

# **FUSION ARTISTIC ROLLER SKATING CLUB**

## **CONSTITUTION**

### **Definitions**

Club Coach.	A coach approved and recognised as such by the committee.
Assistant Coach	A member of the coaching team who reports to a club coach.
The Club.	Fusion Artistic Roller Skating 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.
External Club	A Club not being Fusion Artistic Roller Skating Club which has its own management structure and membership, and which is not Affiliated to The Club.
Club Session	Any regular, occasional or one-off period of time organised by or through the Club and related to Roller Skating
CARSC	Chase Artistic Roller Skating Club

### **Preamble**

1. The Club was formed by the merger of:
  - a) The Club and;
  - b) CARSC.
  - c) The Club (an unincorporated Association) shall be called Fusion Artistic Roller Skating Club or "Fusion" but may from time to time for promotional purposes trade or operate under another name. For convenience, the section of the Club which is devoted exclusively to Roller Dance shall, until further notice, be known as "Fusion Dance Roller Skating Club" (FDRSC) but, for the avoidance of doubt, FDRSC shall not have its own membership and all members of The Club shall also be members of FDRSC and vice versa.
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 to improve fitness, balance, flexibility, self-confidence and well-being;
  - b) To promote and develop the sport of Artistic Roller Figure, Free and Dance skating;
  - c) To promote Artistic Roller Skating competitions and exhibitions
  - d) To increase Club membership;
  - e) To improve individual members' ability in the Sport and to encourage them to participate in tests and competitions.
  - f) To raise funds in support of the above objectives.

### **General Meetings**

4. From the date of the merger between The Club and CARSC those members who would, prior to the merger have been members of CARSC shall be entitled to nominate two members to sit on the Club Committee. Any member so nominated shall be entitled to sit upon the Club committee as of right until the Annual General meeting held in 2021.

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5. The Annual General Meeting ("AGM") shall be held between the beginning of January and the end of June each year. The Secretary shall give at least three week's clear notice of the date of the meeting, by posting a notice at Club Sessions and upon the Club website, in the Club Facebook Group setting out the date of the meeting and the matters to be discussed. The meeting shall be Chaired by the Club Chairperson and the minutes shall be taken by the Club Secretary.
6. 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 Chairperson shall have a casting vote.
7. As a minimum, the items on the Agenda for each AGM shall be:-
  - a) The election of the Club Committee and The Club Chairperson, Vice-Chairperson, Secretary, Treasurer and CPU Officer;
  - b) To receive the annual reports from the Treasurer and Chairperson;
  - c) To review, (if appropriate) amend and ratify any club document amended under clause 28(h) below. The Club Chairperson shall confirm, by signing a copy of the document, 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.
8. While (in general) the only qualifications required of a person serving as a Club official or on the Club Committee are membership of The Club and a demonstrable commitment to the club and its objectives, a person standing for election as Treasurer shall be required to demonstrate knowledge and competence in financial matters and an understanding of Club Finances.
9. Junior and Full members shall be entitled to attend any General Meeting and have a right to speak.
10. 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 weeks' notice (but not more than 5 weeks' 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 called under this provision.

**The Club Committee**

11. The Club Committee shall be elected every year at the AGM and shall consist of not less than 6 Full Members but may, in the sole discretion of the Members consist of more than 6.
12. Any full member of the Club may be nominated for election to the Club committee save that no Member may be elected to the Committee without his consent. Any Full Member (including a Member who is also a Coach) 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.
13. 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.
14. The Committee shall meet as often as they consider necessary but not less than twice a year. They shall meet before the AGM to agree the Agenda.
15. Except in an emergency, Committee meetings shall be called at not less than 3 weeks' notice. The Secretary shall take all reasonable steps to inform all Committee member of the date and time of the meeting which, unless there are compelling reasons to do otherwise shall be held before, during or after a Club Session. If a Committee member is not, without good reason, notified of a meeting then any decisions taken at that meeting shall be void and of no effect.
16. If a Committee Meeting is called on an urgent basis the Club Secretary (or in his absence any other Committee Member) shall take such reasonable steps as time allows to contact all Committee members to give notice of the meeting. In such circumstances, any Committee member unable to attend in person may participate via telephone or by another suitable electronic means. In respect of any meeting called under this provision, the Minutes shall record the reasons why the meeting was called on short notice and the steps taken to notify Committee Members of the time, date and location of the meeting.

