



Aberdeen Snowsports Club Constitution for Adoption 2018

1 TITLE

- 1.1 The Club shall be called Aberdeen Snowsports Club, hereinafter referred to as the Club.

2 PURPOSE

- 2.1 To be an inclusive club that offers a positive snowsports experience, on and off the snow, regardless of age or ability.
- 2.2 The Club will be sustainable, viable, responsive and accountable to our members and local communities.
- 2.3 The Club is committed to the highest ethical standards. All Members and Office Bearers of the Club should conduct themselves with integrity, transparency, accountability, and in a fair and equitable manner.
- 2.4 The Club is a non-profit making organisation. All profits and surpluses will be used to implement the Club's strategy in support of its members and the sport.
- 2.5 The Club shall be affiliated to Snowsport Scotland, or such other entity that may perform the function of governing body for snow sports in Scotland.
- 2.6 The Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Snowsports Scotland requirements.

3 MEMBERSHIP

- 3.1 Membership is open equally to all irrespective of ability, age, gender, race, religion or sexual orientation
- 3.2 Members shall be those individuals who apply to the club for admission in such manner as the committee shall from time to time determine and are accepted. The Committee shall have power to grant or refuse membership.
- 3.3 Membership of the club shall be available in categories determined by the Committee.
- 3.4 The Committee shall have the authority to set the membership fees.
- 3.5 All members joining the Club shall be deemed to accept the terms of this constitution and any Club rules from time to time adopted by the Committee.

3.6 Membership shall be on an annual basis.

3.7 The Club shall retain ownership of all its assets and property and departing members shall return any such assets or property.

4 TERMINATION OF MEMBERSHIP

4.1 Members wishing to leave the Club other than by non-renewal shall give written notice to the Secretary of the Club.

4.2 Committee members wishing to leave the Committee and/or leave the club, other than by non-renewal, shall give 14 days written notice to the Secretary of the Club. An EGM will be called to select a replacement.

4.3 The committee shall have the power to remove Members of the Club if they are in breach of this Constitution, or are considered to be prejudicing the good name of the Club, without repayment of Membership fees. The Club considers itself in alignment with Snowsports Scotland rules (<http://snowsportscotland.org/about-us/governance>) and club policies (<https://snowsportscotland.org/club-development/club-policies>)

4.4 The Club may terminate the membership without consent by giving written notice if in the reasonable opinion of the Committee:

- They are guilty of conduct which has or is likely to have an adverse effect on the Club or bring the Club or any or all of the members into disrepute; ^[1]_{SEP}
- They act or threaten to act in a manner which is contrary to the interests of the Club as a whole; or ^[1]_{SEP}
- They fail to observe the terms of this constitution.

5 MANAGEMENT COMMITTEE

5.1 The affairs of the Club shall be managed by a Committee.

5.2 Only Club members can hold a position on the Committee or Club Officer

5.3 The Committee shall consist of 5 Members as follows, Chair, Treasurer, Secretary, Coaching Representative and Members Communications Representative.

5.4 Members shall not serve on the Committee for more than 3 years continuously. After 3 years the Committee member is not eligible for re-election unless a period of 12 months has passed.

5.5 The committee may appoint Club Officer positions as required to further the needs of the club and its members. All Club Officer positions must be held by Club Members and will be appointed in an open and transparent process. Other positions, whose roles shall be determined by the Committee from time to time taking account of the requirements of the Members at that time can be created by

the Committee. In addition, the manager of Aberdeen Snowsports Centre and one other representative nominated by Aberdeen Snowsports Centre shall be co-opted to be Members of the Committee.

- 5.6 The Committee shall be elected at an Annual General Meeting (AGM). If any Committee position should fall vacant between AGMs the Committee shall have the power to fill such vacancy until the succeeding AGM or EGM as timing dictates.
- 5.7 The Club Officer positions shall be elected at an Annual General Meeting (AGM). If any Committee position should fall vacant between AGMs the Committee shall have the Power to fill such vacancy until the succeeding AGM.
- 5.8 All Committee and Club Officer positions must be members who are nominated and seconded. Should more than one member be nominated and seconded then a vote will be taken. The voting must result in a clear majority and must be conducted until a clear majority is recorded.
- 5.9 The Quorum for a valid Committee meeting shall be 3. The Chair must be in attendance or the Chair must appoint a Vice Chair. Either the Secretary or Treasurer must be in attendance.
- 5.10 The Chair shall have the ability to appoint a Vice Chair position in the event of his unavailability. The vice Chair must be in the Committee and cannot be either the Secretary or Treasurer.
- 5.11 Each Committee member has one vote. The Chair shall hold a casting vote in the event of a tied vote.
- 5.12 The Committee will empower sub-committees, which may manage defined areas of the clubs activity under a mandate provided by the Committee, provided any such sub-committee is chaired by a Club Officer position, who shall be responsible and report to the Committee.
- 5.13 Sub-committees will report up to the Committee formally at the monthly committee meetings as advised in advance by the Secretary. Sub-committees are expected to report on matters that require the club to make a strategic decision, commitment of personnel, commitment of Club equipment or expenditure exceeding that documented in the club finance policy.
- 5.14 Club Officer positions are expected report to the Committee as required or as directed by the Committee formally at the monthly committee meetings as advised in advance by the Secretary.
- 5.15 Any Club Member can attend a monthly meeting and is free to express an opinion at the meeting on matters in the agenda.
- 5.16 The Committee shall have the power to deal with all matters not reserved to a General Meeting.

