

WALSALL ARTISTIC ROLLER SKATING CLUB
CONSTITUTION

Definitions

Assistant Coach	A coach approved by the committee who does not possess FARS registration.
Registered Coach	A coach qualified and registered with FARS or some other approved skating body.
The Club.	Walsall Artistic Roller Skating Club. ("The Club")
The Committee	The Committee of the Club elected by the members on an annual basis at the AGM for the purpose of the Management and Development of the Club.
Full Member	A member of the Club of at least 18 years of age.
Junior Member	A member of the Club who is less than 18 years of age.
Prospective member	A person attending for training sessions (whether as a skater or otherwise) who has not paid a membership fee
External Club	A Club not being based at the E-Act West Walsall Academy which has its own management structure and membership and which is not Affiliated to The Club.
Affiliated Club	An external club which has been accepted (pursuant to the Affiliation policy) as an Affiliated Club.



In this constitution the masculine shall be taken to include the feminine, the singular the pleural and visa versa.

Preamble

1. The Club (an unincorporated Association) shall be called Walsall Artistic Roller Skating Club but may from time to time for promotional purposes trade or operate under another name.
2. The Club shall be affiliated to the Federation of Artistic Roller Skating (FARS) and will implement the FARS child protection policy.
3. The aims of the Club are:-
 - a) To provide opportunities for adults and children to participate in roller skating activities with a view to improving fitness, balance, flexibility, self confidence and well being.
 - b) To promote and develop the sport of Artistic Roller Skating.
 - c) To promote Artistic Roller Skating competitions and exhibitions, and to raise funds to that end;
 - d) To increase Club membership;
 - e) To improve individual members' ability in the Sport and to encourage them to participate in Tests and Competitions.

Annual General Meeting

4. The Annual General Meeting ("AGM") shall be held between the beginning of January and the end of March of each year. The Secretary shall give at least three week's clear notice of the date of the meeting, by posting a notice at the skating sessions and upon the Club website setting out the date of the meeting and the matters to be discussed. The meeting shall be Chaired by the Club Chairman who shall also be the Committee Chairman and the minutes shall be taken by the Committee Secretary.
5. Other than a decision to disband or dissolve the Club (which shall be decided by a majority of not less than 75% of the full members present,) all matters before the AGM shall be decided by a simple majority. In the event of a tie the Club Chairman shall have a casting vote.
6. As a minimum, the items on the Agenda for each AGM shall be:-
 - a) The election of the Club Committee
 - b) To receive the annual reports from the Treasurer and Chairman

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- c) To review, (if appropriate) amend and ratify this Constitution. The Committee may temporarily amend the Constitution but any such amendment must be brought before the members in general meeting before it shall constitute a permanent amendment. The Club Chairman shall confirm, by signing a copy of the constitution, that it has been so ratified.
- d) Club promotional activities for the coming year.
- e) Planning and promoting Club events and competitions for the coming year.

The Club Committee

- 7. The Club Committee shall be elected every year at the AGM and shall consist of not less than 5 Full Members but may, at the sole discretion of the Members consist of more than 5. Any affiliated Club shall be entitled to send one member to sit on the committee.
- 8. Any Full member of the Club or any Affiliated Club may be nominated for election to the Club committee save that no Member may be elected to the committee without his consent. A Full Member may nominate himself/herself for election. In the event of there being more nominations than available seats on the Committee the issue shall be decided by secret ballot.
- 9. Save that the Committee shall be elected every year and that the members acting in General Meeting may remove a member of the Committee at any time there shall be no limit to the length of time a Member may sit on the committee.
- 10. The Committee shall meet as often as they consider necessary except that they shall meet before the AGM and at least on two other occasions in each calendar year.
- 11. The Committee shall not necessarily include a coach but not the coaching team shall be entitled to nominate a Coach to attend any Committee Meeting (except disciplinary meetings) as of right. If there is confidential business to be discussed the Chairman may request any Coach so nominated under this provision to leave while these matters are discussed. A nominated Coach who is not a member of the Committee is not entitled to vote.
- 12. The Chairman may, in his sole discretion, ask any individual to attend any Committee meeting on an ex-officio basis. Such an individual attending a meeting may be heard but may not vote.
- 13. At the first meeting after the AGM the Committee shall appoint from their number the Club officers for the next year. The committee must appoint the Club Chairman, the Club Secretary, (who will also act as vice-chairman), the Membership Secretary and the Treasurer. The Committee may appoint such other officers as they deem necessary or desirable.
- 14. The Chairman must retire from his post after two years although, if elected, he may remain on the committee. The out-going Chairman may serve as Chairman again but only after a period of not less than two years has expired.
- 15. The quorum at Committee meetings shall be three. In the absence of the Chairman and Secretary, the Committee shall appoint a deputy for that meeting only. Issues shall be decided by a simple majority vote of Committee members present. In the event of a tied vote the meeting Chairman shall have the casting vote.
- 16. If, in the opinion of the Chairman there is an item of Committee business that may be dealt with by written resolution the Chairman shall instruct the secretary to prepare a written resolution to be circulated to the Committee members. The resolution shall be deemed passed once the draft resolution has been signed by a majority of the Committee members.
- 17. A Committee member may resign at any time by giving notice to the Club Chairman. A Resigning Treasurer, must take the necessary steps to transfer his responsibilities to his successor before his resignation shall be effective. Until he has done so he shall remain fully responsible for the Club finances.
- 18. In the event that a Committee member retires or stands down prior to the AGM the Committee may in its sole discretion invite another full member to sit instead until the next AGM or EGM at which time an election must be held for the vacant post.
- 19. The Committee shall be responsible for the day to day business of the Club but may delegate any of its functions to an individual or sub-committee. In particular the Committee is responsible for :
 - a) Compliance with the law and legal requirements
 - b) Maintaining sufficient and adequate insurance,
 - c) Ensuring that Club rules comply with FARS rules/laws and the Rules of the Sports Centre,
 - d) Ensuring that the Club is maintained on a sound financial basis and pursuing funding from outside sources as and when such funds become available,
 - e) Setting fees.
 - f) Maintaining Club discipline,
 - g) Promoting the Club,

