

## **ELY ROLLER SKATING CLUB**

### **CLUB RULES**

#### **TERMINOLOGY**

In these rules the following terms are used frequently:

##### **"Fully paid up"**

Having paid the relevant membership subscription fee for the current membership year in full, or had their subscription fee waived at the discretion of the Executive Committee.

##### **"Senior member"**

Any skating or non-skating member who is of 18 years or over (refer to the definition of the membership subscription structure in rule 6).

#### **THE CLUB**

1. That the club be called "Ely Roller Skating Club".
2. That the object of the club be the promotion and enjoyment of roller skating.
3. That the club be affiliated to:
  - a. The Federation of Artistic Skating (FARS), whose laws shall be preserved in every detail.
  - b. Other associations relating to roller sports as deemed necessary.
4. That the club be non-profit making.

#### **MEMBERSHIP**

5. Membership shall be open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status and sexual orientation.
6. That the annual membership subscription structure comprise:
  - a. Junior membership, for skating members under 18 years of age;
  - b. Senior membership, for skating members of 18 years and over;
  - c. Family membership, for up to four skating members, of which no more than two may be senior members (18 years and over);
  - d. Senior Citizen membership, for skating members of 65 years and over;
  - e. Parent membership, for non-skating parents/carers of junior members.

7. That the membership subscription structure and rates be set by the Executive Committee and notified to current members by the 31<sup>st</sup> August each year. Annual membership subscriptions shall become payable on the 14<sup>th</sup> September and paid by 1<sup>st</sup> October.
8. That the annual membership be by written application to the Executive Committee, who may exercise the right to refuse membership.
9. Only fully paid up members shall be allowed to take part in any club activity.
10. That any member wishing to resign must do so in writing to the Executive Committee.
11. The Club will uphold the FARS Child Protection policies as set down and as may be amended from time to time by FARS.
12. All members who have not attained the age of 18 must be registered as a child or young person and a Parental Consent Form held by the Club.
13. No competitive restrictions shall be imposed on any member who wishes to leave the Club.

### **EXECUTIVE COMMITTEE**

14. That the club's management shall consist of:
  - a. Honorary President(s) and
  - b. Executive Committee comprising:
    - i. Chairman
    - ii. Vice Chairman
    - iii. Secretary
    - iv. Treasurer
    - v. Three General Committee Members
    - vi. Child Protection Officer (this role may be fulfilled by another Officer or General Committee Member)
15. The following eligibility criteria shall apply:
  - a. Executive Committee Members must be fully paid up senior members.
  - b. At least one Executive Committee Member must be a member of FARS.
  - c. The term of office for Executive Committee posts shall be one year.
  - d. An Officer of the Club (Chairman, Secretary and Treasurer) may serve for no more than five years in succession (and be required to "step down" at the AGM, and not stand for re-election into the same position). However they would be eligible to stand for election to any other position on the Executive Committee.
16. That a quorum for the Executive Committee meetings shall be three committee members, including two Officers.

17. That in the event of an Executive Committee vacancy, a fully paid up senior member may be co-opted by the Executive Committee:
  - a. Co-opted members shall have the same powers as those members elected at the AGM.
  - b. An Officer required to "step down" after 5 years of continuous service (refer to Rule 15.d) shall be eligible to offer themselves for co-option into any vacant position on the Executive Committee if they so wished (including the position from which they were required to "step down").
18. That the executive committee shall have the power to co-opt up to one third of their total committee number, as detailed in rule 14 above.
19. If a committee member is absent for more than three meetings in succession they shall be deemed to have resigned from the committee. If a committee member is unable to attend a committee meeting they may nominate another fully paid up senior member to attend in their place, but no more than three times a year, the nominated person having the same voting rights as the person they are representing. The secretary should be informed 48 hours before the meeting.
20. That the Executive Committee is empowered to organise all aspects of skating and other activities within the club.
21. That the Executive Committee is empowered to deal with any matter not provided for in these rules.

