



# Gosport Ice Skating Club

CONSTITUTION 2023

## 1. Name of the Club

- a. The club will be called **Gosport Ice Skating Club** (known as "GISC"), and will be affiliated to British Ice Skating, the sport's governing body.

---

## 2. Aims and Objectives

- a. The overriding purpose of the GISC shall be the promotion of all forms of ice skating, in particular, Dance, Free, Figure, Artistic (show) and Synchronised ice skating.
- b. GISC aim to provide a safe, informal, social environment for skaters to promote the building and development of friendships, as well as opportunities to build ability and confidence away from the formal coaching environments of patch, lessons and sessions.
- c. To offer competitive opportunities on a bi-annual basis (at a minimum) to GISC members.
- d. To promote GISC, the sport and the Arena within the local community, providing information, advice and guidance to skaters, parents and guardians as required.
- e. To ensure that all present and future members receive fair, equal and inclusive treatment by following our own, the Arena's and British Ice Skating policies and procedures.

---

## 3. Membership and Membership Fees

- a. The club year will run from the **1<sup>st</sup> October to the 30<sup>th</sup> September** in any given year, to ensure it ties in with the ice skating 'season'. Fees payable will be pro-rata to the duration remaining.
- b. All members of GISC are subject to the rules here within the club Constitution, as well as its Code of Conduct for on the ice, and within the Arena. By joining GISC, the member will be deemed to have accepted the rules.
- c. Membership will be available to any skater who can demonstrate a skating proficiency equal to BIS Skate UK or Skate Excellence Grade 8.
- d. All applications for membership will be accompanied by the appropriate fee as determined by the Committee on an annual basis. Current fees can be seen on our website.
- e. All fees – membership or otherwise – must be paid **prior** to GISC facilities being used. It is the member's responsibility to ensure all payments due are paid by the required date.



- f. Members will be enrolled into one of the following categories:
- **Full Member** – aged over 18. Entitlement to participate in all activities on or off the ice provided by GISC (*additional subsidised fees may be applicable*). Will have voting rights at the AGM.
  - **Junior Member** – aged under 18. Entitlement to participate in all activities on or off the ice provided by or for GISC (*additional subsidised fees may be applicable*). Will not have voting rights at the AGM, but can nominate a parent or guardian to vote on their behalf.
  - **Associate Membership** (non-skating) – available to those who wish to offer commitment and support to GISC, such as a Committee Member, Volunteer or Sponsor of training. Will have voting rights at the AGM.
  - **Honorary Membership** – this is offered to those who have rendered exceptional service to GISC and will be awarded at the discretion of the Committee. No membership fee payable. Will have voting rights at the AGM.
  - **Temporary Membership** – a club member may sponsor a guest on payment of a session fee for insurance purposes. Temporary membership can only be offered to a person on a maximum of 5 occasions in each club year (to include both on and off ice sessions), after which the person must join as a full member. The sponsor must be present whilst the guest is using club facilities. Will not have voting rights at the AGM.
- g. Membership of the club is open to all, and no person shall be refused membership on the grounds of any protected characteristic, as defined by the Equality Act 2010 (i.e. sex, gender, sexual orientation, age, disability, religion or belief, or race including colour, nationality or ethnicity).

---

#### 4. Membership Suspension, Refusal or Termination

The committee shall be entitled to:

- a. Refuse any application for membership on the grounds that such membership would be prejudicial to the aims and objectives of GISC as set out in Clause 2 of this Constitution. The Committee shall not be obliged to offer any reason for such a refusal.
- b. Suspend or terminate a members membership if they are found to be behaving in a manner inconsistent with out Club ethos and values, including (but not limited to) behaviour that is challenging, aggressive or threatening, discriminatory, bullying, harassing, or failure to observe Clause 3b (Code of Conduct).
- c. Members shall forfeit their membership rights if their membership fee, or any future subscription, are 60 days (2-months) or more in arrears. The Committee can suspend a member who is in arrears, for a period of time or exclude the member dependent upon the circumstances on a case by case basis.
- d. A refund of all or part of a member's subscription will not be available in any circumstances.



## 5. Officers of the Club

- a. The affairs of the Club shall be conducted by a Committee which shall consist of the following roles:
  - Chair
  - Vice-Chair
  - Treasurer
  - Secretary
  - Safeguarding Officer
  - Up to 5 Committee Members
- b. Secondary roles, as required by the Club, will be assigned to those who are willing and interested, i.e. memberships, social media, Arena promotion, website, organisation and administration.
- c. An Annual General Meeting (AGM) will be held annually in September, which is when the Committee will also be elected. The term of office shall be for 12-months, although Committee Members will be eligible for re-election.
- d. Any Committee member must be at least 18 years of age.