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- h) Drafting and keeping under review the Club safety policies and guidance;
- i) Developing such guidance and policy as is necessary to ensure the smooth management and administration of the Club
- j) Appointing coaches.
- k) Administering the Club's property and funds.
- l) Planning and managing any club events.
- m) Appointing the Child and Vulnerable Adults Protection Officer (CVAPO) together with such other tasks as the members in general meeting may require the Committee to undertake or the Committee considers necessary for the efficient management of the Club.

20. As Junior members are not entitled to vote at general meetings or seek election to the Club Committee, the Committee shall such take positive steps as they consider necessary to ensure that the views and interests of junior members of the Club are taken into account when making decisions.

21. The Chairman shall:

- a) Control and direct the conduct of the Committee and General meetings;
- b) Represent the Club in discussions with the media and funding organisations, unless in the Chairman's judgment the Club would, under the circumstances be better represented by another member.
- c) Present an annual report to the AGM.

22. The Treasurer shall:

- a) Keep the financial records and accounts of the Club in good order;
- b) Present a financial report to the Committee as and when requested to do so and in any event at the AGM;
- c) Make the financial records of the Club available for inspection upon any reasonable request;
- d) Draft the Standing Orders and Standing Financial Instructions, make recommendations to the Committee in respect of any amendments and present them to the AGM annually for ratification.
- e) Prepare an operating budget for each financial year.
- f) Certify whether, on the basis of the annual income and the current legal requirements the accounts require to be examined by an independent examiner.
- g) Pay any bills or invoices the club may incur from time to time.
- h) Present an annual report to the AGM

23. The Secretary shall:-

- a) Arrange meetings of the Committee by giving seven clear day's notice to all Committee members;
- b) Arrange general meetings by giving three week's notice to all Club members;
- c) Prepare an Agenda for all meetings and keep minutes of meetings;

24. The Membership secretary shall:-

- a) Maintain all membership records. Such records to include:
 - (i) Register of members.
 - (ii) Attendance records.
 - (iii) Registers of fees paid.
 - (iv) Skate hire records.
- b) Keep a register of Approved Coaches together with a list of their qualifications and make the same available for inspection upon any reasonable request.

Membership

25. Membership of the Club is open to anyone irrespective of age. A person becomes a member of the Club by upon payment of the membership fee. The privilege of Membership is not restricted to skaters. Members of an affiliated club are automatically members of the Club

- a) Junior Members shall have all the privileges, rights and obligations of membership except that they shall not be entitled to vote in an AGM or EGM and shall not be entitled to stand for membership of the Committee. Upon reaching the age of 18, a Junior Member will automatically become a Full Member without payment of a further membership fee.
- b) Full members shall have all the privileges, rights and obligations of membership and shall be entitled to vote in an AGM or EGM and shall be entitled to stand for membership of the Committee.
- c) The Membership fee is payable:
 - (i) On or before the second session attended by a prospective member.
 - (ii) Before entry for any tests.

