

CLUB CONSTITUTION

1) NAME

The club shall be called the “London Region Nordic Ski Club”.

2) OBJECTIVES

To encourage participation in cross-country skiing at all levels and in all locations, especially by the dissemination of information and by providing the opportunity for training and participation in every aspect of the sport.

3) OFFICERS

The committee shall comprise the following officers who shall be club members responsible for the day to day running of the club:

Chair	Members responsible for:
Vice chair	On-snow skiing coordinator – racing
Treasurer	On-snow skiing coordinator – recreational
Newsletter editor	Roller skiing, racing and recreational
Membership secretary	Coaching
Secretary	Equipment
Welfare	Entertainment/Events
	Website/Publicity

The committee may co-opt additional non-voting members as may be necessary.

Except that the Chair, Vice Chair and Treasurer shall be three separate individuals, any member may hold more than one officer post.

The normal term of office of all committee members shall be one year, renewable. The Chair shall not hold that position for more than three consecutive years from the date when they first take office.

The committee shall fill any vacancy that occurs during the year, the candidate being approved by simple majority vote of the committee.

The committee shall meet at such time and place as it decides. Adequate notice of a date shall be communicated to members of the committee as well as publicised in the Calendar of Events. Meetings shall be approximately once every two months.

In addition, the Chair, or three committee members in writing to the Secretary, may call a committee meeting at not less than 14 days’ notice to members of the committee. The draft agenda shall be sent out with the meeting notice.

Any committee member having a commercial interest in a topic under discussion shall declare such interest and shall not be eligible to vote. The Chair’s decision in such matters shall be final.

The committee shall, wherever practical, aim to reach decisions by consensus. Where voting is needed, this shall be by simple majority, the Chair having a further casting vote in the event of a tie.

The Chair, or Vice chair, and three other committee members, shall constitute a quorum at any properly called meeting.

The committee may draft rules of procedure for the proper conduct of the club's activities and meetings. These rules shall be made available for information to club members, but shall only be subject to approval at a General Meeting if a motion to this effect is raised.

4) MEMBERSHIP AND SUBSCRIPTIONS

Membership is open to all persons on payment of the annual subscription. There are three types of membership: Family (1 or 2 adults + children), Adult and Youth (child under 18 or in full time education during the current membership year).

The annual subscription shall be such amount as the committee recommends, which must be confirmed at a General Meeting before any change takes place.

Subscriptions are due annually on the date of first joining the club.

A member shall be deemed to have resigned if he or she fails to pay the annual subscription within three months of the due date.

Honorary membership can be conferred at the discretion of the committee.

Membership shall be withheld or withdrawn only upon unanimous agreement of the Chair, Vice chair and Membership secretary. Any person whose membership is withdrawn or who is refused membership in this way shall have a right of appeal to the full committee.

Only individuals and families may join the club. Children under the age of 18 on 31st December, or in full time education, may be included in a family membership or may join as youths. An application for membership as a youth shall be made by, and communications will be through, the parent/ guardian.

The club will adhere to data protection legislation and any other relevant national provisions. Snowsport England provisions, for example child protection, will also be followed.

5) FINANCES

The Treasurer shall be responsible to the committee for the keeping of appropriate accounts and budgets for the club. The Treasurer shall seek committee approval as to current and savings accounts required to hold club funds.

The club financial year shall end on 31st July and its accounts shall be subject to independent scrutiny prior to approval at the AGM.

The Treasurer will aim to pay all expense claims within 2 weeks of receiving a claim. The Treasurer may refuse to pay any expense claim not backed by the relevant proof (e.g. a receipt).

The club's resources shall be used only to further the objectives above. Major financial commitments, i.e. a single payment of £3 000 or more, shall require the approval by majority vote at an AGM or EGM (this does not apply to payments, e.g. deposits, which will be refunded).

6) ANNUAL GENERAL MEETING

The committee shall arrange an Annual General Meeting (AGM) to be held before 30th September each year. Each AGM shall have on the agenda:

- approval of the previous year's AGM minutes,
- approval of the annual report,
- approval of the accounts,
- motion to appoint an auditor or independent scrutineer,
- any motion submitted by the committee,
- any motion submitted by a member – see below,
- election of the officers named above,
- any other urgent matter of business, at the discretion of the Chair, raised at the meeting.

Notice of the AGM shall be given to every member at least two months before the meeting is to be held. The AGM may be held in person, by teleconference or by a combination of both. Any member attending in person or attending via teleconference shall be deemed to be present at the meeting.

Any member of the club may submit a motion for the AGM in writing to the Secretary at least one month before the meeting. Such motion must be seconded, either in writing or from the floor of the meeting.

The agenda for the AGM shall be sent and/or made available to all members at least two weeks before the date of the meeting. Publishing the agenda on the club's website shall constitute making available, provided that the AGM notice states that this is the means to be used. All reports and motions to be discussed at the AGM shall be sent and/or made available at the same time as the agenda. At the discretion of the Chair, motions may be raised at the AGM itself, with the Chair deciding whether the motion itself shall be subject to a vote. If a motion is raised but is not subject to a vote, the AGM may decide, by vote, that the motion be subject to consultation and vote after the AGM.

The proposer of a motion, or the substantive motion after amendment, shall have the right of reply to points made by other speakers during debate, immediately before the vote is taken.

Members may only speak once to each motion or amendment except on points of order, or at the Chair discretion, in response to questions.

The appointment of any committee member made by the committee in the year prior to the AGM shall, provided that the member is willing to continue, be confirmed by vote at the AGM. In addition, the re-appointment of all committee members, provided that they are willing to continue, shall be confirmed by vote at the AGM at the end of each of their annual terms.

Voting shall be by simple majority, both of those present at the AGM and any absentee votes, the Chair having a further casting vote in the event of a tie. Only fully paid-up or honorary members are eligible to vote. Those not attending the AGM may communicate their absentee vote to the Secretary at least one week prior to the AGM; the Secretary shall add these votes to those of people present at the AGM.

7) EXTRAORDINARY GENERAL MEETING

The committee shall have the power to call an Extraordinary General Meeting (EGM) at any time.

An EGM shall also be called within two months by the Secretary on receiving a requisition signed by not less than twenty members of the club and specifying the objective for which the meeting is to be called.

Notice and agenda of the EGM shall be sent and/or made available to all members at least twenty-eight days before the meeting is to be held. Any documents to be discussed at the EGM shall be made available at the same time as the agenda.

The procedures for making available, speaking and voting shall be the same as for the AGM.

8) AFFILIATION

The Committee may seek affiliation to any organisation or body that furthers the objectives of the club. However, such affiliation must be ratified by a General Meeting and shall never restrict the freedom of the individual to participate in the sport on an amateur basis.

9) DISSOLUTION

The decision to dissolve the club may only be made at a General Meeting. Upon dissolution of the club, the remaining assets after all debts have been paid shall be distributed as determined by those members present at the General Meeting to organisations that further all or part of the objectives above. No part of such assets shall be distributed to any member or members of the club.

10) AMENDMENTS TO THE CONSTITUTION

The constitution shall be amended only at a General Meeting by a majority vote in favour exceeding the ratio 2:1 of those present and voting together with any absentee votes. Changes proposed may be discussed and voted on as a whole, or different changes or groups of changes may be subject to separate voting.