



Constitution
of the
Widnes Ice Skating Club

Name and affiliation: The name of the club shall be called Widnes Ice Skating Club, also known as W.I.S.C. and will be affiliated to B.I.S. (British Ice Skating)

Aims and objectives:

- To offer on ice and off ice workshops
- To provide a mixture of social events on and off the ice.
- To provide competitive opportunities in figure skating, ice dance, and synchronised skating.
- To promote the club within the local community
- To ensure a duty of care to all Members of the club
- To provide all its services in a way that is fair to everyone
- To promote achievement, progression and fun.

Membership ethics:

- To ensure all present and future Members receive fair and equal treatment, the membership of the Club shall consist of Officers and Members.
- All Members and Officers shall be subject to the regulations of the constitution.
- Members joining the club will be deemed to accept these regulations and codes of practice adopted by the club. E.g. patch etiquette, WISC rules, B.I.S. guidelines.

Membership application & fees:

- Application for Membership shall be made on a WISC 'Application for Membership Form'.
- Skaters, Parents, Guardians / Carers should be made aware of the Clubs Handbook and where to find it. Hard copies will be available for those who request it from the Club Secretary.

- The forms should be returned to the Membership Secretary. Membership fees must be given to the Club Treasurer. It is the responsibility of the Membership Secretary and the Club Treasurer to follow club procedures when handling member's application / renewal fees.
- The Committee holds the right to accept or reject memberships. Any cause for rejection of a membership needs to be discussed at the next scheduled Committee meeting. Reasons for rejection will be presented and the Committee will vote. A majority vote on the day will reject an application.
- On acceptance as a Member, a copy of the constitution of the WISC club will be available for all members to download online. Hard copies will be available for those who request it from the Club Secretary
- The fee for application / renewal will be set by the Committee annually and will cover a period of 12 Months starting on the 1st February each year.
- The fee will be reduced by half if a Member joins after 6 months from the annual subscription / renewal date.
- The Committee holds the right to offer promotional offers for membership subscription / renewals.
- A long delay (three months) in payment can result in the person having to re-apply for membership without promotional offers.
- Applying after the deadline invalidates membership offer.

Membership categories:

Membership of the WISC shall be available to all those who wish to partake, or support figure skating, ice dance, and synchronised skating, competitively or recreationally. All applications are accepted on a probationary period of 3 months or 2 events, whichever is the shorter.

1. **Full (or Senior) Membership:** All ages over but not less than 18 years of age
2. **Junior Membership:** All ages up to the age of 18.
3. **Associate Membership:** Coaches who regularly support the Club by assisting Members during Club Ice and encouraging new membership. This will also include any Social Members who wish to support and help run the club, but who may not be skaters.
4. **Honorary Membership:** The Committee of the WISC may recommend an Honorary Life Membership to individuals who have made a significant contribution to the success of the club. The proposal must be ratified by Members at an AGM.

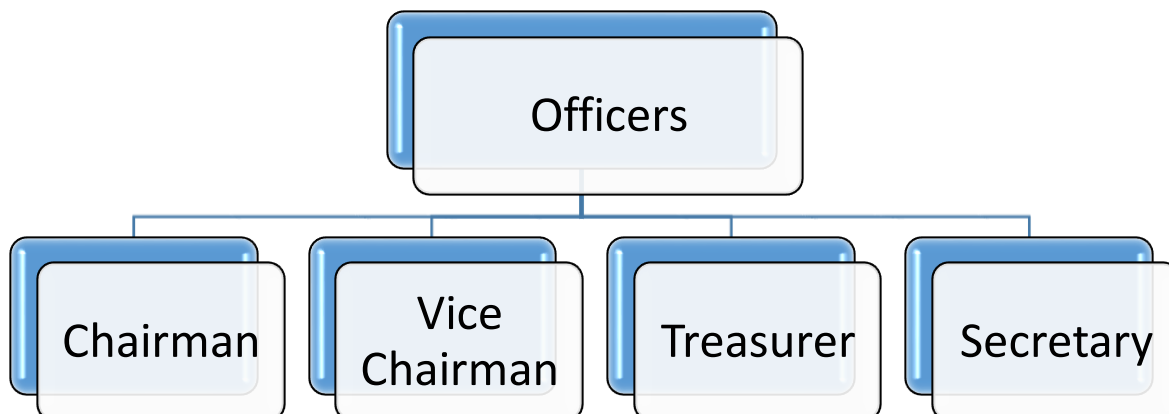
(NB: For voting rights see AGM section)