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26. The Club will not discriminate against any member, prospective member, visitor or guest on the grounds of race, religion, sex, ethnic origin, marital status, sexual orientation or age. To the extent that it is consistent with the nature of the sport the Club encourages participation by skaters with disabilities.

27. A member ceases to be a member :-

- a) Automatically if, without good reason, he does not attend any session for a continuous period of 8 weeks.
- b) Automatically if, without good reason he fails to attend at least two sessions in a continuous period of 13 weeks.
- c) He gives notice, written or oral, that he no longer wishes to be a member of the Club.
- d) He fails to pay the membership fee within one month of being required to do so.
- e) He is expelled according to the procedures set out in paragraphs 35 to 43 below.

28. In the event that a member ceases to be a member any fees paid shall not be returnable. If the skater is in possession of any equipment owned by the Club he shall return it on or before his membership is terminated.

29. Membership disputes shall be settled by the Committee whose decision shall be final. Aggrieved members shall have a right to be heard by the Committee before it makes its decision.

30. A member who leaves the Club may, at the sole discretion of the Committee be permitted to rejoin. A further membership fee may, at the discretion of the Committee be payable.

31. Junior and Full members shall be entitled to attend the AGM or any EGM and have a right to speak. Only Full Members shall be entitled to vote at an AGM or EGM or to call an EGM.

32. Full Members can require the Committee to call an Extraordinary General Meeting (EGM) by presenting a written request signed by at least four Full Members to any Committee member. Any such request must include a copy of the proposed resolution(s) to be discussed. Upon receipt of the request the Secretary must, within 10 days, post notices at the skating sessions giving at least 3 week's notice (but not more than 5 week's notice) of the notice of the date and place of the meeting, together with details of the draft resolutions to be discussed. Only the business set out in the draft resolutions may be discussed at an EGM.

Club Discipline

33. No member may skate on behalf of another Club without the written authority of the Committee. There are no restrictions upon a skater skating at premises operated by another club.

34. All members shall at all times:-

- a) Promote and uphold the good name of the Club, FARS and the sport;
- b) Comply with Club and FARS rules, policies and laws from time to time in force.
- c) Comply with safety guidelines which may from time to time be issued;
- d) Adhere to the rules of the Sports Centre or of any other venue in which a skating session might take place;
- e) Report any matter which may effect the safety of themselves or another skater;
- f) Take care of Club property including Club funds.
- g) Comply with any reasonable request made by the coaching staff.

35. If it is alleged that a member may be in breach of the obligations set out in paragraphs 33 or 34 above, then subject to paragraph 36 below, the Chairman (or a committee member appointed for the purpose by the Chairman) shall carry out an investigation to determine whether there is a case to answer. In the event that the alleged breach of club rules relates to the protection of children or vulnerable adults the investigating officer shall be CVAPO. If the investigating officer concludes that there is no case to answer then the matter shall proceed no further.

36. Where a clear breach of the obligations (such as e.g. dangerous skating) set out in paragraphs 33 or 34 above has been witnessed by a member of the Committee a hearing under paragraph 38 may proceed without further investigation.

37. Except where the matter relates to Child protection or the Protection of Vulnerable adults (where the member shall in all cases be suspended until the investigation is complete) the Club Chairman (or in his absence the Secretary) shall decide whether a member should be suspended pending investigation. The decision shall be final and not subject to appeal.

38. Where the investigating committee member concludes there is a case to answer the Chairman shall require the secretary to call a meeting of the Committee at which the member shall have the opportunity to be heard. The member may be accompanied by a fellow member of the Club who may speak on the member's behalf. A junior member must be accompanied by a parent or guardian and the

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Chairman shall take all reasonable steps to contact the junior member's parent or guardian to ensure they are present at the hearing. If no parent or guardian is available the Chairman shall appoint a full member to represent the Junior Member's interests instead.

39. The Committee may apply whatever sanction appears to it to be appropriate including, in extreme cases, expulsion from the Club. The Committee may apply any sanction other than expulsion by a simple majority vote. However, no member may be expelled unless at least two thirds of the committee are in agreement.
40. A member subject dissatisfied with a disciplinary sanction applied by the Committee may appeal by serving notice in writing within 14 days upon the Chairman or Secretary who must convene an EGM attended by at least 5 Full Members of the Club entitled to vote at an EGM and who are not current members of the committee. The member shall have the opportunity to be heard at the EGM. The member may be accompanied by a fellow member of the Club who may speak on the member's behalf. A junior member must be accompanied by a parent or guardian and the Chairman shall take all reasonable steps to contact the junior member's parent or guardian and to ensure they are present at the hearing. If no parent or guardian is available the Chairman shall appoint an adult full member to represent the junior member's interests instead.
41. The EGM whose decision shall be final, shall hear the appeal and may:
 - a) Uphold the decision of the Committee.
 - b) Vary the sanction imposed by the Committee (but they may not impose a more severe penalty than the one imposed by the Committee.)
 - c) Uphold the member's appeal.
42. The EGM may apply any sanction short of expulsion by a simple majority vote but a decision to expel the member must be supported by not less than two thirds of the members present.
43. Meetings of the committee called to consider matters of Club discipline and of an EGM convened to hear an appeal against a disciplinary decision of the Committee shall be heard in private. The Minutes and agenda shall be kept confidential.