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17. The Committee shall not necessarily include a Coach but if there is no Committee Member who is also a Coach the coaching team shall be entitled to nominate a Coach to the Committee (except disciplinary meetings) as of right. If there is confidential business to be discussed the Chairperson may request any Coach so nominated under this provision to leave while these matters are discussed. A Coach nominated under this provision shall be regarded as an elected Committee Member save that they may only vote on those matters directly related to Coaching.
18. The Chairperson may, in his sole discretion, ask any individual (being a member of the Club or otherwise) to attend any Committee meeting on an ex-officio basis. Such an individual attending a meeting may be heard but may not vote.
19. The quorum at Committee meetings shall be three. In the absence of the Chairperson and the Vice-Chairperson, the Committee shall appoint a deputy for that meeting only.
20. Resolutions put to the Committee shall be decided by a simple majority vote of Committee members present. In the event of a tied vote, the Chairperson (or in his absence the Committee Member taking the chair for that meeting) shall have the casting vote.
21. If, in the opinion of the Chairperson there is an item of Committee business that may be dealt with by written resolution the Chairperson 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. The notice provisions in paragraph 17, 18 and 19 above shall apply equally to a written resolution (with suitable modification to accommodate resolutions passed in this manner) as they do to a Meeting of the Committee.
22. Committee meetings shall be minuted. The minutes shall be made available upon the request of a full member for inspection upon reasonable notice save that any confidential business may be redacted or withheld.
23. A Committee member may resign at any time by giving notice to the Club Chairperson. 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 and accountable to the Committee and the Members.
24. If a Committee Member, leaves the Club, retires or stands down before 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.
25. 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 any venue where a Club Session is taking place,
  - 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,
  - h) Drafting and keeping under review this Constitution together with Club policies procedures and guidance. For the avoidance of doubt the committee may, on a temporary basis only, amend any club document (including this constitution). However, any document amended under this clause must be put before the members (see clause 11(c)) above at the next general meeting for approval and ratification.
  - i) Appointing coaches.
  - j) Administering the Club's property and funds.
  - k) Planning and managing any club events.

together with such other tasks as the members in a General Meeting may require the Committee to undertake or the Committee considers necessary for the efficient management of the Club.

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26. Although Junior members are not entitled to vote at general meetings or seek election to the Club Committee, the Committee shall take such positive steps as may be necessary (including, where appropriate, canvassing their opinions on any relevant matter) to ensure that the views and interests of Junior Members of the Club are taken into account when making decisions.
27. The Chairperson will:
- a) Control and direct the conduct of the Committee and General Meetings;
  - b) Liaise with the Club Secretary regarding notice for meetings, preparation of agendas and generation of minutes;
  - c) Represent the Club in discussions with the media and funding organisations, unless in the Chairperson's judgment the Club would, under the circumstances be better represented by another member;
  - d) Present an annual report to the AGM.
28. The Treasurer will:
- 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 by an individual or body entitled to see them;
  - d) Prepare an operating budget for each financial year.
  - e) Pay any bills or invoices the club may incur from time to time.
  - f) Bear overall responsibility and accountability for the financial well-being of the Club.
  - g) Enforce the financial rules of the club.
  - h) Prepare the annual accounts of the Club or (in his/her sole discretion) arrange for them to be prepared by someone else with sufficient expertise to do so.
29. The Secretary will:-
- 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;

**Membership**

30. Membership of the Club is open to anyone irrespective of age, gender, ethnicity, sexual orientation and (to the extent that it is compatible with Roller Skating) disability.
31. A person becomes a member of the Club if, after completing a Taster Session and receiving a briefing on safe skating, they continue to attend any Club session or Sessions whether they Roller Skate or not. For the avoidance of doubt, the Parents/guardians of Junior members shall be regarded as Full Members whether they skate or not. While the Club may, from time to time, charge a membership fee to skating members, the payment of the fee is not determinative of membership.
- 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.
  - 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.
32. Only Skating Members of the Club are obliged to pay fees.

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33. 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 joins another Skating club with the intention of competing for that club in the disciplines of Artistic Roller Skating or Roller Dance
- e) He is expelled from the Club
- f) He does not pay the monthly fees

34. If a member ceases to be a member any fees paid are not returnable. If the skater has any Club Property (such as skates) he shall return it on termination of his membership

35. Membership disputes shall be settled by the Committee whose decision shall be final. Aggrieved members shall have the right to request a hearing before the Committee in advance of any decision on the dispute.