Membership retraction:

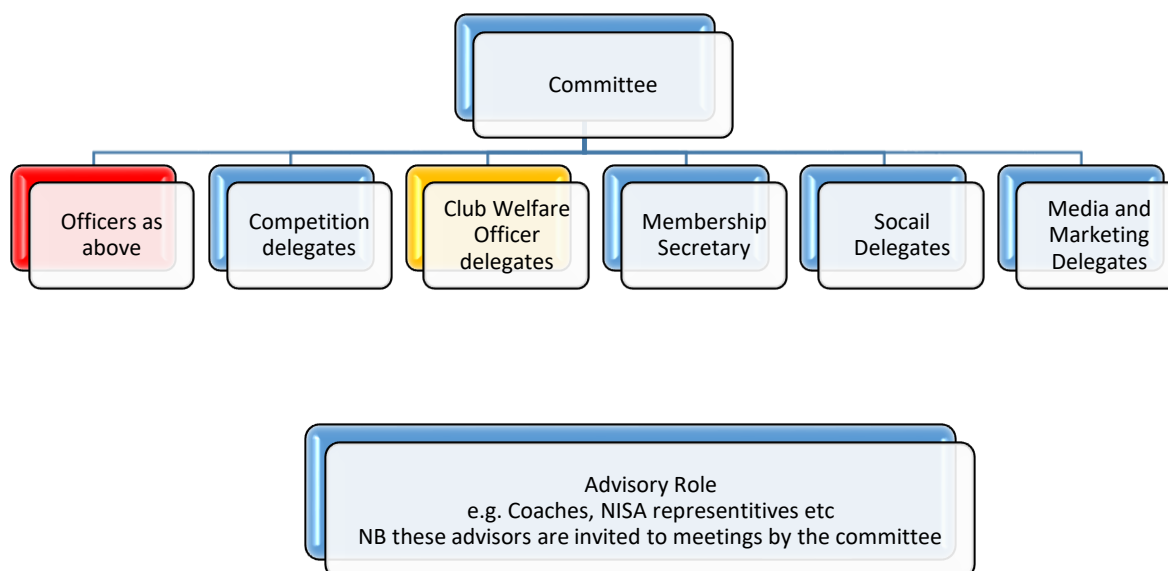
- Any Member or parent of a junior member, alleged to have acted in a manner that brings the WISC into disrepute will receive an official written warning from the Club Secretary. The Member will be required to attend a meeting of the officers to give an explanation of their behaviour. A parent or guardian may accompany a Junior Member.
- If the Officers decide that in the interest of the WISC, the conduct of the offending Member or parent of a Junior Member warrants suspension or expulsion, the Member may submit a written Appeal against the decision of the Committee for consideration by an Extraordinary or Annual General Meeting. The decision of the Extraordinary or Annual General meeting as to the future of membership for the offending Member or parent of a Junior Member shall be final.
- No claim may be made for the repayment of a proportion of the amount of the membership fee paid for the year in question.

Club Structure:

Officers of the club are the minimum amount of people required to run the club. These are as follows:



The committee consists of elected delegates and Officers; these roles both have equal say on how the club is run on a day to day basis.



Officers & election:

- The Officers of the WISC shall comprise of a Chair, Vice Chair, Secretary and Treasurer who must be full Members of WISC.
- Officers are the foundational Members that are the minimum requirement for the club to operate and hold Committee voting rights. These Members will oversee the running of the club.
- The Officers shall be elected at the Annual General Meeting.
- A nominee for an Officer on the committee can be nominated for an AGM by two current full members. There must be a proposed and seconded nomination submitted to the Club Secretary, two weeks prior to an AGM.
- A nominee must be a Full Senior Member or a parent of a Full Junior Member.
- The officers shall serve for a term (2 years) and can re-apply for their roles at an AGM.
- Officers hold the right to appoint Committee delegates and Officers for vacant positions during the year, if the selected person(s) wish to continue, approval must be given at the next AGM and ratified.
- For an Officer to resign or stand down from their role, they must provide a written confirmation to the Chairman or Vice Chair with their intentions.