---

## 6. Committee Operations

- a. The Committee will be convened by the Secretary of the Club to meet no less than **4** times per membership year, to discuss how the Club is meeting its Aims and Objectives, and discuss any new ideas. The Secretary is responsible for noting up and distributing minutes.
- b. The quorum required for meetings will be 5 persons, of which, at least 1 must be an Officer of the Club.
- c. The Committee will be responsible for voting on and adopting new policies, procedures, Codes of Conduct and rules that affect the operations of GISC. The Chair shall have the casting vote.
- d. GISC will encourage a **Youth Committee** to be appointed from our Junior Members cohort, and facilitate their convening no less than 4 times per membership year to discuss any new ideas to present to the Committee for consideration. The Committee will encourage role replication, with a minimum of one Committee Member present to help facilitate at each Youth Committee meeting. This in turn will aid succession planning towards Clause 5a.
- e. The Officers, Committee Members, Youth Committee Members and Volunteers shall not be liable for any non-accidental loss or damage suffered by GISC as a result of their duties on the Club's behalf.
- f. The Committee will be responsible for facilitating any disciplinary hearings of members who infringe the GISC rules, codes, policies or Constitution. The Committee will be responsible for taking any action, as detailed in Clause 4b. Any member alleged to have acted in such a manner shall be informed in writing by the Secretary and be asked to attend a meeting with representative Committee Members (minimum of 2) to give an explanation before any disciplinary measure is decided.



## 7. Finance

- a. All GISC monies will be banked in an account held in the name of the Club, which will be facilitated by 2 authorised signatories – usually the Treasurer, and at least two other Officers of the Club to ensure club continuity in the event of any unexpected circumstances.
- b. The Treasurer will be responsible for keeping proper accounts of all income and expenditure, as well as the general finances of the Club. The balance of Club funds should be given at each Committee meeting.
- c. The Club's financial year will run in accordance with standard practice – 1<sup>st</sup> April to 31<sup>st</sup> March annually.
- d. A statement of annual accounts will be presented by the Treasurer at the AGM, having been reviewed by an independent verifier.
- e. There will be a membership/joining fee as determined by the Committee, and reviewed as necessary at the AGM. The Committee also has the authority to organise such competitions or social events as it agrees are appropriate.

---

## 8. Annual General Meetings

- a. As per Clause 5c, the AGM will be held annually in September.
- b. The Secretary shall give 21-days' notice of the date, time and venue (including online) – which will be emailed to Members, advertised on social media, and displayed by notice on the Club notice board at the Arena.
- c. Motions and other items for inclusion at the AGM should be submitted to the Secretary no later than 14 days' before the meeting – the Agenda for which will be published not less than 7-days' before the AGM.
- d. Officers of the Club resignations, as well as new applications and nominations should be submitted to the Secretary no later than 3 days' before the meeting.
- e. The AGM Agenda shall be as follows:
  - Confirm the minutes of the previous AGM
  - Receive reports from the Officers of the Club (Clause 5a)
  - Consider any proposed changes or amendments to the Constitution
  - Elect Officers of the Club for the succeeding year
  - Deal with any other relevant business
- f. Voting at the AGM shall take place by either a show of hands, or anonymous ballot facilitated through an online platform, which members will have access to during the meeting. Proposals will be decided by a simple majority, and will be actioned with immediate effect unless otherwise specified in the proposal.
- g. The quorum for AGMs will be 20% of the membership.

## 9. Extraordinary General Meetings (EGM)

- a. The Committee has the right to call a short notice EGM to consider a particular, urgent matter.
- b. If the matter is not urgent, it should be posed as a motion at the next AGM, or discussed with an Officer of the Club prior to the next Committee meeting.
- c. The Secretary shall give a minimum of 7-days' notice of the date, time and venue (including online) – which will be emailed to Members, advertised on social media, and displayed by notice on the Club notice board at the Arena.
- d. Due to the extraordinary element of this type of meeting, only the specific urgent matter will be addressed during an EGM.
- e. The quorum for EGMs will be 10% of the membership.

---

## 10. Complaints, Discipline and Appeals

- a. All complaints regarding the behaviour of members should be submitted in writing to the Membership Secretary for consideration.
- b. The Committee will meet to discuss any complaint within 14-days' of a complaint being lodged. The outcome of a complaint should be given in writing to the person who lodged the complaint within 7 days of the Committee meeting.
- c. The Committee has the authority to take appropriate disciplinary action including the suspension or termination of membership. Should a disciplinary hearing be required, this will be convened as quickly as possible and involve no less than 2 Committee Members to hear both sides of the situation. A decision will be made and communicated within 7 days of this hearing. Both the complainant and the member implicated will have the right to appeal the decision made within 7-days.

---

## 11. Assets

- a. All assets acquired by the Club shall belong to the Full Members of the Club, although assets cannot be assigned, transferred or sold on behalf of the Club for any financial gain.

