



# **CARDIFF SKI CLUB** **CLWB SCIO CAERDYDD**

## **CONSTITUTION**

### **1. NAME**

The Club shall be called “Cardiff Ski Club / Clwb Scio Caerdydd” hereinafter referred to as “the club”.

### **2. OBJECTS**

The Club will promote the skiing interests of members in the following way:

- a) To establish a regular meeting venue as close as is practical to Cardiff for social contact between members and the practice of skiing skills;
- b) To make ski equipment available for purchase and / or hire;
- c) To organise social skiing trips, competitions and teams to compete in skiing competitions.
- d) To undertake fund raising activities to promote the sport of skiing amongst the membership and generally;
- e) To promote the interests of Cardiff Ski Club Teams, individual racing members and those selected for representative skiing honours.

### **3. SECTIONS**

The Club shall have two sections, a “Recreational Section” to which all racers and supporters will belong and a “Racing Section” (to be known collectively as “Cardiff Ski Team / Tîm Scio Caerdydd”) which members can elect to be allocated to upon payment of an additional membership fee, provided each applicant satisfies the minimum fitness and skill level for ski racing as required by the club “Head Ski Coach”, which will be set in conjunction with such guidance as may be provided from time to time by SnowSport Wales and SnowSport GB.



#### 4. MEMBERSHIP

- a) Each existing member of the presently constituted Cardiff Ski Club will, on adoption of this new constitution, be guaranteed “Full Membership” of the reconstituted club, subject to their payment of the appropriate “Full Membership Fee” and the existing Cardiff Ski Club Committee shall be responsible for all transitional arrangements.
- b) Membership fees shall become payable in advance on the 31<sup>st</sup> December and membership shall run from the 1<sup>st</sup> of January following to the 31<sup>st</sup> December annually.
- c) Late payment of membership fees shall attract a 10% surcharge on the payable fee, which the Club Secretary may waive at his / her discretion where good reason can be shown by the member for the late payment.
- d) The level of fees chargeable to “Full Members” shall be set by the management committee annually. Any increase in fees shall be ratified at the Annual General Meeting (AGM) or alternatively an Extraordinary General Meeting (EGM) called by the club Treasurer.
- e) The management committee may create different classes of membership for which varying fee levels may be chargeable, however each class of membership should include in its title the word “full” where it is intended to infer voting rights at the AGM (e.g. “Full Junior Membership”; “Full Senior Membership”).

All prospective new members will be subject to the following procedure:

- a) Make oral application to a member of the club committee, the Head Ski Coach, or one of his / her designated assistants to acquire “temporary club membership” which may last up to a maximum of two weeks within any twelve month period, starting on the day when the temporary membership is granted. All Temporary Members MUST sign a “Temporary Membership Form” before being permitted to engage in ski training or ski racing.
- b) Complete and submit to the Club Secretary a pre-printed “Membership Form”, or a letter of application to join the club.

- c) If requested to do so, attend the management committee meeting at which the application for membership will be considered and answer any questions the committee may have about the applicant's suitability to become a full member of the club.
- d) Upon becoming a member of the club, immediately pay the requisite membership fees.

## **5. MANAGEMENT COMMITTEE & OFFICERS**

The management of the club shall be vested in a management committee (hereinafter referred to as "The Committee") to comprise a Chairman, Vice Chairman, Treasurer, Secretary ("The Officers") and four (4) Committee Members at least one (1) of which should be a member of the Racing Section. Election of Officers and Committee Members will take place at the AGM of the club, or if necessary an EGM.

Nominations for election to The Committee shall be in writing and signed by the nominee, who must have been an existing member of the club for at least one of the preceding 4 years, together with a proposer and seconder, both of whom must be members (not temporary members) of the club, both at the time of proposing or seconding the nominee and at the time of the meeting at which the election takes place. A nominee for the post of an Officer of the Club must be a minimum of 18 years of age, whilst nominees for The Committee and all proposers and seconds must be a minimum of 16 years of age. Nominations shall be delivered to the club secretary not later than 7 days prior to the meeting at which the election is scheduled to be held and should, where practical, be publicised amongst the general membership at any intervening club training, or social events.