### **GENERAL MEETINGS**

22. That an Annual General Meeting (AGM) is held in October of each year, at which the members of the Executive Committee shall be elected for the ensuing year.
23. That 28 clear days' notice of an AGM is given to members.
24. Those resolutions to be voted on at an AGM shall be notified to the Executive Committee 14 days prior to the meeting, along with nominations for those standing for election to the Executive Committee.
25. That a Special General Meeting may be called on a requisition signed by at least six fully paid up senior members, detailing the issue(s) and resolution(s) to be processed.
26. That seven clear days' notice of a Special General Meeting is given to members.
27. That junior members may attend and speak at any General Meeting.
28. Only fully paid up senior members may vote at any General Meeting. The use of proxy votes will not be allowed.
29. Members eligible to vote, but unable to attend a meeting may vote by postal ballot addressed to the club's chairman but which may be sent to the club secretary.

30. That a resolution requires a simple majority of those present and eligible to vote at any General Meeting in order to be adopted (except resolutions relating to the issues covered in rules 32 and 41).

### **EQUITY STATEMENT**

31. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct and equity policy (as defined in Rule 5).

### **DISCIPLINE**

32. Any member acting in a manner derogatory to the Club shall have their conduct dealt with by the Committee, which shall afford the member the opportunity of being heard. The Committee shall have the power to expel the member by a majority of two-thirds of those present and voting. Any such members shall, however, have the right to appeal to a special General Meeting of the Club called for the purpose.

### **DISPUTES**

33. In the event of a dispute arising within the club, the following procedure shall be exhausted prior to seeking external assistance other than from the National Governing Body for the relevant skating discipline.

- a. Any grievance must be notified to the Secretary in writing, with a copy sent to the Chairman. This notification must include full details of the grievance, including time, date, location, persons involved, witnesses etc.
- b. An acknowledgement will be issued by either Secretary or Chairman upon receipt of such notification, and a formal reply sent within seven days. This grievance should be shown to the committee at the next executive committee meeting.
- c. If this does not resolve the matter, then details shall be forwarded to the executive committee and Honorary President(s), and the issue shall be added to the agenda for consideration at the next available full committee meeting.
- d. An Honorary President may request that a date of the next executive committee meeting be brought forward if considered necessary.

### **COACHING**

34. That the Ely Roller Skating Club Coaches have authority over all skaters on the floor and are responsible for implementing the club's coaching policy, as agreed with the executive committee.

35. All trainers/coaches/teachers or consultants (skating or sports active persons) employed either paid or unpaid must hold a FARS CPU approval coaches licence. (Red licence with photo).

- 36. Club Officials involved in the supervision of children and young people belong to or associated with the Club must also be registered (Green licence with photo).
- 37. That in the event of a coach leaving the club, any skating member wishing to continue to be trained by that coach may do so, but shall be deemed to have resigned from the club with immediate effect.
- 38. That no individual who receives a regular income from the club may serve on any club committee.

**FINANCIAL RECORDS**

- 39. Proper financial records ("account books") shall be kept by the club's Treasurer. These financial records shall be made available to the Executive Committee as/when required and also be made available to the Club's appointed Accountant for preparation of the annual Accounts (refer to rule 40 below).
- 40. The Executive Committee shall appoint an independent qualified Accountant to prepare the Club's annual Accounts and to act as the Club's agent for taxation purposes. This appointment shall be reviewed by the Executive Committee each year.

**DISSOLUTION OF THE CLUB**

- 41. A resolution to dissolve the club can only be passed at an Annual General Meeting or Special General Meeting through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of the governing body or some other club with similar objectives to those of this club.

**CHANGING THE CLUB RULES**

- 42. That none of the foregoing Rules be altered except at an Annual General Meeting or at a Special General Meeting convened for that purpose, of which seven clear days notice must be given.

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Chairman

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Dated

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Secretary

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Dated