36. A member who leaves the Club may, at the sole discretion of the Committee be permitted to rejoin.

**Club Discipline**

37. There are no restrictions upon a skater skating at premises operated by another club, or at another venue whether used by another club or not; however, no member may skate competitively on behalf of another Club.

38. 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 any venue in which a skating session is taking place;
- e) Immediately report any matter which may affect the safety of themselves or another skater;
- f) Take care of Club property including Club funds;
- g) Treat other Club Members, Coaches or visitors to club sessions with respect;
- h) Comply with any reasonable request made by the coaching staff.

39. If it is alleged that a member is in breach of the obligations set out in paragraphs 37 or 38 above, then subject to paragraph 40 below, the Chairperson (or a committee member appointed for the purpose by the Chairperson) 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 the CPU Officer. If the investigating officer concludes that there is no case to answer, then the matter shall proceed no further.

40. Where a clear breach of the obligations (such as e.g. dangerous skating) set out in paragraphs 37 or 38 above has been witnessed by a member of the Committee a hearing under paragraph 42 may proceed without further investigation.

41. 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 Chairperson (or in his absence the Secretary) shall decide whether a member should be suspended pending the investigation. The decision to suspend shall be final and not subject to appeal.

42. Where the investigating committee member concludes there is a case to answer, the Chairperson 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 Chairperson shall take all reasonable steps to contact the junior

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member's parent or guardian to ensure they are present at the hearing. If no parent or guardian is available, the Chairperson shall appoint a full member to represent the Junior Member's interests instead.

43. 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 which they consider appropriate other than expulsion, by a simple majority vote. A decision to expel the member must be unanimous.
44. A member subject dissatisfied with a disciplinary sanction applied by the Committee, may appeal by serving notice in writing within 14 days upon the Chairperson or Secretary. In such cases, the Disputes Procedure below shall apply.
45. In all cases, the records of any disciplinary matters shall be kept confidential.

### **Financial**

46. The Club shall be non-profit making and subject to paragraph 52 below, will devote its entire income towards the provision and improvement of the services we provide to the Members and in pursuit of the aims of The Club.
47. The financial year of the Club shall run from 1<sup>st</sup> January in one year until 31<sup>st</sup> December in the same year. The Treasurer shall submit the end of year accounts to be approved by the Committee in sufficient time to allow them to be produced at the AGM. The accounts of Free and Dance will be initially kept separate with an aim to merging them within two years.
48. Club Funds shall remain in the be held in bank accounts from time to time approved by the Committee as follows:
  - a) The "Current Account" for all monies received except for deposits taken in payment for long term skate hire (currently in the name of Walsall Artistic Roller Skating Club);
  - b) A "Deposits Account" for deposits paid for long term skate hire. (currently in the name of Walsall Artistic Roller Skating Club); These deposits should not be included in the Income and Expenditure of the Club as they are not a club asset.
  - c) A "Current Account" in the name of "Chase Artistic Roller Skating Club"

The aim is to merge the two current accounts within two years within two years in the name of the Club.

49. Cheques shall require two signatories one of whom shall be the Treasurer.
50. Payments by electronic transfer may be made by one person but this does not affect the requirement to secure authorisation.
51. Expenditure may be authorised as follows:
  - a) The Treasurer may authorise any single item of expenditure up to a maximum of £300.
  - b) Any expenditure between £300 and £600 shall require the authorisation of the Treasurer together with either the Chairperson or Vice-Chairperson .
  - c) Expenditure over £600 shall require a resolution of the Committee.
52. The Club shall endeavour to hold reserves of not less than £2000 ("The Base Level") at all times. If the reserves fall below The Base Level for a period in excess of 4 calendar months the Treasurer shall report this to the Club Chairperson and the Committee shall take such immediate steps which may be necessary to ensure the funds are made up.
53. The Club may not borrow money or enter into any transactions which might leave it (and therefore by extension – the members) in debt.
54. The Club Committee shall prepare an annual budget which shall be made available to the Members at the AGM. Any significant departure from the Budgeted expenditure as approved by the Members at the AGM must be approved by the Club Committee and shall be justified to the members at the next AGM.

