

The Constitution of the Suffolk Vikings Ski Team

Adopted 6th November 2021

1. Name:

The club will be called Suffolk Vikings Ski Team ('The Club') and will be affiliated to SnowSport England – the national governing body.

Suffolk Vikings Ski Team is a constituted and unincorporated association.

2. Aims and objectives

- a) To encourage and promote the participation in amateur snowsports throughout the communities of Suffolk.
- b) To offer coaching and competitive opportunities in snowsports at all levels for both adult and junior members.
- c) To encourage participation in Regional, National, and International events.
- d) To maintain affiliation to the national governing body.
- e) To ensure a duty of care to all members of the club.
- f) To provide services in a way that is fair to everyone, ensuring fair and equal treatment for all members.
- g) To promote safety, awareness and good behaviour amongst all club members.

3. Membership.

- a) Membership of the club is open to anyone interested in snowsport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Limitation of membership numbers according to available facilities is allowable on a non-discriminatory basis.
- b) The club will aim to keep membership fees at levels that will not pose a significant obstacle to participation.
- c) Changes to membership fees will be voted on at the AGM. If they are not agreed by 31st September the previous year's rate will be applied.
- d) Members will be notified of any proposed increase which exceeds 10% of the current membership fee – see section 9.e).
- e) The membership year runs from the 1st September or from any new membership application to 31st August.
- f) The categories of membership of the club shall be:
 - i. Ordinary membership, which is open to any person who satisfies the membership conditions as stated on the membership form.

- ii. Coaching membership, which is open to appropriately qualified and licensed coaches.
 - iii. Student membership, subject to conditions as stated on the membership form.
 - iv. Committee membership. Management committee members that are not active skiing members will automatically acquire this membership. This class of membership does not allow for training, skiing or racing as a Vikings member and does not come with a Snowsport England affiliation or slope membership. No membership fee is applicable to this category.
- g) All members agree to comply with the regulations contained in this constitution, the policies and procedures adopted, and the club codes of conduct. Payment of membership fees, acceptance of committee membership or application to join the club constitutes acceptance of these terms.
 - h) Individuals shall not be eligible to take part in the business of the club, vote at meetings, or be eligible for selection of any club team unless the membership fee has been paid by the due date and/or membership has been agreed by the club committee.
 - i) Members under 14 cannot vote at General meetings or appeals but can be represented by a parent or guardian. Members between the ages of 14 and 18 may either vote themselves or choose to be represented by a parent/guardian who will vote on their behalf.

Membership may be refused or removed only for good cause. The club committee may refuse membership or withdraw it from anyone who's conduct or character is thought likely to bring the club or the sport into disrepute. Membership may also be refused or revoked for failure to adhere to the terms of membership, including non-payment of membership fees or other monies due. All membership terms can be found on the club membership forms.

4. Sports Equity

- a) The club is committed to ensuring that equity is applied across all aspects of the club's development. In doing so it acknowledges and adopts the following Snowsport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- b) The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport regardless of a age, ability, sex, race, ethnicity, religious belief, sexuality or social/economic status.

- c) The club is committed to everyone having the right to enjoy sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Safeguarding.

The club will ensure a duty of care to all members of the club by adopting and implementing Snowsport England's safeguarding policies, Snowsafe Children and Young People and Snowsafe Adults and any future versions of these policies.

6. Activities of the Club.

- a) Activities include all aspects of club life and sessions undertaken under the banner of the Suffolk Vikings Ski Team. This includes regular scheduled training sessions and race activities.
- b) The Management Committee will agree all club activities in advance of the activity occurring and will ensure that the rules defining participation are clearly stated and in line with the objectives of the club.
- c) Where the activity is a snowsport training activity a coaching member must be present.
- d) During any activity any member under the age of 16 must be supervised by their parent or legal guardian or other such adult as nominated by the parent or legal guardian. The leader of the activity must be notified if such a nomination has been made.