Officer's roles & responsibilities:

- The Chair shall be ultimately responsible for the overall running of the club including: ensuring that the objective of the club is met; conducting Committee Meetings, the Annual General Meeting and Extraordinary General Meetings; ensuring that the other Officers and Committee delegates carry out the duties delegated to them. The Chair will also be responsible for setting the agendas for meetings and sending out action points to be followed up.
- The Secretary shall be ultimately responsible for the day-to-day administration of the Club and correspondence with all its Member's. The Secretary is responsible for taking minutes in meetings, drafting and circulating to Committee Members. The Secretary will deal with general correspondence from the membership and inform membership of key dates, such as EGM or AGMs. The Secretary will be responsible for taking names of interested parties who wish to join the Committee.
- The Treasurer shall be responsible for the finances of the Club including: collecting subscriptions from the membership secretary, paying and receiving monies; running the Club's bank account(s); maintaining written records of payments and receipts; arranging for the finances of the Club to be audited prior to the Annual General Meeting; providing a report for the Annual General Meeting including the report of the auditors. The Treasurer will also be responsible for setting new procedures for handling money.
- The Vice-Chair will support the Chair in their roles and will have full authority to act in the place of the Chair when so required. In the event of the Chair being unable to carry out duties in person or in absentia, the Vice Chair will adopt the role of Chair until such a point that the Chair is able to resume duties.

Committee & election:

- The Committee of the WISC shall be formed by a range of delegates that will be structured under the following areas: membership secretary, safeguarding and welfare, competition, social, media and marketing.

- Delegates will be responsible for organising and running each specific area of the club. These Members will hold Committee voting rights.
- The delegates shall be elected at the Annual General Meeting and shall serve in their roles for a term (2 years).
- A nominee for a delegate on the Committee can be nominated for an AGM by two current Full Members. There must be a proposed and seconded nomination submitted to the Club Secretary, two weeks prior to an AGM.
- A nominee must be a Full Senior Member or a parent of a Full Junior Member.
- For a delegate to be voted into a role, the membership present at the meeting must vote with a majority in favour, at least 51% for it to be successful.
- If a delegate steps down the officers of the committee may seek a replacement to hold this office until the next AGM, where the position will be ratified by its members or an election will take place from candidate's eligible.
- For a delegate to resign or stand down from their role, they must provide a written confirmation to the Chairman or Vice Chair with their intentions.

Committee roles & responsibilities:

- The Competition delegates will be responsible for the organisation and execution of open and closed skating competitions.
- The Club Welfare Officer delegates will ensure that the Club adheres to all legal responsibilities with regards to Child / Venerable Adult protection issues. These include drafting and/or maintaining a child protection policy and good practice document and liaising with B.I.S. and Rink Management to ensure a coherent approach to child protection. The Club Welfare Officer delegates have the responsibility for establishing a concerns and complaints procedure for the reporting of any child protection incidents or concerns. The Club Welfare Officer delegates have the responsibility for drafting and maintaining a formal document outlining this process which will be signed by the Club Chair and authorized representatives of B.I.S. and Rink Management. The Club Welfare Officer delegates must keep all complaints

confidential and not disclose details. Details must not be investigated and details should be passed to the relevant authorities to investigate. The CWO'S must have up to date safeguard training and enhanced DBS checks. CWO's will ensure all committee members working alone with club members have appropriate DBS. The CWO will ensure any people brought in to work with club members have the correct licensing and up to date documentation to support this. (e.g. coaches B.I.S. license or DBS checks)

- The Membership Secretary will be responsible for making club membership forms, accepting membership applications, creating a club data base and updating the Committee on club membership numbers.
- The Social Delegates will arrange social events for on and off the ice. They will be responsible for keeping a data base of ideas that can be used for future events. The social club will also look at ways the club can raise funds through fundraising initiatives.
- The Media and Marketing Delegates will be responsible for publicising and making Members aware of club changes, events, competition results and drawing interest to the club. The Media and Marketing Delegates will be responsible for upholding the brand name and reputation of the club through media sources. (Website, Facebook, Twitter etc) Any concerns that involve club reputation discovered online from the monitoring of media should be reported to the Committee. The Media and Marketing Delegates will also look at how we can expand club funds through the sale of branded items.