Where there is more than one nominee for any given post, election shall be by a simple "first past the post" voting system. Where nominees are unopposed, there is no requirement for a vote to take place. Where there is a tie in the voting, the nominee who has been a member of Cardiff Ski Club (past or presently constituted) for the longest period shall be elected.

Each member of The Committee in attendance at a meeting shall have a single vote (no proxy) and the Chairman, or in his absence the acting Chairman will possess a casting vote. To be properly constituted for any committee meeting, there must be at least two (2) Officers and two (2) other members of The Committee in attendance. In the absence of the Chairman, or Vice Chairman, the Treasurer shall act as Chairman. The Committee shall be responsible for the following:

- a) Meeting on a monthly basis during school term time, or otherwise as requested by any Officer of the club, to deal with Club business.
- b) Furthering the objectives of the club.
- c) Appointing a “Head Coach” and any “Assistant Coaches” required by the club membership and in particular The Racing Section.
- d) Creating and overseeing any necessary sub committees and designating their terms of reference.
- e) Co-opting to The Committee at least one club coach or their representative (without voting rights) and any other, member or non-member (without voting rights), who may from time to time assist in advising or reporting to The Committee.

## **6. ANNUAL GENERAL MEETING (AGM)**

An AGM must be called by The Committee within three (3) months of the end of each club accounting year and where practical, the meeting is to be held after the AGM of SnowSport Wales (to make allowance for any changes to the annual registration fees which may be set for the following year).

Notice of the AGM together with any proposed amendments to the Club constitution and confirmation of the deadline for submitting nominations for the committee MUST be sent to all members at least 14 days prior to the meeting.

Each fully paid up Member of the Club, aged 16 years or over shall be entitled to vote at the AGM. For the avoidance of doubt, any parents or guardians, named on the Club membership application forms for those under the age of 16 years, shall have the same rights of attending meetings and voting as would the member where he or she is 16 years or over.

All proposals and resolutions voted upon will be decided by a simple majority of eligible members present at the meeting and proxies, in writing, addressed and delivered to the Chairman prior to, or during the meeting, stipulating the specific issue to which the proxy relates and the voting intention of the Member concerned. For the avoidance of doubt, general forms of proxy and proxies vested in anyone other than the Chairman of the Club will be invalid.

The AGM will consider the Club's financial accounts for the preceding year, any proposed amendments to the constitution and the election of a new committee before considering membership fees for the forthcoming year and any other business.

## **7. EXTRAORDINARY GENERAL MEETING (EGM)**

An EGM may be required by any Officer or at least two (2) other members of the Committee, provided that at least one (1) of the two is a non co-opted member; alternatively on notice to the Secretary by not less than ten (10) full members of the Club.

The Secretary must where possible convene an EGM within 28 days of notice being received and should notify the membership of the arrangements for it as soon as is practical, but not less than 14 days before the meeting

Voting and attendance rights at an EGM will be the same as for an AGM.

## **8. TREASURER**

The Treasurer shall be responsible for the day to day financial affairs of the Club and for preparing financial accounts on an annual basis, which shall comprise an Income and Expenditure Schedule, a Balance Sheet and supporting notes. These accounts must be available to the Committee for discussion in advance of the AGM and must be available at the AGM for approval or otherwise by the General Membership.

The Treasurer shall also ensure that the club does not accrue any debts or other financial liabilities which exceed the immediately realisable assets of the Club (i.e. that which is held from time to time in the Club's bank or Building Society Accounts). The Treasurer, at his discretion may permit a designated member, or members of the Club to incur a personal financial liability in the name of the Club, where he considers it to be necessary for the effective and smooth running of the Club or a Club event, but shall at all times take proper steps to safeguard his fellow Committee Members and the General Membership from the possibility of any associated financial losses, unless it be with their express written consent.

