indemnity out of the Club funds for all reasonable expenses and other liabilities incurred by them in the performance of their respective duties.
- 7.3 Any person making use of the Club facilities or attending a Club function does so entirely at his or her own risk, other than in circumstances involving third party negligence.

## 8. **DISSOLUTION**

- 8.1 The Club is a non-profit making organisation. All profits and surpluses will be used to carry out the objects of the Club. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.
- 8.2 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same will be transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by a resolution passed at a General Meeting or, in the absence of such a resolution, by NISA.

*Approved at an Annual General Meeting held on 22 January 2017.*