---

## 12. Indemnity and Risk

- a. GISC will be insured via indemnity insurance, as required by BIS and the Arena.
- b. Officers of the Club and Committee Members shall not be liable for any loss suffered by the Club as a result of the performance of their duties on the Club's behalf, except for such losses as arise from their wilful deceit or evasion.



- c. Any reasonable stationary or other costs incurred by Committee Members will be paid out of club funds, providing these costs were estimated and notified to the Committee beforehand, and approval given. No expenses should be incurred until approval is sought.
- d. All purchases and costs shall be supported by a receipt, clearly giving all necessary details of the expense incurred – this shall be passed to the Treasurer within 2-days of incurrence.

## 13. Dissolution

- a. Any proposition to dissolve the Club may be passed at either an AGM or EGM, convened expressly for this purpose.
- b. At least 28 days' notice of the proposed dissolution shall be given in writing by the Secretary to all members, of which, such a resolution shall receive the assent of at least 66% (two thirds) majority of those present and entitled to vote.
- c. Upon dissolution of the Club, after all Club liabilities have been cleared, all remaining material assets shall be given or transferred to similar Clubs, charities, or community groups, as determined by the meeting. All funds left in the bank account shall be divided equally between those Full Members who were fully paid up at the time of dissolution.

## 14. Amendments to the Constitution

- a. Any proposal to change this Constitution must be presented to the Committee at least 14-days' before the AGM or EGM at which approval is required by 66% (two thirds) majority of voting members.

## 15. Declaration

- a. Gosport Ice Skating Club hereby adopts and accepts this Constitution as a current operating procedure regulating the actions of members.

	Chair	Vice Chair	Secretary	Treasurer	Safeguarding
<b>Name:</b>	David May	Johanna Jewell	Lesley Liggett	Kirsty Travis	Victoria Bartlett
<b>Signature:</b>	<i>David May</i>	<i>Jewell</i>	<i>Lesley Liggett</i>	<i>Kirsty Travis</i>	<i>Victoria Bartlett</i>



# Signature Certificate

Reference number: 54SOY-RFBH3-MS8FE-6OUZH

## Signer

## Timestamp

## Signature

### Johanna Jewell

Email: jewellsy2k10@gmail.com

Sent: 06 Oct 2023 07:57:30 UTC  
Viewed: 06 Oct 2023 08:05:31 UTC  
Signed: 06 Oct 2023 08:05:56 UTC



### Recipient Verification:

✓ Email verified 06 Oct 2023 08:05:31 UTC

IP address: 5.67.114.139  
Location: Eastleigh, United Kingdom

### Victoria Bartlett

Email: victoriabartlett@gmail.com

Sent: 06 Oct 2023 07:57:30 UTC  
Viewed: 06 Oct 2023 07:58:26 UTC  
Signed: 06 Oct 2023 08:13:17 UTC



### Recipient Verification:

✓ Email verified 06 Oct 2023 07:58:26 UTC

IP address: 78.146.44.6  
Location: Southampton, United Kingdom

### Kirsty Travis

Email: fearokirstt1985@gmail.com

Sent: 06 Oct 2023 07:57:30 UTC  
Viewed: 06 Oct 2023 08:20:03 UTC  
Signed: 06 Oct 2023 08:20:37 UTC



### Recipient Verification:

✓ Email verified 06 Oct 2023 08:20:03 UTC

IP address: 82.132.187.206  
Location: Leeds, United Kingdom

Document completed by all parties on:  
06 Oct 2023 14:10:43 UTC

Page 1 of 2



### Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.





# Signature Certificate

Reference number: 54SOY-RFBH3-MS8FE-6OUZH

## Signer

## Timestamp

## Signature

### David May

Email: dave5724@hotmail.com

Sent:

06 Oct 2023 07:57:30 UTC

Viewed:

06 Oct 2023 14:02:03 UTC

Signed:

06 Oct 2023 14:05:18 UTC



### Recipient Verification:

✓ Email verified

06 Oct 2023 14:02:03 UTC

IP address: 92.10.109.228

Location: Littlehampton, United Kingdom

### Lesley Liggett

Email: lesleyliggett@btinternet.com

Sent:

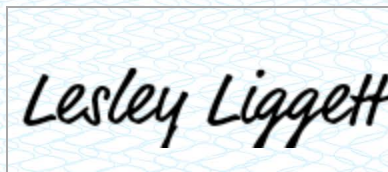
06 Oct 2023 07:57:30 UTC

Viewed:

06 Oct 2023 14:09:21 UTC

Signed:

06 Oct 2023 14:10:43 UTC



### Recipient Verification:

✓ Email verified

06 Oct 2023 14:09:21 UTC

IP address: 92.10.109.228

Location: Littlehampton, United Kingdom

Document completed by all parties on:

06 Oct 2023 14:10:43 UTC

Page 2 of 2



**Signed with PandaDoc**

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.

