

## 3 COUNTIES SNOWSPORTS CLUB CONSTITUTION

Change Record :

2nd Draft 28 November 2020. (Changes: Voting Club Members to Members and to paras 5a, 6 & 7)

3<sup>rd</sup> Draft 7 December 2020. (Changes: incorporating additions from SSE draft constitution)

3<sup>rd</sup> Draft approved: Committee Meeting 11/12/2020 Reformatted and re-numbered for consistency DC.

4<sup>th</sup> Draft. Change to Para 12b. From : between 1<sup>st</sup> June and 31<sup>st</sup> August to : between 1<sup>st</sup> June and 30<sup>th</sup> September. Change approved by AGM 25 September 2023, Item 8.

### **1. TITLE**

The name of the club is 3 Counties Snowsports (hereinafter referred to as The Club) and will be affiliated to Snowsport England. The Club shall be run by the Management Committee (see Paragraph 6).

### **2. AIMS and OBJECTIVES**

The aims and objectives of the Club shall be to widen participation for all, through encouragement, promotion and enabling access to facilities for skiing, snowboarding and other associated activities, The Club shall:

- Promote the sports of skiing and snowboarding
- Facilitate development and provision of high-quality instruction and coaching, enabling all participants to progress towards their personal goals
- To promote The Club within the local community
- Ensure a duty of care to all members of The Club
- Provide all its services in a way that is fair to everyone

### **3. MEMBERSHIP**

Membership of The Club is open to anyone interested in promoting, coaching, volunteering or participating in snowsports, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Membership (at the discretion of the Management Committee) is open to all upon payment of such subscriptions and charges as shall be set by the Management Committee. Classes of membership and fees shall be provided to all on request.

### **4. SPORTS EQUITY**

- (a) The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures

## 5. SUBSCRIPTIONS

Subscriptions are annual and shall be payable as per the scale of fees published each Autumn.

## 6. MANAGEMENT COMMITTEE

- (a) The affairs of the Club shall be directed by a Management Committee, which shall be elected from the Members of the Club. The Management Committee will be responsible for running the Club, establishing Sub Committees and adopting new policy, codes of conduct and rules that affect the organisation of the club. At least one third of the Committee shall retire by rotation annually. In the event that the Management Committee resigns en bloc, an EGM will be called within 6 weeks to elect a new Committee or to dissolve the Club. The Management Committee shall meet at least 4 times a year and be made up as follows:
  - Chairman
  - Treasurer
  - Club Secretary
  - Up to a further 8 Elected Voting Club Members.
- (b) The Management Committee shall have the power to:
  - (1) Fill any vacancy on the Management Committee that may occur. Persons so appointed shall have voting rights but shall stand down at the next General Meeting, seeking re-election should they so wish. The newly elected member can then serve for the remainder of that post's term.
  - (2) Co-opt additional members on to the Committee.
  - (3) Appoint from time to time such ad-hoc Committees as may be necessary to ensure the smooth running of the Club. Where such Committees are appointed the Management Committee shall provide them with Terms of Reference.
- (c) A quorum shall comprise half the current Management Committee members present plus 1,
- (d) Decisions shall be by the majority of those voting Management Committee members present, the Chairman of the meeting having the casting vote.
- (e) The Chairman may not hold the same office for more than 2 consecutive 3-year terms unless unopposed at an AGM. The Treasurer may not hold the same office for more than 2 consecutive 3-year terms. Other members of the Management Committee may seek re-election to the post they hold at the end of their post's 3-year term.
- (f) Members of the Management Committee may not be undischarged bankrupts.

## **7. FUNCTIONAL COMMITTEES**

The Management Committee will have powers to appoint Sub-Committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

## **8. DISCIPLINE**

- (a) All concerns, allegations or reports of poor practise/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with The Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) All members are expected to act in the best interests of the Club. Any member may, following an investigation, be reprimanded, or removed from the membership list for breach of the Club rules, regulations or constitution, for bringing the name of the Club into disrepute, or for acts of malicious damage to Club property.
- (d) The Management Committee will be responsible for establishing disciplinary hearings and for making decisions and taking any action of suspension or discipline following such hearings. Hearings will be carried out within 21 days of a complaint being lodged by the Disciplinary Sub Committee which will, within 7 days after the hearing, make a recommendation to the Management Committee.
- (e) Any member so disciplined has the right of appeal to the Appeals Sub Committee. The Sub Committee should consider the appeal within 21 days of the /secretary receiving the appeal. If the Appeals Sub Committee upholds the decision of the Disciplinary Sub Committee, the Club retains the right to recover any costs incurred. Any member so removed shall forfeit all the dues paid to the Club.
- (f) 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 7 days of the hearing.

## **9. USE OF SLOPE**

- (a) Such rules as may be necessary for the running of the Club shall be decided by the Management Committee and published to the members. All slope users are required to adhere to these rules, along with those of the ski centre in use. Where conflict exists, the ski centre rules will take priority.
- (b) Only those Instructors and coaches who are registered with, and approved by, the Club may provide instruction or coaching within Club operations.