### **Fees**

55. Payment for Coaching (whether the Coach is internal or external) shall be at the sole discretion of the Committee.

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56. Non-Skating Full Members are not required to pay fees although the club may require them to provide reasonable assistance in support of the Club's objectives as may be appropriate and within their skills.
57. Skating Members are required to pay fees by standing order in the amount which may be set by the Committee from time to time. The fees are the major source of income to the club and shall be paid in the manner and at a time which the Committee shall from time to time decide.
58. Subject to the general principle that the more sessions a skater attends the higher the fees to be paid the fees charged shall reflect the following:
  - a) The number of sessions a skater attends;
  - b) Whether the skater hires club skates;
  - c) The seniority of the Coaches present.
59. The Committee may, in its sole discretion:
  - a) Provide family discounts where more than one member of the same household are Skating Members;
  - b) Reduce the fees per session based on the number of sessions a skater attends. (This shall not affect the principle that the more sessions a skater attends the greater the total fees)
  - c) Keep a hardship fund/reduce the fees to support skaters who may be experiencing genuine financial hardship. In such cases The Committee shall require the Skater or his parent or guardian to sign a confidentiality agreement.

**Coaching/Supervisory Staff**

60. Coaching policy shall be set by the coaching team who shall keep the Committee advised of any changes in coaching policy.
61. Coaches may only coach within their area of expertise.
62. From time to time the Coaching team may request the assistance of a Club member or an expert in another area. This is permissible with the following provisos:
  - a) It does not indicate any intention to appoint the individual as a permanent Club Coach,
  - b) The Individual restricts his coaching to that session and to the precise matter upon which his/her assistance was requested.
  - c) The Coach supervising the session retains overall responsibility for the conduct and safety of the session.
63. All non-coaching staff involved with the supervision of children (other than their own) must be approved by the committee and have a current Disclosure and Barring Certificate.
64. 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/use of Assistant coaches.
  - g) Entry into competitions

**Club Brand and Logo.**

65. 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 Name or 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.

**Disputes.**

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66. In the event of a Dispute arising which cannot be resolved by the Club Committee, the provisions in the following paragraphs will apply.
67. The Parties shall agree to an external third party willing to act as an arbitrator. In the event they cannot agree then the Committee shall appoint a suitable independent professional (such as a solicitor or Skating professional) to act.
68. The parties to the dispute will make written representations to the Arbitrator. If the Arbitrator considers it desirable or necessary, he may, in his sole discretion, hear from the parties orally.
69. The Arbitrator may carry out his duties in any way he considers appropriate and his decision shall be final and binding upon the parties.
70. The Arbitrator may also decide who should pay the costs of the matter.
71. The procedure in paragraphs 66 to 70 above will apply:
  - a) In respect of any appeals against a disciplinary sanction;
  - b) A dispute arising out of an irretrievable breakdown in relationships leading to a split in The Club;
  - c) Any other circumstance where a dispute arises which cannot be resolved by the Committee.

**Dissolution/Disbanding**

72. In the event that (for any reason) relationships within the Club irretrievably break down and a decision is made to split The Club into two or more clubs, then the Club assets and Club funds shall be split pro-rata the number of members of the demerged clubs. No resolution or decision of the Club Committee or at an AGM is required to do this (neither bodies having – in this case – legitimate authority) but any disputes shall be resolved through the Disputes Procedure.
73. A resolution to disband the Club under circumstances where the activities of the club are being brought to an end may only be passed at an AGM or EGM through a vote of 75% of the Full Members present.
74. In the event the Club is disbanded, any remaining assets of the Club will be transferred to:
  - a) Firstly, another FARS affiliated Club. Then; if this is not possible;
  - b) Secondly; a similar organisation with objects similar to those of the Club. If this is not possible;
  - c) Thirdly; in the sole discretion of the committee, to a charity which has as its object promoting fitness in children.
75. 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.

**Fusion Dance – Special Provisions**

76. It is be the objective of the Club to integrate, as far as reasonably possible, all club functions and activities however, subject to paragraph 77 below, the Club Committee may delegate any part of its responsibilities which relates exclusively to Fusion Dance to a Sub Committee (The Fusion Dance Sub Committee) of Full members which shall be free to regulate its own affairs as it sees fit.
77. The Fusion Dance Sub Committee
  - a) Must supply the Club Committee with copies of any minutes.
  - b) May not make any financial decisions without reference to the Treasurer.
78. In the event that no member of Fusion Dance is elected to the Club Committee, The Fusion Dance Sub Committee shall be entitled to nominate one club member to sit on the Committee. A member nominated to the Club Committee under this provision shall have all the rights (including voting rights) of any other Committee member

**Disclaimers and notices**

79. No competitive restrictions shall be imposed on any member who wishes to leave the Club.
80. 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 ..... dated..... Club Chairperson