7. Administration.

- a) The club will be administered and managed, following the rules set down in this constitution, by a Management Committee.
- b) The Management Committee will ensure the prudent management of the club and its funds and will ensure that the club functions in accordance with this constitution.
- c) The management committee will consist of a Chair, Treasurer, Secretary, Membership Secretary, Youth Representative, Head Coach, Club Welfare Officer and additional roles as necessary for the effective running of the club. The committee should have a minimum membership of 8 and a maximum of 20.

- d) All committee members will be elected at the Annual General Meeting. The term of office will be for one year and members will be eligible for re-election.
- e) If the committee does not include a Vice Chair, one of the committee members will be appointed, by the committee, as Deputy Chair. In the event of the resignation or withdrawal of the elected Chair they will take over the position on a temporary basis until a new Chair is elected.
- f) If the post of any officer of the Management Committee becomes vacant after such an election the Management Committee may elect a replacement to hold the post until the succeeding Annual General Meeting.
- g) Committee meetings will be convened by the Secretary of the club and be held no less than 4 times per year.
- h) The quorum required for business to be agreed at Management Committee meetings will be no less than five elected members of the committee.
- i) Notice of Management Committee meetings will be given to all committee members at least seven days in advance of the meeting.
- j) The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club. This will be carried out at properly convened Management Committee meeting by a minimum two thirds majority.
- k) All elected members present at the Management Committee meetings shall have the right to one vote on each occasion a vote is taken. If at any time voting is equal the Chair of the Meeting shall have a second casting vote.
- l) Minutes of each committee meeting will be approved at the next Management Committee meeting. After approval the minutes will be filed.

8. Finance.

- a) The club treasurer will be responsible for managing the finances of the club and will report to the Management Committee at each Management Committee meeting.
- b) The financial year of the club will run from 1st September to 31st August.
- c) All club monies will be deposited in an account held in the name of the club.
- d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e) All members of the club shall be joint and severally liable for the financial liabilities of the club.
- f) All surplus income is to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

9. Annual General Meetings and Extraordinary General Meetings.

General Meetings are the opportunity for Club Members to exercise their democratic rights in conducting the club's affairs.

- a) The club will hold the Annual General Meeting in the month of September to:
 - 1. Approve the minutes of the previous year's AGM.
 - 2. Receive reports from the Chairman and Secretary.
 - 3. Receive a report from the Treasurer and approve the Annual Accounts.
 - 4. Receive a report from the Head Coach.
 - 5. Receive a report from the Race Manager.
 - 6. Elect officers to the committee.
 - 7. Agree the coming year's membership fees.
 - 8. Consider any proposed changes to the constitution.
 - 9. Deal with any other relevant business.
- b) Notice of the AGM and the proposed agenda will be given by the club secretary to all members at least 14 days in advance of the meeting.
- c) All potential Management Committee vacancies must be notified to all members at least 7 days in advance of the meeting.
- d) Proposed changes to the constitution shall be sent to the secretary prior to the AGM and shall be circulated to all members at least 7 days before an AGM.
- e) Any proposed membership fee increase in excess of 10% of the current rate will be notified to all members at least 7 days before the AGM.
- f) All members have the right to vote at the AGM.
- g) The quorum for the AGM will be 10% of the membership.
- h) An Extraordinary General Meeting can be called either by an application, in writing, to the secretary, supported by at least 10% of the members of the club or by a simple majority decision of the committee members.
- i) The Chair of any general meeting will be the Chair of the club or in their absence a chair may be selected for the occasion by the Management Committee from those present.
- j) All EGM procedures shall follow those outlined above for AGMs.

10. Amendments to the Constitution.

The constitution may only be changed by resolution passed by two thirds of the members present and voting at an AGM or EGM.

11. Discipline and Appeals.

- a) All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately in accordance with the adopted Snowsafe policies and club procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- c) The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d) 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 14 days of the hearing.
- e) There will be the right of appeal to the Management Committee following disciplinary action being announced. Any such appeal must be made within 7 days of receipt of the written decision. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

12. Dissolution.

- a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b) In the event of dissolution all debts should be cleared with any club funds. Any assets of the club that remain after settling all liabilities may be disposed of to one or more of the following:
 - a. Another club with similar sports purposes or to the clubs national governing body for use by them for related community sports.

13. Declaration:

Suffolk Vikings Ski Team hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