Advisory Members:

- The Committee can choose to accept and invite advisory delegates to meetings to help support and advise the club on its day to day running. These advisory members may be from the skating industry but due to conflicts of interests they do not hold a vote on the WISC Committee. Advisory Members must be approved by Committee vote and can be added to Committee meetings with out the voting in process of an AGM or EGM as they do not hold a voting right on the Committee decisions.

**Officers & delegates
code of conduct:**

- After election, Officers and Committee members may serve for a period of two consecutive years (1 term) in the same role, after which they must stand down, or seek re-election.
- Retiring Officers and Committee Members may stand for re-election by notification to the club secretary with at least 2 weeks' notice before the AGM.
- At least seven days written notice of a Committee meeting must be given, by the chair to all Officers and Committee Members, stating the date, time and location of the meeting. The secretary will ensure the minutes of the previous meeting are emailed out.
- Committee meetings should try to be held monthly, but a sufficient minimum requirement for meetings are no less than six times each year.
- A quorum for any meeting of the Committee shall be at least three Members of which two must be Officers of the Committee.
- The Officers of the Committee shall be empowered to fill any vacancy occurring on the Committee. Any person so appointed shall serve until the next Annual General Meeting of the WISC where a vote will take place to ratify the committee member.
- If an Officer or Committee Member tarnishes or damages the reputation of the WISC, resulting from a total disregard of the constitution or interests of the WISC, the said person may be disciplined by removal of their position.
- The Committee may organise such competitions and/or social events appropriate in promoting and advancing the interests of the WISC and its Members.
- Open competitions organised by the WISC must conform to the Rules of the NISA as currently in force.
- All proposed expenditure of the WISC over the sum of £100 must first be approved by at least two officers of the club
- The Committee may create additional rules for the WISC provided they further the objects and interests of the WISC. The new rule/s must be displayed in full detail on the WISC notice board for the remainder of the financial year. The new rule/s must be put before the next Extraordinary or Annual General Meeting before permanent inclusion in the constitution of the WISC.
- The Officers may make any alterations to the Constitution of the WISC which must be agreed at the next Annual General Meeting or at an Extraordinary General Meeting. The changes become constitutional once confirmed by a 51% vote at and AGM or EGM.

- B.I.S. should be informed of any amendments made to the constitution or officers of the Club.

Finances:

The following procedures must be adhered to by all Committee Members and those assisting running events to ensure the clear and accurate production of the WISC accounts going forward from Y2, Q3.

1. All monies for WISC must go direct to treasury to be logged before any action can be taken. This will include membership, competition entry, and social events.
2. All cash / cheques will be logged and accounted for in the correct accounting system.
3. Any sum of money over the £100 value should be authorised by at least two officers of the club
4. All cheques for WISC purchases will require two signatures, primary by the Treasurer and counter signed by either the Vice Chair or Secretary.
5. Any incurred expenses for events, memberships or competitions an expense form will be required to be completed and sent to treasury for payment.
6. Under no circumstances must expenses be taken out of any petty cash or cash funds without authorisation from the treasury, following the procedures noted. A receipt of goods must be stapled to the expense form.
7. The accounting procedures clearly state that each social or competition event should be shown and itemised separately in the accounting procedures. Floats will be prepared separately by the treasury. Each item must be clearly kept separate to follow the clear separate accounting procedures.
8. The individual headings that revenue is separated in to and reported annually are:
 - Membership Subscriptions
 - Competition Subscriptions
 - Social events – accounted per individual event
 - Merchandise / Club supplies

- Other income (may be specifically added to fiscal year accounts)

Annual General Meetings:

- The Annual General Meeting of the WISC shall be held not later than 2 months from the end of the financial year as stated in the financial section.
- Twenty-eight days written notice shall be delivered to each Member of the WISC giving the date, time and location of the AGM
- Full Members wishing to include a proposal under the heading 'Any other Business' should send details of their proposal, with a seconded motion by another full club member, at least two weeks prior to the AGM to the Club Secretary.
- The Agenda for the AGM must be displayed on the WISC notice board for at least one week prior to the AGM.
- At the AGM the business of the meeting shall be:
 - a) **Present / Apologies**
 - b) **Agreement of minutes**
 - c) **The report of the Chair.**
 - d) **The report of the Club Treasurer.**
 - e) **The presentation of the Audited Accounts.**
 - f) **The election of Officers and Committee delegates for the following year**
 - g) **Appointment of Auditors for the ensuing year.**
 - h) **Any other business.**
- At each Annual General Meeting, club Secretary will present the minutes of the previous meeting for approval and will record the minutes of the current meeting.
- Voting at the Annual and Extraordinary General Meetings can only be undertaken by Members. (Junior Members do not hold a vote, but the parent or guardian of that skater do.1 per skater and 1 vote per family.)
- Clarification of voting: If the family has a Junior Skating Member, the parent or guardian is entitled to one vote. If the family has a 2 Junior Skating Members, the parent or guardian is entitled to one vote. If an additional parent or guardian is Full Member and they have paid for membership then they are entitled to vote.

- Only full members are entitled to hold a vote at the AGM's but associate / social members are welcome to attend the meetings.
- Voting at the AGM shall be by a show of hands. To pass a proposed motion votes should total at least 51% of those present who are eligible to vote.
- If a Club Member is unable to attend due to exceptional circumstances, but wishes to vote, he can nominate a proxy vote in writing, which will be accepted at the AGM.

Extraordinary General Meeting:

- An Extraordinary General Meeting can be called at any time by a resolution of the WISC Committee.
- A written request from Members, giving the details of the proposed motion to be put before the Members, must be sent to the club Secretary and the proposal signed by not less than ten Members.
- The same notice shall be given as with the AGM above following the same procedures.
- Should the written notice for the request for a meeting not be honoured within the twenty-eight day period, then those requesting the meeting have the right to convene the meeting and put before those present the motion for discussion, followed by a voting 'for' or 'against' the motion providing all clauses under ' Extraordinary General Meetings' have been observed.
- At an Extraordinary General Meeting no business other than that specified in the Notice of the meeting may be discussed and voted upon.
- Voting at the Extraordinary General Meeting shall be by a show of hands. To pass a proposed motion votes should total at least 75% of those present who are eligible to vote.
- At an Extraordinary General meeting, the club Secretary should record the minutes of the Extraordinary General Meeting and a copy presented at the next available Committee meeting.

The Temporary Suspension of WISC

- If in the unforeseen circumstances that the club can no longer operate due to not having enough officers, the club can be placed in to a temporary suspension.
- Two trusted candidates must be appointed as Caretakers. The names will be placed on the bank mandate.

- The Caretakers will be guardians of the club documentation and club funds until the time a committee can be appointed.
- If the club is suspended for more than five years the Caretakers may choose to follow the dissolution process.

NB: In the event the club has no members or officers and only the two caretakers remain they will follow steps four and five of the dissolution process.

The dissolution of WISC:

- Any motion to dissolve the WISC must be put before an Extraordinary General Meeting called for solely for that purpose. Any assets remaining after satisfying all liabilities outstanding shall be used for the benefit of Ice Skating in a manner unanimously approved by those attending the Extraordinary General Meeting. The Officers at that time will be responsible for speedily winding up the affairs of the WISC.
- Once the WISC has been wound up, then a final audited financial statement certified by the Auditor should be sent to all Full Members within six weeks from the date of the Extraordinary General Meeting.
- If in the unforeseen circumstances / event that WISC needs to be dissolved, it is the responsibility of the last four appointed officers to see that
 - 1) All present members are informed and an EGM is called.
 - 2) At the EGM, The Chairman will read the proposed motion to dissolve the club, which must have been proposed and seconded by two current members.
 - 3) Unlike other votes, all club members that are eligible to vote and are present must vote unanimously to dissolve the club. Votes may be preregistered with the club secretary prior to the EGM.
 - 4) The four officers will ensure the club has paid any outstanding debts before withdrawing club funds to distribute amongst chosen charities or similar sporting organisations agreed by all current club members at that EGM. All club accounts will be closed.
 - 5) The Officers will inform B.I.S. of the Clubs termination.