## **9. SECRETARY**

The Secretary shall be responsible for keeping the membership records of the Club and taking and keeping the minutes of all AGM's, EGM's and all meetings otherwise held by the Committee. The Secretary shall also be responsible for receiving and sending, unless otherwise agreed with the Chairman, or Vice Chairman, all correspondence associated with the Club and for keeping the General Membership of the Club informed about arrangements for AGM's or EGM's and to notify the General Membership of any decisions which may be taken by the Committee which might affect them or the functioning of the Club. In particular the secretary shall be responsible for notifying in writing, any Member who has been suspended or expelled from the club, the reason for and period of suspension / expulsion and the procedure by which s / he might appeal.

## 10. EXPULSIONS

THE COMMITTEE has the right to suspend for any period, or permanently expel any member who contravenes the constitution of the Club (including non payment of fees), or any rules or conventions of skiing, or ski racing, or where the Member brings the Club into disrepute, or where the Member's continued association with the Club may damage the reputation of the Club.

The Head Coach shall take all reasonable steps to ensure, that the highest standard of behaviour and sportsmanship are observed by those participating in ski training and ski racing, whether as competitors, or spectators whilst representing the Club and shall draw to the attention of the Committee any activity brought to his notice which might bring the Club into disrepute.

The Head Coach has the right to suspend any ski racer who engages in dangerous or unsportsmanlike behaviour during training or competitions for a period not exceeding four (4) weeks.

Any Member (or Member's Parent / Guardian) who wishes to dispute the imposition of a period of suspension or expulsion has the right of appeal to the Committee, where the suspension has been imposed by the Head Coach, or to an independent Arbitrator where the suspension or expulsion has been imposed or ratified by the Committee. The Arbitrator will be nominated by the Chairman of SnowSport Wales if not otherwise agreed between the Committee and the Member. Notice of an intention to appeal against the decision of the Head Coach / Committee MUST be received by the Secretary within seven (7) days of the decision being notified to the Member and where the appeal is to be to an independent Arbitrator, must be accompanied by a fee of £150 (refundable in the event of the appeal being successful). Submissions to the Committee / Arbitrator by the Member shall be in writing and must accompany the notice of intention to appeal. The Secretary will at the earliest possible time after receipt of the notice, but not later than twenty one (21) days, call a Committee meeting / submit to the Arbitrator an extract of the minutes from the meeting at which the decision was made to suspend or expel the Member together with any necessary attachments and the written submissions of the Member. A decision in writing will be required from the Arbitrator within seven (7) days of him receiving the necessary documentation. The Arbitrator's decision shall be final.

Where a member wishes to make oral submissions in person, either to the Committee or the Arbitrator, he / she should set out in the notice of intention to appeal the reason why an oral hearing of the matter would be preferable. Thereafter, upon considering such representations as may have been made, or at his / her own discretion it shall be for the Club Chairman to determine whether the Committee / Arbitrator would be materially assisted by hearing submissions in person. In the event that an oral hearing is decided upon, such hearing must take place within twenty one (21) days of receipt of the notice of intention to appeal and a decision, with reasons provided to the Member in writing within seven (7) days of the hearing.

## **11. ALTERATIONS TO THE CONSTITUTION**

The Constitution may only be altered at an AGM or EGM and will require a two thirds majority of the total general membership.

## **12. WINDING UP, AMALGAMATION, DISTRIBUTION OF FUNDS**

Any member ceasing to be a Member, for whatever reason, shall have no interest in the Club's funds or assets. On winding up, all assets shall be distributed in equal parts amongst the remaining Full Members of the Club.

Any proposal to wind up, or amalgamate the Club will require a two thirds majority of the total general membership attending and voting in person at an AGM or EGM.

## **13. ACCIDENTS**

The Club accepts no responsibility for any personal injury to its members or loss or damage to the personal possessions or equipment, whether during training, competitions, meetings or other organised Club events. Members are required to ensure that they have adequate personal insurance for the purpose of the Club activities in which they engage.

## **14. CHILD PROTECTION**

Every Member of the Club must comply with the Club's published Child Protection Policies & Procedures and immediately report any matters of concern to one of the Club's Child Protection Officers or in their absence to a Club Officer.

Signed by the Committee duly elected at the 2009 AGM:

CHAIRMAN:

VICE CHAIRMAN:

TREASURER:

SECRETARY:

COMMITTEE MEMBERS:

**DATED:**