5.17 The Officers of the Club shall be trustees ex officii of the Club. If necessary they shall hold any property belonging to the Club in their name and shall be entitled to sue and be sued on behalf of the Club as trustees ex officii. They shall have personal indemnity insurance cover as provided by Snowsport Scotland where they are acting bona fide in their capacity as Officers of the Club.

6 HONORARY OFFICERS

6.1 This class of club officer shall comprise those individuals already appointed as Honorary President or Honorary Vice Presidents as at the time of the adoption of this constitution. No further appointments of Honorary Officers shall be made from the adoption of this constitution.

7 GENERAL MEETINGS

7.1 The Club shall hold an Annual General Meeting (AGM) each year;

- Approve the minutes of the previous AGM
- Receive reports from Officers
- Approve the Annual Accounts
- Elect the Committee
- Fix the subscriptions for the following 12 month period
- Deal with any other relevant business

7.2 Extraordinary General Meeting (EGM)

- Any member may call an EGM by an application in writing to the Secretary supported by the signatures of 20% of Members.
- The Committee shall have the power to call an EGM by decision of a simple majority at a Committee meeting.
- The Secretary shall then call the EGM for a date not later than 28 days from receipt of such an application.

7.3 Notices

At least 14 days notice of all General Meetings, accompanied by an Agenda prepared by the Club Secretary, shall be given to all members. No business shall be conducted unless due notice is given to the Secretary and placed on the Agenda.

7.4 Voting

- With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings. The Chair shall hold a casting vote at General Meetings. The Quorum at General Meetings shall be 20. All club members aged 16 and over are entitled to vote.
- All members eligible to vote shall have the right to vote by proxy where by the member gives notice to the club Secretary who their proxy will be and on which resolutions the proxy is authorised to vote.

7.5 Changes to the Constitution

- Any changes to the Constitution shall require a two-thirds majority of those present and entitled to vote. A proposal to change the Constitution must be submitted in writing to the Secretary, who shall circulate the proposal to all members for a

vote at a General Meeting. All club members aged 16 and over are entitled to vote on constitutional changes.

- All members eligible to vote shall have the right to vote on constitutional changes by proxy where by the member gives notice to the club Secretary who their proxy will be.

8 FINANCE AND ACCOUNTS

8.1 The financial year shall run from 1st October to 30th September.

8.2 The Treasurer shall be responsible for Preparation of Annual Accounts of the Club. The Accounts shall be certified by an appropriate qualified person.

8.3 All cheques under £500 drawn against the Club shall be signed by one of the designated signatories; Chair, Secretary or Treasurer. All cheques over £500 drawn against the Club shall be signed by two of the designated signatories.

8.4 All electronic payments out of any of the Club's accounts under £500 can be executed by the Chair, Secretary or Treasurer. All electronic payments over £500 shall be approved by two of either the Chair, Secretary or Treasurer.

9 DISCIPLINE AND APPEALS

9.1 Child Welfare

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with Clause 2.6. The Club Child Protection Officer is the lead contact for all members in the event of any child protection concerns.

9.2 Complaints

- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. Should the complaint be in regard to the Club Secretary then it can be made, in writing to any other Committee member.
- The Committee shall, at its discretion, set up an investigative group made up of either Club Officers or Club Members independent of the committee to obtain further information regarding any complaint with clear mandate and time frame.
- Any investigative group will formally report back to the Committee within the agreed timeframe.

9.3 Discipline

- The Committee will meet to hear complaints within 14 days of a complaint being lodged (the disciplinary hearing).
- Should any Committee member be part of the complaint or be somehow linked to the complainant they shall be excluded from investigating or ruling on disciplinary actions or appeals arising from the complaint.
- The Committee has the power to take appropriate disciplinary action including the termination of membership.

- Disciplinary action should be agreed unanimously by the Committee (excluding Committee members who are part of the complaint or be somehow linked to the complainant)
- All disciplinary action taken by the Club will be reported to Snowsports Scotland
- 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.

9.4 Appeals

All parties involved in the complaint have the right of appeal to the Committee following disciplinary action being announced. The appeal will be made in writing and detail the grounds on which the appeal is being made. The Committee will consider the appeal within 14 days of the Secretary receiving the appeal.

10 DISSOLUTION

- 10.1 If, upon winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to an entity having objects similar to those of the Club, such organisation to be determined by the members at a General Meeting, or in the absence of such a Resolution (or to the extent to which it cannot be given effect), to Snowsport Scotland or its successor entity.