Financial

44. The financial year of the Club shall run from 1st January to 31st December. The Treasurer shall submit the end of year account to be approved by the Committee in sufficient time to allow it to be produced to the AGM.
45. Club Funds shall be held in a bank account at a bank from time to time approved by the Committee. Deposits taken in respect of hired skates shall be kept in a separate account. Except for room hire payments (which may be authorised by one person) not less than two signatures (one of whom shall be Club Treasurer) shall be required in respect of any transaction.

Coaching/Supervisory Staff

46. Coaching policy shall be set by the coaching team who shall keep the Committee advised of any changes in coaching policy.
47. All Coaches (whether or not they are registered coaches) must, before undertaking any teaching or coaching, be recommended by the Coaching team and approved by the Committee. All Coaches must ensure that the Club Secretary is kept apprised of their qualifications.
48. Coaches may only coach within their area of expertise.
49. From time to time the Coaching team or Registered Coach may request the assistance of a Club member or an expert in another area. (e.g. choreographer, physiotherapist etc). This is permissible with the following provisos:
 - a) It does not indicate any intention to appoint the individual as a Coach,
 - b) The Individual restricts his coaching to that session and to the precise matter upon which his assistance was requested,
 - c) The Coach supervising the session (who must be a Registered Coach) retains overall responsibility for the conduct and safety of the session.
50. All non coaching staff involved with the supervision of children (other than their own) must be approved by the committee.

Skating Matters

51. Coaches are appointed, and may only be dismissed or replaced, by the Committee.

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52. The Coaching team shall be solely responsible for Coaching of skaters and their decisions in respect of all skating matters shall be final and not subject to review by either the Committee or the members in AGM or EGM. In particular the Coaching team shall be responsible for:

- a) What is to be taught,
- b) Teaching techniques,
- c) Setting standards and awarding certificates to mark progress.
- d) Compiling a skater's routine,
- e) Style and artistic interpretation.
- f) Accreditation of Assistant coaches.

53. No coaching will take place at any skating session unless there is a Registered Coach present. A Skating session may take place in the absence of a Registered Coach as long as:

- a) There is a committee member present and
- b) All skaters adhere to the published safety standards.

Policies

54. As a minimum the Club will have the following policies which must be agreed by the committee. Any Club policies shall be made available on request to any club member, or (in the case of a junior member) their parent or guardian.

- a) Health and Safety.
- b) Fees and Charges.
- c) Maintenance of records.
- d) Skate Hire
- e) Protection of Children and Vulnerable Adults.
- f) Affiliation Policy

Club Brand and Logo

55. All documents created by, for or on behalf of the club (including, but not limited to, the club website, all club policies, membership documentation, certificates and correspondence) shall bear the club Logo as set by the club Committee from time to time. Only official club documentation shall bear the club Logo and it shall be a disciplinary offence for any club member to hold himself out as acting for or on behalf of the Club unless properly authorised to do so.

Dissolution

56. A resolution to dissolve the Club may only be passed at an AGM or EGM through a vote of 75% of the Full Members present. In the event of dissolution, any assets of the Club that remain will be transferred to:

- a) First: another FARS registered Club. Then; if this is not possible.
- b) Second: A similar organisation with objects similar to those of the Club. If this is not possible
- c) Third: In the sole discretion of the committee to a charity which has as its object promoting fitness in children.

57. The Committee at the time of dissolution will remain in office until all the affairs of the Club have been properly wound up and all the assets distributed according to this paragraph.

Disclaimers and notices

58. For the avoidance of doubt this constitution does not form a contract between the Club and its members and the relationship between the Club and the members (whether Adult or Junior) is not founded in contract. Members are free to leave at any time.

59. No competitive restrictions shall be imposed on any member who wishes to leave the Club.

60. A copy of this Constitution shall be made available to any member upon request. In addition it shall be made available on the Club Website.

Signed (Club Chairman) Dated.....