## **10. FINANCES**

- (a) The club treasurer will be responsible for the finances of The Club.
- (b) The financial year of The Club will run from 1<sup>st</sup> September and end on 31<sup>st</sup> August.
- (c) All club monies will be banked in an account held in the name of the club. (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should have the signatures of the treasurer or a joint treasurer plus one other member of the Management Committee.
- (f) All members of The Club shall be jointly and severally responsible for the financial liabilities of The Club.

## 11. CLUB EQUIPMENT

All equipment owned by the 3 Counties Snowsports Club is available for use at the slope by Club members and other users of the slope. Authority to buy or sell Club Equipment is vested in the Management Committee.

## 12. GENERAL MEETINGS

a) Members shall be notified in writing or by eMail of the date of a General Meeting at least 4 weeks in advance of the date and invited to submit items for the Agenda, with, if required, nominations for the Management Committee. The date of the meeting shall also be published on the Club's website.

b) The Annual General Meeting shall be held each year between 1<sup>st</sup> June and 30<sup>th</sup> September to :

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying The Club's accounts • Elect officers to the Management Committee.
- Consider any proposed changes to the constitution.
- Deal with other relevant business.
- Transacting any business brought forward by the Management Committee, or by Members who have given at least 2 weeks' notice in writing of the business.
- An Extraordinary General Meeting may be called by the Management Committee on a majority vote of those present or in response to a signed request by at least 10 per cent of the current Membership.

d) All motions shall have a proposer and a seconder. Motions proposed by the Management Committee shall not require a seconder.

e) All nominations for the election of Management Committee Members must be made in writing to the Club Secretary, and shall have a proposer, seconder and the signature and approval of the nominee. Nominees must have a minimum of one year's membership at the date of election or appointment.

f) Decisions shall be made as follows:

- 1) Management Committee Posts. By the majority of those Members present and those postal votes received by the Club Secretary prior to the start of the meeting. Postal votes shall be opened once it has been confirmed that the Member submitting the postal vote is not present and once the ballot papers of those Members Present have been collected.
- 2) All votes shall be counted together. In the event of a tie, there shall be re-ballot of all Members present. Should this result in a further tie then the Chairman of the meeting shall have the casting vote.
- 3) Agenda Items. By the majority of those Members present, the Chairman of the meeting having the casting vote.
- 4) Amendments to the Constitution. As detailed in Paragraph 14 below.

## 13. REPLACEMENT OF OFFICERS WITHIN THEIR TERM

a) If the Chairman vacates their post part way through the post's 3-year rotational cycle:

1. The Secretary or Treasurer shall take over as Chairman until the next General Meeting.
  2. The Management Committee shall elect a new Chairman from within the Management Committee to serve until the next General Meeting. If no person is elected an Extraordinary General Meeting shall be called within 6 weeks to elect a Chairman.
- b) When the Secretary or Treasurer vacates their post during the year the Management Committee shall elect a replacement from within the Management Committee to serve until the next General Meeting. If no person is elected an Extraordinary General Meeting shall be called within 6 weeks to elect a Secretary/Treasurer as appropriate.

#### **14. AMENDMENTS TO THE CONSTITUTION**

Proposals to amend the Club's Constitution shall be discussed by the Management Committee and circulated to all Members with the Agenda for the General Meeting at which they are to be discussed and voted upon. Decision on the amendments shall require a two thirds majority vote of those Members present.

#### **15. ROTATIONAL DATES**

For the purposes of this Constitution and the requirements of Paragraph 6.a. above, the rotational dates for each of the Management Committee posts shall be as shown at Annex A, with a start date of 2021.

#### **16. DISSOLUTION OF THE CLUB**

- (a) A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club funds. The Management Committee shall be responsible for the disposal of the Club's equipment and assets. Any assets of The Club that remain are to be disposed in accordance with a majority decision by the members of the Management Committee to another club with similar objectives or the snowsports' governing body.

#### **17. REVIEW OF THE CONSTITUTION.**

The Management Committee shall review this Constitution annually.

#### **18. DECLARATION**

3 Counties Snowsports Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed ..... Date .....

Name ..... Position: Chair

Signed ..... Date .....

Name ..... Position:

**ANNEX A TO 3 COUNTIES SNOWSPORTS CLUB CONSTITUTION**

**ROTATIONAL DATES FOR THE MANAGEMENT COMMITTEE**

The rotational dates for the Management Committee of the 3 Counties Snowsports Club are as follows:

Management Committee Post	Year 1	Year 2	Year 3
Chairman			X
Treasurer	X		
Club Secretary		X	
Management Committee Post 1		X	
Management Committee Post 2	X		
Management Committee Post 3			X
Management Committee Post 4		X	
Management Committee Post 5	X		

Management Committee Post 6			X
Management Committee Post 7		X	
Management Committee Post 8	X		

Notes:

1. The start date for the rotation shall be 2021.